

Basketball Manual

2018-19



The official manual for high school boys and girls basketball with information concerning regulations and management of games and tournaments.

KSHSAA Administrator
Francine Martin
fmartin@kshsaa.org

**Kansas State High School
Activities Association**

601 SW Commerce Place
PO Box 495
Topeka, KS 66601-0495

Phone: 785-273-5329 | Fax: 785-271-0236
kshsaa@kshsaa.org | www.kshsaa.org



Checklist for Schools Participating in Tournaments

Regional/Sub-State

- Officials Recommendations Form (**BB-1** for girls and **BB-2** for boys)—Schools must submit the names of officials they are recommending for postseason between January 30 and February 6, 2019.
- Season's Win-Loss Record Forms (**BB-3** for girls and **BB-4** for boys)—DUE to sub-state tournament manager. See forms for details.
- 1A Regional Squad List/Pass Gate Information Forms (**BB-5** and **BB-6**) DUE by **February 14**—Follow instructions provided on the form.
- Sub-State Squad List/Pass Gate Information Forms (**BB-9** and **BB-10**) DUE to KSHSAA on **February 21**.
- Season Game Scores Forms (**BB-7** for girls and **BB-8** for boys)—DUE to KSHSAA on **Monday, February 25**, by all teams participating in sub-state tournaments. To ensure accurate seeding, schools must submit correct information.

State

- Squad List Forms & Pass Gate Information (**BB-11** for girls and **BB-12** for boys)—DUE to the KSHSAA on **Wednesday, February 27**, by all teams participating in a sub-state tournament. These are submitted directly to the KSHSAA(online).
- Pass Gate Information will be submitted with the online roster information (**BB-11** and **BB-12**).
- A picture of the state team must be submitted by **February 27**. Submit photo to jholaday@kshsaa.org.

- - -

Important Basketball Dates

for Coaches

Rules Meetings:

Coaches have the option to attend an online rules meeting or participate in an in-person meeting.
Coaches Online Rules Meeting begins – October 3
Coaches Online Rules Meeting ends – November 16

Exams:

Coaches must complete the exam from October 3 to November 19.

Holiday Non-Practice Days for Schools

December 23-27, 2018

for Officials

Rules Meetings:

In 2018, officials have the option of attending an in-person rules meeting or completing the online meeting to stay in good standing with the KSHSAA. Meeting dates and locations can be found in your official packet or on the KSHSAA website.

Exams:

Officials must complete the exam from October 3 to November 19.

Area Meetings:

All officials are encouraged to attend the area meetings. These meetings provide additional training for officials. The list of dates and times is included in your officials rules book packet mailing. Attendance at a series meeting I and II is required for postseason consideration.

Postseason Applications:

Due to the KSHSAA office by February 1, 2019.



KSHSAA

Basketball Manual

An official publication of
the Kansas State High School Activities Association

601 SW Commerce Place, 66615 | PO Box 495, Topeka 66601-0495
Phone: 785-273-5329 | Fax: 785-271-0236
www.kshsaa.org | kshsaa@kshsaa.org

Forward

All Participating Schools, Tournament Managers, School Administrators, Officials, Basketball Coaches and Members of Press, Radio and Television

The Basketball Manual is designed to provide general information for use in the administration of the KSHSAA basketball program as well as the sub-state and state tournaments. This manual is made available to every member school, registered basketball official, tournament manager, and members of the press, radio and television. No doubt questions will arise during the regular season, invitational tournaments and prior to the starting of postseason tournaments. We believe many questions will be answered by a thorough review of the contents of this manual.

The KSHSAA staff members and all member schools thank all personnel, including tournament managers, school administrators, officials, coaches, players, members of the press, radio and television, and the thousands of loyal basketball fans for their efforts and interest during the regular season contests and tournaments. We hope that you have a successful season. If questions arise, please contact us.

Francine Martin
Assistant Executive Director
fmartin@kshsaa.org

Bill Faflick
Executive Director
bfaflick@kshsaa.org

*"They don't
care how much
you know until
they know
how much you
care."*

**Theodore
Roosevelt**

2018-2023

Basketball Projected Calendar Dates

ACTIVITIES	SCW	18-19	19-20	20-21	21-22	22-23
GIRLS & BOYS BASKETBALL						
Beginning Practice Date	20	11/12	11/18	11/16	11/15	11/14
Earliest Possible Competition	22	11/29	12/5	12/3	12/2	12/1
Early Season Tournaments - Girls, Boys	23	12/3-8	12/9-14	12/7-12	12/6-11	12/5-10
Girls Only (if not held during first week)	24	12/10-15	12/16-21	12/14-19	12/13-18	12/12-17
Invitational Tournaments (two weeks)						
Boys and/or Girls	29	1/14-19	1/20-25	1/18-23	1/17-22	1/16-21
Girls Only (if not held during first week)	30	1/21-26	1/27-2/1	1/25-30	1/24-29	1/23-28
Regional Tournaments: Class 1A	34	2/18-23	2/24-29	2/22-27	2/21-26	2/20-25
Sub-State Tournaments: All Classes	35	2/25-3/2	3/2-7	3/1-6	2/28-3/5	2/27-3/4
State Tournaments: All Classes	36	3/6-9	3/11-14	3/10-13	3/9-12	3/8-11

Contents

Section I – Regulation and Administration of All Contests

Responsibilities of Host and Visiting Schools	6
Responsibilities of the Host School	7
Responsibilities of Visiting School	7
Public Address Announcer Responsibilities	8
Blood-Borne Pathogens Responsibilities	8
General Fire and Life Safety Guidelines	9

Section II – Sportsmanship/Citizenship – Rule 52 10-11

Section III – KSHSAA Handbook Rules 12-13

Section IV – Postseason Assignments

Assignment Criteria	14
Seating Requirements	14
Minimum Court Size	14

Section V – Media

Media Passes	15
Action Pictures	15
Radio Broadcasting	15
Telecasting of Games	15-16
Live Video Over Internet	16
Television - Live Broadcast-Regular Season	16

Section VI – General Policies and Procedures

Bands and Artificial Noisemakers	17
Banners and Signs	17
Basket, Bench and Fan Seating	17
Bench Occupants	18
Bleachers and Overcrowding	18
Cheerleaders' Location During Games	18
Court Markings	18
Coaching Box and Bench Decorum	18-19
Dressing Rooms	19
Dunking, Hanging on Rim	19
Ejection Policies	19
Forfeiture Policy	20
Games Not Played	20
Halftime Entertainment	20
Introduction of Teams	20
Loss of Coaching Box Report, School Report on Officials	20-21
Nets	21
Officials	21
Player Equipment	21-22
Practice Balls and Practice Sessions	22
Public Address Announcer Responsibilities	22
Rosters for Postseason	22
Running Clock	22
Run-throughs	22
Scorers and Timers	23
Solicitations and Sales, Charitable Contributions	23

Spectator Conduct	23
Sporting Behavior.	24
Sports Medicine - Concussions, Emergency Plans, and Performance Enhancing Drugs.	24-25
Team Warm-up	25
Tournament Basketball	25
Towels	25
Traveling School Information	25
Trophies, Plaques and Presentation	25
Uniforms	26
Unmanned Aircraft Systems (Drone Policy).	26
Video	26
Section VII – Ticket Information.	27-28
Section VIII – Postseason Tournaments	
Game Scores Reporting	29
Class 1A Regional Seeding.	29-30
Class 1A Regional Playing Dates.	30-31
Class 1A Sub-State Seeding.	31
Class 2A, 3A Sub-State Seeding, Format, Dates	32-34
Class 4A, 5A, 6A Sub-States	35-36
Class 4A Format	36-37
Class 5A Format	37
Class 6A Format	38
Section IX – Reporting Results	
Reporting Results.	39
Tickets and Officials Payment.	39
Distribution of Receipts	39
Section X – State Tournaments	
Tournament Schedules.	40
Tournament Sites and Managers	40
Artificial Noisemakers/Flags/Tunnels.	41
Bands	41
Cheerleaders	41
Halftime Entertainment	41
Introductions – Quarterfinals	42
Introductions – Semifinals.	42
Introductions – Championship Game	42
Media Passes	42
National Anthem	43
Officials Recognition Program.	43
Officials	43
Pass Gate	43
Presentation of Awards	43
Programs.	43
Public Address Announcer.	44
Sportsmanship Awards	45
Team Warm-Up.	45
Code of Ethics.	46
Sub-State Manager Checklist	Back Cover

Section I

Regulation and Administration of All Contests

Administrators and Coaches - VERY IMPORTANT!

If any of your players and/or students plan to attend a basketball contest, the KSHSAA requests that you take time to review the importance of proper behavior and conduct with all representatives from your school. Also, please relay this information to the fans from your community. A positive approach prior to the contest with hopes of preventing undesirable demonstrations, rather than the necessity for penalty after adverse situations have occurred, will result in a more pleasant atmosphere. The Association feels with proper preparation and guidance, the conduct of our high school boys and girls will continue to be a positive contribution to the overall educational and activities program throughout Kansas.

The following, "Guidelines for Supervision of Interscholastic Athletic Events," is very explicit regarding the responsibilities of hosting athletic contests. It is placed in this manual to benefit all concerned regarding the expectations of the KSHSAA concerning the sportsmanship that must surround any basketball contest.

GUIDELINES FOR SUPERVISION OF INTERSCHOLASTIC ATHLETIC EVENTS

Responsibilities of Host and Visiting Schools

1. The administrators of both schools are responsible for the general organization, management and supervision of student bodies and crowds before, during and following each event, with the home school assuming the major role.
2. Communicate prior to contest concerning visitors' parking area, entrance and exit locations for fans, seating sections, etc.
3. Provide adequate supervision prior to and during each contest, to continue until at least one-half hour after the game, or until all groups have dispersed.
4. It is recommended the people representing the participating schools for the purpose of game administration and/or supervision (principals, superintendents, etc.) meet prior to the contest. They should introduce themselves to the officials and the tournament manager prior to the contest and let them know where they will be located during the game. The manager and officials should know whom to contact should a problem arise.
5. Faculty supervisors or adults delegated by school administrators should carry some type of identification.
6. **The conduct of coaches is the single most important factor in crowd control.** Coaches are professional educators and must control themselves under stress in order to set the proper example for the young people on their teams, the student body and the heterogeneous combination of spectators in the stands. It is not enough to be professional when there is no pressure. Coaches are usually the stabilizing influence in an emotionally-charged situation, and they must assume this important responsibility. Coaches must recognize that the future of high school athletics is more important than winning or losing the game.
7. *Alcoholic beverages are prohibited.*
8. Both schools must approve the officials for each regular season contest prior to the completion of the officials' contracts. Assignments made by league commissioners have the approval of the administration.
9. Any person, school-connected or otherwise, who commits assault and/or battery against students, school employees, or game officials, shall make amends to the offended person or persons, and the Executive Board of the KSHSAA shall be satisfied that the public interest does not require prosecution or further disciplinary action. Unless the person or group has made amends to the offended person or persons, then charges should be filed. **It is the host school's responsibility to file such charges.** Ordinary order and discipline at interscholastic events should be enforced by prosecution and action in the courts.
10. Administrators and supervisors shall not permit spectators to assemble by the court edge prior to or at the conclusion of a game.
11. The host and visiting school administration and adult supervisors shall make every effort to keep the court clear of spectators prior to and at the conclusion of each game. It is their responsibility to prevent the players or fans from cutting down the nets after any contest. At regional, sub-state and state tournaments, the nets will be made available to the two champions.
12. It is suggested school alma maters be sung immediately after each game.
13. If not participating in the contest, a member school may not film any school's activity contest without written permission from the involved school principals in advance of the contest. This applies to regular season games!

Responsibilities of the Host School

1. Notify visiting school of reserved parking spaces for buses, specific entrance and exits to be used by team and student body, game time, and other important items necessary to conduct the contest.
2. Designate specific seating locations for visiting and host schools.
3. Provide adequate security, police and faculty supervision to begin at least one-half hour prior to game time and end when all groups have dispersed. Provide instructions to the visiting school and all fans that the playing floor is to remain free of spectators prior to and after the contest.
4. Arrange for the presence of law enforcement officials inside and outside the contest area. Depending on local board of education policies, a general recommendation is:
 - (a) inside supervision be handled by paid security and/or police officers; and,
 - (b) outside supervision/security by the local police department.
5. School officials should give specific directions to security and/or uniformed police officers employed. Do not assume they understand their responsibilities! Assign them on a staggered schedule so that all will not arrive and leave at the same time. It may be necessary to have only a small number present prior to game time, with more as the contest progresses and is concluded. They should be in position to prevent the taking of nets after the contest. At KSHSAA events, nets will be made available to the two champions.
6. Arrangements should be made with local police to direct traffic away from the gymnasium so spectators can leave quickly.
7. Any person, school-connected or otherwise, who commits assault and/or battery against students, school employees, or game officials shall make amends to the offended person or persons, and the Executive Board of the KSHSAA shall be satisfied that the public interest does not require prosecution or further disciplinary action. Unless the person or group has made amends to the offended person or persons, then charges should be filed. It is the host school's responsibility to file such charges. Ordinary order and discipline at interscholastic events should be enforced by prosecution and action in the courts.
8. Reserved parking locations should be set aside for the game officials; they should be notified of the location prior to the contest, and a designated staff member should meet the officials when they arrive.
- 9. The host school should provide two adult chaperons or security personnel to escort game officials to and from their dressing facilities; from court at halftime and following the conclusion of the game; and to their cars.**
10. The officials' dressing quarters are private. No one should be admitted, and this includes personnel from the host school. Use No Admittance signs (Form O) which can be located with the online *Entry Forms*.
11. Make arrangements to accept and deliver emergency messages.
12. Any unusual incidents or developments should be reported to the KSHSAA immediately.

(See additional responsibilities listed under "Responsibilities of Host and Visiting Schools.")

Responsibilities of Visiting School

1. An administrator and adequate faculty or adult supervisors should be present at each contest in order to supervise their own students and adult fans. School administrators should introduce themselves to the tournament managers to let them know whom to contact should a problem arise.
2. Supervise students and fans to prevent unsportsmanlike behavior prior to, during and after the contest. Do not allow the taking of nets or other souvenirs. Explain to your fans prior to attending the game/tournament they are not to be on the floor before or after the contest. **No run-throughs are to be permitted.**
3. See that all bus drivers and delegated drivers are informed of any special parking locations and instructions provided by the host school. There is a line on the pass gate form to list the bus driver.
4. Inform all student spectators and the team of proper entrance and exit locations.
5. See that supervision is available prior to the arrival of your spectators and continues until all groups have dispersed.
6. Report any unusual incidents to the host school administration immediately.
7. Give complete cooperation and assistance to the host school when it is necessary to file charges against any individual causing a disturbance.

(See additional responsibilities listed under "Responsibilities of Host and Visiting Schools.")

Public Address Announcer Responsibilities

The announcer is a key figure and carries a great responsibility. What is said and the way it is said will influence the crowd. Announcers may find it necessary to make special announcements in case of emergencies. School administrators are reminded of the importance of mature, responsible adults being assigned this responsibility. The following items may assist:

1. Be impartial. Announce the game with no show of favoritism.
2. Use proper language at all times.
3. Be enthusiastic but calm.
4. Do not anticipate or second guess calls by the officials or criticize officials' decisions, directly or indirectly.
5. Be aware of the entire gymnasium area so that calm directions can be given in an emergency. Serious situations can often be avoided if the announcer will caution the crowd against coming onto the court, throwing things, cutting down nets, etc.
6. Permit no one to use the microphone, except those in charge of the event. The announcer is responsible for whatever is said over the public address system.
7. Announce convenient routes for leaving the gymnasium and caution the crowd to drive carefully.
8. Request the crowd remain for the alma maters if this is a part of the program.
9. Public address announcers should be aware good sportsmanship is a very important part of interscholastic activities. They can play an important role in its encouragement. The following is presented as a possible pregame announcement for any interscholastic contest.

“Activity programs at (name) High School are primarily for the student participants. The purpose of this activity is to provide positive learning experiences and opportunities for personal growth of the participants. We are pleased to host our guests from (name) High School. This competition is being conducted according to the rules of the Kansas State High School Activities Association. Cheerleaders, officials and spectators can (and are expected to) assist in the promotion and achievement of good sportsmanship ideals by taking personal responsibility for keeping this contest at a high level of fair, clean, wholesome competition. Good luck to both teams!”

10. Make an announcement promoting citizenship/sportsmanship (page 40).

Blood-Borne Pathogens Responsibilities

Schools hosting contests, as well as participating schools, are reminded of the following guidelines:

1. **Host schools** should have someone on hand who has been properly trained to handle situations involving blood on any part of the facilities; for example, wrestling mats, gym floors, locker room floors, etc.
2. **Host schools** should have available proper consumable supplies for the above person to use including disinfectant, rubber gloves and proper containers for disposal of blood-stained materials.
3. **Participating schools** should handle the cleaning up of blood from their own athletes and must use proper precautions including rubber gloves and disinfectants.
4. **Officials** should not be involved in cleaning up blood from playing surfaces or athletes.



*"Even when I went to the playground,
I never picked the best players.
I picked guys with less talent, but
who were willing to work hard, who
had the desire to be great."*

-Magic Johnson

General Fire and Life Safety Guidelines for School Events

The Fire Prevention Division of the Kansas State Fire Marshal Department requires the following:

1. PRE-EVENT

- a. Verify that all doors leading to exits are operable and in good working order. All emergency exit doors shall be equipped with panic hardware. No other type of lock, latch or bolt shall be used on any emergency door at any time.
- b. Verify that all access corridors leading to exits are kept clear of storage. Verify that exits are properly lighted and exit signs are functional.
- c. Verify that the building fire alarm system is on and operable. Test emergency backup generator and/or battery emergency lighting to ensure it is functional.
- d. Verify the fire extinguishers in the vicinity of the event are in place and operable.
- e. Verify that brief written instructions are available for any public address announcer outlining fire, emergency and severe weather (in season) exiting or shelter procedures.

2. EVENT

- a. At no time shall more than the set maximum number of occupants be admitted to the event. Management must properly maintain aisles by ensuring they are not blocked by chairs, tables or spectators.
- b. Ensure that proper fire safety and crowd control procedures are utilized.
- c. Smoking is to be prohibited.
- d. If more than 300 people are in attendance at an indoor public event (not necessary for school-only assemblies, etc.), an audible announcement shall be made prior to the start of each program to notify the occupants of the locations of exits to use in case of fire or other emergency. The public address announcement should be similar to the following: "In accordance with the Kansas State Fire Marshal Regulations, we request that you take a moment to identify the emergency exits closest to you. We have checked these exits and other emergency equipment in this building and verify that they are operable in case of emergency."
- e. In events where more than 1,000 people are in attendance, crowd managers/ushers shall be provided at a ratio of one crowd manager/usher for every 250 people. For events where less than 1,000 people are in attendance, provide sufficient staff/ushers to adequately cover the event.
- f. Any crowd manager/usher used at any event shall be knowledgeable on the duties they are to perform in case fire, emergency or severe weather exiting is necessary. Additionally, employees or attendants shall have received instruction in the proper use of portable fire extinguishers and/or other manual fire suppression equipment (if provided).
- g. Vehicles shall not be parked in any manner which will block the safe exiting of occupants from any emergency exit door.
- h. In situations where severe weather is possible, staff/ushers shall ensure that access to any shelters is possible.

For additional information on these requirements, please contact:

Fire Prevention Division, Kansas State Fire Marshal Department; 700 SW Jackson, Suite 600, Topeka, KS 66603-3714;
Phone: 785-296-3401; Fax: 785-296-0151

"Motivation will almost always beat mere talent."

- Norman Augustine -

"Class is an intangible quality which commands, rather than demands the respect of others."

- John Wooden -

"Motivation is what gets you started. Habit is what keeps you going."

- Jim Ryun -

Section II

Sportsmanship/Citizenship - RULE 52

Each member school has been provided copies of the Sportsmanship / Citizenship Manual.

INTRODUCTION—The effective American secondary school must support both an academic program and an activities program. We believe that these programs must do more than merely coexist—they must be integrated and support each other in “different” arenas. The concept of “sportsmanship” must be taught, modeled, expected and reinforced in the classroom and in all competitive activities. Therefore, all Kansas State High School Activities Association members stand together in support of the following sportsmanship policy.

PHILOSOPHY—Activities are an important aspect of the total education process in the American schools. They provide an arena for participants to grow, to excel, to understand and to value the concepts of SPORTSMANSHIP and teamwork. They are an opportunity for coaches and school staff to teach and model SPORTSMANSHIP, to build school pride, and to increase student/community involvement; this ultimately translates into improved academic performance. Activities are also an opportunity for the community to demonstrate its support for the participants and the school, and to model the concepts of SPORTSMANSHIP for our youth as respected representatives of society. Sportsmanship is good citizenship in action!

All ACTIONS are to be FOR, NOT AGAINST; POSITIVE, NOT NEGATIVE or DISRESPECTFUL!

Section 1 - General Regulations (apply to grades 7-12)

Art. 1: SPORTSMANSHIP is a general way of thinking and behaving. The following sportsmanship policy items are listed below for clarification:

- a. Be courteous to all (participants, coaches, officials, staff and fans).
- b. Know the rules, abide by and respect the official’s decisions.
- c. Win with character and lose with dignity.
- d. Display appreciation for good performance regardless of the team.
- e. Exercise self-control and reflect positively upon yourself, team and school.
- f. Permit only positive sportsmanlike behavior to reflect on your school or its activities.

Art. 2: Enforcement Procedure:

- a. It is encouraged and recommended by the Kansas State High School Activities Association that local boards of education adopt these regulations and reinforce them as indicated herein.
- b. The Executive Board of the Kansas State High School Activities Association shall be responsible for the interpretation of these regulations, including “desirable and unacceptable behavior” and shall publish them in the Association’s Citizenship/Sportsmanship Manual.

Rule 52 Interpretations

*The following interpretations and policies were adopted by the KSHSAA Executive Board on November 17, 1988, in regard to **Citizenship/Sportsmanship Rule 52**. These are meant to clarify and assist member schools in their enforcement of this regulation (revised June 9, 2014).*

Desirable and unacceptable behavior illustrations are “examples” and are not to be considered all inclusive. These examples can occur prior to, during and after the game or contest.

In regard to 52-1-1(a) - Be courteous to all (participants, cheerleaders, coaches, officials, staff and fans):

Desirable Behavior – Host cheerleading squads welcome visiting squads; **respect shown during National Anthem (hats removed, no talking, never change lyrics or yell mascot at the end)**; opposing coaches and contestants shaking hands before/after contest; applause during introduction of contestants, coaches and officials; contestants shaking hand of opponent fouling out while both sets of fans recognize contestant’s performance with applause; all showing concern for injured contestant; respectfully addressing officials during competition and thanking them for their performance regardless of agreement with all calls; helping opponents up during a game; host school extending hospitality to visiting contestants, coaches, cheerleaders and fans; any supportive chants and cheers which are directed toward your team, i.e. “I believe we can win,” “we’ve got spirit-how about you,” “defense-defense” and other such supportive expressions.

Unacceptable Behavior – Any **non-supportive** chants, cheers, or actions which are directed toward the opposing team; chants or actions **which single out individuals**; fans or cheerleaders reading newspapers, turning their backs, making disrespectful actions, etc. during introduction of opponents or shooting of free throws; yelling, waving, etc., during op-

ponent's free throws; derogatory/disrespectful yells, chants, songs, gestures, including "goodbye," "you let the whole team down," "air ball," "scoreboard," "you can't do that," "this is our house" at a visitor event, "dribble-dribble-pass," "boing-boing-boing-whooh" while opposing team has ball, and other such expressions directed toward opponents.

In regard to 52-1-1(b) - Know the rules, abide by and respect the official's decisions:

Desirable Behavior - Utilize every opportunity to promote understanding of the rules of the contest within the school and community; contestants utilize the team captain or coach for clarification of the call to maintain positive rapport with officials; accept the decisions of the officials; hand ball to officials; cheerleaders lead fans in positive school yells in a positive manner; cheerleaders lead by coordinating signals and timing of cheers with student body section leaders; cooperate with the news media in interpretation and clarification of the rules.

Unacceptable Behavior - Booing or heckling an official's decision; criticizing the merits of officiating; displays of temper and arguing with an official's call; derogatory remarks toward the official; coach constantly questioning calls.

In regard to 52-1-1(c) - Win with character and lose with dignity:

Desirable Behavior - Handshakes between opposing contestants and coaches at end of contest, regardless of outcome; opposing contestants, coaches and fans engaging in friendly conversations before and following contest; treating competition as a contest, not a war; applause at end of contest for performance of all contestants.

Unacceptable Behavior - Chants or actions which single out individuals; yells that antagonize opponents when you feel you have won the contest; refusing to shake hands or give recognition to winner for good performance; blaming loss on officials, coaching, individual contestant's performance, or other rationalizations; rushing the field/floor or victory celebration on the playing surface/field.

In regard to 52-1-1(d) - Display appreciation for good performance regardless of the team:

Desirable Behavior - Coach/contestants search out opposing participants to recognize them for outstanding performance or coaching; all fans recognize an outstanding participant's performance by applause, regardless of its impact on the contest; discuss outstanding performance of opponent with visiting and home fans.

Unacceptable Behavior - Laughing, pointing finger, name calling, yelling player name or number, etc., directed at opponents in an attempt to distract; to degrade an excellent performance by opponents.

In regard to 52-1-1(e) - Exercise self-control and reflect positively upon yourself, team and school:

Desirable Behavior - Support the activity by learning yells of cheerleaders and displaying total unity as fans in following their lead; cheerleaders leading by coordinating signals and timing of cheers with student body section leaders to redirect crowd from a controversial call.

Unacceptable Behavior - Displays of anger, boasting, use of profanity, bouncing beach balls, antics which draw attention to you instead of the contest; doing own yells instead of following lead of the cheerleaders; doing unsportsmanlike yells/gestures, such as "you can't do that" while pointing finger at opponent; singling out individuals.

In regard to 52-1-1(f) - Permit only positive sportsmanlike behavior to reflect on your school or its activities:

Desirable Behavior - Positively encourage those around you to display only sportsmanlike conduct; report poor sportsmanship to school officials; member schools insist that sportsmanship be a priority; administrators help coaches teach, model and reinforce sportsmanship; recognize coaches for sportsmanlike conduct; coaches playing those who exhibit positive sportsmanship; administrators taking appropriate action to ensure sportsmanlike behavior.

Unacceptable Behavior - Fans', cheerleaders', contestants', coaches', administrators', or member schools' unwillingness to get involved and take a stand to defend one of the main tenets of school activities - teaching and promotion of SPORTSMANSHIP.

Rule 52 Violations

Violations of the Code of Ethics, KSHSAA Rules and Regulations or **Citizenship/Sportsmanship Rule 52** by member schools and/or individuals shall be subject to consideration by the KSHSAA.

- Action may result in the form of a reprimand, probation or suspension of the school and/or individual depending upon the degree of the violation.
- If a member school is not willing to impose disciplinary measures acceptable to the KSHSAA, a hearing (informal or formal) will be held and restrictions imposed by the KSHSAA.
- School/coaches are encouraged to use Form S from the online entry forms to call attention to unusual situations, positive or negative, immediately following the contest. These forms are to be submitted to the KSHSAA.
- If a problem is severe, the KSHSAA should be notified by telephone or email (kshsaa@kshsaa.org) so the situation can be followed up immediately.

Good Sportsmanship Requires

Advance planning; communication as to expectations; consistent and constant monitoring; and the willingness to address inappropriate, unacceptable conduct.

Section III

KSHSAA Handbook Rules

Please see the KSHSAA Handbook, which can be accessed at www.kshsaa.org, for a complete version of all KSHSAA rules. The following are the most frequent rule references basketball coaches ask about.

Rule 7 – Physical Examination/Parental Consent

Rule 10 – Qualifications of Coaches

Rule 22 – Outside Competition

Rule 30 – Seasons of Activities

Rule 33 – Basketball (Girls & Boys)

Section 1: General Regulations (apply to grades 7-12)

Art. 1: No games shall be played except those scheduled by and entirely under the control of the competing schools or the Executive Board.

Art. 2: No game shall be played upon a neutral court without the approval of the Executive Board.

NOTE: The Executive Board is opposed to sanctioning games sponsored by outside agencies.

Art. 3: Schools may participate in invitational tournaments but shall not participate in tournaments conducted by non-member schools, unless approved by the Executive Board.

a. Invitational tournaments shall be limited to a maximum of eight teams.

b. The tournament receipts shall be prorated among the participating schools and a financial accounting shall be made to the competing schools and the KSHSAA.

Art. 4: From the first Tuesday following Labor Day through the last Friday preceding Memorial Day, no more than three players from the same school squad may practice or participate together on the same outside team. Participation by more than three squad members on the same team shall make them ineligible for the remainder of the school year and any further middle/junior and senior high school basketball, unless reinstated by the Executive Board.

EXCEPTION: There are no player limits on 7th and 8th grade students from SCW #17 through Sunday of SCW #35 on non-school basketball teams. During the school season players may not participate on non-school teams. School coach restrictions still apply. (See **Rule 22-1-1-Outside Competition & Rule 30-1-3-Seasons of Activities.**)

Section 2: Senior High Regulations

Art. 1: Practice shall not begin prior to Monday of Standardized Calendar Week #20.

a. Any student who has been out for a fall sport shall not start practice until after the team on which he or she competed or had membership has completed its season.

NOTE: A participant is considered as having completed such season if he or she does not qualify for entry in the state championship series or is not continued on the squad when the team advances to the state championship series.

b. A coach shall not work with individuals in any form of basketball drills or practice prior to the beginning practice date.

Art. 2: Competition shall not begin prior to Thursday of Standardized Calendar Week #22.

Art. 3: The season shall close with the state championship series during Standardized Calendar Week #36.

NOTE: No game shall be played after the finals of the state tournaments, unless approved by the Executive Board.

Art. 4: No student may participate in more than 20 games, including those games played in tournaments.

a. Regardless of the tournament format, the maximum number of games played in a season, exclusive of KSHSAA post-season competition, shall be 20 games.

b. Invitational tournaments shall be limited to a maximum of eight teams (see **Rule 33-1-3**).

EXCEPTION: In league tournaments involving nine or more teams, those teams who must play a contest to qualify for the eight-team bracket may find themselves playing four in lieu of three games in that tournament. As a result, they would be allowed 21 in lieu of 20 games during the season.

c. Unless otherwise approved by the Executive Board, varsity invitational tournaments shall be held:

(1) Early season—Invitational varsity tournaments shall be held during Standardized Calendar Weeks #23 or #24. Standardized Calendar Week #24 is for girls' tournaments only, if not held during Standardized Calendar Week #23.

(2)Mid-Season—Invitational varsity tournaments shall be held during Standardized Calendar Weeks #29 or #30. Standardized Calendar Week #30 is for girls' tournaments only, if not held during the first week.

d. Unless otherwise approved by the Executive Board, league and/or nonvarsity tournaments shall be held at least two weeks prior to the postseason tournament series.

Art. 5: No player shall participate in more than six game quarters a day. Overtime periods are considered part of the fourth quarter. **EXCEPTION:**

a. In a senior high tournament, a player may participate in two games a day.

b. Participation in a game for any length of time constitutes one game of the number allowed.

Should a nonvarsity contest be played in four quarters of four minutes each or less, participation in one or two four-minute quarters would be considered identical to that of one eight-minute quarter as it relates to the Six-Quarter Rule. Participation in any part of three or four of the four-minute quarters would count as two quarters toward the six-quarter limit.

NOTE: A player who participates in more than the limit shall be charged with playing in two of the total games that student is allowed during one season and disqualified for further play that day.

Art. 6: The state championship series shall be held for each class and at sites designated by the Executive Board.

a. Not more than one team may represent any school in the boys' or girls' state series.

b. Each school shall enter its team in the tournament designated for schools of its class.

Section 3: Middle/Junior High School Regulations

Art. 1: No student at the middle/junior high school level may participate in more than 16 basketball games, including those games played in tournaments.

a. Invitational tournaments shall be limited to a maximum of eight teams. In league tournaments involving nine or more teams, those teams who must play a contest to qualify for the eight-team bracket may find themselves playing four games in lieu of three in that tournament. As a result, they would be allowed 17 in lieu of 16 games during the season.

b. Games involving only students below the 9th grade shall be played in six-minute quarters.

c. Games involving teams which combine 9th grade students with students in the 8th and/or 7th grade may be played in eight-minute quarters.

EXCEPTION: Ninth grade students in junior high schools shall be permitted to compete in the same number of athletic competitions as 9th graders in senior high schools.

Art. 2: No 7th or 8th grade player shall participate in more than six game quarters a day. Overtime periods are considered part of the fourth quarter.

Should a nonvarsity contest be played in four quarters of three minutes each or less, participation in one or two three-minute quarters would be considered identical to that of one six-minute quarter as it relates to the Six-Quarter Rule.

Participation in any part of three or four of the three-minute quarters would count as two quarters toward the six-quarter limit.

NOTE: A player who participates in more than the limit shall be charged with playing in two of the total games that student is allowed during one season and disqualified for further play that day.

EXCEPTION: In a middle/junior high school tournament, a player may participate in two games in one day. To facilitate more efficient travel and scheduling, a middle/junior high school player may participate in two games in one day during a one-day, nontournament, multi-team competition.

Art. 3: No regional, sub-state or state tournaments are permitted.

Executive Board Adoption:

The KSHSAA has adopted the smaller 28.5 inch ball for use by middle/junior high school boys.

Executive Board Interpretation Concerning JV and Varsity Basketball Tournaments

Schools having a JV and a varsity team in tournaments the same week may not allow players to play six (6) quarters in one day in two different tournament brackets. A student may not play in two games in one day unless both games are in the same tournament bracket. JV and varsity tournaments are considered separate tournaments. The six (6) quarter rule is applied only during regular season (example: JV/varsity/9th grade) games.

Offseason & Summer Regulations

Coaches and school administrators should check the KSHSAA website for current offseason and summer coaching regulations. Most information can be found under *Schools>Coach /Athlete Info*.

Section IV

Postseason Assignments

Assignment Criteria for Sub-State Competition

In 1981, the KSHSAA Executive Board approved the following criteria for making assignments to regional and/or sub-state competition for all athletic activities (except football) and debate.

1. After determining the number of schools participating in a given activity and the number of sites (regional and/or sub-states), there shall be an equal number of member schools competing at each site insofar as possible.
2. Select the best available site to conduct the activity taking into consideration the facility, location and personnel to be involved.
3. Assign schools in a cluster geographically around the host sites, taking into consideration travel (distance and/or time) insofar as possible.
4. If a cluster of schools does not have a best available site, a letter may be sent to the principals of all schools in the cluster seeking possible host sites. From these responses, the Association will select the host site for the cluster.

NOTE: Final assignments are made in the best interest of all schools involved. A reminder, there does not exist a guaranteed rotation of sites. Changes in classifications, the opening of new facilities and facility size, and the ability of schools to host will impact decisions on host sites.

Sub-state assignments will be posted on the KSHSAA website on or before December 1, 2018.

Seating Requirements

Primary Site Seating: In June 1995, the Executive Board adopted guidelines for “ideal” and minimum seating capacities for postseason hosts. While an effort will be made to assign host sites with adequate seating capacity, in many situations the assistance and cooperation of member schools will be required to ensure maximum attendance with minimum challenges.

Suggested ideal seating:

1A Regional	1000-1200	
1A Sub-State	2000-2500	When assignments are made to sites which meet the minimum (but not ideal) guidelines, game administrators will need to cooperatively work to ensure minimal problems.
2A Sub-State	2000-2500	
3A Sub-State	2000-2500	
4A Sub-State	2250-3000	
5A Sub-State	2000-2500	
6A Sub-State	1500-2500	

Administrators of participating schools are encouraged to work with host administration in “getting crowds in and out” and in locating crowds where requested. In some cases, it may be required that “the crowd” from an earlier game leave the facility to ensure an opportunity for the later game followers to attend.

Minimum Court Size

To be eligible to host KSHSAA postseason basketball contests, including Monday and Tuesday quarterfinal games in sub-states, there must be a minimum of eighteen inches (18”) available between the outside edge of the three-point line and the inside edge of the sideline. In addition, it is recommended that sub-state primary sites postseason contests not be played on courts requiring use of a restraining line.

“Coaches are, first and foremost, teachers; they are among the most influential people in a young athlete's life. Because coaches are such powerful role models, young athletes learn more from them about character than about athletic performance.”

Section V

Media

Media Passes

Media members will be administered media credentials for state events in August of the current year. The credential will be good for admittance to all state events so long as the media member submits attendance in the “SITE NOTIFICATION” tab to a specific state location by the deadline provided on each media member’s “login” page at www.kshsaa.org>Media>Login>Site notification. Each media member must adhere to policies and regulations stated on the back of each credential or credential will be revoked. KSHSAA media credentials are for postseason state events only. Schools may accept them during the regular season should they choose to do so. Contact Jeremy Holaday in the KSHSAA office with any questions.

Action Pictures

Cameras may be used during the entire game by any official photographer. However, no pictures may be taken from directly under the basket in the area which would be the extension of the 12-foot free throw lane.

Media photographers may be admitted free if they are taking pictures for newspapers or television. **Amateur and school photographers must pay the regular admission.** Electronic flash and/or strobe lights are permissible so long as they do not interfere with the contest.

Pictures may be taken during any regular time-out period.

Radio Broadcasting

Radio broadcasting shall be permitted at no charge for space or the right to broadcast, if space is available. If space is limited, stations from towns with participating teams should receive first choice.

Radio stations desiring to broadcast any game shall contact the tournament manager at least 48 hours prior to the contest. Contracts provided by the Kansas Association of Broadcasters are available at www.kshsaa.org>Media. The broadcasting station shall complete the contract in triplicate—furnishing one copy to the tournament manager and one to the KSHSAA, retaining one for the station records. This procedure has been approved by the KAB and KSHSAA.

Telecasting of Games

There shall be no extensive live telecasting of any playoff games unless an appropriate financial arrangement is approved in advance by the KSHSAA.

Delayed telecasting may be approved by the KSHSAA provided notification of such desires is made in advance of the contest to the KSHSAA (contract form available upon request), and the following stipulations are met:

1. That agreed compensation be paid to the Kansas State High School Activities Association for each contest to be televised; and that the total sum be submitted with this agreement. It is understood the airing time of the telecast **shall not conflict with other scheduled KSHSAA-sponsored athletic events within the viewing area.** Payment must be submitted to the KSHSAA within 30 days of the event. The desired time of delay, with correlative sum, is listed below:
 - \$75—72-hour delay
 - \$100—48-hour delay
 - \$200—24-hour delay
 - \$500—for playback following the last game of the event session
 - \$2,000—for live broadcast, per contest
2. After approval by the KSHSAA, the televising company shall contact the host school at least 24 hours prior to the game or event.
3. That four (4) 30-second announcements provided by the Kansas State High School Activities Association be read during the telecast of each contest.
4. That the televising stations give advance publicity to the actual live event for a minimum of three days preceding the event and that the advance publicity contain information about contestants, contest dates, times, sites and all ticket prices.
5. That no individual or organization be permitted to sponsor any part of the telecast for the purpose of advertising any product that is contrary to the principles of good athletic training, such as alcoholic beverages, tobacco products, etc.
6. That no individual or organization be permitted to sponsor any part of the telecast for the purpose of advertising for a political candidate or political party.
7. That a list of all sponsors of all televising stations be submitted to the KSHSAA, PO Box 495, Topeka, KS 66601-0495, for approval before the telecast.

8. That the company provide competent and professional announcers and telecasters and that no dramatization shall be made of any unsportsmanlike conduct, incidents or displays on the part of the participants or fans.
9. That the televising company shall provide the KSHSAA with documentation of how many homes this rebroadcast is reaching.
10. That the Kansas State High School Activities Association reserves the right to discontinue this agreement at any time in the event any of these stipulations are violated or any aspect of the company's televising is considered to be in poor taste or incompatible with the educational objectives of the Association.
11. That the televising company provides a copy of the broadcast to the KSHSAA for archive use.

Live Video Over Internet

The named company desires to produce live video over the internet **using a maximum of one camera** for the stated event listed below, sponsored by the Kansas State High School Activities Association, Inc. (KSHSAA). The named company understands rights to live video are granted by the KSHSAA with the following stipulations:

1. **After approval by the KSHSAA, the company shall contact the host site manager at least 24 hours prior to event.**
2. That agreed compensation be paid to the KSHSAA for each contest; and that the total sum be submitted with this agreement.
 - No Charge - Member schools, Sub-State only. **State tournament games are not permitted.**
 - \$125/contest - All others
3. That four (4) 30-second announcements provided by the KSHSAA (see website) be read during the telecast of each contest.
4. That the televising company give advance publicity to an actual live event for a minimum of three days preceding the event; and that the advance publicity contain information on contestants, contest date, contest time, contest site and all ticket prices.
5. That no individual or organization be permitted to sponsor any part of the broadcast for the purpose of advertising alcoholic beverages, tobacco products, performance enhancing products, gambling, etc., that is contrary to the principles of educationally-based activities.
6. That no individual or organization be permitted to sponsor any part of the telecast for the purpose of advertising for a political candidate or political party.
7. That a list of all sponsors of the event/contest on each televising station be submitted to the KSHSAA, Box 495, Topeka, KS 66601-0495 for approval before the telecast.
8. That the televising company provide competent and professional announcers and telecasters; and that no dramatization shall be made of any unsportsmanlike conduct, incidents or displays on the part of the participants or fans.
9. That the televising company shall provide the KSHSAA with documentation on the number of homes reached by the specified rebroadcast.
10. That the KSHSAA reserves the right to discontinue this agreement at any time in the event any of these stipulations are violated or any aspect of the company's televising is considered to be in poor taste or incompatible with the educational objectives of the Association.
11. That the webstreaming company provide a copy of the broadcast to the KSHSAA for archive use.

Television—Live Broadcast-Regular Season

In games that will be televised live during the regular season, member schools may agree to provide one 60-second television time-out per quarter. If a TV station has received approval to do a "live" broadcast of a game, both schools must agree to allow for "media" time-outs. If agreed to, the following procedure will be used:

- Coaches will have the regular allotment of time-outs during the contest (three full 60-second time-outs and two 30-second time-outs)
- Media will be allowed one additional time-out each quarter. This time-out will be taken at the first stoppage of the clock after the four-minute mark of each quarter.
- The time between quarters will remain the same of one minute.
- Halftime will be 10 minutes unless extended due to the school having a special halftime event. It will not be longer than 15 minutes.

Section VI

Policies and Procedures

Bands and Artificial Noisemakers

Pep bands will be permitted at all SUB-STATE tournaments if seating is not a challenge and provided they pay the regular student admission prices. The tournament manager may appoint an “official pep band” for each night of the tournament and that band (up to 25) may be admitted without charge the night of their performance. If more than 25 members are used, those in addition to the 25 must pay the regular student admission price.

At the STATE tournament, pep bands, not to exceed 50 members plus two directors, are to be admitted free to each session during which their school participates. If bands or other groups are used for halftime entertainment or accompaniment, no more than 50 members of such an accompanying group can be admitted without charge.

Bands are not to play (including the beating of drums), and artificial noisemakers (including megaphones, cow bells, thundersticks, airhorns, sirens, etc.) are not to be used while the game is in progress! They may play or be used during charged time-outs or intermissions only. Band directors should meet prior to the contest to work out a schedule so they are not competing for performance. (Please see KSHSAA *Music Manual*.) By policy of the KSHSAA Executive Board, use of fireworks, cannons, air concussion cannons, hand held explosives and other devices are not permitted at all KSHSAA postseason athletic events. Member schools have the authority to determine if they permit such devices at their regular season events.

Tournament management has the option to advise participating schools that only the host school band will be performing.

Banners and Signs

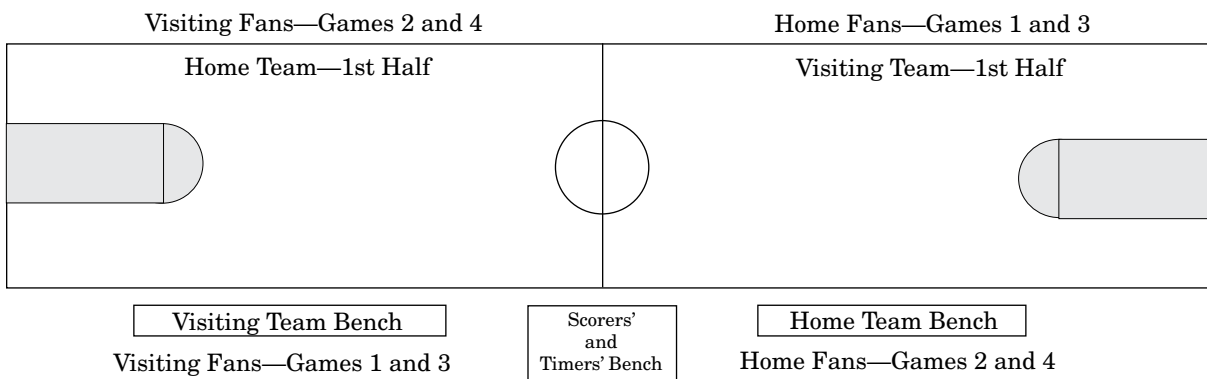
Banners and signs will be permitted at KSHSAA-sponsored tournaments, provided they are not personal, negative, unsportsmanlike or vulgar. Signs must be attached or fastened to the facility only with approval of the tournament manager; or, if held by one person, they will be permitted in the stands as long as they meet the above criteria. Signs may not exceed 4' x 12'. Parades with signs or banners will not be permitted. Helium filled balloons or confetti will not be allowed at any site. Flags on poles are not permitted in the stands or to be paraded around the court.

Basket, Bench and Fan Seating Assignments

There shall be no choice of basket at the beginning of any tournament game (*per Basketball Rule 4-5-2*).

1. The team on the top of the official bracket shall be the home team and wear white uniforms.
2. The team on the lower part of the official bracket shall be the visiting team and wear dark-colored uniforms.
3. The home team shall warm up to the left (facing the floor) and that shall be their basket the first half.
4. The visiting team shall warm up to the right (facing the floor) and that shall be their basket the first half.
5. The home team shall be assigned the bench to the right (facing the floor) of the scorers' table.
6. The visiting team shall be assigned the bench to the left (facing the floor) of the scorers' table.
7. See illustration below for more details and fan seating.

Managers are encouraged to plan the seating of spectators so one school's crowd is behind their bench area and the other is placed diagonally across the court. Signs should be used to designate seating areas. NOTE: When crowded conditions exist, it may be necessary to request spectators change sections/seats after a game is over. In such situations, administrators from visiting schools are requested to assist game administration. Exceptions to this policy only by KSHSAA approval.



Bench Occupants

During a contest, the player bench may be occupied by the eligible substitutes, coach, assistant coach(es), faculty representative, bona fide team managers, bona fide team statisticians and scorekeeper, bona fide team trainer or physician, and any disqualified players unless they have been instructed to remove themselves from the player bench. **Only 12 players may be in uniform during postseason competition.**

Bleachers and Overcrowding of Gymnasiums

Attention is called to the importance of checking bleachers against overcrowding. Administrators from each participating school need to assist the host school with the crowds. Managers are urged to ascertain that bleachers in the facility being used are in good condition and well-supported. Every effort should be made to see that no concentrated swaying movement of fans is permitted. Check stands before each session. Above all, do not overcrowd and do not permit crowding in the exits and aisles. There are to be no chairs placed on or inside the out-of-bounds boundary line.

Cheerleaders' Location During Games

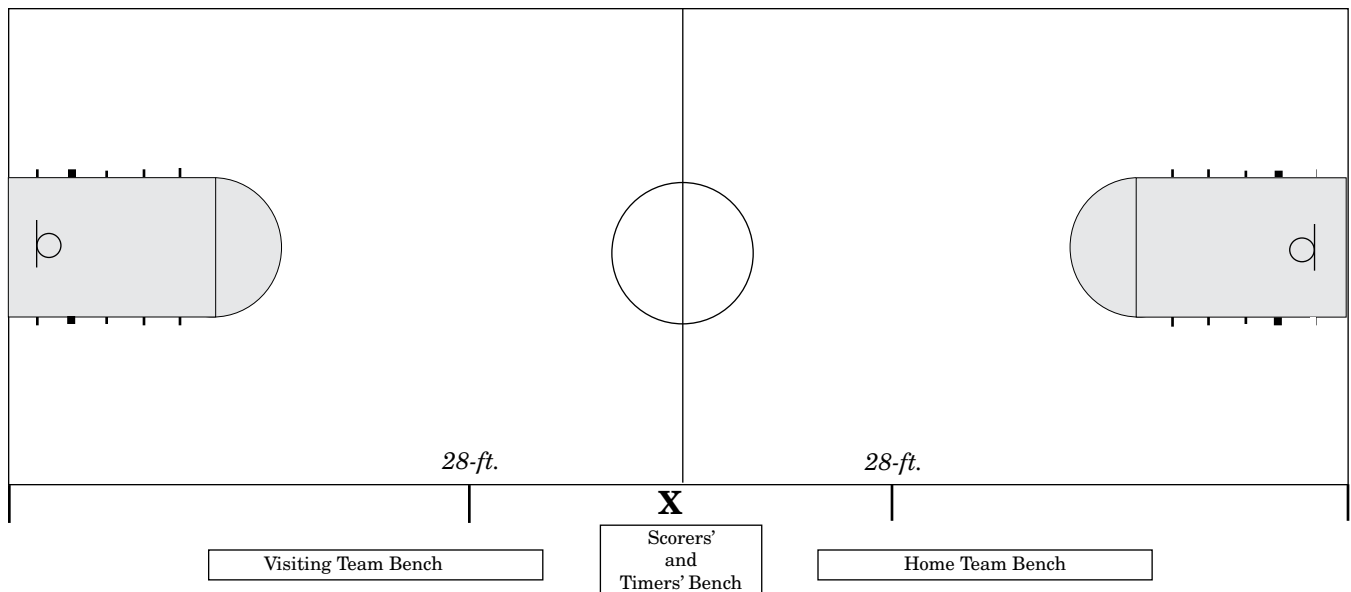
It is the responsibility of principals and coaches to warn cheerleaders to stay off the playing court during games. Cheerleaders on the floor impede the progress of teams and may result in serious injury to players, officials or cheerleaders. If cheerleaders stand in the playing area during time-outs or between quarters, they **must** clear the court before play is resumed. The pass list admits ten (10) cheerleaders. More than ten (10) will be allowed to cheer using the guidelines above, however, additional cheerleaders will need to purchase a ticket to be admitted. Mascots and non-cheerleaders **must stay off the playing floor at all times. EXCEPTION:** The official school mascot may be on the floor in front of their fans during time-outs. The mascot may not participate in stunts. **During '30-second' time-outs, STAY OFF THE FLOOR! Only authorized cheerleaders are permitted on the floor. Spirit participants must not stand behind the free throw line extended during a basketball game. NOTE: NO run-throughs are to be permitted on the floor; only cheerleaders/dance teams may form tunnels for players to enter the court or be introduced.**

Court Markings

A properly marked court should include the 28-foot coaching box. It should also include an "X" marking the spot for substitutes to report.

NFHS RULE 1-17

An "X" 12 inches long by 2 inches wide shall be placed on the floor out of bounds directly in front of the official scorer, to help substitutes with the proper location to report.



Coaching Box and Bench Decorum

The KSHSAA Executive Board has approved use of the "optional 28-foot coaching box." **Appropriate conduct by coaches and consistent enforcement by officials is expected.** During rules meetings, basketball coaches and officials were again reminded about concerns, the need for compliance and consistent interpretations, and enforcement.

The optional 28-foot coaching box is to be marked 28 feet from the end line with another mark at the end of the line. Markings should be 2 inches wide and 3 feet long off the court. Coaches may not be closer to the mid-court line than the 28-foot mark and at no time should they be on the court.

During play, the head coach may stand within the 28-foot coaching box. By rule interpretation, coaches are not:

- to kneel/squat in front of the bench;
- to wander toward center court past the 28-foot line;
- to verbally, or with physical animation, react negatively to plays and/or calls;
- shall not be on the playing court at any time.

When a coach is not in compliance with the guidelines and interpretation, the stipulated penalty should be consistently assessed. Once a coach receives a “technical foul,” he/she loses the use of the optional coaching box and must remain seated except in those instances specified by rule.

Officials are to assess the appropriate penalty when the coach is:

- observed out of the box;
- observed squatting or kneeling in front of the bench;
- inappropriately responding.

NOTE: Per **Rule 10-5-2**, at no time is an assistant coach permitted to use the optional coaching box.

Once the penalty is assessed, officials are to notify the coach and submit the required **“Loss of Coaching Box Privilege Report.”** This form may be submitted online by logging into the officials website.

Principals and athletic directors are requested to meet with all coaches to ensure a clear understanding of expectations, and report to the KSHSAA officials who do not enforce the coaching box rule.

Dressing Rooms

Teams will be assigned dressing rooms by the tournament manager. In all tournaments, there will be both girls and boys teams participating which will necessitate the use of additional dressing rooms and special arrangements for adequate use of existing shower facilities. It may be necessary for managers to assign teams to dress in classrooms or other areas of a building and to work out a time schedule for use of showers. Teams should understand that ideal conditions may not be available, but through cooperative efforts and careful scheduling, problems can be minimized or resolved. *A coach or faculty supervisor should be with the team in the dressing room at all times.*

Dunking, Hanging on Rim

Players may not dunk the ball at any time during warm-ups, regardless of whether or not the officials are present. It is the responsibility of coaches and game administration to ensure this does not occur. This includes halftime warm-ups of the preceding game. Players shall not grasp the baskets at any time during the game except to prevent injury; dunk or stuff, or attempt to dunk or stuff a dead ball. (*NFHS BB Rule 10-4-3*)

KSHSAA Executive Board policy states: Officials observing dunking during a warm-up period (including halftime of the proceeding game) should report the team violating and the number of the player violating to the score table. This may be the officials waiting for the next game, or the officials from the game in progress. The officials who have jurisdiction over the game will administer a bench technical to the violating team prior to the game starting.

If a glass or backboard is broken due to dunking or grasping a ring during warm-up, the responsible school shall be liable for the cost of replacing the board.

Ejection Policies

Any coach or player ejection is to be reported to the KSHSAA. Officials are to use the Unusual Situations Report Form to notify the KSHSAA of any ejection at any level of play. This online form is sent to the KSHSAA and member school involved. School administrators are to contact KSHSAA staff after receiving the report.

COACH EJECTION POLICY: Per KSHSAA Executive policy, coaches ejected from a contest (at all levels, grades 7-12) are required to complete the NFHS *“Teaching and Modeling Behavior”* course prior to coaching in their next event. Next event would be defined as the next regularly scheduled day of competition. An ejected coach could complete a tournament in progress before completing the course requirement. It can be completed in one hour and the course fee is currently \$20. School administrators are responsible to provide the KSHSAA with a copy of the coach’s certificate proving completion of the online course. The coach may print this as the final step of the online course. Recurring ejection(s) result in a requirement to repeat the course.

PLAYER EJECTION POLICY: Per KSHSAA Executive Board Policy, any player ejected from a contest at any level of play (grade 7-12), for unsporting conduct or behavior will be required to successfully complete the *“NFHS Sportsmanship Course”* online, prior to the KSHSAA and school reinstating his/her eligibility privileges. The school principal or athletic director is responsible to oversee compliance of this requirement. There is no cost for the course which takes approximately 20 minutes to complete. Schools are not required to submit the student’s certificate of completion to the KSHSAA, but should retain it on file.

Forfeiture Policy

If a regular season game (including invitational tournaments) is not played due to a team/school not having enough players to field a legal team, and both schools agree that a make-up date cannot be determined, the game will count as a forfeit and a win in postseason seeding for the team who was willing and able to play. The game would count as a loss for postseason seeding for the team lacking players. The forfeiting school must notify the KSHSAA and indicate a loss on their Win-Loss Record form.

Games Not Played

By Executive Board interpretation, games not played because of weather or other unforeseen circumstances do not count as a win or a loss for either team when seeding postseason tournaments. Attempts should be made between school administrators to reschedule all contests, but if schools are unable to reschedule the game it does not count as a forfeit win or loss, just no game played. When determining seeding for postseason tournaments the number of wins is divided by the number of games played to determine the winning percentage.

This policy applies to both regular season and invitational tournament games. If a tournament is played and a team does not participate due to weather or unforeseen circumstances, the tournament manager will advance a team in the bracket but neither the team advanced nor the team going to the back side of the bracket will count the game as a win or loss. It simply counts as no game played.

Halftime Entertainment at Sub-State Tournaments

Only the host school's dance/spirit squad may perform at sub-state tournaments. These performances must be at the halftime of the last game. They may be admitted without charge up to 15 persons. If the group exceeds 15, those in addition must pay the regular admission.

1. **No extended halftime is permitted.**
2. If the host school does not wish to have their dance/spirit squad perform, the visiting school may request permission through the manager. Visiting school groups will not be admitted free.
3. No outside groups (e.g. Bidy basketball, gymnastics clubs, junior high drill teams) are permissible.

Introduction of Teams

Prior to tournament games, the starters and head coaches should be introduced according to the following procedures:

- Introduce starter from visiting team, then introduce starter from home team.
- As introduced, starters run to center circle and remain until the next player from opposing team is introduced.
- Players shake hands at center circle, then move to respective free throw lines.
- After shaking hands with the opposing players, may shake hands with officials or the opposing coach and move to their respective free throw line.
- Players are not to leave the floor to 'slap hands' with spectators or throw items (balls, t-shirts, etc.) into the stands during introductions.
- Continue procedure until all starters have been introduced.
- Two head coaches introduced.
- National Anthem played (first game only).

NOTE: All introductions should be made immediately prior to start of contest. When introductions are concluded, and the National Anthem played, both teams return to coaches in front of their bench and be ready for the game to start.

Preceding introductions for the championship game for each tournament, the announcer should make the following comments:

"This tournament and championship game is sponsored by the member senior high schools in Kansas, through the Kansas State High School Activities Association. The tournament winner will be honored as the 2019 (regional, sub-state, state) Class ____ champion. The winner will advance to the state championship to be played next week."

Loss of Coaching Box Reports, School Report on Officials

The **"Officials Report of Unusual Situations"** is required for **any ejection**, coach or player. Within 24 hours of the event, the form should be submitted online. When submitted, a copy will be sent to the athletic director of both schools involved and the KSHSAA staff person responsible for that sport. In situations where league commissioners also wish to be informed, it is permissible to provide them a copy.

In addition to the above report, **any time a head coach loses the use of the optional 28-foot coaching box**, officials are also required to submit this information to the KSHSAA. Information from the **"Loss of Coaching Box Privilege"** form is recorded. The form may be submitted online by officials by going to the basketball page on the officials website. The results are reported to the Executive Board for review and consideration as to whether or not the optional coaching box should be continued in Kansas.

Because of the emphasis on coaches and officials complying with interpretations relative to the optional coaching box, *it is suggested principals and athletic directors meet with all coaches to ensure clarity of expectations.* During contests at which principals/athletic directors are responsible for game administration, should situations arise where either coaches or officials are not complying with established guidelines, information should be forwarded to the attention of the KSHSAA.

School administrators and coaches who have concerns relevant to an official are to submit a ***School Report on Officials***. This form is found online in the administrative Yearly Letter Forms (Form S) and is sent electronically to the officials involved and the KSHSAA sport administrator. This form should be used to report incorrect rules interpretations or unprofessional behavior by an official at any time during the season. It is also recommended that these reports be used to recognize and report positive situations and to pay tribute to outstanding sportsmanship and professional behavior.

Nets

The host school should not allow the nets to be cut down by players or fans. Participating schools are to have faculty supervisors assist in enforcing this rule. The tournament manager (sub-state, state) shall remove the nets from both baskets at the conclusion of the boys championship contest and make them available to the girls championship team and boys championship team, provided they are willing to pay \$10 per net to the host school as an assessment for net replacement.

Officials

Neither a member school nor an approved school shall take any action to prevent an athletic official from officiating a contest because of the official's race, sex, religion or national origin. Neither shall a member school or an approved school participate in a contest for which an athletic official has been excluded from officiating because of the official's race, sex, religion or national origin.

Managers shall provide a private room which the officials may occupy during the course of the tournament. This room should be available to them as a dressing room and a lounging room between games or between halves of a game. Post the **No Admittance** signs (**Form O**) located with the online forms accessed by the school administration.

Do not allow anyone else to enter this room other than the manager or official KSHSAA representative. Assign security personnel to ensure compliance! The host school's cooperation will ensure a better officiated tournament, the officials will appreciate it, and potential problems will be eliminated. Officials should be informed where they are to enter and where they should dress. Arrangements are to be made for someone to meet them when they arrive and to accompany them to their vehicles when ready to leave.

Player Equipment

The NFHS Basketball Rules Book in *Rule 3-5-1 NOTE* allows each state association to provide reasonable accommodations to individual participants with disabilities and/or special needs, as well as those individuals with unique and extenuating circumstances. The accommodations should not fundamentally alter the sport, heighten risk to the athlete/others or place opponents at a disadvantage.

- **Artificial Limb, Cochlear Implants, or Other Special Device:** Players wearing an artificial limb, cochlear implants, helmet or other special device must have a letter of permission from the KSHSAA. When seeking permission, please submit a picture and description of the device so a determination as to the safety and/or adequate padding of the device can be made.
- **Insulin Pumps & Hearing Aids:** Individuals with insulin pumps and hearing aids are allowed to participate in competition without a special letter of approval. Each piece of equipment should be securely attached to the person. If there are loose wires, the wires should be taped down to help eliminate any possibility of getting tangled with another player or caught up on equipment.
- **Attire:** Players' uniforms that vary from the traditional attire worn by teammates (i.e., head covering, long pants, skirt, etc. – worn for religious beliefs) must have a letter from the KSHSAA.
- Schools seeking special permission from the KSHSAA are asked to do so in a timely manner. The coach should present the letter to the officials at the pregame conference.
- **Arm and Leg Sleeves – Rule 3-5-3**

Arm sleeves, knee sleeves, lower leg sleeves, compression shorts and tights are permissible:

- a. Anything worn on the arm and/or leg is a sleeve, except a knee brace, and shall meet the color restrictions.
- b. The sleeves/tights and compression shorts shall be black, white, beige or the predominant color of the jersey, and the same color sleeves/tights shall be worn by teammates, if worn.
- c. All sleeves/tights and compression shorts shall be the same solid color and must be the same color as any headband or wristband worn.
- d. Must meet the logo requirements in *Rule 3-6*.

- **Wristbands and Headwear – Rule 3-5-4**

- a. Headbands and wristbands shall be white, black, beige or the predominant color of the jersey and shall be the same color for each item and all participants. They must be the same color as any sleeve/tights worn. See *Rule 3-6* for logo requirements.
- b. A headband is any item that goes around the entire head. It must be a circular design without extensions. If worn, only one headband is permitted, it must be worn on the forehead/crown, it must be nonabrasive and unadorned, and it must be a maximum of two inches wide.
- c. If worn, only one wristband is permitted on each wrist, each must be worn on the arm below the elbow, each must be moisture absorbing, nonabrasive and unadorned, and each must be a maximum of four inches wide.
- d. Hair Control Devices: Rubber, cloth or elastic bands may be used to control hair. Hard items including but not limited to beads, barrettes and bobby pins, are prohibited. Feather hair extensions are prohibited.
- e. Head decorations and head wear, except those specified above are prohibited. Headbands may not have knots with ties that hang from the knot.

- **Undershirts – Rule 3-5-6**

Undershirts shall be a single solid color similar to the torso of the jersey and shall be hemmed and not have frayed or ragged edges. If the undershirt has sleeves, they shall be the same length. Only one visible logo is permitted on an undershirt. See 3-6 for logo requirements.

- **Socks:** Socks are not part of the uniform and may be whatever color the coach permits.
- **Illegal Equipment:** These items are illegal - rubber bracelets, rubber bands on wrists or ankles, hemp bracelets, shoes with blinking lights, hair beads, logo/trademarks that exceed 2¼ inches, ribbons in the hair, hard barrettes, bobby pins, any jewelry, earrings, plastic studs, string through piercings.

Practice Balls and Practice Sessions

Unless notified differently, each team will furnish its own practice balls. **Qualifying teams and their individual players will not be permitted to practice on tournament courts prior to the start of the tournament.** At sub-state sites, the host school may hold normal basketball practice. Second-game teams may warm up during the halftime of the first game.

Public Address Announcer Responsibilities

Public address announcers play an important role in interscholastic contests, and the KSHSAA encourages schools to train announcers to properly announce contests. Announcers are to provide information accurately and without bias. Announcements that can be made include: player who scored, player charged with foul, player attempting free throw, team granted a time-out and length of time-out, player entering game, number of fouls on a player, number of team fouls. Announcers should introduce teams in a professional, unbiased way. While announcers may provide information about the number of fouls a player has, the coach has the responsibility to ensure the information is accurate.

Rosters for Postseason

Each school must file a list of twelve (12) eligible players using the KSHSAA online Entry Forms. **NO MORE THAN 12 PLAYERS MAY BE IN UNIFORM.** In case one of the regulars is ill, an alternate may replace the regular. The previously listed player may return when able. Managers must be informed of any changes and the reasons for them. A different player may not be rotated in each night. Personnel may be changed from sub-state to state tournaments, but no more than 12 different players may be suited up for any game.

Running Clock Option

The KSHSAA Executive Board approved for grades 7-12 the use of the “Running Clock Option” by league adoption or by agreement of school principals in advance of the contest. The running clock may be used in the fourth quarter only when a 30-point differential is reached. Beginning with the start of the fourth quarter, any time the score differential reaches a 30-point margin, the clock shall continue to run except when stopped per NFHS playing rules. **The running clock will be used during KSHSAA postseason sub-state tournaments. It will not be used during state tournament games.**

Run-throughs

No run-throughs are permitted on the floor. Only authorized cheerleaders are permitted on the floor and may have a run-through for the players as they are being introduced. All spectators must be off the playing court. Any spectators lined up outside of the court may only be on the half of the court where their team is being introduced. All non-cheerleaders must stay off the playing court at all times. **During postseason contests, fans may not line the outside of the court and players shall not go into the stands. Players/cheerleaders shall not throw items into the crowd.**

Scorers and Timers

Managers are to assign two **competent scorers, a timer and assistant timer**, along with a public address announcer. The two timers are to work together, especially toward the end of each period. During the last five seconds, one timer should watch only the clock and count off the remaining seconds while the other one watches the ball. If the officials should need help in determining just where the ball was at the end of the period, the timer can clarify it immediately. It is recommended schools not have a starter's pistol for use by timers. Rather, per **NF Rule 1-14**, "A red light behind each backboard or an LED light on each backboard is permitted to signal that time has expired for a quarter or extra period. In facilities without a red light behind or an LED light on each backboard, the audible timer's signal shall indicate that time has expired." When convenient for schools, it is recommended schools consider the addition of this automatic light.

One scorebook should be used. The host school will be expected to provide a scorebook. (KSHSAA will provide a scorebook for each state site.)

- The assistant scorer should observe and communicate with the one actually keeping the book.
- The assistant should operate the alternating possession arrow.
- The official scorebook is to remain at the table throughout the contest, including intermission.
- Players should be listed in numerical order in the scorebook.
- Do not sound the buzzer until substitute properly reports.
- There are to be no outsiders at the scorers' and timers' table.

By NFHS Rule: **It is required that the official scorer wear a black and white striped garment and that his or her location be clearly marked. A striped shirt, vest or jacket which would be conspicuous to substitutes reporting at the table should serve the purpose of this provision. An "X" 12 inches long and 2 inches wide shall be placed on the floor out of bounds directly in front of the official scorer to help substitutes with the proper location.**

The scorer should be provided with an adequate bonus signal which the officials can see at first glance. **A sign indicating the 10th team foul in a half must be available, either on the scoreboard or at the bench.**

Efficiency will be expected at the official table, and ideal conditions must prevail in order to live up to such expectations. As tournament manager, careful preparation will ensure officials at the table desirable, adequate and pleasant working conditions. Nothing should be at the official table which might distract the scorer and timer (e.g., radio, TV).

Solicitations and Sales, Charitable Contributions

With the assembly of people at tournaments, managers will be confronted with requests pertaining to donations and contributions to the various organizations which rely on this system of financing their programs. The passing of hats, receptacles, etc., inside the gymnasium at any KSHSAA-sponsored tournament for the purpose of contributions should not be permitted. There shall be no sale of any items on the premises other than normal food concessions and programs, unless approved in advance by the manager and the KSHSAA. Sub-state primary sites may choose to sell t-shirts. **Per agreement with the KSHSAA, t-shirts will be available from Western Associates at all STATE tournament sites.**

Spectator Conduct

Each administrator and coach whose school participates in a tournament is charged with the important role of teaching and modeling the highest principles and standards of general behavior. The school administration should never overlook any opportunity to remind and emphasize tactfully the need and value of proper respect for the opponents with regard to their organized cheering activities, decisions of the game officials, and the importance of desirable and proper conduct both at home and away.

1. Tournament management should not allow nets or other items to be taken as souvenirs.
2. Do not permit the use of confetti.
3. Artificial noisemakers are not to be used; and bands, including drums, are not to play while the game is in progress.
4. Cheerleader megaphones are not to be pounded on the floor.
5. Rule 52 prohibits victory celebrations on the playing surface at the conclusion of a contest for the following reasons:
 - a. Allows the participants and coaches of the teams to shake hands at the end of the contest.
 - b. Ensures safety of the participants.
 - c. Avoids confrontation between exuberant fans and downhearted players and fans of the school which was defeated.
 - d. Allows award to be presented within a reasonable period of time.
 - e. Protects the time schedule of subsequent contests played on the same floor.
 - f. Protects the playing surface. Public address announcers are to give a reason for requesting cheerleaders and fans to remain off the playing surface at the end of a contest.

Sporting Behavior

The KSHSAA Executive Board adopted the recommendations of the NFHS and will require all member schools to comply with the following provisions:

1. Teams entering the gymnasium to warm up shall not run through the opposing team or under the basket where opponents are warming up. Teams shall enter and run the court on their half of the court only. Coaches, ADs and school principals are responsible to ensure teams stay on their half of the court. If teams violate the provisions of this rule, after visiting with the administration of the school which violated, a report is to be filed with the KSHSAA.
2. No center court team gathering, celebration, “mosh pit” activities shall be permitted, either at the conclusion of a warm-up period and/or prior to, during or following introductions of team members. Teams choosing to have such gatherings shall do so in the area of the free throw circle and lane directly in front of their team bench.
3. Penalty: While game officials may penalize such unsportsmanlike acts, coaches and school administrators from both competing schools are expected to review expectations to ensure compliance. Game administration should be alert for any individual or team who might choose to violate this adopted procedure.
4. Game officials “shall assess either an individual technical foul or a team technical foul when #2 occurs.”

Sports Medicine

Concussion and Head Injury Education Requirement

In January 2015, the KSHSAA Executive Board adopted the following student safety requirements for ALL coaches, student participants and school administrators responsible for event coverage:

- **Concussion and Head Injury Education**

On an annual basis and PRIOR to the first practice of the season, ALL coaches, student participants and school administrators responsible for event coverage are required to complete a concussion education program. This requirement includes cheer and dance sponsors and participating students.

Any of the following online courses are recommended by the KSHSAA and the KSHSAA Sports Medicine Advisory Committee for coaches, student-athletes and school administrators to meet the concussion and head injury education requirement:

Concussion in Sports (www.NFHSLearn.com)

*Concussion for Students (www.NFHSLearn.com)

*ConcussionWise, athlete version (www.sportsafetyinternational.org/cw-athlete-course/)

ConcussionWise, coach version (www.sportsafetyinternational.org/cw-coach-course/)

CDC Heads Up Concussion in Youth Sports (<http://usafootball.com/health-safety/concussion-awareness>)

*Course content designed for student-athletes.

Emergency Action Plans

ALL schools should have written emergency action plans in place for all activities and all venues where these activities take place. Coaches, administrators, school medical personnel and student participants all need to be aware of the EAP and all may have responsibilities in carrying out the EAP.

At minimum, an emergency action plan should address the following:

- Identify the personnel involved in the emergency response and their responsibilities
- Provide all necessary contact information
- Identify ambulance emergency access to the venue
- Identify severe weather shelter location(s)
- Identify necessary emergency equipment and where the equipment is located

The KSHSAA website sports medicine section has resources which can assist in developing or improving your emergency action plans. If you need to build an emergency action plan, you can use the KSHSAA EAP Template to assist you in the development.

Emergency action plans should be REVIEWED AND REHEARSED ANNUALLY (at minimum)!

BUILD YOUR PLAN. PRACTICE YOUR PLAN.

Performance Enhancing Drugs and Nutritional Supplements

In order to promote health and safety among all student-athletes, reduce health risk, maintain ethical standards as well as reduce liability risk, students should not use any drug, medication (over-the-counter or prescription) or nutritional supplement, as defined by the World Anti-Doping Agency, for the purposes of performance enhancement. All school personnel, including coaches and school nurses, should never recommend the use of any drug, medication (over-the-counter or prescription) or nutritional supplement, as defined by the World Anti-Doping Agency, for the purposes of performance enhancement.

School personnel should not dispense or administer any drug, medication (over-the-counter or prescription) or nutritional supplement, unless the student-athlete is under the direct care of a licensed health professional, licensed to practice in the state of Kansas and practicing within their scope of practice as defined by the Kansas Board of Healing Arts, and only as prescribed.

We recommend that coaches, athletic directors, nurses and other school personnel develop strategies that address the prevalence and growing concerns of using any drug, medication or nutritional supplement for the purpose of performance enhancement. Athletes should be encouraged to pursue their athletic goals through hard work, appropriate rest, proper hydration and good nutrition, not unsubstantiated shortcuts. School personnel, coaches and parents should allow for open discussion about dietary supplement use, and should strongly encourage obtaining optimal nutrition through a well-balanced diet.

Team Warm-Up

Teams are entitled to a minimum of 20 minutes warm-up prior to each game. This does not apply to afternoon shoot-around by the host school. Teams may not practice prior to 40 minutes before the opening game in any session. Second-game teams may warm up during the halftime of the first game. No game is to begin before the scheduled starting time or before a team has had its minimum warm-up time. This period shall start with the ending of the previous game. **Players are not to grasp the basket or dunk the basketball during warm-up.** It is the responsibility of the coach and school administration to ensure this does not occur.

Teams entering the gym to warm up shall not run through the opposing team or under the basket where opponents are warming up. Teams shall enter and run the court on their half of the court only.

If during the pregame or halftime warm-up period one team leaves the floor, the other team **may not** use the whole court. They may only warm up on their half of the court.

Tournament Basketball

The KSHSAA has an agreement which will provide each sub-state primary site and all state sites an NFHS authenticated *Spalding TF-1000 Legacy* game ball. First round host schools shall also have available a *TF-1000 Legacy* boys and girls game ball with the NFHS marking.

Towels

Schools should be notified prior to the contest if towels will be provided for showering and for the bench. The host school should provide towels for the officials and have towels available at the score table for court cleanup.

Traveling School Information (Form TRA)

Please complete and mail, fax or email **Form TRA** to your postseason event manager **two days prior to the event**. Form TRA can be found by the school administrator with the online *Entry Forms*.

In the event of inclement weather, a decision will be made by the KSHSAA and the tournament site manager as soon as possible regarding an altered schedule or postponement.

Trophies and/or Plaques

Trophies or plaques will be mailed to managers directly from the manufacturer. They should be received at least one week prior to the tournaments. Check them immediately and notify the KSHSAA of any breakage, defects or errors in engraving.

- The first two teams in all regionals will receive plaques.
- The first two teams in Class 1A, 2A, 3A sub-state tournaments will receive plaques.
- Only the first-place team in Classes 4A, 5A, 6A sub-state tournaments will receive a plaque.
- The first three teams in each state tournament will receive trophies.
- The players of the top four teams in all state tournaments will receive medals.
- Awards for consolation games will be presented immediately following the contest. Coaches and squad members of all teams shall remain for the awards presentation for their games.

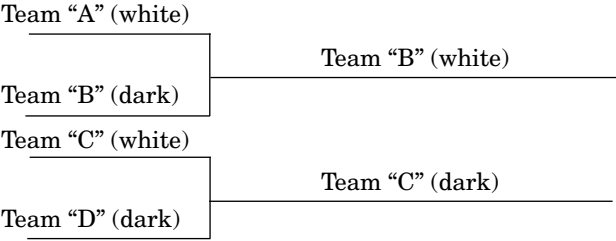
The trophy presentation should be made by a person from the host community. The public address announcer should read the details and have someone else make the actual presentation.

Uniforms - White and Dark Jerseys (Home - Visiting Teams)

The NFHS Basketball Rules Book outlines legal uniforms for varsity teams. Review *NFHS Rule 3-4* when ordering uniforms. The torso of the team jersey shall be white for the home team and a contrasting dark color for the visiting team. The dark torso color for the visiting team shall be the darker color of the school’s color scheme or black.

In KSHSAA tournament games, the team on the top line of any bracket in the pairings will wear white uniforms, and those on the lower line of any bracket will wear dark-colored uniforms. Remember, it is possible that a team will be required to wear white uniforms in one game and dark-colored uniforms in a subsequent game.

Those wearing the white uniforms will be considered the “home” team and those wearing the dark-colored uniforms will be considered the “visiting” team. The following illustrates how a team may be required to wear different colored uniforms in the same tournament. **Home jerseys MUST be white for varsity level teams. Sub-varsity level teams may continue to wear light-colored jerseys during their games.**



Unmanned Aircraft Systems or UAS (Drone Policy)

Unless granted special permission by the KSHSAA Executive Director, the use of drones (UAS), for any purpose, is not permitted at any KSHSAA state tournament or postseason game or event. This prohibition applies to all fields of play, courts, arenas, mats, gym floors or pools, and includes a ban on the entire facility being used as a part of the KSHSAA event, including the spectator areas and parking areas.

Video

A member school may **NOT** record/video any school’s activity contest in which they are not a participant without written permission from the involved school principals in advance of the contest. Schools may video their own contests.

Section VII

Tickets and Admissions for All KSHSAA Postseason Tournaments

Ticket Information for Managers

Tournament general admission tickets for students and adults will be sent to the managers by parcel post or hand delivered by a KSHSAA staff member.

Please review; be aware of the following:

1. Tickets will be serially numbered.
2. Before the tournament begins, check the tickets with the enclosed report form received from the KSHSAA.
3. Instruct your sellers to be sure all unsold tickets are in consecutive serial number order, meaning the remainder of the unsold roll is consecutively numbered without any intermittent tickets having been sold.
4. If tickets are sold from more than one booth, it is permissible to sell them from two or more rolls at the same time. This will avoid having to sell from removed portions of a roll.
5. During the final session of the tournament, be sure all unsold tickets are in consecutive order—do not remove portions of rolls without selling every ticket that was removed.
6. Return all unused tickets to the KSHSAA immediately after your tournament (within two working days).
7. There are to be no reserved seat tickets for sub-state or state tournaments! Managers are to use only those tickets which are supplied by the KSHSAA. Hopefully, your needs have been anticipated, but if you have reason to feel you will need more, call us and we will forward an additional supply. In the event you experience a last minute exhaustion of tickets, then perhaps you might use some of your own to complete your tournament. If this occurs, be sure to record starting/ending serial numbers.

SPECIAL NOTICE TO ALL MANAGERS AND SCHOOLS

Persons paying admission MUST be given the ticket they buy. All general admission tickets are to be torn in half when the purchaser is admitted. If the sale and admittance is handled at the same location, the purchaser is entitled to, and shall be given, one half the purchased ticket. Such ticket stubs are NOT to be used as pass-out tickets.

Managers are not to use pass-out tickets. Many people attend the first game of the evening, leave when the game is over, secure a pass-out check and give it to the group congregating on the outside of the building so that someone can come and see the following games of the evening. If it is necessary for someone to leave the facility and return, they should have their hand stamped so they can re-enter.

COMPLIMENTARY TICKETS

1. News Media; 2. Host high school Board of Education members and spouses; 3. KSHSAA Complimentary Lifetime Passes; 4. KSHSAA Annual Complimentary Passes (issued to KSHSAA Board of Directors and Appeal Board members); 5. Area Supervisors of officials; 6. League Commissioners; 7. Complimentary Passes (issued to KSHSAA Sportsmanship Committee); 8. Athletic Trainers; 9. See pages 20 and 41 for policy on admitting halftime entertainment. Below are sample passes permitted by the KSHSAA.

KANSAS STATE HIGH SCHOOL ACTIVITIES ASSOCIATION
certifies that Sample is an Area Supervisor of football, basketball or wrestling official. Sample without charge to Association sponsor for all or wrestling activities for the Sample school year.

Date _____ KSHSAA Executive Director _____

(White card with black printing)
Area Supervisors

KANSAS STATE HIGH SCHOOL ACTIVITIES ASSOCIATION
Certifies _____ as a member of the KSHSAA Board of Appeal Board, _____ or KSHSAA without charge to all ever _____ High School Activities Association _____ to June 30, _____.

KSHSAA Executive Director
NOT TRANSFERABLE

(Ivory card with black printing)
BOD/Appeals Boards

KANSAS STATE HIGH SCHOOL ACTIVITIES ASSOCIATION
Complimentary Admittance Card
It Certifies that _____
As Present and _____
and one guest at _____ without charge to all events sponsored by the Kansas State High School Activities Association.

KSHSAA Executive Director
NOT TRANSFERABLE

(Light blue card with dark blue and red printing)
Executive Board

KANSAS STATE HIGH SCHOOL ACTIVITIES ASSOCIATION
certifies that Sample is an employed League Commissioner for the _____ League(s) and is entitled to be admitted without charge to KSHSAA sponsored events for the 2018 - 2019 school year.

August 1, 2018
Date _____ KSHSAA Executive Director _____

(White card with black printing)
League Commissioners

KANSAS STATE HIGH SCHOOL ACTIVITIES ASSOCIATION
2018-2019 KSHSAA EVENT PASS
SCHOOL EM _____ ATHLETIC TRAINER
VALID ONLY AT KSHSAA EVENTS
Designated by _____ High School _____
KSHSAA Executive Director _____

(Gray card with red and blue printing)
Athletic Trainer

KANSAS STATE HIGH SCHOOL ACTIVITIES ASSOCIATION
Certifies that _____ is a member of the KSHSAA SPORTSMANSHIP COMMITTEE for the Class _____ basketball Tournament held at _____ school year. The above named and one guest are entitled admittance without charge to all sessions of the tournament.

KSHSAA Executive Director _____

(Yellow card with black printing)

Tournament managers should adhere to all regulations pertaining to complimentary admissions. It would be unfair and defeat the purpose of the program if at some tournament sites persons were to be admitted without charge when they do not qualify for such admission. Administrators can save embarrassment and eliminate the managers' problems by reviewing the following information and discussing it with their coaches, faculty members, drivers and playing squads. In the past, managers have reported that administrators and coaches have insisted on their spouses being admitted free. **This is a violation of regulations.** Bus drivers are listed on the pass gate form. Coaches Association passes are not to be honored.

Any representative of the news media who actually covers the tournament may be admitted free. A regular newspaper staff photographer may also be admitted free.

When your school is host, members of your board of education and their spouses may be admitted free. Likewise, the working crew necessary to sell and collect tickets and supervise and direct tournament activities is to be admitted free.

The KSHSAA feels every administrator is aware of various problems in sponsoring a tournament and why it is necessary all managers adhere to specific limitations in honoring requests for complimentary tickets. This phase of the tournament program is very important. Assign a competent adult (not a student) the responsibility of working the pass gate.

Contestant, Coach and Administration Admission

Schools should use pass gate **Forms BB-5 or BB-6 for 1A regionals; BB-9 or BB-10 for sub-state and BB-11 or BB-12 for state.** The school administrators can access these forms online. **The pass list number was increased to eighteen (18)** to provide for such persons as another assistant coach, scorer, etc. The host school will admit a total of 18 (the 12 players must be included in this number). The superintendent, principal, athletic director, coach, assistant coach, manager, faculty cheerleader sponsor, and varsity cheerleaders in uniform (maximum of 10) shall also be admitted free. Faculty supervisors assigned by the school principal shall be admitted free when listed on the appropriate form. They shall sit or be located in the schools' cheering sections. (Assistant principals may be admitted free provided they are included in the allotted number of faculty student supervisors.) The administrators and adult supervisors should be aware of their responsibilities as listed on pages 6, 7, 8.

The six (6) faculty supervisors listed are to be admitted free at the pass gate **and will be expected to assist in game management. Others correctly listed on the pass list will be admitted free.** A checklist and a special entrance for authorized players, managers, coaches, cheerleaders and supervisors should be available. Managers are not to provide tickets for the participating schools.

All Class 1A regionals, 2A and 3A sub-states are considered one tournament, even though the first-round contests are played at the home school of the higher seeded team. **All teams in the tournament may be admitted free of charge at any site in that classification tournament provided they are accompanied by their coach and a copy of their pass gate information sheet is submitted to that site.** In 4A, 5A and 6A the 18-team brackets are four (4) separate four- or five-team tournaments. All games are played at the higher seeded team site.

The participating schools should make certain the names of their bona fide varsity cheerleaders (maximum of 10) are properly submitted. They may be admitted free, when in uniform, only to those sessions in which their team plays. The authorized list from each school will serve as a checklist for each session. (*See admission policy for host school pep band in Section VI.*)

Regional and Sub-State Ticket Prices

Managers should display a sign at each ticket window conspicuously showing the prices of admission, as follows:

	Adults	K-12
Regionals	\$6.00	\$5.00
Sub-State (All Classes)	\$6.00	\$5.00

Pre-K age children admitted free

Managers should explain to assigned ticket-takers the importance of tearing all tickets, giving each purchaser one half, and depositing the other half in a receptacle.

State Tournament Tickets

There will be no pass-out tickets. If the same school has two games between their boys and girls semifinals or if fans **MUST** leave the facility, those wishing to leave should have their hands stamped for re-admission.

	Adults	K-12
General Admission	\$8.00	\$6.00

Pre-K age children admitted free

Some state tournament sites have additional facility or parking fees added to KSHSAA established ticket prices. The KSHSAA generates no revenue from these added fees.

Section VIII

Postseason Tournaments

Game Scores Reporting

All schools are required to enter their game schedules for varsity teams on the KSHSAA website. Coaches and/or administrators must also enter the final score for each contest when completed. Reporting scores on this form will maintain an updated record for schools as managers begin the seeding for regionals and sub-state. All regular season games must be reported by February 25. Additional instructions will be emailed to coaches and administrators.

Class 1A Regional Seeding

Assignments - Will be posted on the KSHSAA website in early December.

Seeding

Seeding for girls and boys Class 1A Regional Tournaments will be completed on Wednesday, February 13 at 10 a.m. Form BB-3 for girls and BB-4 for boys must be completed and is due to the regional manager by February 13. Each participating school shall call the tournament manager on the morning of the seeding before 10 a.m. to update its season record. **Once seeding is completed and quarterfinal sites determined, the manager submits this information online to the KSHSAA.**

Seeding Criteria

1. Seeding shall be based strictly on percentage of wins and losses. To determine this percentage, divide the number of games won by the number of games played. (Only varsity competitions will count.) The team with the higher percentage will receive the higher seed. Byes in regular season games/tournaments (including league tournament) **ARE NOT** to be counted.
2. If two teams have an identical percentage, the tie will be broken as follows:
 - a. If the teams played each other, the one defeating the other a larger number of times will receive the seed.
 - b. If they have played each other and each has defeated the other team under consideration an identical number of times, go to step (c).
 - c. If two teams have the same percentage of wins and (1) or (2) will not resolve the tie, the team with the most wins will receive the better seed.
 - d. If the tie in (c) still remains, then a draw by lot will determine the team receiving the higher seed. (Use a person from your community as a witness.)
3. If three teams have an identical percentage, the tie will be broken as follows:
 - a. If one team has defeated the other two a larger number of times, it will receive the better seed.
 - b. If not, the manager will draw by lot for top seed, then the tie between the remaining two teams shall be broken by using procedures in (2). The procedure for draw by lot is to put the names of the teams 'tied' into a hat and draw. The first one drawn will receive the highest seed.
4. In sub-state tournaments, teams receiving a bye will consider the bye as a win as it relates to their win-loss record for seeding purposes in subsequent tournaments.

Brackets

As soon as brackets have been completed and time schedules determined, submit brackets online per directions sent to host managers. Brackets will be listed on www.kshsaa.org.

Squad List and Team Photograph

Regionals - Boys and girls teams must submit a photograph (if requested) and squad list (Form BB-5 for girls and BB-6 for boys) to the regional first round host and primary site to which they have been assigned by February 14. A photo must also be sent to the KSHSAA by February 27 if your school is still playing.

State - All schools still participating in sub-state tournaments on February 27 are to submit a squad list (Form BB-11 for girls and/or Form BB-12 for boys) to the KSHSAA on Wednesday, February 27. This will generate the squad list for the program and the pass gate information for the state sites. Pass gate information may be updated until noon on Monday, March 4, by logging in and updating information. Whatever has been submitted at noon on Monday, March 4, will be sent to the state managers to be used at the pass gate. **All schools must submit a team photograph to the KSHSAA by February 27.** See next page for guidelines.

Important Note

(*) Photographs should be sharp, as reproduction for the program will be of no better quality than the print submitted. Please submit a photograph of your players in uniform with numbers showing.

PLEASE NOTE: A team photograph is to be sent to both the sub-state site and to the KSHSAA. For state qualifying teams, it is imperative a high-quality picture be in the KSHSAA office at the designated time.

Schools wishing to send pictures digitally are asked to use the following formats: JPEG or TIF at 300-600 dpi. Email to: jholaday@kshsaa.org.

NOTE: If scanning, scan at 50%, at 300-600 dpi and save the image to a JPEG or TIF file and then attach to your email rather than placing it in a Word document and sending it that way.

Officials

- The KSHSAA will assign officials for all postseason tournaments. Class 1A regionals will have a pool of officials assigned to each tournament. The manager will assign those officials to the quarterfinal games according to geography, insofar as possible. It may be necessary to assign officials to these pools who do not meet all the criteria ordinarily followed. Selected officials may be assigned to officiate two games in one night.
- The KSHSAA will assign officials for the semifinal and final contests which will be held at the primary sites. Selected officials may officiate at different tournaments on different nights.
- Prior to the opening of the tournaments, the KSHSAA will supply all managers with the names of the officials contracted. Insofar as possible, the KSHSAA will assign recommended officials. However, some may not be available or they may be assigned elsewhere.
- Managers should contact the assigned officials to notify them of the time schedule, obtain their confirmation, etc.
- Regional officials are paid \$75 per game, plus 36 cents per mile each way to official(s) designated to drive.

Programs

Host schools are to furnish programs for their regional tournaments. Programs should be sold for a reasonable price, with profits being retained by the host site. Program contents should include complete team rosters and information similar to that found on roster sheets sent to managers by each team. Managers are requested to send a copy of their program to the KSHSAA.

Tickets & Admissions - See Section VII – pages 27-28

2019 Class 1A Regional Playing Dates – February 18-23

Class 1A Girls – Monday - Quarterfinals

Four single contests (7 p.m.) will be played at the site of the highest seeded team. The pairings will be made as follows:

Team 8 at Team 1 Team 6 at Team 3
Team 7 at Team 2 Team 5 at Team 4

Class 1A Boys – Tuesday - Quarterfinals

Four single contests (7 p.m.) will be played at the site of the highest seeded team. The pairings will be made as follows:

Team 8 at Team 1 Team 6 at Team 3
Team 7 at Team 2 Team 5 at Team 4

- **Note for Monday and Tuesday:** In the event that School A plays School B with boys (girls) on Monday and girls (boys) on Tuesday, if both schools agree, they may play both games on the same site as a doubleheader at 6 p.m. and 7:30 p.m. The night will be mutually agreed upon by the two participating schools. The site will be determined by adding the girls seed number and the boys seed number. The school with the lowest combined seed total would be the host. If no agreement can be reached, the contests will be played as scheduled above.
- Example: School A – girls seed is 2 and the boys seed is 6, making a total of 8. School B – girls seed is 5 and boys seed is 4, making a total of 9. School A would host the doubleheader. In the event their combined seed totals are identical, the school with the most wins (combined boys and girls) would host.
- Example: School A combined seed 9, school B combined seed 9. To break the tie, add girls' and boys' wins. School A boys had 10 wins and the girls 12, for a total of 22. School B boys had 9 wins and the girls 12, for a total of 21 wins. School A should host the doubleheader. If a tie still remains, the manager will draw by lot to determine the host.
- If the court of the higher seeded team does not meet minimum requirements, i.e., no restraining lines and/or a minimum of eighteen (18) inches from the three point arc to the sideline, the contest may be played at either the lower seeded team's site or a site mutually agreed on by school principals from the two involved schools.

Wednesday, no contests

Open night, available for weather delayed contests.

Thursday, February 21, 2019 – Semifinals

Class 1A – Two Girls games, 6 p.m. and 7:30 p.m. at primary site.

Add the mileage of the teams playing each other; the two teams with the greatest total mileage will play the early game.

Friday, February 22, 2019 – Semifinals

Class 1A – Two Boys games, 6 p.m. and 7:30 p.m. at primary site.

Add the mileage of the teams playing each other; the two teams with the greatest total mileage will play the early game.

Saturday, February 23, 2019 – Finals

Girls final – 6 p.m.

Note: No third place games are to be played.

Boys final – 7:30 p.m.

Class 1A Sub-State Seeding

Pairings

All Class 1A sub-state pairings, assignments to sites and time schedule will be made by the KSHSAA. This information will be released by 10 a.m. on Sunday, February 24 (www.kshsaa.org). The first- and second-place finishers from each regional will be assigned to two different sub-states. The sub-state teams and pairings are determined as follows:

1. Seed the four regional winners 1, 2, 3, and 4.
2. Assign seed #1 and #4 to one sub-state and seed #2 and #3 to the other.
3. Assign second-place teams from each regional to the other sub-state away from the team who defeated them in the regional finals.
4. The two second-place teams will be paired with the two first-place teams according to their records. The first-place team with the better win-loss record will be paired with the second-place team with the poorest win-loss record.

The sub-state sites and time schedules will be determined by the KSHSAA. If possible, the KSHSAA will avoid splitting girls and boys teams from the same school. The number of double qualifiers will determine whether or not this is possible and will also determine the schedule for first-round contests.

If girls and boys teams from the same school are assigned to two different sub-states the KSHSAA will work with the sub-state sites to pre-determine game times for Saturday. If both boys and girls teams are playing in the finals at two different sites, fans who attend both contests will only pay one admission price and the two host sites will split the revenue.

Officials

- The KSHSAA will assign officials for the semifinal and final contests which will be held at the primary sites. Selected officials may officiate at different tournaments on different nights.
- Prior to the opening of the tournaments, the KSHSAA will supply all managers with the names of the officials contracted. Insofar as possible, the KSHSAA will assign recommended officials. However, some may not be available or they may be assigned elsewhere.
- Managers should contact the assigned officials to notify them of the time schedule, obtain their confirmation, etc.
- Sub-State officials are paid \$77.50 per game, plus 36 cents per mile each way to official(s) designated to drive.

2019 1A Sub-State Schedule

Thursday, February 28 – Girls semifinal games

Friday, March 1 – Boys semifinal games

Saturday, March 2 – Finals – Girls at 6 p.m. and Boys at 7:30 p.m.

Class 2A and 3A Sub-State Seeding

Assignments - Will be posted on the KSHSAA website in early December.

Seeding

Seeding for girls and boys Class 2A and 3A Sub-State Tournaments will be completed on Wednesday, February 20 at 10 a.m. Form BB-3 for girls and BB-4 for boys must be completed and is due to the sub-state manager by February 20. Each participating school shall call the tournament manager on the morning of the seeding before 10 a.m. to update its season record. **Once seeding is completed and quarterfinal sites determined, the manager submits this information online to the KSHSAA.**

Seeding Criteria

1. Seeding shall be based strictly on percentage of wins and losses. To determine this percentage, divide the number of games won by the number of games played. (Only varsity competitions will count.) The team with the higher percentage will receive the higher seed. Byes in regular season games/tournaments (including league tournament) **ARE NOT** to be counted.
2. If two teams have an identical percentage, the tie will be broken as follows:
 - a. If the teams played each other, the one defeating the other a larger number of times will receive the seed.
 - b. If they have played each other and each has defeated the other team under consideration an identical number of times, go to step (c).
 - c. If two teams have the same percentage of wins and (1) or (2) will not resolve the tie, the team with the most wins will receive the better seed.
 - d. If the tie in (c) still remains, then a draw by lot will determine the team receiving the higher seed. (Use a person from your community as a witness.)
3. If three teams have an identical percentage, the tie will be broken as follows:
 - a. If one team has defeated the other two a larger number of times, it will receive the better seed.
 - b. If not, the manager will draw by lot for top seed, then the tie between the remaining two teams shall be broken by using procedures in (2). The procedure for draw by lot is to put the names of the teams 'tied' into a hat and draw. The first one drawn will receive the highest seed.
4. In sub-state tournaments, teams receiving a bye will consider the bye as a win as it relates to their win-loss record for seeding purposes in subsequent tournaments.

Brackets

As soon as brackets have been completed and time schedules determined, submit brackets online per directions sent to host managers. Brackets will be listed on www.kshsaa.org.

Squad List and Team Photograph

Sub-State - Boys and girls teams must submit a photograph (if requested) and squad list (Form BB-9 for girls and BB-10 for boys) to the sub-state first round host and primary site to which they have been assigned by February 21. A photo must also be sent to the KSHSAA by February 27 if your school is still playing.

State - All schools still participating in sub-state tournaments on February 27 are to submit a squad list (Form BB-11 for girls and/or Form BB-12 for boys) to the KSHSAA on Wednesday, February 27. This will generate the squad list for the program and the pass gate information for the state sites. Pass gate information may be updated until noon on Monday, March 4, by logging in and updating information. Whatever has been submitted at noon on Monday, March 4, will be sent to the state managers to be used at the pass gate. **All schools must submit a team photograph to the KSHSAA by February 27.** See below for guidelines.

Important Note

(*) Photographs should be sharp, as reproduction for the program will be of no better quality than the print submitted. Please submit a photograph of your players in uniform with numbers showing.

PLEASE NOTE: A team photograph is to be sent to both the sub-state site and to the KSHSAA. For state qualifying teams, it is imperative a high-quality picture be in the KSHSAA office at the designated time.

Schools wishing to send pictures digitally are asked to use the following formats: JPEG or TIF at 300-600 dpi. Email to: jholaday@kshsaa.org.

NOTE: If scanning, scan at 50%, at 300-600 dpi and save the image to a JPEG or TIF file and then attach to your email rather than placing it in a Word document and sending it that way.

Officials

- The KSHSAA will assign officials for all postseason tournaments. Class 2A and 3A will have a pool of officials assigned to each tournament. The manager will assign those officials to the quarterfinal games according to geography, insofar as possible. It may be necessary to assign officials to these pools who do not meet all the criteria ordinarily followed. Selected officials may be assigned to officiate two games in one night.
- The KSHSAA will assign officials for the semifinal and final contests which will be held at the primary sites. Selected officials may officiate at different tournaments on different nights.
- Prior to the opening of the tournaments, the KSHSAA will supply all managers with the names of the officials contracted. Insofar as possible, the KSHSAA will assign recommended officials. However, some may not be available or they may be assigned elsewhere.
- Managers should contact the assigned officials to notify them of the time schedule, obtain their confirmation, etc.
- Sub-State officials are paid \$77.50 per game, plus 36 cents per mile each way to official(s) designated to drive.

Programs

Host schools are to furnish programs for their sub-state tournaments. Programs should be sold for a reasonable price, with profits being retained by the host site. Program contents should include complete team rosters and information similar to that found on roster sheets sent to managers by each team. Managers are requested to send a copy of their program to the KSHSAA.

Tickets & Admissions - See Section VII – pages 27-28

Sub-State Tournament Format - Class 2A, 3A

The starting time shall be 7 p.m. for all single game sessions and 6 p.m. and 7:30 p.m. on nights when two games are played, unless otherwise approved by the KSHSAA. All contests will be played on the dates listed **unless otherwise specified by the KSHSAA**.

Quarterfinal Site Exception: Quarterfinal contests requiring the visiting team to travel 150 miles or more may be played at a neutral site which is approximately midway between the participating schools. The visiting school would be responsible for making the request and for finding a site which would be agreed to by their opponent. (It shall be the visiting school's responsibility to make arrangements to administer and/or underwrite the cost within the allowable 33% of the gate receipts.) If no mutual agreement can be reached the KSHSAA should be involved. The contest may be played at the primary site. If the primary site is unable to administer the contest, it shall be the responsibility of the visiting school to administer and underwrite the costs within the allowable 33% of the gate receipts. If the quarterfinal contests cannot be played on Monday or Tuesday at the primary site, it shall be played on Wednesday.

2019 Playing Dates – February 25 - March 2, 2019

Class 3A Girls – Monday - Quarterfinals

Class 2A Boys – Monday - Quarterfinals

Four single contests (7 p.m.) will be played at the site of the highest seeded team. The pairings will be made as follows:

Team 8 at Team 1 Team 6 at Team 3

Team 7 at Team 2 Team 5 at Team 4

Class 2A Girls – Tuesday - Quarterfinals

Class 3A Boys – Tuesday - Quarterfinals

Four single contests (7 p.m.) will be played at the site of the highest seeded team. The pairings will be made as follows:

Team 8 at Team 1 Team 6 at Team 3

Team 7 at Team 2 Team 5 at Team 4

- **Note for Monday and Tuesday:** In the event that School A plays School B with boys (girls) on Monday and girls (boys) on Tuesday, if both schools agree, they may play both games on the same night at the same site as a doubleheader at 6 p.m. and 7:30 p.m. The night will be mutually agreed upon by the two participating schools. The site will be determined by adding the girls seed number and the boys seed number. The school with the lowest combined seed total would be the host. If no agreement can be reached, the contests will be played as scheduled above.

- Example: School A – girls seed is 2 and the boys seed is 6, making a total of 8. School B – girls seed is 5 and boys seed is 4, making a total of 9. School A would host the doubleheader. In the event their combined seed totals are identical, the school with the most wins (combined boys and girls) would host.

- Example: School A combined seed 9, school B combined seed 9. To break the tie, add girls' and boys' wins. School A boys had 10 wins and the girls 12, for a total of 22. School B boys had 9 wins and the girls 12, for a total of 21 wins. School A should host the doubleheader. If a tie still remains, the manager will draw by lot to determine the host.
- If the court of the higher seeded team does not meet minimum requirements, i.e., no restraining lines and/or a minimum of eighteen (18) inches from the three point arc to the sideline, the contest may be played at either the lower seeded team's site or a site mutually agreed on by school principals from the two involved schools.

Wednesday, no contests

Open night, available for weather delayed contests.

Thursday, February 28, 2019 – Semifinals

Class 2A – Two Boys games, 6 p.m. and 7:30 p.m. at primary site.

Class 3A – Two Girls games, 6 p.m. and 7:30 p.m. at primary site.

Add the mileage of the teams playing each other; the two teams with the greatest total mileage will play the early game.

Friday, March 1, 2019 – Semifinals

Class 2A – Two Girls games, 6 p.m. and 7:30 p.m. at primary site.

Class 3A – Two Boys games, 6 p.m. and 7:30 p.m. at primary site.

Add the mileage of the teams playing each other; the two teams with the greatest total mileage will play the early game.

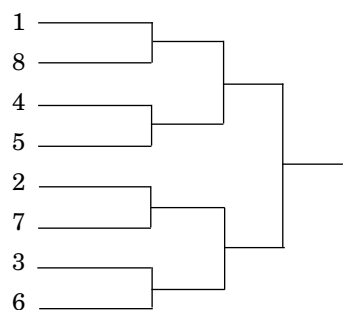
Saturday, March 2, 2019 – Finals – Classes 2A, 3A

Girls final – 6 p.m.

Note: No third place games are to be played.

Boys final – 7:30 p.m.

Sample Bracket - Classes 2A, 3A



NOTE: The team on the top of the bracket shall wear white jerseys.

Class 4A, 5A & 6A - Sub-States

Assignments - Will be posted on the KSHSAA website in early December.

Seeding

Seeding for girls and boys Class 4A, 5A and 6A sub-state tournaments will be completed on Wednesday, February 20, 2019 at 10 a.m. Form BB-3 for girls and BB-4 for boys must be completed and is DUE to the sub-state manager on February 20. Schools must update the game scores form on the KSHSAA website by 10 a.m. on February 20 so seeding can be completed. **Once seeding is completed and sites determined, the seeding manager is to submit the bracket online to the KSHSAA.**

Seeding Criteria

1. Seeding shall be based strictly on percentage of wins and losses. To determine this percentage, divide the number of games won by the number of games played. (Only varsity competitions will count.) The team with the higher percentage will receive the higher seed. Byes in regular season games/tournaments (including league tournament) ARE NOT to be counted.
2. If two teams have an identical percentage, the tie will be broken as follows:
 - a. If the teams played each other, the one defeating the other a larger number of times will receive the seed.
 - b. If they have played each other and each has defeated the other team under consideration an identical number of times, go to step (c).
 - c. If two teams have the same percentage of wins and (1) or (2) will not resolve the tie, the team with the most wins will receive the better seed.
 - d. If the tie in (c) still remains, the team with the lowest average defensive points allowed during the year will receive the higher seed. To determine lowest average defensive points, add the number of points allowed and divide by the number of games played.
 - e. If two teams are still tied, team with the highest average offensive points scored during the year will receive the higher seed. To determine highest average offensive points, add the number of points scored and divide by the number of games played.
 - f. If the two teams are still tied, a coin flip will decide the higher seed. (Use a person from your community as a witness.)
3. If three or more teams have an identical percentage, the tie will be broken as follows:
 - a. If one team has defeated the other two (or more) a larger number of times, it will receive the better seed. If there are two teams left refer to step 2.
 - b. If the tie in (a) still remains, the team with the lowest average defensive points allowed during the year will receive the higher seed. To determine lowest average defensive points, add the number of points allowed and divide by the number of games played. If there are two teams still tied, refer to step 2.
 - c. If three or more teams are still tied, team with the highest average offensive points scored during the year will receive the higher seed. To determine highest average offensive points, add the number of points scored and divide by the number of games played. If there are two teams still tied, refer to step 2.
 - d. If there are still multiple schools tied, the manager will draw by lot for top seed, then the tie between the remaining two teams shall be broken by using procedures above. The procedure for draw by lot is to put the names of the teams tied into a hat and draw. The first one drawn will receive the highest seed.
4. In sub-state tournaments, teams receiving a bye will consider the bye as a win as it relates to their win-loss record for seeding purposes in subsequent tournaments.

Brackets

As soon as brackets have been completed and time schedules determined, submit brackets online per directions provided to host managers. Brackets will be listed on www.kshsaa.org

Squad List and Team Photograph

Sub-State – Class 4A, 5A and 6A schools' boys and girls teams must submit a photograph and squad list (Form BB-9 for girls and BB-10 for boys) to the sub-state seeding manager by Thursday, February 21.

State – All schools participating in sub-state tournaments are to submit a squad list (Form BB-11 for girls and/or Form BB-12 for boys) to the KSHSAA on Wednesday, February 27. This will generate the squad list for the program and the pass gate information for the state sites. Pass gate information may be updated until noon Monday, March 4 by logging in and updating information. Whatever has been submitted at noon on Monday, March 4 will be sent to state managers to be used at the pass gate. **All schools must submit a team photograph to the KSHSAA by February 27.** See next page for guidelines.

Important Note

(*) Photographs should be sharp, as reproduction for the program will be of no better quality than the print submitted. Please submit a photograph of your players in uniform with numbers showing.

PLEASE NOTE: A team photograph is to be sent to both the sub-state site and to the KSHSAA. For state qualifying teams, it is imperative a high-quality picture be in the KSHSAA office at the designated time.

Schools wishing to send pictures digitally are asked to use the following formats: JPEG or TIF at 300-600 dpi. Email to: jholaday@kshsaa.org.

NOTE: If scanning, scan at 50%, at 300-600 dpi and save the image to a JPEG or TIF file and then attach to your email rather than placing it in a Word document and sending it that way.

Officials

- The KSHSAA will assign officials for the play-in games, semifinal and final contests.
- Class 4A, 5A, 6A officials will not be assigned specific tournament sites until after 4A, 5A, 6A seeding is complete.
- Managers must contact the assigned officials to notify them of the time schedule, obtain their confirmation, etc.
- Sub-state officials are paid \$77.50 a game, plus 36 cents per mile each way to official(s) designated to drive.

4A Tournament Format

Seeding managers will be listed on the KSHSAA website when sub-state assignments are released.

1. Class 4A schools will be grouped into two groups of 18. The seeding manager will be responsible for seeding teams into four sub-states of four or five teams each for boys and girls. The seeding meeting will take place at 10 a.m. on Wednesday, February 20, 2019. Schools who will be seeded #1, #2, #3, #4 in each sub-state grouping (and each gender) must arrange to pick up: tickets for semifinal and final games, plaque for winning team, one basketball.
2. Schools will submit roster and pass gate information to the host school on Thursday, February 21 for quarterfinal and semifinal games.
3. Play-in games for seed #16 vs. #17 and seed #15 vs. #18 will be played to determine which schools get into the 16 team bracket.
4. Possible playing dates for play-in games are Saturday, February 23 if travel distance is large and both school schedules allow for games on Saturday. Monday, February 25, boys games at higher seed. Tuesday, February 26, girls games at higher seed.
5. Semifinal games in each of the eight sub-state tournaments will be played at the site of the higher seeded team according to the approved format.
6. Final games will be played at the higher seeded team of the two finalists.
7. Players from teams in “that specific tournament” (group of four schools) will be admitted at the pass gate only when accompanied by their coach or administrator.
8. Once the tournament is seeded the bracket will be placed on the KSHSAA website.
9. Officials will be assigned by the KSHSAA after seeding is completed.

Wednesday, February 27, 2019 – BOYS games at higher seeded team beginning at 7 p.m. unless a time change is approved by the KSHSAA.

Tournament A	Tournament B	Tournament C	Tournament D
#16 vs. #17 winner @ #1	#15 vs. #18 winner @ #2	#14 @ #3	#13 @ #4
#9 @ #8	#10 @ #7	#11 @ #6	#12 @ #5

Thursday, February 28, 2019 – GIRLS games at higher seeded team beginning at 7 p.m. unless a time change is approved by the KSHSAA.

Tournament A	Tournament B	Tournament C	Tournament D
#16 vs. #17 winner @ #1	#15 vs. #18 winner @ #2	#14 @ #3	#13 @ #4
#9 @ #8	#10 @ #7	#11 @ #6	#12 @ #5

Final games will be at the higher seeded team of the two finalists. If a lower seed defeats the #1, #2, #3, #4 seeded team, that school is responsible to get the “final ticket packet” and plaque to the highest seeded host school of that tournament.

Final BOYS games

Final Boys games will be played on Friday, March 1, 2019 at the higher seeded team with a game time of 7 p.m. unless a change is approved by the KSHSAA.

Final GIRLS games

Final Girls games will be played on Saturday, March 2, 2019 at the higher seeded team with a game time of 6 p.m. unless a change is approved by the KSHSAA.

5A Tournament Format

Seeding managers will be listed on the KSHSAA website when sub-state assignments are released.

1. Class 5A schools will be grouped into two groups of 18. The seeding manager will be responsible for seeding teams into four sub-states of four or five teams each for boys and girls. The seeding meeting will take place at 10 a.m. on Wednesday, February 20, 2019. Schools who will be seeded #1, #2, #3, #4 in each sub-state grouping (and each gender) must arrange to pick up: tickets for semifinal and final games, plaque for winning team, one basketball.
2. Schools will submit roster and pass gate information to the host school on Thursday, February 21 for quarterfinal and semifinal games.
3. Play-in games for seed #16 vs. #17 and seed #15 vs. #18 will be played to determine which schools get into the 16 team bracket.
4. Possible playing dates for play-in games are Saturday, February 23 if travel distance is large and both school schedules allow for games on Saturday. Monday, February 25, girls games at higher seed. Tuesday, February 26, boys games at higher seed.
5. Semifinal games in each of the eight sub-state tournaments will be played at the site of the higher seeded team according to the approved format.
6. Final games will be played at the higher seeded team of the two finalists.
7. Players from teams in “that specific tournament” (group of four schools) will be admitted at the pass gate only when accompanied by their coach or administrator.
8. Once the tournament is seeded the bracket will be placed on the KSHSAA website.
9. Officials will be assigned by the KSHSAA after seeding is completed.

Wednesday, February 27, 2019 – GIRLS games at higher seeded team beginning at 7 p.m. unless a time change is approved by the KSHSAA.

Tournament A	Tournament B	Tournament C	Tournament D
#16 vs. #17 winner @ #1	#15 vs. #18 winner @ #2	#14 @ #3	#13 @ #4
#9 @ #8	#10 @ #7	#11 @ #6	#12 @ #5

Thursday, February 28, 2019 – BOYS games at higher seeded team beginning at 7 p.m. unless a time change is approved by the KSHSAA.

Tournament A	Tournament B	Tournament C	Tournament D
#16 vs. #17 winner @ #1	#15 vs. #18 winner @ #2	#14 @ #3	#13 @ #4
#9 @ #8	#10 @ #7	#11 @ #6	#12 @ #5

Final games will be at the higher seeded team of the two finalists. If a lower seed defeats the #1, #2, #3, #4 seeded team, that school is responsible to get the “final ticket packet” and plaque to the highest seeded host school of that tournament.

Final GIRLS games

Final Girls games will be played on Friday, March 1, 2019 at the higher seeded team with a game time of 7 p.m. unless a change is approved by the KSHSAA.

Final BOYS games

Final Boys games will be played on Saturday, March 2, 2019 at the higher seeded team with a game time of 6 p.m. unless a change is approved by the KSHSAA.

6A Tournament Format

Seeding managers will be listed on the KSHSAA website when sub-state assignments are released.

1. Class 6A schools will be grouped into two groups of 18. The seeding manager will be responsible for seeding teams into four sub-states of four or five teams each for boys and girls. The seeding meeting will take place at 10 a.m. on Wednesday, February 20, 2019. Schools who will be seeded #1, #2, #3, #4 in each sub-state grouping (and each gender) must arrange to pick up: tickets for semifinal and final games, plaque for winning team, one basketball.
2. Schools will submit roster and pass gate information to the host school on Thursday, February 21 for quarterfinal and semifinal games.
3. Play-in games for seed #16 vs. #17 and seed #15 vs. #18 will be played to determine which schools get into the 16 team bracket.
4. Possible playing dates for play-in games are Saturday, February 23 if travel distance is large and both school schedules allow for games on Saturday. Monday, February 25, boys games at higher seed. Tuesday, February 26, girls games at higher seed.
5. Semifinal games in each of the eight sub-state tournaments will be played at the site of the higher seeded team according to the approved format.
6. Final games will be played at the higher seeded team of the two finalists.
7. Players from teams in “that specific tournament” (group of four schools) will be admitted at the pass gate only when accompanied by their coach or administrator.
8. Once the tournament is seeded the bracket will be placed on the KSHSAA website.
9. Officials will be assigned by the KSHSAA after seeding is completed.

Wednesday, February 27, 2019 – BOYS games at higher seeded team beginning at 7 p.m. unless a time change is approved by the KSHSAA.

Tournament A	Tournament B	Tournament C	Tournament D
#16 vs. #17 winner @ #1	#15 vs. #18 winner @ #2	#14 @ #3	#13 @ #4
#9 @ #8	#10 @ #7	#11 @ #6	#12 @ #5

Thursday, February 28, 2019 – GIRLS games at higher seeded team beginning at 7 p.m. unless a time change is approved by the KSHSAA.

Tournament A	Tournament B	Tournament C	Tournament D
#16 vs. #17 winner @ #1	#15 vs. #18 winner @ #2	#14 @ #3	#13 @ #4
#9 @ #8	#10 @ #7	#11 @ #6	#12 @ #5

Final games will be at the higher seeded team of the two finalists. If a lower seed defeats the #1, #2, #3, #4 seeded team, that school is responsible to get the “final ticket packet” and plaque to the highest seeded host school of that tournament.

Final BOYS games

Final Boys games will be played on Friday, March 1, 2019 at the higher seeded team with a game time of 7 p.m. unless a change is approved by the KSHSAA.

Final GIRLS games

Final Girls games will be played on Saturday, March 2, 2019 at the higher seeded team with a game time of 6 p.m. unless a change is approved by the KSHSAA.

Section IX

Reporting Results of Girls and Boys Sub-State Tournaments

Reporting Results

1. Regional and sub-state managers must call the KSHSAA immediately following the conclusion of each championship game. Please place calls as early as possible.
2. Regional 1A tournaments must have accurate records of teams finishing first and second as both qualify for sub-state tournaments.
3. Sub-state tournament managers must verify overall record with winning team.
4. Be sure to include games played in your tournament and any byes in postseason tournaments in final records.
5. Report the winner of the game, score of the game and winner's final record by calling 785-273-5329.

Tickets and Officials Payment

1. Tickets for each quarterfinal contest (1A, 2A, 3A) or semifinal (4A, 5A, 6A) will be available from the primary site host. Be sure to use the correct (and different) ticket for boys and girls games.
2. Managers of quarterfinal contests on Monday/Tuesday of regional and sub-state games (4A, 5A, 6A play-in games or semifinals on Wednesday/Thursday) are responsible for payment to the officials. To be eligible for mileage compensation, officials will be expected to comply with driving instructions determined by the manager or KSHSAA.
3. If your school plans to use ArbiterPay to pay postseason officials, please notify the KSHSAA office so we can make sure your school is correctly set up in KSHSAA postseason account 104201.
4. Should a neutral site be used, this payment is to be made by the school arranging for the site.
5. If a forfeiture is involved, the responsible school shall pay the officials.

Distribution of Sub-State Receipts

After sales tax, sub-state gate receipts will be distributed as follows:

1. Sub-state first round host sites will receive 33% of net receipts (gate receipts minus sales tax) plus all concessions and program sales.
2. Primary sub-state sites will receive 33% of net receipts (gate receipts minus sales tax) plus all concessions and program sales.
3. Officials fees are to be deducted and paid at all tournament sites.
4. The balance shall be sent to the KSHSAA and will be used as follows:
 - a. Plaques, trophies and medals
 - b. Catastrophic and liability insurance
 - c. Underwrite losses of other tournament sites
 - d. To operate non self-supporting activities
 - e. Contribute to the overall operating costs of the Association

Tournament Manager Reports

- ✓ Regular Financial Report ✓ Ticket Sales Report

Section X

Girls and Boys State Tournaments

Tournament Schedules

State tournament pairings will be made by the KSHSAA and released at 10 a.m. on Sunday, March 3. **Pairings for all tournaments will be available through the website:**

www.kshsaa.org

Due to the variances in records of state qualifying teams and since their geographic locations are not known ahead of time, no automatic formula is used in setting game times. Seeding for the tournament will follow the same procedure used in the sub-state tournaments. The schedule shall be as follows unless otherwise announced by the KSHSAA: (*Note: Classes playing girls and boys quarterfinals will be reversed each year.*)

Wednesday, March 6

(G) Q-finals Class 1A, 3A, 5A	(B) Q-finals Class 2A, 4A, 6A
3:00 p.m.	3:00 p.m.
4:45 p.m.	4:45 p.m.
6:30 p.m.	6:30 p.m.
8:15 p.m.	8:15 p.m.

Thursday, March 7

(B) Q-finals Class 1A, 3A, 5A	(G) Q-finals Class 2A, 4A, 6A
3:00 p.m.	3:00 p.m.
4:45 p.m.	4:45 p.m.
6:30 p.m.	6:30 p.m.
8:15 p.m.	8:15 p.m.

Friday, March 8

Semifinals

3:00 p.m. Girls
4:45 p.m. Boys
6:30 p.m. Girls
8:15 p.m. Boys

Saturday, March 9

6A-1A

(G) 3rd Place	12:00 p.m.
(B) 3rd Place	2:00 p.m.
Girls Finals	4:00 p.m.
Boys Finals	6:15 p.m.

Tournament Sites and Managers

Class 1A Dodge City-United Wireless Arena
Paul Lewis, Manager
4100 W Comanche St.
Dodge City 67801
Phone: 620-225-8160
Fax: 620-225-8144
paull@dodgecity.org

Class 4A Salina-Tony's Pizza Events Center
Derrick Young, Manager
800 The Midway, Salina 67401
Phone: 785-826-7200
Fax: 785-826-7207
derrick_young@comcastspectacor.com

Class 2A Fort Hays State University-
Gross Memorial Coliseum
Brad Haynes, Manager
Fort Hays State University
Hwy 183 Bypass, Hays 67601
Phone: 785-628-4050
Fax: 785-628-4383
behaynes@fhsu.edu

Class 5A Emporia-White Auditorium
Tom McEvoy, Manager
313 W 4th, Emporia 66801
Phone: 620-340-6300
Fax: 620-340-6390
tom_mcevoy@mac.com

Class 3A Hutchinson Community College-
Sports Arena
Steven Kappenman, Manager
1300 N Plum, Hutchinson 67501
Phone: 620-665-3530
Fax: 620-665-3394
kappenmans@hutchcc.edu

Class 6A Wichita State University-Koch Arena
Aaron Meier, Manager
1845 Fairmount, Wichita 67214
Phone: 316-978-5512
Fax: 316-978-3443
ameier@goshockers.com

Artificial Noisemakers/Flags/Tunnels

Artificial noisemakers (including megaphones, cow bells, thunder-sticks, air horns, sirens, beating of drums etc.) are not permitted while the game is in progress. They may be used during charged time-outs or intermissions only. By KSHSAA Executive Board policy, use of fireworks, cannons, air concussion cannons, hand held explosives and other devices are not permitted at KSHSAA postseason events. Parading of flags is not permitted. Flags attached to a pole may not be waved in the crowd.

Fans are not permitted to make tunnels onto the court, or be lined up outside of the court during introductions.

Bands

Pep bands are permitted at the state tournament and shall sit/play in the section assigned to them by tournament management. Fifty members plus two directors are to be admitted free to each session during which their school participates. If more than 50 members are used, additional band members must pay the regular student admission price.

Cheerleaders and Faculty Supervisor

Bona fide varsity cheerleaders (maximum of 10) and one faculty supervisor will be admitted to only those sessions in which their team plays. Cheerleaders must be in uniform and appear at the contest entrance with a faculty representative. The principal of participating schools shall submit cheerleading and sponsor names on form BB-11 and BB-12 online. Names of the cheerleaders and their faculty supervisor must be listed on this form if they are to be admitted free.

At state tournament sites only 10 cheerleaders will be permitted on the floor at the location designated by the tournament manager during play. Any number of cheerleaders may participate during time-outs, quarter breaks or halftime. Schools may choose to rotate which cheerleaders are on the floor during play. The limitation of 10 is for safety reasons. Tournament managers will inform cheerleaders of their cheering location during contests.

Halftime Entertainment

When dance/spirit squads are used for halftime entertainment, they shall be admitted free. If bands or other groups are used for accompaniment, no more than 50 members of such an accompanying group can be admitted without charge. Dance/spirit squads will be allowed to perform only at the halftime of the last game played on each of the four nights of the state tournament.

A maximum of two dance/spirit squads will be allowed to perform at the halftime of the last game; this may necessitate extending the halftime. Performance time limit per team is five minutes, which includes getting on and off the court. The tournament manager will advise both participating schools of such schedule change. Letters from the high school principal or athletic director requesting a performance shall be postmarked on or after January 1 preceding the state tournament. Direct requests to Craig Manteuffel, cmanteuffel@kshsaa.org.

Letters of request will be accepted until 1 p.m. on Monday of state tournament week; however, dance/spirit squads will be considered, regardless of their school having qualified a team for the state tournament.

Any one dance/spirit squad shall be limited to "one appearance" at the state tournament. *(This procedure will allow proper notification to all concerned, including the tournament manager, after performing schools have been identified.)*

GIVE BACK TO THE GAME

To learn more about becoming an official contact the
Kansas State High School Activities Association; 785-273-5329 or kshsaa@kshsaa.org

OR SCAN HERE



Introductions - Quarterfinal Games

Since the 1997 state tournaments, per requests from member schools, at each first-round game at the state tournament **all players (non-starters and starters) and coaches are introduced.** Teams are to line up on the free throw line facing center court. The head coach is nearest the bench followed by starters, non-starters, team managers and assistant coaches (furthest from team bench). Non-starters, team managers, assistant coaches will step forward when their name is called. Starters will be introduced in alternating fashion and proceed to the center circle to shake hands with the opponent. When head coaches are introduced they will shake hands in front of the score table. A special form will be given to administrators of schools winning their sub-state tournament on which they are to list those to be introduced.

Introductions - Semifinal Games/Third Place

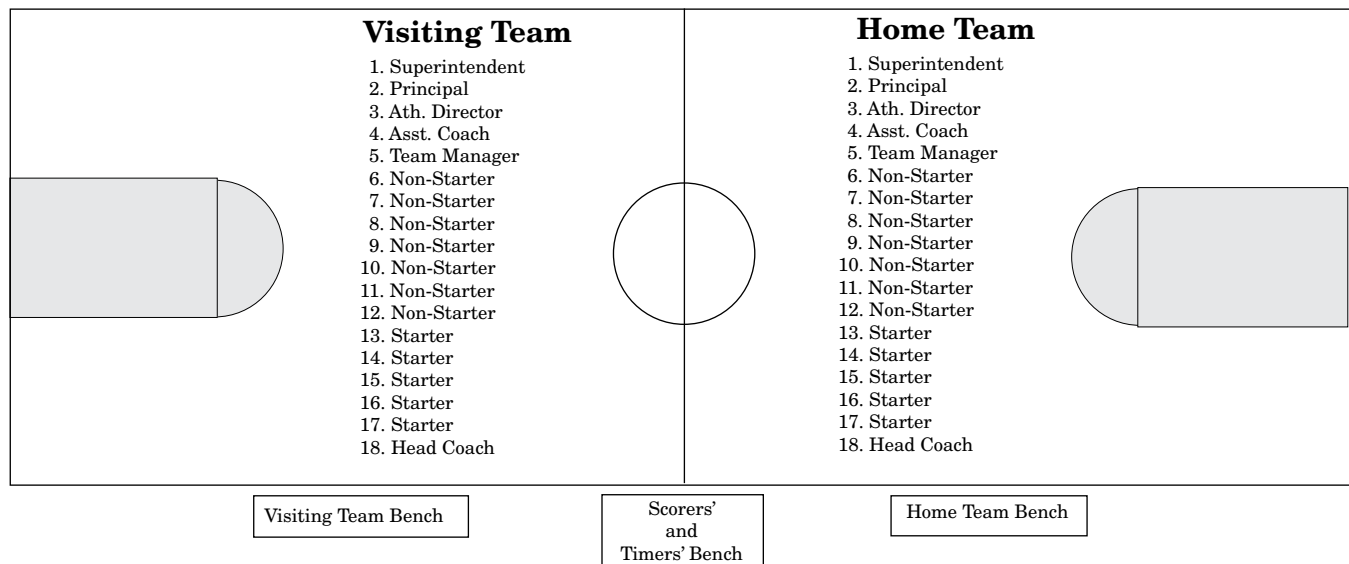
The starting line-up and head coaches will be introduced for semifinal games and third-place games.

Introductions - State Championship Game

Prior to the state championship game in each class, the visiting and home teams shall line up on their respective free throw line extended facing the center of the floor in the following order: (see illustration below) superintendent, principal, athletic director, assistant coaches, team managers, non-starters, starters and head coach.

Each participating school will be provided a separate form by the tournament manager on which they are to provide the requested information.

The visiting school representatives, other than the starters and head coach, shall be introduced first by having each individual step one stride forward and remain there, followed by the same procedure on behalf of the home team. The starters are then alternately introduced in the order similar to that used before other contests in the tournament. The head coaches should then be introduced and they, too, will meet to shake hands at the mid-court and then return to their original position after which the National Anthem is to be played.



NOTE: Both teams are expected to be on the floor. An awards ceremony for officials may occur at some/all sites.

Media Passes

Media members will be administered media credentials for state events in August of the current year. The credential will be good for admittance to all state events so long as the media member submits attendance in the "SITE NOTIFICATION" tab to a specific state location by the deadline provided on each media member's "login" page at kshsaa.org > *media* > *login* > *site notification*. Each media member must adhere to policies and regulations stated on the back of each credential or credential will be revoked. KSHSAA media credentials are for postseason state events only. Schools may accept them during the regular season should they choose to do so. Contact Jeremy Holaday in the KSHSAA office with any questions.

National Anthem

School performances of the National Anthem are welcomed at the KSHSAA State Basketball Tournaments. On or after January 1 preceding the tournament, the high school principal should send a letter or fax requesting the opportunity to perform. Vocal ensembles should be music festival ready and will be considered and assigned, regardless of their school's team qualifying for the tournament. Letters of request will be accepted until noon on Friday preceding state basketball tournament week. Direct requests to Craig Manteuffel, cmanteuffel@kshsaa.org. Only bands of participating teams will be permitted to play if requested by tournament management.

The National Anthem will be performed before the 3 p.m. game at each site on each of the first three (3) days. Performance times not assigned by the KSHSAA will be scheduled by tournament management during the state basketball tournament week. On Saturday, the performances will be at the first consolation championship game, and prior to the girls championship game.

Officials Recognition Program

At each state basketball tournament, just prior to the introduction of teams and coaches of the boys championship game, a special ceremony will be held recognizing officials who have been registered with the KSHSAA for 20, 30, 40 or 50 years.

Once teams, coaches, administrators and managers are in position (*see page 42*), the officials being recognized will be led to the mid-court area. A brief introduction will precede the awarding of plaques by a KSHSAA staff member.

Both teams' players, coaches and administrators will be expected to be on their respective free throw lines during this award presentation.

After all plaques have been presented, the PA announcer will begin with the introductions of the visiting team administrators and proceed through all introductions.

Officials

State tournament officials will be assigned by the KSHSAA.

Tournament managers are to assign adult chaperons to act as hosts for the officials. These people shall escort the officials to the court, back and forth at halftime, to the dressing room after the contest, and to their cars when leaving the facility.

Pass Gate

All qualifying teams in the tournament at the same site will be admitted to all sessions provided they are accompanied by their coach or school administrator.

Presentation of State Awards

Trophies will be awarded to first, second and third place teams. Individual medals will be presented to the 12 players and the head coach of first, second, third and fourth place teams. If a team needs to order additional medals a school administrator may place an order by contacting the KSHSAA at kshsaa@kshsaa.org. Please indicate the number of medals needed and the KSHSAA will send an authorization letter so additional medals can be purchased. Awards for the third and fourth place teams will be presented immediately following each consolation contest, and the awards for first and second will be made following each championship contest.

Immediately following each contest the floor will be cleared and the teams will assemble in front of their respective benches. A community tournament committee representative or a person designated by the manager will make the presentations at center court. In some situations, when a KSHSAA Executive Board member is present, the manager may have them involved in the awards ceremony. Each team's cheerleaders will assist the presenter while their team is receiving its awards.

The presenter will read each team member's name, the player will then come to the middle of the floor, receive their medal, and go to the free throw line in front of their bench. After the head coach's name is called to receive the medal, the appropriate trophy will be presented.

The lower place team will receive their awards first each time, and the teams will remain at the free throw line until all awards have been presented to both teams.

NOTE: State participation certificates are given to the school coaches for distribution to the players.

Programs

The KSHSAA will provide all programs for state tournaments. The manager is to provide a program for each member of the sportsmanship committee. Each official will receive one complimentary program. Each team will receive two complimentary programs. Program price is \$4.00.

Public Address Announcer

Be familiar with the format to be used for introduction of teams and awards presentations.

Remind spectators to stay off playing floor prior to and after each contest. Ask each school's administration to assist.

Announcements (*written or impromptu*) are to be made in a positive, not negative or disrespectful manner.

Make announcements regarding citizenship/sportsmanship (*see the following examples*):

- Interscholastic activities are an integral part of a student's education. There is no place in an educational environment for poor sportsmanship.
- Interscholastic basketball teaches citizenship and sportsmanship. Please do your part by being a good sport.
- We ask all fans to display positive reinforcement for your team. Sportsmanship is practicing the Golden Rule.
- Good citizenship and good sportsmanship are contagious. Let's start an epidemic.
- The KSHSAA or _____ High School wishes to remind you that the ideal of sportsmanship is to be practiced and adhered to throughout the contest.
- The KSHSAA or _____ High School appreciates your support of interscholastic activities and its principal objective. You are reminded this is an educational event and the practice of good sportsmanship is encouraged by all.
- We would ask all in attendance to practice good sportsmanship and citizenship throughout the tournament. Support your team in a positive manner, don't be negative.
- Please keep in mind winning is for a day—sportsmanship/citizenship is for a lifetime.
- High school activities are an extension of the classroom and there is no place in the educational environment for poor sportsmanship. Accentuate the positive and eliminate the negative. We are all here for the same purpose—to win a state championship. Only one team will win but we can all be winners by practicing good sportsmanship and citizenship. Sportsmanship/citizenship is nothing more than treating others as we like to be treated. Be the best you can be, whether a player, coach or fan. Be a good sport!
- Good sportsmanship/citizenship is conduct which imposes self-control involving honest rivalry, courteous relations and gracious acceptance of the results. Be a good sport!
- Sportsmanship is good citizenship in action! "You" make the difference. Continued efforts toward the development and improvement of good sportsmanship are necessary. The Kansas State High School Activities Association encourages you to make sportsmanship a primary concern and to maintain the educational perspective of interscholastic activities. Remember — Sportsmanship is winning, even if you lose the game.
- Your ticket to this basketball tournament is a privilege, a privilege to watch youngsters learn on the playing court. A lesson taught to players is one spectators can follow as well — **Good Sportsmanship!** Unruly behavior is unacceptable in the classroom, and athletics are a classroom. **Remember, sportsmanship provides the human touch.** The Kansas State High School Activities Association encourages you to make sportsmanship the primary concern.
- Role models are more important than ever in today's society. You can serve as a role model for others the next time by displaying good sportsmanship at this tournament. It's the kind of positive values portrayed by good sportsmanship that everyone appreciates. **Good sports are winners!** The Kansas State High School Activities Association encourages you to make sportsmanship a primary concern.
- High school activities are only a part of education, but they are an essential part in developing our future leaders. Considering that activities use only one percent of a school budget, they are the best bargain in education.
- Ethics, integrity and respect are values important in our daily lives. All of these important values are learned by participation in interscholastic activity programs. Citizenship/Sportsmanship is one of the strongest educational lessons and lifetime values taught by interscholastic activities. It makes sense to exhibit good citizenship.

Make announcements regarding sportsmanship awards—those teams not qualifying for the semifinals are eligible for a sportsmanship award. Additional information will be available from the KSHSAA staff.

Sportsmanship Awards

The Kansas State High School Activities Association acknowledges outstanding sportsmanship each year by presenting sportsmanship certificates, plaques and medals. Sportsmanship Awards will be presented in the girls and boys divisions at the State Championship Basketball Tournaments, if the sportsmanship committee determines schools to be worthy of the honor.

The eight schools participating in each tournament may qualify for an award. A “rating” system will be used allowing schools to compete against a “standard of excellence,” rather than competing against one another.

Schools whose teams do not advance to the semifinal rounds will be eligible to receive a certificate if they meet the specified qualifying standards of sportsmanship. Announcement of these awards will be made the Friday following the state basketball tournament.

The four teams participating in all three days of the tournament and achieving the specified total rating points will receive a plaque for the school and medals for the cheerleaders. Criteria and required totals for awards will be provided to schools. A special committee, appointed by the KSHSAA, will evaluate and rate the cheerleaders, cheering section, adult and non-high school followers, team and coach of each school. The sportsmanship ballot can be located at www.kshsaa.org>Sportsmanship>Sportsmanship Ballot.

Team Warm-Up

Basketballs are permitted on the court 40 minutes before the first game of each day. Teams may be on the court stretching and running but no balls are permitted until 40 minutes before tip off of the first game each day. There will be a minimum of 20 minutes of warm-up between games. Games will not start before the scheduled starting time. Teams may shoot at halftime of the previous game. Players are not to grasp the basket or dunk the basketball during warm-up. It is the responsibility of the coach and school administration to ensure this does not occur. If observed by officials, a technical foul(s) will be assessed.

Teams entering the gym to warm up shall not run through the opposing team or under the basket where opponents are warming up. Teams shall enter and run the court on their half of the court only. During the pregame or halftime warm-up period if one team leaves the floor the other team may not use the whole court. Teams warm up on their half of the court only.

Tickets and Admissions

See **SECTION VII** for all information pertaining to ticket prices, complimentary tickets and distribution procedures.

ROUGH PLAY - Officials, Coaches, Administrators Expect Reduction!!!

For the past several years, various groups have recommended the “KSHSAA should take a stronger stance in addressing rough play, particularly as it relates to post play, and tell officials to call it.” The KSHSAA has shared the message with officials and coaches that a concerted effort to reduce rough play in interscholastic basketball contests is to be a common goal! Again at each rules meeting, coaches and officials were advised of the interest, concern and emphasis. Officials were informed they are to ensure minimal rough play by calling the game by the existing rules. Coaches were reminded of their responsibilities to coach proper fundamental basketball skills.

Progress has been made, particularly early in each season! Now, with a reduction in rough play a continued goal, officials are being directed to “call the game,” regardless of score, school classification, time in game, etc. With emphasis on proper NF officiating mechanics, there should be a significant reduction in ‘off-ball’ contact, roughness in both offensive and defensive post play and, with emphasis on calling intentional fouls “intentional,” there should also be fewer situations involving excessively rough play.

Coaches MUST consistently **teach/stress correct fundamentals**, e.g.

- passing and receiving pass in proper, protected position,
- defensive maneuvers with feet, not reaching with hands, sticking out knee or arm to impede progress of opponent,
- hand straight up at shooter, not up then slap down,
- attempt to take ball from dribbler with outside hand going up, not inside arm going down,
- boxing out on rebounds, not “backing” out.

Officials, regardless of game, location or score, **MUST consistently** call:

- contact which “displaces” an opponent,
- contact with three point (or any) shooter,
- illegal contact with dribbler, cutter, post players, etc.,
- intentional fouls !!!
- palming/carrying of ball,
- different officials, different nights - call same game!

School Administrators ensuring

- positive sportsmanship expectations from coaches/players,
- an environment conducive to interscholastic events,
- support of less experienced officials,
- proper supervision of fans and teams.

The KSHSAA Code of Ethics

for Coaches, Directors, Aides, Adjudicators, Judges and Officials

Believing that mine is an important part in the nationwide school activity program, I pledge to act in accordance with these principles:

1. I will honor contracts regardless of possible inconvenience or financial loss.
2. I will study the rules, observe the work of other coaches, directors, adjudicators, judges or officials and will, at all times, attempt to improve myself and the activity.
3. I will conduct myself in such a way that attention is drawn not to me but to the young people participating in the contest.
4. I will maintain my appearance in a manner befitting the dignity and importance of the activity.
5. I will cooperate with the news media in the interpretation and clarification of rules and/or other areas relating to good sportsmanship, but I will not make statements concerning decisions made during the contest.
6. I will uphold and abide by all rules of the KSHSAA and the National Federation.
7. I will shape my character and conduct so as to be a worthy example to the young people who participate under my jurisdiction.
8. I will give my complete cooperation to the school which I serve and to the KSHSAA which I represent.
9. I will cooperate and be professional in my association with other coaches, directors, adjudicators, judges or officials and will do nothing to cause them public embarrassment.
10. I will keep in mind that the contest is more important than the wishes of any individual.
11. I will make responsible decisions about consumption of alcohol, including abstinence from alcohol at least 12 hours prior to a contest in which I will be involved.
12. I will not use tobacco products while directly involved in interscholastic activities.

- - -

National Federation of High Schools Coaches Code of Ethics

The function of a coach is to educate students through participation in interscholastic competition. An interscholastic program should be designed to enhance academic achievement and should never interfere with opportunities for academic success. Each student should be treated with the utmost respect, and his or her welfare should be considered in decisions by the coach at all times. Accordingly, the following guidelines for coaches have been adopted by the NFHS Board of Directors.

- The coach shall be aware that he or she has a tremendous influence, for either good or ill, on the education of the student and, thus, shall never place the value of winning above the value of instilling the highest ideals of character.
- The coach shall uphold the honor and dignity of the profession. In all personal contact with students, officials, athletic directors, school administrators, the state high school athletic association, the media, and the public, the coach shall strive to set an example of the highest ethical and moral conduct.
- The coach shall take an active role in the prevention of drug, alcohol and tobacco abuse.
- The coach shall avoid the use of alcohol and tobacco products when in contact with players.
- The coach shall promote the entire interscholastic program of the school and direct his or her program in harmony with the total school program.
- The coach shall master the contest rules and shall teach them to his or her team members. The coach shall not seek an advantage by circumvention of the spirit or letter of the rules.
- The coach shall exert his or her influence to enhance sportsmanship by spectators, both directly and by working closely with cheerleaders, pep club sponsors, booster clubs, and administrators.
- The coach shall respect and support contest officials. The coach shall not indulge in conduct which would incite players or spectators against the officials. Public criticism of officials or players is unethical.
- The coach should meet and exchange cordial greetings with the opposing coach to set the correct tone for the event before and after the contest.
- The coach shall not exert pressure on faculty members to give student special consideration.
- The coach shall not scout opponents by any means other than those adopted by the league and/or state high school athletic association.

SUB-STATE BASKETBALL TOURNAMENT MANAGER'S CHECKLIST

- Check arrival of and inspect plaques**
- Check arrival of and inspect all tickets**
- Check arrival of, inspect, and arrange for 'break-in' of game balls. Have an extra game ball available.**
- Tournament Pairings and Manager Procedure and Responsibilities**
 - Make sub-state pairings. **Form BB-3** and **BB-4** are to be sent to you.
 - Notify schools when brackets are posted.
 - Submit bracket online per directions provided.
 - Release pairings to the news media.
- Arrange for personnel to assist in administering the tournament**
 - Appoint two (2) scorers, timer, assistant timer and a PA announcer
 - Provide instructions for scorers and timers.
 - Provide one scorebook . . . if possible, the scorebook should reflect rule changes.
 - Provide black and white striped garment for official scorer.
 - Ensure clock, bonus signal and alternating possession device are operating properly.
 - Ensure all floor markings are correct and clearly observable.
 - Assign ticket sellers, ticket takers, crowd supervisors
 - Assign a host or hostess to the officials and to each team
 - Arrange for playing of the National Anthem
 - Assign security personnel to each end of the court after finals to prevent players or fans from cutting nets
- Information to participating schools (including bad weather contact information)**
 - Obtain home/cell phone numbers** for principals, athletic directors and head coaches
 - Provisions for reserved parking for team and pep club buses
 - Notify each school of the policy regarding team admittance and pass gate modifications
 - Pass gate procedure for cheerleaders, cheerleader sponsor, adult student supervisors, principal, AD, superintendents
 - Basket and bench assignments (per manual policy)
 - Jersey colors (remind that it's possible to need both white and dark)
 - Team warm-up procedure, practice balls, towels, care of valuables, leaving of equipment
 - Pep Club and fan seating areas
 - Assign locations. Crisscross or assign to opposite sides of the court.
 - Do not locate any pep squad behind an opponent's bench.
 - Post signs to reserve areas for participating schools' followers.
 - Cheerleader location during games including a reminder to remain off floor during play
- Officials—assigned by the KSHSAA**
 - Notify regarding starting times at least four (4) days in advance. Advise them about reserved parking.
 - Provide private and secured dressing facilities
 - Arrange for security and/or adult supervisors to meet and accompany officials
- Reporting Results**
 - Report girls and boys sub-state results to KSHSAA immediately following each final game. (*See page 39 for details.*)
- Accounting—Submit, within two (2) working days, the following to the KSHSAA:**
 - “Financial Report”
 - “Ticket Sales Report”
 - All unused tickets—follow procedure to ensure serially sequenced
 - A copy of the program



Printing Department