



REGIONAL BASKETBALL TOURNAMENT MANAGER CHECKLIST

- Provide the following:
 - Official competition basketball – Spalding TF 1000 Legacy (28.5 Women’s)
 - Warm-up basketballs for each team
 - Visible scoreboards
 - Official scoresheet
 - Qualified adults to server as:
 - Official Timer
 - Official Scorer
 - Public Address Announcer
 - Ticket sellers/takers
 - Scorer’s table with Official Scorer and Timer seated next to each other
 - Striped garment for Official Scorer
 - “X” on floor in front of scorer’s table designating location of Official Scorer
 - Alternate timing, scoring, and sounding device at the scorer’s table
 - Game administration/security presence in gym during game
- Receive tournament roster forms from schools playing at your site
- Contact athletic director(s) of schools playing at your site and ensure the following information is exchanged:
 - Game day contact information (cell phone numbers)
 - Top line of bracket is home team and will wear white jerseys
 - Bottom line of bracket is visiting team and will wear non-white jerseys
 - Contact at least 48 hours prior to game time to confirm arrival time, parking and entry location
- Floor officials assigned by IGHSAU
 - Assignment information in IGHSAU group on Arbiter
 - Contact at least 48 hours prior to game time to confirm arrival time, parking and entry location
 - Arrange for private and secure dressing area
 - Escort for officials pregame, halftime, and postgame
- Arrange for playing of the National Anthem
- Designate cheerleader location
- Post signs to designate areas for participating schools’ followers
- Ensure that pass gate attendants and ticket takers understand IGHSAU policies for tournament roster and pass gate admission
- For Regional Finals, ensure that winning team receives regional champion medals, banner, bag tags, and “Ticket Punched” placard at conclusion of game
- Report final scores on www.tourneymachine.com immediately following each game
- Submit Basketball Tournament Report Form after your school hosts its last regional basketball game of the tournament series