



## **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](http://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