

BASKETBALL (BOYS AND GIRLS)

State Tournament

1. The Board of Directors will be responsible for the selection of site, time, date (Week 36 for girls and Week 37 for boys), pairings, admission and tournament director.
2. **Director's Responsibilities:** Check to see that the following activities are covered.

Activity

- a. Attend meeting in January with Charleston Civic Center management and WVSSAC personnel for pre-tournament briefing
- b. Attend WVSSAC meeting in Parkersburg - 10:00 a.m. the Sunday before the tournament begins.
- c. Opening remarks
- d. Time Schedule for Tournament
 1. Arrive at Civic Center for morning session - 8:00
 2. Pre-game warm-ups begin at 9:00
 3. First game starts at 9:30 a.m., other games at 11:15 and 1:00
 4. There is approximately one hour of free time between sessions
 5. Arrive at Civic Center for evening session - 4:00
 6. Pre-game warm-ups begin at 5:00
 7. First game starts at 5:30, other games at 7:15 and 9:00
 8. Time schedule for championship Saturday:
 - a. Arrive at Civic Center for afternoon session - 11:00
 - b. Pre-game warm-up at 11:30
 - c. First game at 12:00, followed by a game at 2:30
 - d. Allow approximately 20 minutes after conclusion of first game for awards ceremony
 - e. Arrive at Civic center for evening Game at 6:00
 - f. Pre-game warm-up at 6:45
 - g. Game begins at 7:18
 - h. Note: Usual delay 15 to 20 minutes behind the entire tournament
 9. For the Triple A State Championship Game:
 - a. TV time-outs will be 1:45 seconds and will be at the 4 minute mark of each quarter
 - b. If a time-out is taken before this time, no TV time-out will be taken
 - c. The half-time of this game will be 15 minutes
- e. Opening each session with National Anthem
- f. Ticket sales
- g. Doormen and ushers
- h. Preparing and erecting cheering signs
 1. Assistant Directors are responsible for the signs which identify the cheering sections
 - a. These signs for the opening games can be put up Tuesday evening.
 - b. Take down signs for that game during 4th quarter.
 - c. During the 4th quarter of the final game of that session, put up signs for the next session
- i. Press packet - printing and content

- j. Distribution of press packet
- k. Assignment seating on press row
- l. Supervise press row
- m. Dressing room assignments, section signs
- n. (A) 12 Practice ball
(B) 3 Game balls
- o. Team and officials supplies - Drinks
- p. Dressing room cleanliness
- q. Cleaning playing floor
- r. Blackboard and chalk for dressing rooms
- s. (A) Chairs for behind blackboard
(B) 2 Ball people, 1 trainer, and 1 principal on each end
- t. Chairs for team
- u. Press and hospitality room ; Media Lounge
- v. State Police, City Police, Deputy Sheriffs and Security
- w. Parking for team and chartered buses
Passes (5) only for cars
- x. Tournament trainer
- y. Team housing
- z. Team hosts
- aa. Game statistician
- bb. Announcer
- cc. Scoreboard operator
- dd. Scorer
- ee. Seating for members of Board of Directors (Tags at scorers table - 10 slots)
- ff. Information for participating teams
- gg. Tickets for participating school
- hh. Supervise officials' dressing rooms
- ii. Officials' assignments and game instructions
- jj. Prepare trophies for presentation

- kk. Presentation of trophies and awards
 - ll. Sign and banner policing - WVSSAC Spectator Support Information
 - mm. Tickets for working staff
 - nn. All-Tournament team and awards
 - 1. All Tournament Ballots
 - a. Directors are responsible for passing out the All Tournament ballots
 - b. They are given to sports writers at half-time of the State Championship game
 - c. Ballots will be collected at the beginning of the 4th quarter
 - d. Tournament Directors and WVSSAC Staff will count the ballots
 - oo. Stagehands
 - pp. Tournament physician
 - qq. Duplication machine
 - rr. Towels - 12 per team - 4 for officials
 - ss. Cable TV
 - tt. Ball persons
 - uu. Media Lounge
 - vv. Media Lounge - Ushers
 - ww. Phone - Media
 - xx. Scorebook
 - yy. Session schedule to be followed (copy enclosed)
 - zz. Be sure that the financial report and check are sent to the WVSSAC
3. Assistant Director's Responsibilities
- a. One assistant will take the visiting team and one the home team. That team will be your responsibility the entire tournament.
 - 1. Be sure teams get on the floor on time for pre-game warm-up
 - 2. Ask if they need basketballs or will they get them from the rack at mid-court
 - 3. Take care of any questions or concerns the coaches may have
 - b. Check with Principal or Assistant Principal of your teams, introduce yourself, and tell them you will check with them if there are any problems with the crowd.
 - c. Observe cheering sections for anything illegal.
 - d. At the end of the game:
 - 1. Be sure the next team is in the tunnel and ready for pre-game warm-up.
 - 2. Secure the game ball if necessary.
 - e. Address any other problems or concerns that might arise
 - 1. Be sure to stay with chain of command and go to Tournament Director
 - 2. If the Tournament Director cannot solve it, he can go to WVSSAC Staff

WEST VIRGINIA STATE HIGH SCHOOL BASKETBALL TOURNAMENT

SESSION SCHEDULE

MORNING SESSION

9:05 a.m.	20 minutes on clock	Teams on floor for 20 minutes practice
9:25 a.m.	0 on clock for introductions	Teams off floor
9:30 a.m.	begin first game	

NEXT GAME

20 minutes put on clock - Teams leave floor
when clock runs to "0"

0 minutes on clock - Teams to bench
for introductions

BEGIN GAME

EVENING SESSION

5:05 p.m.	20 minutes on clock	Teams on floor for 20 minutes practice
5:25 p.m.	0 on clock for introductions	Teams off floor
5:30 p.m.	Begin first game	

NEXT GAME

20 minutes put on clock - Teams leave floor
when clock runs to "0"

0 minutes on clock - Teams to bench
for introductions

BEGIN GAME