

REGIONAL ORGANIZERS INFORMATION (Girls and Boys Basketball) (Updated 10-31-19)

1. **ORGANIZERS (BEFORE THE MEETING)**
 - A. The Fax/E-mail Seeding Process may be used no matter what the size of the regional. The Organizer may choose to use the Fax/E-Mail Process, if a majority of the teams in the regional approve. Fax/E-mail forms will be e-mailed to regional organizers. If the Fax/E-mail Seeding process is not used – a traditional seeding meeting will be held.
 - B. Being the organizer does not mean you host the tournament. It only means your school is responsible for scheduling and hosting the meeting/or using the Fax-E-mail Seeding Process.
 - C. Regional meeting attendance or participation is mandatory and is for the purpose of allowing the schools involved to have a voice/vote in setting up the regional tournament. Report absentees to our office. The penalty for failure to be represented at the regional organizational meetings (in any/all sports) is probation for 1 year. By Law Article XV – Sec. 2 – a & b.
 - D. Notify all schools in your regional well in advance of the Seeding Meeting or use of the Fax/E-mail Seeding Process. Be sure they are clear on the time and location of the meeting and or the Fax/E-mail Seeding Process deadlines.
 - E. If a Seeding Meeting is held each school should have a representative present, but does not have to be their coach. If the Fax/E-mail Seeding Process is used – all schools must participate in the process.
 - F. Vote on every decision made in setting up the tournament. Tie vote - vote again. still tied - coin flip at seeding meetings. (Fax/E-mail process ties – vote – vote again – If still tied – Flip a coin in the administration office of your school with a witness.)
 - G. The Regional Trophy should arrive at your school prior to the meeting date. If the trophy fails to arrive – contact my office.
 - H. Rawlings is the “Official Ball” of the SIJHSAA: A Rawlings Game Ball will be delivered to regional organizers by one of your SIJHSAA Board of Control Members for your BOC region. {Rawlings CNTR295-SIJHSAA (Boys) and Rawlings CNTR285-SIJHSAA (Girls)}
2. **AT THE MEETING OR DURING THE FAX/E-MAIL PROCESS**
 - A. Decisions are made by vote during the regional meeting and are final, providing they are in accordance with the SIJHSAA By Laws and any additional SIJHSAA regulations supplied by our office. (sites, ratings, officials, dates, & times)
 - B. If a school is not represented at the meeting, include their team in the regional but, they have no vote or say in any decisions made during the meeting. Report this school to me for failure to participate or appear at your regional organizational meeting.
 - C. Decide where your regional will be held. Some consideration should be taken into account concerning adequate site facilities. (regulation court, ceiling height, seating, concessions, restrooms, etc..) If a school is scheduled to host and their gym is too small – look at the option of that school hosting at their local high school. For a great many years the SIJHSAA has given regional’s the option of a Regional Rotation or the Highest Seeded Team hosts your regional. If a rotation is used, make sure the rotation lasts in duration so all teams can have a chance to host. Also make plans in case your regional changes, where the new team(s) would be placed on your rotation list.
 - D. Eligibility Sheets must be turned into the regional host before the first game that each school participates. Once eligibility sheets are turned in to the regional host they may be altered up to the start of that team’s first game of the regional. After a team starts its first game of the regional the eligibility sheet turned in is official and can’t be altered.
 - E. Schedule your regional within the window of dates given for it. Don’t schedule your regional final on the last day of the window. Leave the last date for inclement weather situations.
 - F. Let each school representative talk about their respective team at the Seed Meeting. (Criteria for seeding - Head to Head Competition, Strength of Schedule, and Record)

*******I highly recommend that each school representative bring a copy of the schedule of the results of their team to share with other schools. (Date, Team, Site, & Score)**

- G. Vote on your seedings. Brackets may be found on the SIJHSAA Website under Forms and Documents to use for your meeting. (You can't vote for your own team – only the other teams entered in the regional)
****SIJHSAA By Laws: Article XVIII: Regional Tourney Organizers: h: Unethical Seeding Practices:** The actual seeds given by a school for the regional will be seen by all the schools assigned to the regional. Each regional organizer should remind the school representative that the SIJHSAA has the right to review the seeding. If it becomes apparent that some representatives have purposefully rated teams in a position that cannot be justified, appropriate actions may be taken by the SIJHSAA to correct the problem.
- H. Distribute Trophy to the regional host.
- I. Regional Admissions: Student (8th grade & lower) \$2 / Adult (9th grade & up) \$3 (Give the regional host the SIJHSAA Financial Form)
- J. Remind the regional host of the Officials Pay Schedule. 2 Official Crews will be used at the regional level. They **must be IHSA Licensed** for that sport. (Officials pay is listed on the Regional Financial Report Form)(\$55 per game)
*Ask schools if there are any officials that they don't want and agree on the officials for the regional.
- K. **Official Scorer: NFHS Rule (2-11-11 note): It is mandatory during the SIJHSAA Basketball State Series that the Official Scorer wear a black and white striped vest or shirt.** It is the responsibility of the host school to provide this garment for the Official Scorer of each game. (Official Scorer is the person keeping the scorebook)
- L. **Mercy Rule:** The Mercy Rule will be in effect for all SIJHSAA Basketball State Series Games.

3. AFTER THE MEETING OR FAX/E-MAIL PROCESS

- A. **Posting Seeds and Brackets on SIJHSAA Website:** The regional organizer will be responsible for the posting of the regional seeds and brackets (sites, dates, times) on the SIJHSAA Website. Each regional organizers school has a user id and password that will give them access to areas of the SIJHSAA Website where this can be completed. Instructions on how to list your regional seeds and brackets is on the SIJHSAA Website. ([www.sijhsaa.com/administrative/forms and documents](http://www.sijhsaa.com/administrative/forms_and_documents))
*This should be completed by noon the day following your regional meeting.
*If you have problems posting the seeds and brackets, contact:
Geff Pursell (SIJHSAA Computer Tech)
geff@americana.com (e-mail) 618-267-9009
- B. Distribute information about your regional to the local media.

***THE FOLLOWING FORMS CAN BE FOUND ON THE SIJHSAA WEBSITE:**

(www.sijhsaa.com / administrative / forms and documents)

- Regional Organizers Information Sheet
- SIJHSAA By Laws
- Rawlings Advertisements (for programs)
- Rawlings PA Announcement (PA announcement (1) time per game)
- Rawlings Ball Model Numbers
- Regional Financial Report Form 2019-2020
- Brackets
- Eligibility Sheets
- Mercy Rule
- Regional Groupings/State Tournament Pairings (Latest News Section)
- SIJHSAA Basketball Regulations 2019-2020
- NFHS Apparel Specifications 2019-2020
- NFHS Basketball Rule Changes 2019-2020
- Unsportsmanlike Conduct Form
- SIJHSAA By Law Article IV-Sec. 7-Noisemakers, shakers, etc...
- Online State Tournament T-Shirt Pre-Order Announcement
- 2020 RLC State Tournament Information Sheet
- Instructions for Online Regional Seed/Bracket Reporting