

# NCWAA 1B DISTRICT BASKETBALL STANDARD OPERATION PROCEDURES

## TOURNAMENT GENERAL INFORMATION:

- DATE(S): Monday, February 14<sup>th</sup> @ Kittitas High School  
Tuesday, February 15<sup>th</sup> @ Kittitas High School  
Thursday, February 17<sup>th</sup> @ Kittitas High School  
Friday, February 18<sup>th</sup> @ Kittitas High School  
Saturday, February 19<sup>th</sup> @ Kittitas High School
- GATE(S) Open one hour before game time. (1963)
- NUMBER OF TEAMS: Four (4) boys and four (4) girl teams
- SITE ROTATION: Recommended by the CW "B" League and approved by the NCWAA District 6 Executive Board
- When home sites are used for a tournament game:
- (1) The site manager at the final multiple game site will receive \$10.00 per games played at home sites
  - (2) Schools playing at home sites during the tournament are not allowed to charge gym rental or custodial fees.
- TOURNAMENT FORMAT: Four (4) team double elimination
- TEAM(S) QUALIFYING TO STATE: One (1) team qualifies for the State Tournament.
- ROSTERS: Team will be limited to twelve (12) players in uniform, three (3) coaches, and five (5) support staff as per state tournament guidelines. Also, one school photographer and one school reporter may be included on the pass list.
- ADMISSION PRICES:
- |               |   |
|---------------|---|
| <u>Adults</u> | <u>Students w/ASB card, children &amp; Sr. Citizens</u> |
| \$8.00        | \$6.00 Two or more games                                |
| \$7.00        | \$5.00 Single games                                     |
- AWARDS: Trophy to the NCWAA District Champion.
- FINANCIAL REPORT: The site manager will send a financial report to the district director who will pay all expenses. When the tournament starts at home sites the site managers will send their financial reports to the final round site manager, who will in turn prepare the total tournament financial report.

**CROWD CONTROL:** The board has ruled that pep banners, confetti, signs, mascots, (costumed mascots are acceptable), and mechanical or artificial noisemakers, are not to be permitted at any of the tournaments. (1980)

**VIDEO TAPE POLICY:** Participating schools may film or video tape any game(s) to be shown at a later time. Arrangements to film or videotape must be made through the site manager, and/or be in compliance with WIAA policy. Viewing of videotapes for coaching purposes is permitted during the season at any time except during a contest or any intermission during a contest. Film or videotape may NOT be used for any commercial purposes other than customary news reporting without prior permission from involved schools or WIAA.

**RADIO/WEB/TELEVISION BROADCASTING POLICY**  
(Revised 12/14/10):

District 6 maintains exclusive broadcasting/web casting/televising rights to all District Tournaments, and playoff level events. In addition, the District has the right to require payment from the radio/television stations requesting permission broadcast/televise such events.

Radio and television stations requesting permission to broadcast or televise District Six tournament or playoff contests must have written authorization from the District Director who will consult with the site manager, to assure that appropriate facilities are available, and who will require acceptance from the two (2) schools involved in the contest.

All contests will be played on the date and time as scheduled. Times and dates will not be altered to satisfy special broadcast or television schedules, unless mutually agreed upon between the two (2) schools involved and the district director.

**RIGHTS FEES:** Radio/Television stations will be required to pay a rights fee to broadcast/televise said contests according to the following schedule:

**RADIO:** \$50 Per contest

**WEB STREAMING:** \$25 Text Blog  
\$50 Audio  
\$100 Video no advertising  
\$100 + 10% advertising Video with

advertising

<b>TELEVISION:</b> Per contest	Commercial TV	Cable TV
Direct Broadcast	500.00	\$500.00
Delayed Broadcast	\$125.00	\$125.00

**NOTE: All fees shall be paid at the game site, prior to the start of the contest unless prior arrangements are made with the District Director. Checks are to be made**

**payable to: NCWAA. Broadcast/Web Cast/Telecast will not be permitted if fee is not paid.**

PROMOTIONAL TIME: In addition to paying the scheduled rights fees to broadcast/telecast District Six contests, stations receiving affirmative authorization must agree to promote the contest on the air no less than fifteen (15) times during the week preceding the contest at no cost to District 6.

COMMERCIAL ADVERTISING: Commercial advertising must be in good taste and be acceptable to the District 6 Executive Board.

All stations receiving feed from the originating station must pay the scheduled fee. Total fee for all stations must be prepaid or paid at the game site prior to the start of the game by the originating station.

PRIORITIZED ORDER OF AUTHORIZATION: Decisions concerning these requests will be determined by the district 6 director according to the priorities listed in order of preference:

- (a) stations that normally cover the participating teams
- (b) stations representing the host community
- (c) stations that cover geographical regions

District 6 reserves the right to cancel the agreement at any time.

**NORTH CENTRAL WASHINGTON ACTIVITIES ASSOCIATION  
WIAA DISTRICT #6 RADIO/WEB/TELEVISION BROADCAST APPLICATION**

Station Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

The above named station hereby applies for permission to broadcast the following contest(s), after having read the District #6 Radio/Television Broadcasting Policy, and agreeing to abide by its terms and conditions. **NOTE:** Application to broadcast District 6 tournament or playoff contests must be received four (4) days prior to the contest(s), unless authorized by the District #6 Director.

**NORTH CENTRAL WASHINGTON DISTRICT 6 TOURNAMENT/PLAYOFF CONTESTS**

Name of event \_\_\_\_\_  
(football, basketball, etc.)

Name of participants \_\_\_\_\_ vs. \_\_\_\_\_

Classification of Participants (Circle one):    1B   2B   1A   2A   3A   4A

Date of Event \_\_\_\_\_  
Site \_\_\_\_\_

Area Station Serves \_\_\_\_\_

Broadcast Type (Check One)

\_\_\_\_\_ Radio

\_\_\_\_\_ Cable Television

\_\_\_\_\_ Commercial Television

\_\_\_\_\_ Educational Television

\_\_\_\_\_ Web Text Blog

\_\_\_\_\_ Web Audio

\_\_\_\_\_ Web Video w/out Advertising

\_\_\_\_\_ Web Video w/Advertising

Sponsors \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List High Schools this station covers on a regular basis:  
\_\_\_\_\_  
\_\_\_\_\_

Application Prepared

By \_\_\_\_\_  
(signature) (date)

Name of contact person \_\_\_\_\_  
(print)

Number of crew members \_\_\_\_\_  
\_\_\_\_\_

(For District 6 use only)

Application approved\_\_\_\_\_ Not approved\_\_\_\_\_ Date\_\_\_\_\_

Authorized by\_\_\_\_\_ Title\_\_\_\_\_

Send applications to: Bruce Campbell (District Director) Phone: (509) 663-1020

1422 John Street  
Wenatchee, WA. 98801

## TOURNAMENT REGULATIONS:

**RULES:** National Federation rules and WIAA state guidelines will be followed.

**GAMES COMMITTEE:** The games committee shall consist of the 1B basketball chairperson, or designee and two representatives from the league who are not directly involved with the protest.

**PASS POLICIES:** Participant Passes

1. Number of Passes (19); 12 players, 3 coaches, 4 managers/stat takers
2. Participant Pass Procedures
  - (a) School will provide the site Manager with roster of participants.
  - (b) Teams participating will enter through pass gates and will be admitted by use of team rosters when playing.
  - (c) Boys participants will be admitted free to boys tournament sessions. Girls will be admitted free to girls tournament sessions. Both will be admitted to combined sessions. All participants will be admitted through the pass gates with an ASB card or suitable identification.

### Supervisory Passes

1. Number of Passes (5)
2. Supervisory Pass Procedure
  - (a) School will provide site manager with a roster of school supervisors and spouse. (5)
  - (b) Supervisors will enter through pass gate and will be admitted by use of the supervisory roster. Supervisors will sign in when entering gymnasium.
  - (c) Supervisors Responsibilities - Supervisors will be responsible for supervising their student section and assist site manager when needed.

### Coaches and Spouse Pass

District 6 high school basketball coaches and their spouses will be admitted free to all tournament sessions in their school's classification. They will be admitted by entrance through the pass gate and signing a roster sheet.

**Children will not be admitted free.**

N.C.W.A.A. Special Pass/State Coaches Pass

These passes will be honored at all tournaments.

Cheerleaders/Bands/Half-Time Performers

Cheerleaders in uniform (or by pass list) with cheerleading coach will be admitted through the pass gate.

Up to fifty band members in uniform with one advisor will be admitted through the pass gate as per state guidelines.

Up to thirty approved half-time performers in uniform with one advisor will be admitted through the pass gate.

Bus Drivers

Bus drivers will be admitted free to those sessions in which their teams are playing. They will be admitted by entrance through the pass gate and signing a roster sheet.

ADMINISTRATIVE  
RESPONSIBILITIES:

Submit supervisory roster to the site manager and inform supervisors of their responsibilities.

Review District 6 film and video policy with school personnel and spectators. (Policy - any school or spectator for that school wishing to film or video a game must receive permission from the tournament manager.)

Make sure your band director has informed the site manager of their plans for participating in the tournament.

Notify coaches children will not be admitted free.

No school, club, or community fund-raisers are allowed at a District 6 Tournament game. If hosting a District 6 game, it is the administrator's responsibility to make sure no fund-raisers, except the concessions stand, take place.

Site managers are to provide school supervisors with a "School Supervisor" button or tag.

No practicing at a common District 6 Tournament site.

SUPERVISOR  
RESPONSIBILITIES:

Supervisors are to use the pass gate.

Supervisors must identify themselves to the site manager upon arrival at the gym.

Site managers will provide supervisors with an identification button or tag to be worn for the duration of the game(s).

Supervisors are to assist the site managers in keeping the crowd off the playing floor before and after all games during that session.

**BANDS:**

Bands are to make prior arrangements with the site manager to participate in the district tournament.

All band members will be admitted free to the session in which their team participates. At least one week prior to the tournament, each band director will be responsible for furnishing the number of band members and only that number will be admitted free.

Band Director will be admitted free.

**Band Performance Procedures:**

1. Home team school band will play National Anthem (first game per session only)
2. Bands will not play from the time the horn sounds to end warm-up until the introductions are completed.
3. Bands participating at each game will play at alternate times, which will be worked out prior to the game by the two band instructors.
4. Band instruments may not be used as noisemakers when the game is in progress.

**COACHES  
RESPONSIBILITIES:**

Submit a team picture to the tournament manager by the date requested.

Submit a program roster by the date requested.

Be aware of the tournament game uniform policy. The bottom team in each bracket will be the home team and wear light colored uniforms. If a team plays on their home court, they will wear their home uniforms.

Be aware of the pre-game ceremony. Refer to the pre-game policy in the packet.

**OFFICIALS SELECTION  
POLICY:**

As per the Statewide Officials Agreement, the percentage of schools represented by an association shall be reflected in the number of official's assignments.

**ASSIGNMENT POLICIES:**

1. In all games a split crew will be used. The home team will have two officials and the visiting team will have one.

2. When there are multiple games at a site, officials may work two games, either two boy's/girl's games or a boy's and a girl's game.

A committee will meet the Saturday prior to the District 5 officials selection meeting in Chelan to review the assignments made by the District 6 Director. This committee will be looking for possible errors in following the assignment criteria. The committee shall be comprised of the following and should attempt to carpool as much as possible:

1. The basketball chairperson(s) for the NCW "B" League.
2. The basketball chairperson(s) for the CTL.

Two representatives from the committee, one from each league may attend, along with the district director, the District 5 officials' selection meeting.

The tournament manager has the authority to reassign officials.

INTRODUCTION  
OF PLAYERS:

The "warm-up" having expired, the timer will call both teams to their respective benches.

The visiting team substitutes will be introduced and will proceed to the nearest foul circle.

The home substitutes will be introduced and proceed to the nearest foul circle.

The starters will be introduced alternately by position: visiting team guard - home team guard. They will meet at the half-court line (center circle), shake hands and proceed to their near foul line.

The coaches will be introduced.

The national anthem will be played. A suitable substitution for the national anthem will be permitted.

The tip-off will follow the national anthem.

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November 18, 1981

TO: District Site Managers

RE: P.A. Announcement

Tonight's district tournament will be conducted under the rules and regulations of the North Central Washington Activities Association and the Washington Interscholastic Activities Association.

The North Central Washington Activities Association prohibits displaying signs other than school banners and the use of any type of noisemakers at district tournaments. We would like to remind you that alcoholic beverages are not permitted on the premises. You are also reminded smoking is not allowed on school grounds.

All spectators are encouraged to root for their team but are asked to refrain from any display of poor sportsmanship toward opponents and officials. We hope you will enjoy the tournament and support our efforts to promote good citizenship and sportsmanship in high school interscholastic athletics.