

# **Welcome Fans and Schools to the ConAgra Foods/Lamb Weston 4A/3A Regional Basketball Tournaments**

**4A TOURNAMENT FEBRUARY 19-23 at TOYOTA CENTER**

**3A TOURNAMENT FEBRUARY 24 & 26 and MARCH 6 & 7 at HANFORD HIGH SCHOOL**

The Tri-Cities is proudly hosting the final two days of the 4A tournament at the dual courts in the Toyota Center and the 3A tournament at Hanford High School. We are working hard to maintain the effectiveness and quality of the tournament as we expand to include both the 4A and 3A tournament for Eastern Washington. The Tournament is extremely fortunate to have ConAgra Foods/Lamb Weston as a corporate sponsor of these tournaments. The ConAgra Foods people have been great to work and hopefully, your school will have representation to say "Thank you" for this corporation and all our other sponsors in their commitment to provide this unique opportunity for our young people.

Enclosed you will find information applicable to both qualifying and non-qualifying schools. We encourage non-qualifiers to be a part of this great championship also.

Remind your fans that tickets for the sessions at the Toyota Center or Hanford High School are \$8.00 for adults and \$6.00 ASB/Senior Citizens. All sessions include at least four games. The ticket prices for Tuesday night's games are reduced by two dollars.

## **DIRECTIONS TO THE TOYOTA CENTER:**

**Take Columbia Center Blvd Exit. Turn left at Quinault. There will be NO charge for parking at the Center but there is a 50¢ facility fee for each ticket.**

**Site Managers and Contacts are as follows:**

**Tournament/Finance manager: BJ Kuntz, 663-3384(wk), 421-0200 (cell)**

**Site manager in the Spokane Area: Randy Ryan, 354-7348(wk), 468-5080(hm)**

## **I. TOURNAMENT AGREEMENT:**

**This is a one-year agreement that will need to be renewed each year. The 2009 4A Tournament dates are Tuesday, Feb. 24, Friday, Feb. 27, and Saturday, Feb. 28. The 2009 3A Tournament dates are Tuesday, Feb. 24, Saturday, Feb. 28, Friday, March 6 and Saturday, March 7. In the 4A division, six teams from the Big 9 League and two teams from the Greater Spokane League will compete for three allocations to the WIAA State Basketball finals. For the 3A division, one team from the Big 9 League and three teams from the Greater Spokane League will compete for two allocations to the WIAA State Basketball finals. Should either the Big 9 or the GSL be dissatisfied with the financial success of the tournament or the tournament format, they will call a joint meeting of the principals of the Big 9 and the GSL. The tournament will be altered (or discontinued) by mutual agreement of the principals of the two leagues. The Big 9 & GSL are jointly bound by agreements with the corporate sponsors and are the legal sponsors of the tournament.**

## II. ACADEMIC AWARD:

ConAgra Foods is sponsoring a Scholar/Athlete Team Award for the male and female tournament teams with the highest academic grade point averages. The top female and top male team winners will be recognized with a plaque presented during half-time of the final championship game for each Tournament. A contribution of \$500 will be made to the team's respective league for their scholarship fund. See enclosed Scholar/Athlete form.

## III. TEAM INFORMATION:

- A. Schedule, times and sites are attached. Tournament managers will not change any game times if the change affects the starting times of any other tournament game.
- B. All Tuesday games will be at the home site of the higher seed. Other games will be played as per attached tournament brackets.
- C. No pre-practice at the game site is allowed for any team. This means no changing of current schedules will occur so that teams play at potential sites beyond plans already in place. If the schedule permits, the site manager may allow pre-game shooting at the game site prior to the first game only. There will be no shooting during half-time by any team not involved in the contest.
- D. Tournament rosters are limited to twelve players, eight designated school personnel (coaches, managers, statisticians) and one medical personnel as per state guidelines. Teams must submit rosters and game schedules to BJ Kuntz by February 23, 2009. Note: FAX your program information to BJ Kuntz at 509-663-6905 or send by email to [kuntz.b@mail.wsd.wednet.edu](mailto:kuntz.b@mail.wsd.wednet.edu)
- E. Locker rooms will be assigned upon arrival by the site manager. NO TOWELS will be provided. Each school is responsible for their own valuables. This tournament accepts no responsibility for the loss of any valuables.
- F. All game officials will be preassigned from the composite league ranking lists. All crews will be three-official-crews with one official coming from each association and one neutral. BJ Kuntz will assign the Big 9 officials, coordinate their travel, and work with the Spokane association and Randy Ryan for crossover assignments. (Officials will be assigned to sessions rather than games. Assignments will be made, if possible, so that an official does not work the same team more than once in the tournament). Security/police will be provided for all game sites by site managers.
- G. Game format:
  - 1. Home team will furnish an approved Baden, wide-seam, game ball.
  - 2. Each game is guaranteed a 15 minute warm-up.
  - 3. The bottom listed team on the bracket will be the home team in all cases and will wear light jerseys. The tournament manager in coordination with site managers will preset team benches because of spectator seating.
  - 4. A pregame meeting with officials, coaches and captains will take place at midcourt at all games.

5. **Introductions and the playing of the national anthem will be conducted in the same manner as outlined in the guidelines for state finals.**
6. **Shoot-arounds at the Toyota Center and Hanford High School will be available on Fridays on the following basis:**

Two teams will be assigned to each court for twenty minutes. Teams will get their own basket on their Friday assigned game court.  
After 10 minutes the two teams shooting will switch ends to allow equal shooting at each basket.

  - 2:20—2:40 p.m. for the 4:00 p.m. game teams
  - 2:40—3:00 p.m. for the 5:30 p.m. game teams
  - 3:00—3:20 p.m. for the 7:00 p.m. game teams
  - 3:20—3:40 p.m. for the 9:00 p.m. game teams
- H. **No protests will be allowed after play resumes. A games committee consisting of the tournament directors, or designees, will have final authority in any protest. This game's committee shall have two representatives from each league and the tournament director.**
- J. **Stats for tournament game will be arranged for by BJ Kuntz. On Tuesday night, each site manager is expected to have two statisticians assigned to record game stats. Friday and Saturday stat assignments will be made by BJ Kuntz. Tournament stat forms and results will be provided for all games.**
- K. **No all-tournament team selections will be allowed.**
- L. **A sportsmanship medal will be awarded at the conclusion of each game to a person that has been chosen by a representative of the tournament to have displayed good sportsmanship during the game.**
- M. **WIAA State Basketball Finals guidelines will be followed in cases not otherwise noted here.**
- N. **A second game will be played on Saturday evening to determine the third place seed to State (See tournament bracket) for the 4A classification.**

#### **IV. SCHOOL INFORMATION:**

##### **A. Passes:**

1. **Ten supervisor tickets will be issued to each school that qualifies. An additional six badges will be issued if both the boys and girls teams qualify. The tickets must be available at all times by the supervisors and game workers.**
2. **Non-participating GSL and Big 9 schools may request up to six names on the pass list. Three names may be requested if a school has one participating team. The building AD must contact the tournament manager with the names.**
3. **Up to fifty band members in uniform and one advisor will be admitted through the pass gate as per state guidelines.**
4. **Up to thirty approved half-time performers in uniform and one advisor will be admitted through the pass gate.**

5. **Cheerleaders in uniform (or by pass list), and the cheerleading coach will be admitted through the pass gate. Cheerleading coach must accompany the squad thru the gate.**
6. **Bus drivers need a supervisor's pass to be admitted through the pass gate.**

**B. Tickets:**

1. **No pre-sale of tickets will be arranged at any participating schools.**
2. **Tickets will be sold and doors opened one hour before game time.**
3. **Ticket prices are \$6.00 general admission and \$4.00 ASB/senior citizen for each single game session on Tuesday night. Ticket prices are \$8.00 general admission and \$6.00 ASB/senior citizen for the multiple sessions. Each Friday or Saturday ticket is good for all sessions on that day.**
4. **People going from one site to another during the same session will be admitted using their color-coded ticket stub.**

**C. Seating:**

1. **Provisions will be made so that each team will have no more than three rows of their own fans seated directly behind their team bench.**
2. **School supervisors and the AD will be responsible for clearing their cheering section after a contest. Some school supervisors need to be on the floor during the game.**
3. **No special adult seating will be reserved.**
4. **Schools must have their supervisors available to hold seats for their students and bands.**
5. **Each school must designate a head supervisor who will coordinate all of the schools supervisors. The head supervisor will locate him/herself on the floor near his/her school's student section. The head supervisor's name must be FAXED to BJ Kuntz (663-6905) no later than Monday, Feb. 23 and he/she will be reimbursed \$20 for their services via the finance manager. Head supervisors will meet with tournament management prior to the session that they are involved.**
6. **P. A. announcements. The lower student cheering sections will be cleared after each game on Friday and Saturday nights.**

**D. Gym rental:**

**Whenever possible, schools are asked to donate their facilities for ConAgra Foods/Lamb Weston contests. The GSL and the Big 9 should consider gym rental costs when determining the sites for the Tuesday night games. All sites must be approved by the tournament director.**

**E. Programs (1200 printed):**

1. **Programs will be delivered to GSL sites and Big 9 sites for Tuesday games.**

2. Each site will receive 125 programs for the boys games and 75 for the girls games. Managers should see that any unsold programs are returned to the Toyota Center and Hanford High School in time for the second night of the tournament.
3. Programs are to be sold for \$4.00 each and sellers will be paid 50¢ for each program sold.
4. Team pictures are to be emailed to BJ Kuntz no later than Tuesday, Feb 3, and team rosters with tournament information are to be FAXED or emailed to BJ Kuntz no later than Tuesday, Feb. 10.
5. Programs will be distributed according to the following schedule: 2 per team/1 per media/20 for ConAgra Foods/Lamb Weston. Leftover programs will be equally distributed between the GSL and Big 9 after the tournament.

**F. Decorum/Seating:**

1. Students must stay in their designated cheering section at all times. Students will not be allowed on the floor to greet their team before the game or to congratulate their team at the end of the game.
2. Only one official, cloth, school banner may be displayed.
3. WIAA State Finals Guidelines regarding noisemakers, signs, conduct, prolonged standing, etc. will be used. Teams advancing to the state finals need to be aware of these rules.

**HEAD SUPERVISORS FOR EACH SCHOOL MUST BE READILY AVAILABLE TO TOURNAMENT MANAGERS.**

**4. Supervisors**

- a. All supervisors must be at the gym one hour before their team arrives to attend a meeting scheduled with game management.
- b. Supervisors should not allow their students or fans to enter the lower section until the bleachers have been cleared from the previous game.
- c. Immediately after the game, supervisors will clear the student section through the gates at the end of each section. The P. A. announcer will assist with this operation.

**G. Half-time entertainment must be approved by the site manager 24 hours prior to the game.**

**V. INCOME DISTRIBUTION:**

- A. All net profit or loss is to be shared proportionately by Big 9 and GSL.
- B. All income from advertisers, souvenirs, title sponsors, etc. is the property of the tournament revenues.

- C. Income from concessions will go to host sites. Income or cost for programs will go to the host league.

**VI. REIMBURSEMENT FOR SCHOOLS:**

- A. Travel allowance will be reimbursed according to the formula listed below and is paid as a tournament expense without regard to tournament revenues.

Mileage allowance is \$2.00 per mile round trip according to the WIAA mileage chart and is limited to #3 and #4 teams traveling on the first night of the tournament, and to traveling teams on the second and third nights of the tournament. On Friday and Saturday, teams are limited to one round trip over the two days for mileage reimbursement purposes. No mileage is allowed for games played by the GSL in the Spokane/EWU area, for Tri-Cities schools in the Tri-Cities or for Yakima schools in Yakima. Schools with a boys tournament will receive mileage for each team.

- B. Meal allowances per person \$4.00 – breakfast, \$5.00 – lunch, and \$9.00 – dinner.

Tuesday: #3 and #4 teams are allowed a \$9.00 meal allowance per person for 16 persons = \$144.00

Friday: Traveling teams which are eliminated will receive \$9.00 meal allowance per person for 16 persons = \$144.00.

Saturday: Teams playing Saturday night will receive a meal allowance of \$27.00 per person for 16 persons for the weekend = \$432.00.

- C. Each traveling team qualifying for the Saturday games will receive \$20.00 lodging allowance per person for 16 people = \$320.00 per team.

**VII. REIMBURSEMENT FOR OFFICIALS:**

- A. Game fee is paid as per WIAA guidelines.

- B. Per diem for food.

Tuesday: \$10.00 for officials traveling more than 75 miles one-way

Friday: \$10.00 for officials traveling more than 75 miles one-way

Saturday: \$5.00/\$6.00/\$10.00 for officials traveling more than 75 miles one-way.

- C. Lodging

Tuesday: None

Friday: \$50.00 each, with receipt, for officials working both Friday and Saturday nights and traveling more than 75 miles one-way.

Saturday: None

- D. Payment to officials for all tournament games will be made by BJ Kuntz on presentation of official pay vouchers, lodging receipts, and home addresses.

- E. No complimentary passes will be given to officials.

**VII. ACCOUNTING PLAY:**

**A. All unsold tickets, finance reports, and revenue must be returned to the Tournament Finance Director at the Toyota Center.**

**B. The Tournament Finance Director will coordinate all ticket sales for boys accounting, and the game reports.**

**C. Workers at Tuesday game sites will be paid by BJ Kuntz on presentation of worker list, which includes hours worked.**

**VIII. PAY SCALE FOR TOURNAMENT PERSONNEL: (All based on \$10.00 per hour.)**

**Tournament Finance Director \$300.00**

**Asst. Finance Director (per session) \$50.00**

**Head Supervisor \$20.00**

**Gate Personnel \$10.00**

**Scorer/Timers \$10.00**

**Statisticians \$10.00**

**Site manager (per session) \$50.00**

**P. A. Announcer \$10.00**

**Security Local Scale**

**Asst. Finance Director and Site Managers will be paid \$75.00 if they have double sessions at a site.**

**Lamb Weston-4A: Guidelines-Revised 1/3/08**