

**MONTANA HIGH SCHOOL ASSOCIATION**  
**1 South Dakota Avenue**  
**Helena, Montana 59601**  
**442-6010**

**March 4-6, 2010**

**TO: ADMINISTRATORS AND COACHES OF THE EIGHT CLASS A SCHOOLS THAT HAVE QUALIFIED FOR THE 2010 STATE CLASS A BOYS' BASKETBALL TOURNAMENT**

**FROM: BRIAN MICHELOTTI, TOURNAMENT MANAGER**

**CONGRATULATIONS** on being one of teams that qualified to participate in the 2010 State Class A Boys' Basketball Tournament! This state tournament will be staged in the Butte Civic Center on March 4-6, 2010.

Your divisional manager is cooperating with your state tournament manager by delivering this package to a representative of your school. This packet contains items that are in need of immediate attention. Topics in this bulletin have been listed alphabetically for your convenience.

**INCLUDED IN THIS PACKAGE:**

- ✓ Fourteen (14) complimentary Adult All Session Reserved tickets with Hospitality passes.
- ✓ Twelve (12) passes for players and four (4) passes for managers [sixteen (16) total].
- ✓ Butte Civic Center Ticket Information Sheet.
- ✓ Two maps of the Butte Civic Center arena showing your seating area.
- ✓ A map of the Civic Center parking area.
- ✓ Two copies of the official MHSAA Tournament Plan showing team seeding, game times, uniform schedule, and locker room assignments.
- ✓ A map indicating locker room locations.
- ✓ Two (2) parking permits. Parking attendants will be on duty to assist. Permit parking is on the south side of the building (see enclosed parking map).
- ✓ One copy of the Pregame Procedures for Introduction of Players.
- ✓ One copy of a Special Information Sheet (includes information regarding Coaches Meeting).
- ✓ Letter of instruction concerning the Word Template statistician's form to be emailed to Amanda Hazlett at [ahazlett@mhsa.org](mailto:ahazlett@mhsa.org) by March 1.
- ✓ One copy of Spirit (Cheerleaders) team information for state basketball tournaments.
- ✓ List of allowable support items that can be used at the tournament.

**TO BE TAKEN CARE OF IMMEDIATELY:**

Tournament Programs: All tournament information should have been forwarded to MBP Custom Publishers (2234 42<sup>nd</sup> Street, Missoula MT 59803) who will be handling the tournament programs. If you have any questions call 1-800-933-8361.

**BANDS**

- All eight schools are invited to bring their pep bands.
- Bands can play any time their team is playing or when their schools' representatives are performing at half time.
- There will be free admission for band members when the band is accompanied and vouched for by the participating school's director.
- Entrance for bands is the pass gate at the southeast door of the Civic Center. Bands will sit in end zone seating.

- BANDS ARE NOT TO PLAY DURING LIVE BALL ACTION INCLUDING FREE THROWS.
- Instrument storage will be available. Storage will be limited and the Butte Civic Center is not responsible for lost, stolen or damaged equipment.
- Drummers must bring their own rugs and bands should bring their own extension cords.
- Band buses parking – drivers should check with the parking attendant in the southeast corner of the Butte Civic Center lot (see enclosed parking map).
- **BAND DIRECTORS AND CHAPERONS MUST HAVE TICKETS FOR ALL SESSIONS.**

## **BANNERS AND SIGNS**

- Banners and signs can be displayed by the eight participating schools as long as they do not obstruct anyone's view and are placed on the Civic Center walls only.
- The MHSA Executive Board has directed that each school is limited to placing approximately 128 square feet of signage only. For example: 4 – 4 x 12 signs; 3 – 3 x 16 signs; 4 – 3 x 10 signs; 3 – 6 x 8 signs (or any combination of the above as long as the approximate total is not over 128 square feet.
- Butte Civic Center management will show students the proper areas to hang materials.
- Banners and signs can be put up starting Thursday, March 4 at 11:30 a.m. Masking tape or painters tape is the only adhesive allowed. Please bring your own scissors and tape.
- Only banners or signs with slogans in good taste will be allowed.
- Stress to your cheerleaders that they should not cover up any other schools' banners with their own as this has caused serious problems in the past.

## **BROADCASTING**

- The joint policy of the MHSA Executive Board and Montana Broadcasters' Association will apply to this tournament as outlined on pages 47-51 of the [MHSA Handbook](#).
- Please notify your area's stations to contact Brian Michelotti, Tournament Manager for broadcast rights.

## **BUSES**

- Team pep club and band buses will park in the southeast corner of the Civic Center lot.
- Bus loading and unloading will be at the south side of the Civic Center and will be clearly marked (see enclosed parking map).
- **BUS DRIVERS MUST HAVE A TICKET TO ATTEND THE TOURNAMENT.**

## **CHEERLEADERS**

- Included with this bulletin is information regarding cheerleaders at state basketball tournaments. Please share this important information with your cheer coach.
- Room 115C will be used as a dressing room for cheerleaders. Please take steps to ensure the safety of valuables because the dressing room will not be locked.
- Cheerleader passes will be distributed at the Coaches' Meeting which will be held twice on Thursday (11:30 a.m. and 5:30 p.m. – one pass will be given for each **cheerleader** who actually participates in the tournament.
- All National Federation and MHSA rules pertaining to cheerleaders will be followed.
- A warm-up area for stunts will be in the Annex Gym. Mats will not be provided for those teams needing them for tosses being performed during half time or quarter breaks and schools will need to provide those.
- **CHEERLEADER COACHES MUST HAVE TICKETS (included in 14 complimentary tickets).**

## **COACHES' NOTES**

- There will be a Coaches' Meeting at 10:00 a.m. on Thursday, March 4. The meeting will be held in the hospitality room on the upper level of the facility. Please have a representative attend.

- The color of uniforms to be worn at each game has been predetermined. The uniform schedule is enclosed. The uniform color schedule shall be followed.
- Teams wearing light jerseys are designated as the “home” team and will sit on the bench to the left of the score table while facing the court (east side of arena) and dark jerseys are the “visitors” and sit to right of the score table (west side of arena).
- Teams will warm up and play at the basket farther from their bench in the first half.
- 25-minute warm up period for teams for each game and the Annex Gym will serve as a warm-up area before that period begins.
- Team line-ups must be at the scorer’s bench at least 10 minutes before play begins.
- Six basketballs per team will be furnished for warm-ups on the main basketball floor.
- Pre-tournament practice – no team will be permitted to practice on the Butte Civic Center floor at any time during the tournament (other than regular warm-ups) or any time during the ten day period immediately preceding the opening of the tournament.
- Coach and player admission – all teams are asked to use the southeast door of the Civic Center as a pass gate (see enclosed map). All personnel (team, managers, coaches, bus drivers’ etc.) **must have a ticket for admission.**

## **CROWD CONTROL**

- The formation of “rally lines” by spectators, fans, and/or students on or near the playing floor during the introduction of players is prohibited. Cheerleaders are exceptions.
- No fans will be allowed on the floor following any game.
- During play introductions, players may not leave the playing floor or enter the spectator section. Anyone associated with an Association Tournament (players, fans, cheerleaders etc.) may not throw objects into the spectator section.
- Balloons or silly string will not be allowed in the facility, and the use of confetti is prohibited.
- Laser lights will not be allowed in the facility and violators will be removed from the tournament.
- By National Federation and MHSA rules, noisemakers are prohibited at indoor events (MHSA Handbook, page 53, J). Also, National Federation Basketball Rule 1-18 prohibits noisemakers at any basketball contest and also prohibits music or sound effects to be played during live ball. Of particular concern is the popularity of “thundersticks”. Thundersticks are considered artificial noisemakers and are prohibited. Other artificial noisemakers prohibited at games include but are not limited to, cowbells, sirens, bells, whistles, air horns, drums, wooden blocks, clackers, cans or bottles with marbles or rocks inside, popping of paper bags and various other creations. Bands may not play during "live ball".
- The student sections are prohibited from any activity that poses a safety risk or interferes with competition, including jumping or bouncing on the bleachers at any time.
- Fans (students and adults) must wear shirts at all MHSA Activities.
- The Guidelines for Crowd Control are found on pages 52-56 of the current MHSA Handbook. Please review sportsmanship guidelines with your student body, basketball team, coaching staff, and whenever possible, your local booster club. School administration is responsible for their cheering sections and fans adherence to these rules and regulations.
- Any student or spectator who is suspected of being under the influence of drugs or alcohol will not be allowed in the tournament.

## **GAME TIMES/SEEDING**

- Seeding in the tournament bracket will be as printed in the MHSA Handbook on page 107. The Association bracket for an eight team tournament will be used and will follow the prescribed pattern for assignment of officials etc.
- Game Time Schedule:
 

Thursday	Day games: 12:30 p.m. and 2:00 p.m. Evening games: 6:30 p.m. and 8:00 p.m.
Friday	Day games: 12:30 p.m. and 2:00 p.m. Evening games: 6:30 p.m. and 8:00 p.m.
Saturday	Day games: 9:30 a.m. and 11:00 a.m. Evening games: 6:30 p.m. and 8:00 p.m.

## **HALF TIME ENTERTAINMENT**

- Each half time entertainment group may perform only at the games in which their basketball team is playing. If performance slots are not filled by the schools participating in a particular game, consideration will be given to other schools to fill those spots. These spots will be filled on a first-come, first-serve basis by contacting Brian Michelotti at the tournament site.
- Performing groups' priority of appearance will be determined by school administration, i.e. dance/drill team or cheerleading team for those schools who have both groups at the tournament.
- Each half time period will have the possibility of accommodating two performing groups – one from each school whose teams are playing in that particular game.
- Half times will each be limited to a maximum of 3.5 minutes for the performing groups unless only one group wishes to perform and then performance time will be no longer than eight (8) minutes which includes entering and exiting the gym floor.
- The performing group whose team is considered "home" will determine whether they perform first or second.
- Performing groups will be allowed free admission at state tournaments when accompanied and vouched for by the school's director. Please use the southeast entrance of the Butte Civic Center to gain access to the facility.
- The Annex Gym will be used as a practice and warm-up area.
- Room 115C is the location of the drill/dance teams' changing room. Do not leave anything in the locker room because it will not be locked.
- There will be no half time awards, cheerleading awards, or band awards made in connection with the regular tournament awards or at any other time during the tournament.
- **INSTRUCTORS AND CHAPERONS MUST HAVE TICKETS FOR ALL SESSIONS.**

## **HOSPITALITY ROOM**

- A Hospitality Room for school officials and tournament personnel will be hosted by the Butte Civic Center in the upstairs conference meeting room.

## **HOUSING**

- Schools will be responsible for their own housing and should take care of that task as soon as possible. Should you need any assistance contact the Butte Chamber of Commerce at 723-3177 and ask for Marko Lucich.

## **LAUNDRY**

- Laundry service will not be provided during the tournament.

## **LOCKER ROOMS**

- Team names will be posted on locker room doors for each game. Locker rooms will be locked at all times when not occupied by a team. Locker room assignments are listed on the enclosed bracket.

## **NETS**

- Immediately following the championship game, there will be a presentation of awards. The tournament manager will make the nets available to the winning team. No other method of removing nets will be allowed.

## **OBSERVANCE OF THE AMERICAN FLAG**

- The designated band (the band chosen to play the National Anthem) is responsible for the opening ceremonies and patriotic observance of the American Flag.

- The tournament manager will arrange the presentation of colors.
- Butte Civic Center will provide flags.

## **OFFICIALS**

- Each Class A school was sent a ballot to select officials for the State Class A Boys' Tournament. All ballots that were returned to the MHSA office were tabulated. Selection was then made according to the procedure found in the MHSA Handbook. The officials are: Mike Anderson, Butte; Craig Cyr, Lolo; Tony Laslovich, Anaconda; Brad Porch, Missoula; Larry Schmitt, Billings; and Steve Weston, Hamilton.

## **PARKING – see enclosed parking map**

- Buses will park in the southeast corner of the Civic Center lot. Security will be provided in this area.
- Two (2) parking permits are enclosed for school administrators etc. Please display your permit on the rearview mirror of your vehicle. Parking attendants will be on duty the entire tournament.
- Reserved permit parking is on the south side of the Butte Civic Center only.

## **STATISTICS**

- A stat service will be available throughout the tournament.
- Stat sheets will be available in the hospitality room and delivered to the locker rooms at half time and after the game.
- Please see the detailed instructions enclosed with this bulletin to download, complete and email your team's information on this Microsoft Word document. It should be emailed to Amanda Hazlett at [ahazlett@mhsa.org](mailto:ahazlett@mhsa.org) by Monday morning, **March 1**.
- These forms will be included in a media packet for those media personnel in attendance at this event and will be used by the tournament statisticians. Please include on the form all of the players' names you may use in the tournament.

## **TICKET INFORMATION**

- Please find enclosed with this bulletin, Butte Civic Center information relative to the sale of tournament tickets. After reading the information on the sale of tickets, questions regarding ticket sales should be forwarded to the Butte Civic Center at 497-6400
- Ticket Price Schedule:

<b>Reserved:</b>		<b>General Admission:</b>	
All Session	\$28.00	Adult	\$7.00
Single Session	\$ 8.00	Student	\$6.00
		Student All Session	\$17.00

- Students wishing to purchase student tickets will have to present positive student identification in order to purchase them at the ticket office.
- **School Passes -- The policy on tournament passes is found on pages 103-104 of the current MHSA Handbook. These fourteen (14) complimentary passes found in this packet are to be "distributed by the superintendent to principals, coaches, band persons, school board chairpersons, bus drivers, sponsors of half time entertainment, cheerleader coaches etc. and maybe spouses of some of these individuals.**
- Each team participating in the tournament is entitled to sixteen (16) player passes – twelve (12) for players and four (4) for managers.

- Tickets for the coaches are included in the fourteen (14) complimentary tickets, which are being provided to your school. No additional complimentary tickets will be available for the tournament. If your school wishes to extend the courtesy of complimentary tickets to the school or community personnel, they must be purchased.

## **T**OURNAMENT HEADQUARTERS

- Beginning March 4 all communications concerning the tournament should be addressed to Brian Michelotti, Butte Civic Center. Tournament headquarters will be located in Butte Civic Center (Phone number: 497-6400). Brian Michelotti's cell phone number is 465-0556.

## **T**OWELS

- Towels will be provided in the team locker rooms.

## **T**RAINER

- Trainers will be available in the Sports Medicine Room located in the southeast hall. Please bring your own training supplies.
- Ambulance service is on call.

## **V**IDEO

- Two videotaping areas are available per game in the arena – one per team per game. These areas are located at the end of each side of the press box.
- You may video only when your team is playing.
- PLEASE ADVISE PARENTS THAT PERSONAL VIDEO EQUIPMENT WITH TRIPODS WILL BE ALLOWED ONLY IN DESIGNATED AREAS AND FOR YOUR GAME ONLY. These areas for parents are located above the top row of seating on both sides of the arena.
- No extension cords are allowed. Video-taping units must have self-contained battery packs.

## **W**ATER

- Water will be provided for each team at their bench.



Five copies of this bulletin are included in each packet for each Class A School that has qualified for the state tournament. Please see that your principal, basketball coach, band director, cheerleader coach and/or halftime entertainment sponsor are given a copy of this bulletin.

# ***STATE CLASS A BOYS' BASKETBALL*** ***BUTTE CIVIC CENTER***

# STATE CLASS A BOYS' BASKETBALL TOURNAMENT

March 4-6, 2010  
Butte Civic Center

## PREGAME PROCEDURES

The following pregame procedures have been adopted for the State Class A Boys' Basketball Tournament:

### A. ALL GAMES EXCEPT THE CHAMPIONSHIP GAME

1. Teams return to bench.
2. Announcer to introduce A1 who goes **directly** to center court.
3. Announcer to introduce B1 who goes **directly** to center court, shake hands.
4. Both players go to respective free throw lines and **face center court.**
5. Repeat with remaining starters.
6. Repeat with coaches who will shake hands in front of scorer's table.
7. Players return to their bench area.

### B. CHAMPIONSHIP GAME

1. Teams return to bench.
2. Team members and coaches to free throw line.
3. Announcer to introduce managers and non-starters -- A1-B1 etc. Each will go **directly** to center court, shake hands and return to their place in line.
4. Announcer to introduce starters -- A8-B8 etc. Each go **directly** to center, shake hands and return.
5. Introduce assistant coaches - shake hands.
6. Introduce head coaches - shake hands.
7. Players and coaches return to their bench area.

Because of crowd control problems, which can be caused by players running a gauntlet line of fans ringing the boundary lines, this practice **will not** be allowed during the tournament. During player introductions, players may not leave the playing floor or enter the spectator section; players may not throw objects into the spectator section. Anyone associated with an Association contest is prohibited from throwing any type of object into or from any spectator section. Fans (adults and students) must wear shirts at all MHSA activities and student sections are prohibited from any activity that poses a safety risk or interferes with competition, including jumping or bouncing on the bleachers at any time. Administrators should inform their students of this. MHSA policy mandates these restrictions. See MHSA Handbook, items K, M and N, page 53, and Items #10, and #11 under the Student Section on page 54.

**NOTE: Student body is to remain in seats during introduction ceremony. They will not be allowed on the floor.**

# STATE CLASS A BOYS' BASKETBALL TOURNAMENT

March 4-6, 2010  
Butte Civic Center

## INFORMATION AND REQUESTS

### 1. COACHES' MEETING

There will be a Coaches Meeting on Thursday, March 4, at 10:00 p.m. in the Hospitality Room on the upper level. Please have a coach or representative from your staff meet at that time for a general information meeting. Please have someone attend.

### 2. TICKETS FOR ENTRANCE INTO FACILITY

**All** coaches, administrators, chaperones, band directors, supervisors etc, will need to have a ticket for entrance into the facility. The **only** people admitted to the facility without a ticket are bands and drill teams if they arrive as a group and if they are accompanied by their coach, band director or chaperone.

### 3. HOUSING

Housing arrangements for your teams were **NOT** made. Each team is responsible for its own.

### 4. STUDENT BODIES STANDING

STUDENT BODIES WILL NOT BE ALLOWED TO STAND DURING LIVE BALL SITUATIONS WHEN SITTING IN SIDE BLEACHERS. Students seated in end zone bleachers will not be under this restriction. Administrators should inform their cheerleaders and students of this. Administrators will be asked to help with any crowd control problems, if they exist.

### 5. CROWD CONTROL ITEM

Fans with small children are encouraged to keep their children with them and not allow them to run through the hallways of the facility.

### 6. FANS LINING BOUNDARY DURING INTRODUCTIONS / THROWING OF OBJECTS

Because of crowd control problems, which can be caused by players running a gauntlet line of fans ringing the boundary lines, this practice **will not** be allowed during the tournament. During player introductions, players may not leave the playing floor or enter the spectator section. Anyone associated with an Association contest (regular season or post season) is prohibited from throwing any type of object into or from any spectator section. Also, fans (students and adults) must wear shirts at all MHSA activities and student sections are prohibited from any activity at any time that poses a safety risk or interferes with competition, including jumping or bouncing on the bleachers. Administrators should inform their students of this. MHSA policy mandates these restrictions. See MHSA Handbook, items K, M and N, page 53, and Items #10, and #11 under the Student Section on page 54.

### 7. POST GAME FLOOR CONTROL

Please advise your people to stay off the playing floor at the end of games. The dangers of potential injury are a major concern.

**THANK YOU FOR YOUR COOPERATION!**

# STATE CLASS A BOYS' BASKETBALL TOURNAMENT

March 4-6, 2010  
Butte Civic Center

## POLICY ON CHEERLEADING

1. **There will be a mandatory meeting for all cheerleaders and cheer coaches held twice on Thursday.** Those spirit groups whose teams are playing in the morning sessions can attend the meeting at 11:30 a.m.; those playing in the afternoon sessions can attend the meeting at 5:30 p.m. The meetings will be held in the Cheerleader Locker Room (Room 115C) and cheerleader passes will be distributed at that time by Janie Holmes – one pass will be given for each cheerleader who actually participates in the tournament.
2. The MHSА Executive Board has directed that each school is limited to placing two signs per team. Make certain that your cheer coach and your booster club is aware of this rule.
3. Locker Room #115C is the location of the cheerleaders' changing room. Do not leave valuables in the locker room because it will not be locked.
4. A warm up area for stunts will be held in the Annex Gym. Mats will **not** be provided for those teams needing them for tosses being performed during half time or quarter breaks and schools will need to provide their own.
5. Cheerleaders may be on the playing floor between quarters, at half time (when show is concluded), and during **full** time outs. When basketball play is in progress, all cheerleaders are to remain off the floor. Please complete your cheerleading stunts when the horn sounds and play is to resume.
6. The participating squads will follow all MHSА and National Federation rules and regulations.
7. Because of crowd control problems, which can be caused by players running a gauntlet line of fans ringing the boundary lines, this practice **will not** be allowed during the tournament. During player introductions, players may not leave the playing floor or enter the spectator section; players may not throw objects into the spectator section. Anyone associated with an Association contest is prohibited from throwing any type of object into or from any spectator section. Fans (adults and students) must wear shirts at all MHSА activities and student sections are prohibited from any activity that poses a safety risk or interferes with competition, including jumping or bouncing on the bleachers at any time. Administrators should inform their students of this. MHSА policy mandates these restrictions. See MHSА Handbook, items K, M and N, page 53, and Items #10, and #11 under the Student Section on page 54.
8. **CHEERLEADER COACHES MUST HAVE TICKETS AND CANNOT USE PASSES PROVIDED FOR CHEERLEADERS.**
9. We request that you do all that is possible to insure that this basketball tournament will be a showcase of sportsmanship! Your cooperation is appreciated and we thank you in advance for adhering to these regulations. Have a good tournament!

# STATE CLASS A BOYS' BASKETBALL TOURNAMENT

March 4-6, 2010  
Butte Civic Center

## STATISTICIAN'S (ROSTER) FORM

Again this year, the preferred method for receiving your team's information is the statistician's form available in electronic format on the MHSAs website. **Please complete the form using the instructions below and email it to Amanda Hazlett at [ahazlett@mhsa.org](mailto:ahazlett@mhsa.org) by Monday morning, March 1.** These forms will be included in a media packet for those media personnel in attendance at this event and will be used by the tournament statisticians. Please include on the form all of the players' names you may use in the tournament.

### Instructions for Inputting Team Information on Statistician's (Roster) Form

1. Go to the MHSAs website at [www.mhsa.org](http://www.mhsa.org)
2. In the blue section to the left, click "Basketball"
3. Scroll down to a blue tab marked "Handbooks & Forms"
4. There you will find a roster form named "Basketball Tournament Roster – Word"
5. Once the form is opened, it can be saved in a Word document. Type the required information (using all capital letters) into the form by using the format found on the sample shown below.

## STATISTIANS' INFORMATION SHEET

(Your High School) High School

Light	Dark	Team Member	Height	Grade
12	12	MARY JONES	5'9"	12
14	14	JANE BROWN	5'8"	11

If there are any questions concerning the aforementioned, please feel free to contact the MHSAs office at 442-6010.

Thank you in advance.