



2021-22 BOYS & GIRLS BASKETBALL FINALS QUALIFYING TEAM MANUAL

MSU – Breslin Center

GIRLS SEMIFINALS – Thursday & Friday, March 17-18, 2022

- Session 1 DIVISION 3 Noon and 2:00 p.m., Thursday
 Session 2 DIVISION 4 5:30 p.m. and 7:30 p.m., Thursday
 Session 3 DIVISION 1 Noon and 2:00 p.m., Friday
 Session 4 DIVISION 2 5:30 p.m. and 7:30 p.m., Friday

GIRLS FINALS - Saturday, March 19, 2022

- Session 5 DIVISION 4 & 1 Championship Games – 10:00 a.m. & 12:15 p.m.
 Session 6 DIVISION 3 & 2 Championship Games – 4:00 p.m. & 6:15 p.m.

BOYS SEMIFINALS – Thursday & Friday, March 24-25, 2022

- Session 1 DIVISION 3 Noon and 2:00 p.m., Thursday
 Session 2 DIVISION 4 5:30 p.m. and 7:30 p.m., Thursday
 Session 3 DIVISION 1 Noon and 2:00 p.m., Friday
 Session 4 DIVISION 2 5:30 p.m. and 7:30 p.m., Friday

BOYS FINALS - Saturday, March 26, 2022

- Session 5 DIVISION 4 & 1 Championship Games – 10:00 a.m. & 12:15 p.m.
 Session 6 DIVISION 3 & 2 Championship Games – 4:30 p.m. & 6:45 p.m.

IMPORTANT:

Be prepared to finalize travel and hotel by:

Girls 9:30a.m. on Wednesday, 3/16/22
 Boys 9:30a.m. on Wednesday, 3/23/22

THIS IS THE COMPETING SCHOOL GUIDE FOR COMPETITION AT
 QUARTERFINAL, SEMIFINAL, AND FINAL GAMES.

PARKING PASSES, TEAM AND CHEERLEADER ENTRANCE
 FORMS WILL BE GIVEN TO SEMIFINAL MANAGERS TO GIVE TO
 QUALIFYING TEAMS.

2021-22 BOYS & GIRLS BASKETBALL
TOURNAMENT INFORMATION

1. TOURNAMENT HEADQUARTERS --

GIRLS SEMIFINALS – MSU Breslin Center – March 17-18, 2022

BOYS SEMIFINALS – MSU Breslin Center – March 24-25, 2022

MHSAA Offices, 1661 Ramblewood Dr., East Lansing, MI 48823

Phone 517-332-5046

2. PAIRINGS -- Quarterfinal, Semifinal, and Final pairings, game locations and times will be found on the MHSAA Web Site: www.mhsaa.com.

TOURNAMENT FORFEITURE POLICIES - Individuals or teams that are defeated by an ineligible opponent or teams that allowed one or more ineligible students to participate do not advance in MHSAA tournaments.

If placements in MHSAA tournaments are vacated as a result of an individual being ineligible or a team allowing one or more ineligible students to participate, other individuals or teams neither advance to those placements nor receive awards for those places.

3. PRACTICE - QUARTERFINAL FLOORS -- If one of the competing teams won their District or Regional on that floor, Quarterfinal Managers **may** permit the opponent one practice session on that floor.

NOTE: *The MHSAA reserves the right to relocate a Quarterfinal Basketball site if a qualifying Regional Winner will be playing a Quarterfinal game on its own home floor.*

4. UNIFORMS -- Each school will **bring two sets of jerseys**, white and dark, numbered front and back, in the event there is a similarity in team colors. The team on the top line of a bracket will wear white colored jerseys and the opponent will wear the opposite color unless mutually agreed otherwise prior to the start of the game.

5. CLOCK – A running clock will be used at MHSAA tournament games when point differential games are involved.

6. CUTTING OF NETS -- By action of the Representative Council, nets are not to be cut down after tournament Games. You are asked to advise your teams of this action by the Council. Tournament Managers shall not waive this rule.

7. LODGING AND EXPENSE ALLOWANCES FOR TEAMS -- Generally, arrangements for lodging teams for Tuesday Quarterfinal games, where it is necessary, should be made in the cities where these games are played. Lodging allowance is the current hotel rate for a maximum of fifteen individuals and meal allowance is \$3 for breakfast and \$4 for lunch and \$6 for dinner for the same number of individuals.

Transportation allowance is one-way mileage with a 75-mile deductible from the home city of the school to the Quarterfinal Center or to Semifinal and Final Centers, (see chart below). Schools defeated in Quarterfinal or Semifinal Games will be allowed expenses from their home cities to Centers where they play, but not to succeeding tournament rounds. Because Regional winners play other Regional winners on a geographical basis, it is not expected that lodging will be necessary for many teams due to their proximity to the Quarterfinal locations.

75 - 100 miles - \$1 per mile

101 - 150 miles - \$1.50 per mile

151 - 250 miles - \$2 per mile

251 - 350 miles - \$2.50 per mile

351 miles & over- \$3 per mile

Teams playing in Semifinal Games must email the Hotel Reservation Form included in this document to tkinder@lansing.org of the Greater Lansing Sports Authority Office and

will@mhsaa.com of the Michigan High School Athletic Association by 9:30 a.m., Wednesday, March 16 for girls and March 23 for boys whether they plan to stay or not in East Lansing.

Teams are asked to indicate plans for travel and housing needs on Thursday, Friday and Saturday. Housing for all Semifinal and Finalist teams staying overnight will be arranged at area facilities.

Overnight lodging can be arranged through the GLSA but WILL NOT be reimbursed for schools located within 75 miles of the tournament site, unless competition begins before 10 AM the next day.

Please ensure that you have approval from your Board of Education before confirming rooms. You will be held responsible for rooms that you request! There are no "if win" requests! Competing teams are to make arrangements to pay for all hotel and meal costs. The MHSAA will reimburse per established formula at a later date. **(Have available school tax ID information)**. All room rates are per night and require double occupancy. Reimbursement is based on 15 individuals. For example, \$119 room rate, divided by 2 = \$59.50 x 15 = \$892.50 reimbursement.

<u>Tournament Facilities</u>	<u>Per Room Rate</u>	<u>Reimbursement Amount</u>
Best Western	\$115	\$862.50
Comfort Inn-Okemos	\$105	\$787.50
Courtyard- East Lansing Okemos	\$99	\$742.50
Hampton Inn & Suites-Okemos	\$94	\$705
Holiday Inn Express East Lansing	\$99	\$742.50

A team is limited to a maximum of 22 people (15 team members, 7 coaching staff adults). Please do not bring any more. Schools must make their own arrangements for cheerleaders, bands, etc at a different location.

An email is to be sent whether the team is staying overnight or not. Lodging allowance will be the current hotel rate. As in the past, schools will pay their own lodging and meal costs while at Tournament Centers, and reimbursement per the prescribed formula will be made to them. Teams failing to check out of the hotel by noon must make arrangements with the hotel for late check out.

An allowance of \$100 per day will be paid to each school for the number of days its' team competes in the Final Tournament, in addition to mileage one way, lodging at current hotel rate, and the necessary meals per day (\$13 maximum) for each of the fifteen individuals.

8. **EXPENSE ACCOUNT CHECKS** -- Expense checks will be mailed to schools competing in Quarterfinal, Semifinal and Final Tournament Games directly from the MHSAA following the tournament.

9. **ASSIGNMENT OF OFFICIALS** -- Officials will be assigned for Quarterfinal, Semifinal, and Championship games by the Tournament Officials Assignment Committee. They will work through the tournament as named.

10. **TICKETS FOR COMPETING SCHOOLS NOTICE:** MHSAA basketball ticket prices are \$12 for each Semifinal session (2 games) and \$12 for each Final session (2 games). Michigan State University will assess a \$3 "processing fee" on all telephone and mail orders (one handling charge for the entire order) to MSU. Internet orders will be possible, with applicable charges.

TICKETS FOR COMPETING SCHOOLS – Boys Basketball Semifinal and Final tickets are reserved seating, while Girls Basketball Semifinals Tickets are general admissions. Please notify your fans. Limited quantities of Standing Student Section tickets are available. The designated standing student section ticket will also require a wrist band to be received after entry to the Breslin Center at the designated location on concourse.

QUARTERFINAL TICKETS - (All tickets \$10) - (General Seating) Tickets must be purchased through GoFan www.gofan.co. An allotment of tickets - approximately one-half the house for each competing team.

SEMIFINAL TICKETS - (All tickets Reserved Seating \$12 - parking not included). Schools may pick up their allotment of tickets from the **MSU Ticket Office (1855 Place – corner of Harrison/Kalamazoo across from Breslin Center)** on Wednesday or Thursday following the Quarterfinal Games. All tickets are to be paid for when received and are not returnable after purchase.

Allotment of tickets - ALL classes - 1200 for each team plus a portion of the allotment not requested by other schools participating in that session. **Approx 600 tickets are reserved in the lower bowl and the remainder are upper bowl general admission.** If a school plans to pick up Semifinal tickets on Wednesday or Thursday the Ticket Request Form, included in this document, must be scanned and emailed to Michigan State University ticket office in advance to make arrangements with Tyler Hooper, MSU Ticket Office Manager –email hooperty@ath.msu.edu at Michigan State University AND Cole Malatinsky at the MHSAA cole@mhsaa.com. YOUR EMAIL MUST BE RECEIVED BEFORE 10 a.m. WEDNESDAY. Do not start your travel for pickup of tickets until your request has been made. **Checks must be made payable to Michigan State University.**

ALL TICKETS IN THE SCHOOL ALLOTMENT NOT PURCHASED WILL GO TO PUBLIC SALE AFTER 2:00 PM.

FINAL TICKETS - All tickets \$12 (parking not included) - Allotment of tickets - ALL classes may receive 1200 for each team, same as Semifinal, plus a portion of the allotment not requested by other schools participating in that session. **Approx 600 tickets are reserved in the lower bowl and the remainder is general admission upper bowl.**

ALL TICKETS IN THE SCHOOL ALLOTMENT NOT PURCHASED WILL GO TO PUBLIC SALE.

Schools - Winners of Semifinal Games on Thursday or Friday may purchase allotted tickets for the Final games at the Breslin Student Event Center from Tyler Hooper, MSU Ticket Office Manager (517-432-3929). The school administrator should go directly to the Ticket Office at Breslin as soon as their Semifinal game is completed for purchase of their allotted Finals tickets. Finals tickets are to be paid for by the competing school when purchased at the Breslin Ticket Office and are NOT returnable after purchase.

Schools are to advise students and team followers of the procedure they will follow in distributing tickets. Example: Sell tickets in home community after the game or sell them at designated areas. Semifinal and Final tickets not purchased by competing schools at designated times will be placed on sale to the general public.

11. CONTESTANTS, CHEERLEADERS AND PEP BAND'S AUTHORIZATION FORMS (SEMIFINALS AND FINALS) - (See Team Arrival at Finals) all individuals or playing in the Final Games must have appropriate forms to be admitted to the games. Authorization forms for coach, contestants and cheerleaders for competing Final teams will be given to them by Semifinal Managers. Authorization for coach, contestants and cheerleaders for the Final contest will be issued by the Semifinal Managers or a representative from the MHSAA.

12. FINAL GAME INFORMATION:

(A) TEAM WARM UP - (See attached information for Semifinals) - When time permits teams may enter onto the championship floor for warm up not more than 60 minutes (1 hour) prior to game time. Teams must be in uniform (no street clothes allowed).

Team arrival at Final site - Locker rooms for competing teams will not be available for team use earlier than 90 minutes (1½ hours) prior to Game time.

Girls time schedule for team arrival:

Division 4 - Game time - 10 a.m. – Teams may not arrive earlier than 8:30 a.m. Teams may not enter locker rooms before 8:30 a.m. Warm up will begin at 9 a.m.

Division 1 - Game time 12:15 p.m. - Teams may not enter locker rooms before 10:15 a.m. Warm up will begin at 11:15 a.m. or immediately following the Division 4 Final game.

Division 3 - Game time – 4 p.m. - Teams may not arrive earlier than 2:30 p.m. Teams may not enter locker rooms before 2:30 p.m. Warm up will begin at 3 p.m.

Division 2 - Game time 6:15 p.m. - Teams may not arrive earlier than 4:45 p.m. Warm up may begin at 5:45 p.m. or immediately following the Division 3 Final game.

Boys time schedule for team arrival:

Division 4 - Game time - 10 a.m. – Teams may not arrive earlier than 8:30 a.m. Teams may not enter locker rooms before 8:30 a.m. Warm up will begin at 9 a.m.

Division 1 - Game time 12:15 p.m. - Teams may not enter locker rooms before 10:15 a.m. Warm up will begin at 11:15 a.m. or immediately following the Division 4 Final game.

Division 3 - Game time – 4:30 p.m. - Teams may not arrive earlier than 3:00 p.m. Teams may not enter locker rooms before 3:00 p.m. Warm up will begin at 3:30 p.m.

Division 2 - Game time 6:45 p.m. - Teams may not arrive earlier than 4:45 p.m. Warm up may begin at 5:45 p.m. or immediately following the Division 3 Final game.

- (B) ADMISSION - All coaches, contestants and cheerleaders must have authorization forms to be admitted. The designated maximum number of passes will be distributed to qualifying teams when entering for Final games. Coaches, contestants, and pep band members are to enter as a group. Cheerleaders are to enter as a group.

Non-Participating Sessions - Final teams desiring to see games other than those during their session are to contact Will McKoy in advance.

- (C) TRAINERS AND OTHER MEDICAL PERSONNEL - Will be available during all sessions of Final Tournaments.

13. FINALS PASSES–

- Enter South Shaw Lane, Tunnel entrance to receive pass and entry:
 - BENCH – 7
 - CHEER COACHES – 2
 - TEAM VIDEO – 1 (enter South Shaw Lane, tunnel entrance)
 - BUS DRIVER – 2 (pass included in qualifying team packet issued by Semifinal manager, enter South Shaw Lane, tunnel entrance).
- Enter any gate
 - CHAPERONE – 10 (pass and ticket in qualifying team packet issued by Semifinal manager)

14. TEAM BENCH CHAIR LIMIT- Seventeen (17) chairs maximum for players, substitutes, coaches and team statisticians. Only the bench pass is acceptable.

15. PARTICIPATING TEAM/SPECTATOR INTERNET STREAMING - The broadcast and streaming rights of MHSAA post-season tournament events belong exclusively to the NFHS Network and Bally Sports Detroit, which will be televising this event. Teams participating in MHSAA Tournaments are prohibited from streaming live video of any portion of an event over the Internet - including using social media platforms like Instagram and Facebook – or any other method. Likewise, individual spectators are also prohibited from

streaming video through any means. Participating schools are responsible for informing their students, parents and other fans of this policy and to assist the MHSAA upon request in enforcing it. Participating schools are asked to help promote where their game may be viewed, either on the NFHS Network (Semifinals) and/or Bally Sports Detroit (Finals).

16. SCHOOL PHOTOGRAPHER INSTRUCTIONS - A school may receive **ONE** photo pass for the MHSAA Basketball Semifinals/Finals. To obtain a pass, the school's athletic director must provide the name of the photographer to the MHSAA. That photographer will pick their credential up at the Breslin Center Will Call on the day of the game. The pass is only good for when the school is playing games in the event, and the person given the pass is treated the same as other media about MHSAA tournament policy prohibiting photographers in the locker rooms. The images taken by the photographer become the property of the school and may not be sold by the photographer. The MHSAA has a licensing agreement covering the sale of photos from this event. A generic or nameless pass will not be credentialed. The photographer's name must be associated with the credential and only that person can pick that credential up at will call.

BOYS & Girls Coaches

TIMING FORMAT FOR FINALS

Here is the timing format for this year's Finals:

Semifinals

- Clock will hit 00:00, for the National Anthem and player introductions will be as follows for the first game of each session:

Division 3 - 12:00 p.m. (Thursday)	Division 1 - 12:00 p.m. (Friday)
Division 4 - 5:30 p.m.	Division 2 - 5:30 p.m.
- 20-minute pre-game clock for second game will start once both teams have taken floor for warm-up and have had their official team pictures taken.
- A media timeout will be called each quarter on the first dead ball with 4:00 or less on the clock **IF** a timeout – Full or 30-seconds - has not already been called in that period below the 6:00 mark. TV timeouts will be controlled by the Time Out Coordinator. The team calling a 30-second timeout will only be charged with that.
- **Quarter breaks** are **120 seconds** in length (2:00). **Warning horn at 105 (1:45) seconds.**
Please stay in huddle until first horn sounds.
- **Halftimes** are **10 minutes**. Coach of team leading at halftime will be interviewed by MHSAA Radio Network as teams leave floor; coach of team trailing at halftime will be interviewed as teams return to floor.
- At game's end, the winning coach may be interviewed on the floor by the MHSAA Radio Network. No other interviews may be conducted on the floor. Coach of winning team and 3 players will be escorted to general press conference first, then to interviews with Bally Sports Detroit. Coach of other team and 3 players will follow winning team to general press conference.

Finals

- Clock will hit 00:00, for the National Anthem and player introductions will be as follows for the first game of each session:

Division 4 - 10:03 a.m.	Division 1 – Once teams take floor
Division 3 – Girls 4:03p.m. Boys 4:33 p.m.	Division 2 – Once teams take floor
- 20-minute pre-game clock for second game will start once both teams have taken floor for warm-up, unless directed by MHSAA staff.
- A media timeout will be called each quarter on the first dead ball with 4:00 or less on the clock **IF** a timeout – Full or 30-seconds - has not already been called in that period below the 6:00 mark. TV timeouts will be controlled by the Time Out Coordinator. The team calling a 30-second timeout will only be charged with that.
- **Quarter breaks** are **120 seconds** in length (2:00). **Warning horn at 105 (1:45) seconds.**
Please stay in huddle until first horn sounds.
- **Halftimes** are **15 minutes**. Coach of team leading at halftime will be interviewed by Bally Sports Detroit as teams leave floor; coach of team trailing at halftime will be interviewed by MHSAA Radio Network. Interview order will be reversed as teams return to floor.
- At game's end, the winning coach may be interviewed on the floor by the MHSAA Radio Network and Bally Sports Detroit. No other interviews may be conducted on the floor. Coach of losing team and 3 players will generally be escorted to general press conference first. Coach of winning team and 3 players will follow winning team to general press conference.

Jon Ross, Communications Director

2022 Hotel Reservation Request for Qualifying Semifinal Girls Basketball Teams

*****PLEASE NOTE*****

TEAMS ARE ENCOURAGED TO SUBMIT HOUSING FORMS AFTER REGIONAL TOURNAMENT
ALL FORMS ARE DUE PRIOR TO 9:30AM ON WEDNESDAY, MARCH 16th, 2022

All teams qualifying to the semifinal rounds of the GIRLS BASKETBALL tournament are **REQUIRED** to send the following information to:

- Tom Kinder (email: tkinder@lansing.org) at the Greater Lansing Sports Authority (517-377-1428)
- Will McKoy (email: will@mhsaa.com) at the Michigan High School Athletic Association

Note: Numerous hotels have been designated as the host hotels for qualifying teams. Reservations must be made through Tom Kinder at the Greater Lansing Sports Authority in order for the MHSAA reimbursement to be processed.

.....

_____ (W) _____ (Cell) _____
 (School) (Coach/AD Name) (Phone)

Email: _____

1. We will require lodging. Yes___ No ___ If so, number of rooms needed_____ rooms
(10 maximum per team unless otherwise authorized)
2. Should your team lose in the Semifinals, will your team desire to stay over through the Finals (at your own expense)? Yes___ No ___
3. Should your team advance to the Finals, will your team desire rooms on Saturday night?
 Yes ___ No ___

Girls Basketball	Our Team Will Stay Over On:			
	Wednesday March 16	Thursday March 17	Friday March 18	Saturday March 19

****NOTE: Teams are responsible for releasing their own room blocks if they are no longer needed.****

Signature _____
 (Coach/Athletic Director)

Whether you are staying overnight or not, you are required to submit this form to:
Tom Kinder, tkinder@lansing.org
Will McKoy, will@mhsaa.com
ALL FORMS must be submitted prior to 9:30 a.m. on WEDNESDAY, MARCH 16th.
This is an urgent request. Your team's hotel rooms will not be determined until your request has been received. We will not hold rooms beyond 9:30 am.

2022 Hotel Reservation Request for Qualifying Semifinal Boys Basketball Teams

*****PLEASE NOTE*****

TEAMS ARE ENCOURAGED TO SUBMIT HOUSING FORMS AFTER REGIONAL TOURNAMENT
ALL FORMS ARE DUE PRIOR TO 9:30AM ON WEDNESDAY, MARCH 23rd, 2022

All teams qualifying to the semifinal rounds of the BOYS BASKETBALL tournament are **REQUIRED** to send the following information to:

- Tom Kinder (email: tkinder@lansing.org) at the Greater Lansing Sports Authority (517-377-1428)
- Will McKoy (email: will@mhsaa.com) at the Michigan High School Athletic Association

Note: Numerous hotels have been designated as the host hotels for qualifying teams. Reservations must be made through Tom Kinder at the Greater Lansing Sports Authority in order for the MHSAA reimbursement to be processed.

_____ (School) _____ (Coach/AD Name) (W) _____ (Phone) _____ (Cell) _____

Email: _____

1. We will require lodging. Yes___ No ___ If so, number of rooms needed_____ rooms
(10 maximum per team unless otherwise authorized)
2. Should your team lose in the Semifinals, will your team desire to stay over through the Finals (at your own expense)? Yes___ No ___
3. Should your team advance to the Finals, will your team desire rooms on Saturday night?
Yes ___ No ___

Boys Basketball	Our Team Will Stay Over On:			
	Wednesday March 23	Thursday March 24	Friday March 25	Saturday March 26

****NOTE: Teams are responsible for releasing their own room blocks if they are no longer needed.****

Signature _____
(Coach/Athletic Director)

Whether you are staying overnight or not, you are required to submit this form to:

Tom Kinder, tkinder@lansing.org

Will McKoy, will@mhsaa.com

ALL FORMS must be submitted prior to 9:30 a.m. on WEDNESDAY, MARCH 23rd.

This is an urgent request. Your team's hotel rooms will not be determined until your request has been received. We will not hold rooms beyond 9:30 am.

REMINDERS

- Coaches box will be enforced.
- Only team members in uniform (listed on roster, 15 maximum) and coaching staff (no more than 7) will be allowed in the bench area.
- Ball persons are not needed.
- **Respect for the National Anthem is a must. No celebrations until the Anthem is concluded.**
- **Head coach is required to be present for official's pre-game conference.**
- Practice balls will be provided.
- Towels will not be provided or available.
- All spectators, including student cheer sections, attending an MHSAA tournament must wear shirts at all times.
- **Image-taking devices (including camera phones) of any kind are not to be used in the locker rooms during MHSAA tournaments.**
- **Coaches – No spiked heels allowed on the playing surface or bench area.**



ITEMS PERMITTED AND RESTRICTIONS

Security measures will be in place to help assure spectator safety. Fans will be subject to a visual search, and arena personnel will reserve the right to request that patrons open their coats, purses, bags and other personal totes for visual inspection; and deny entrance to individuals who do not cooperate.

Prohibited Items: Items which fans will be prohibited from bringing into the building include, but are not limited to, the following: Aerosol cans; alcoholic beverages; animals (except assistive animals for people with disabilities); bags (grocery, duffle, backpacks, luggage, large purses, etc.) 8 1/2" x 14" x 10" is maximum size for entry; balloons (air & helium); balls (beach balls, footballs, baseballs, etc.); banners; beverages; cameras (professional) or cameras with lenses over five inches long and/or 50mm and above; cans & bottles; confetti or glitter; coolers of any kind, including small soft pack coolers; fireworks; food; hard objects that can be used as missiles or projectiles; illegal substances; large camera cases; liquids (bottled or boxed); laser pointers; **noisemaking devices (bells, horns, kazoo's, thunder sticks, whistles, etc.); sticks, bats or clubs; strollers; tripods; umbrellas; and weapons.**

Costumes, mask and political references: Students are NOT permitted entry while wearing animal costumes or mask (i.e., monkey or gorilla.) No hangman's noose. No political statements or costumes. **(COVID PPE masks are required)**

Permitted after Inspection: The following items are permitted after inspection: Binoculars and cases; small still cameras and small camera cases (must comply with the camera/lens limits); diaper bags (only if accompanied by a child); hand-held signs; purses and fanny packs (must comply with the above bag limits); small radios (must be used with an earpiece); and small video cameras, no tripods. All spectator videotaping and still photography must be done for private use - any reproduction, sale or retransmission of the images is prohibited.