



# REGIONAL BASKETBALL TOURNAMENT MANAGER CHECKLIST

## Game Equipment & Facilities

- Official competition basketball: **Spalding TF 1000 Legacy (28.5 – Women’s)**
  - Warm-up basketballs for each team (separate rack)
  - Visible scoreboards
  - Official scoresheet
  - Alternate timing, scoring, and sounding device at scorer’s table
  - “X” marked on floor in front of scorer’s table for Official Scorer
  - Striped garment for Official Scorer
  - Game administration/security present in gym during games
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## Scorer’s Table & Game Personnel

- Scorer’s table set up with Official Scorer and Timer seated together
  - Qualified adults assigned for the following roles:
    - Official Timer
    - Official Scorer
    - Public Address Announcer
    - Shot Clock Operator
    - Backup stopwatch available
  - Ticket sellers/takers/scanners assigned for Bound
  - Pass gate attendants and ticket takers trained on IGHS AU roster and pass gate policies
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## Team & School Communication

- Tournament roster forms received from all participating schools (posted on website)
  - Athletic directors contacted for all participating schools
  - Game day contact information (cell phone numbers) exchanged
  - Teams informed of uniform designation:
    - Top line of bracket = Home team (white jerseys)
    - Bottom line of bracket = Visiting team (non-white jerseys)
  - Schools contacted **at least 48 hours prior** to confirm:
    - Arrival time
    - Parking
    - Entry location
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## Officials

- Floor officials assigned by IGHSAU
  - Assignment information received from IGHSAU
  - Officials contacted **at least 48 hours prior** to confirm:
    - Arrival time
    - Parking
    - Entry location
  - Private, secure dressing area arranged
  - Escort provided for officials (pregame, halftime, postgame)
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## Game Day Operations

- National Anthem arranged
  - Cheerleader location designated
  - Signage posted to designate seating areas for participating schools' fans
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## Post-Game Responsibilities

- Regional Finals only:** Winning team receives:
  - Regional champion medals
  - Banner
  - Bag tags
  - "Ticket Punched" placard
- Final scores reported on **Bound** immediately following each game