



BYLAWS & POLICIES

TOURNAMENT DIRECTOR'S HANDBOOK

2022-23 Edition

TABLE OF CONTENTS

1. Bylaws & Policies	1
2. General Tournament Information	10
3. Cross Country Running	16
4. Girls Volleyball	20
5. Mixed 6 Volleyball	25
6. Wrestling	31
7. 1A Basketball	38
8. 2A Basketball	46
9. 3A Basketball	53
10. Spirit/Cheerleading	60
11. Appendices	62
a. Intent To Participate	62
b. Gate Receipts Form	73
c. Seed Ballot Form	74

REGION I - ALASKA SCHOOL ACTIVITIES ASSOCIATION BY-LAWS

ARTICLE I - BOARD OF CONTROL

Section I - Offices

The principal offices of Region I - ASAA shall be determined by the Board of Control.

Section II - Powers and Duties - Philosophy and Goals

We believe that the Board of Control is responsible to the people for whose benefit the Region I - ASAA has been established. We seek, therefore, to provide the best possible support system for student activities through establishing programs and operating procedures that reflect both the requirements of the State and the will of the communities served.

The Board of Control is committed to:

1. Expand every available effort in the development and operation of school activity programs which best meet the education needs of cultural background, aptitudes, interest, and aspirations.
2. Maintain two-way communication with all people served in order to be constantly aware of desires, attitudes, and opinions.
3. Formulate policies, which incorporate the public, will, and which best serves the interests of the students, parents and community, and the State of Alaska.
4. Employ an Executive Secretary who will carry out the policies of the Board of Control.
5. Support mechanisms through which all possible control of local schools will be by the local people.

Section III - General Powers

The Board of Control has exclusive management and control of all inter-scholastic activities of its member schools, subject to State law.

Section IV - Duties of Board Members

Major duties and responsibilities of Board of Control members are:

1. To become familiar with Alaska's school laws and Region I - ASAA policies, rules and procedures.
2. To restrict activities related to Region I - ASAA to those appropriate for the board members.

Section V - Regular Board of Control Meetings

Regular Board of Control meetings shall be held in the fall, winter, and spring or as otherwise scheduled by the Board. Meetings may be held by teleconference. The election of the Chairperson, Vice-Chairperson and Member-At-Large shall occur at the Spring meeting. These elections will be by majority vote.

A quorum of 50% plus 1 must be present to convene a regular meeting. All action on motions requires a majority vote of 50% plus 1 of the entire Board of Control.

Section VI - Special Board Meetings

Any member of the Executive Committee may call special Board of Control meetings. Such meetings should be held to a minimum number. Notification must be made at least two (2) weeks prior to the actual meeting date.

The minutes of the Special meeting shall be distributed to the entire membership of the Board of Control. The only business that can legally be conducted at a special meeting is the business that is outlined in the call for the meeting.

Section VII - Agendas

The Executive Secretary, at the direction of the Chairperson of the Board of Control, shall prepare all agendas for meetings of the Board. The agenda shall be distributed to the Board members at least ten (10) days prior to regular meetings and if practicable, one week prior to special meetings.

Section VIII - Rules of Order

Alaska Statutes and the Board's established policies take precedence in guiding operation of Board meetings. In matters where these are silent or incomplete, Robert's Rules of Order Newly Revised, Scott, Foresman and Company, shall apply, except that these procedural rules may be superseded or suspended by action of the Board of Control.

Section IX - Minutes of Board of Control Meetings

The Executive Secretary shall keep, or cause to be kept, complete records of meetings of the Board of Control. These minutes shall include:

1. A record of all actions taken by the Board of Control, with the vote of each member recorded except in the case of a unanimous vote, or a voice vote.
2. A record of the disposition of all matters, which the Board considered but did not take action on.

Copies of unapproved minutes shall be sent to all Board of Control members before the meeting at which the minutes are to be approved. Minutes shall be tentative and unofficial until they are approved by action of the Board of Control, and all minutes on file or distributed must be clearly marked as to their status.

Official minutes, including the required supporting documents, shall be maintained in a record book designated for that purpose and shall constitute the official record of proceedings and actions of the Board of Control.

Section X - Executive Session

All meetings shall convene in open session. However, the Board is authorized by law to discuss the following subjects in closed or executive session by majority vote of the Board of Control.

1. Matters that the immediate knowledge of which would clearly have an adverse effect upon the finances of Region I - ASAA.
2. Subjects that tend to prejudice the reputation and character of any person, provided, however that the person may request a public discussion.
3. Matters, which, by law, are required to be confidential.

No action shall be taken in executive session. If action is to be taken as a result of the executive session, the Board shall reconvene in open session prior to taking such action. AS 44.62.310

Section XI - Duties of Chairperson

The Chairperson of the Board of Control shall:

1. Preside at board meetings.
2. Decide questions of order.
3. Appoint all committees of the Board, unless otherwise directed by the Board.
4. Be an ex-officio member of all Board committees
5. Supervise the development of board meeting agendas by the Executive Secretary.
6. Have the same right as other members to offer resolutions, to participate in Discussion, to vote and to initiate or second motions upon relinquishment of the Chair. A Chairperson who is not the designated district voting member is not entitled to voting rights.
7. Call the meetings of the Board.
8. Serve as Region I Representative to the State Board of Control of the Alaska School Activities Association: and report to the Region I Board of Control such actions as may be enacted.
9. Perform such other functions as may be prescribed by action of the Board of

Control.

Section XII - Duties of the Vice-Chairperson

In the absence of the Chairperson, the Vice-Chairperson, shall discharge all duties of the Chairperson and be held to all their qualifications.

Section XIII – Member-At-Large

One voting member of the Board of Control shall be selected annually as the Member-At-Large to serve on the Executive Board. This selection will be by majority vote.

Section XIV - Chairperson Pro Term

In the absence of the Chairperson and the Vice-Chairperson, the following persons, in order of succession, shall call the meeting to order and conduct the election of a chairperson pro term to preside for that meeting only:

1. The Executive Secretary
2. Member-At-Large

Section XV - Board Committees

The Board of Control shall have no standing committees. Special committees may be created by the Board of Control to carry out specific assignments. The Chairperson shall appoint members of such committees. These committees shall be temporary and shall conclude upon completing their assignments, or they may be terminated by board action at any time. All recommendations of a special committee shall be submitted to the Board of Control as a whole for action.

Section XVI – Executive Board

The Executive Board will be comprised of the Chairperson, Vice-Chairperson, Member-at-Large and Executive Secretary.

ARTICLE II - FINANCIAL MATTERS

Section I - Finances

The annual financial budget shall represent the program expression formulated by the Board of Control and will dictate the fiscal control for Region I - ASAA.

Section II - General Fund

The Executive Secretary shall be required to maintain a general checking account titled Region I of the Alaska School Activities Association.

Section III - Fiscal Year

The fiscal year shall be July 1 through June 30 of the following year.

Section IV - Interest Bearing Accounts

At the discretion of the Executive Secretary and Executive Board, portions of the General Fund may be placed in interest bearing accounts. All income earned from interest bearing accounts shall accrue to the General Fund.

Section V - Financial Reports

1. All financial records pertinent to each Region I - ASAA sponsored event must be Posted and closed with a complete report filed by the Executive Secretary within 30 days of the activity.
2. Financial reports shall be made at each of the regular meetings of the Board of Control that indicate the current status of expenditures and revenues.
3. A financial audit shall be completed by an independent auditor bi-annually.

Section VI - Contracting

The Executive Secretary, or his/her designee, shall be empowered to enter into and execute a contractual agreement referred to as a "Memorandum of Agreement." These agreements will be primarily used for contracting with individual independent contractors for specific projects.

A "Memorandum of Agreement" shall be limited in dollar value to \$1,000.00. All other forms of contracts shall require approval of Region I - ASAA Executive Board prior to execution.

Section VII - Purchasing Guide

All purchases made by Region I - ASAA shall be in compliance with the following guidelines:

1. All vendors and dealers shall be allowed to compete for school business on a fair and equal basis.
2. It is the intent of the Board to obtain maximum value for expenditures of public funds.
3. Purchasing procedures shall be in compliance with State Statutes.
4. All discounts, whether in the form of cash, goods, or services shall accrue to the benefit of Region I - ASAA.
5. The Executive Secretary shall be responsible for providing forms, rules, regulations,

and procedures necessary to the orderly and efficient accomplishment of the purposes of the purchasing function of Region I - ASAA in accordance with the guidelines expressed in this section.

ARTICLE III - VIOLATIONS OF BYLAWS AND CONTEST RULES

Section I - Conduct of Activities

All school sponsored interscholastic sports, events and activities of member schools must be conducted in accordance with the Association's Bylaws, rules and policies; and in accordance with State ASAA requirements and State law.

Section II - Conforming to Rules

- A. Bylaws, including eligibility rules, contest rules, and Region I - ASAA policies may not be waived by consent between or among member schools.
- B. As used in these Bylaws, "rule" includes these Bylaws.

Section III - Violations and Disputes

- A. All rule violations must be reported to the Chairperson in writing. Assessment and a decision will be rendered in a timely manner.
- B. All questions in dispute must be submitted to the Executive Board. The Executive Board's decision is final unless it is appealed to the Region I - ASAA Board of Control. All questions in dispute and their disposition will be reported to all member schools.

Section IV - Protests Against Member Schools

- A. A member school entering a protest against another school shall submit to the Chairperson, in writing, a full statement of the facts relating to the alleged violations committed by the offending school. The Chairperson will submit copies of the complaint to the superintendent or principal of the accused school. The accused school may present its case in writing to the Chairperson within 14 days after receipt of the complaint. After reviewing the submitted materials, the Executive Board will render a decision.

ARTICLE IV - APPEAL PROCEDURE

Section I - Appeal by Member Schools and Individuals

- A. A member school may appeal a decision of the Executive Board within 14 days of receipt of the decision, and petition in writing that the case be presented to the Board of Control for review.
- B. An individual who is affected by a decision of the Executive Board may appeal that decision by petitioning for reconsideration within 24 days of receipt of the decision. The petition shall be filed in writing by the member school's officially designated administrator with the Board Chairperson, and presented to the Board of Control for review.
- C. All appeals, including all relevant factual matter and legal arguments, must be presented to the Board of Control in writing. Oral hearings are not a matter of right, but may be granted for cause.
- D. All appeals will be considered and a decision rendered by the Board of Control in a timely manner.
- E. In appeals involving rule violations, the Board of Control may assess the costs of the appeal against the member who is found at fault.

Section II - Appeals of Board Decision

- A. The Alaska School Activities Association will review decision or interpretations of the Board of Control when requested by an affected individual, a member school, or a member school district by formal written appeal within 14 calendar days of receipt of decision.
- B. All appeals, including all relevant factual matter and legal arguments, must be presented to the Alaska School Activities Board of Control in writing. Oral hearings are not a matter of right but may be granted if requested.
- C. All appeals will be considered and decision rendered within ten (10) days.

ARTICLE V - BYLAW AMENDMENT

These Bylaws may be amended by a two-thirds majority vote of the total membership of the Board of Control.

Bylaw changes must be presented at one regularly scheduled meeting and voted upon by the Board of Control at a subsequently regular meeting.

ADMINISTRATIVE POLICY MANUAL REGION I - ASAA

The intent of this administrative policy manual is not to duplicate the policy manual already in effect from the Alaska School Activities Association.

A. Policies will be passed by the Board of Control as needed.

B. Region I - ASAA will abide by the current Alaska School Activities Association Policy Guidelines, and the complete ASAA Appeals Procedures-

C. Executive Secretary position:

The Board shall establish a job description for the Executive Secretary.

The Executive Board shall review applications for the Executive Secretary position. Selection of the Executive Secretary shall be by majority vote by the Board of Control.

Executive Secretary Contract:

1. Duration: The contract shall not ~~to~~ exceed a term of three consecutive years but may be renewed at the end of the term by majority vote of the Board of Control.
2. Salary: Set annually by the Region I Board of Control during the Fall Meeting Budget Process, travel, per diem and lodging at the local district rate.
3. Payment: As arranged
4. Award Date: At or as soon as possible after the spring meeting
5. Time Schedule: Starts on or before August 1 and continue until the June ASAA meeting.
6. Hours: To be announced by the Executive Secretary. Must include a telephone number and address. Must have time available at least twice a day when the Executive Secretary would be available to the membership.

Duties:

1. Serve at the pleasure of the Region I - ASAA Board of Control.
2. Act as resource person for principals, athletic directors, etc.

Responsibilities:

1. Announce and make arrangements for all scheduled meetings.
2. Publicize Region I events on media to include television, radio and newspaper.
3. Seek out transportation advantages for Region I Tournaments.

4. Resource for Region I tournaments, including:
 - a. Resource to tournament directors.
 - b. Selection (with approval of individual) of Region I Representative at tournaments.
 - c. Financial details of tournament.
5. Keep the minutes of Region I - ASAA meetings and send minutes out in a timely manner.
6. Maintain financial records (Article III, Sections I through VI of the Bylaws).
7. Order and make arrangements for payment of all trophies.
8. Other duties as assigned.

D. Agenda Template

- I. Call to Order
- II. Roll Call
- III. Introduction of Members and Guests
- IV. Order of Agenda
- V. Approval of Minutes
- VI. Executive Secretary's Report
- VII. Communications
- VIII. Old Business
- IX. New Business
- X. Public Comment
- XI. Date and Site of Next Meeting
- XII. Adjournment

1. GENERAL TOURNAMENT INFORMATION

a. Time Guide

i. First Day of season

1. Regional representatives from host districts notify other regional representatives participating in tournament. These reps will then contact their district's schools.
2. Regional representatives contacts Region 1 Ex. Secretary to confirm host status and award order.
3. Order any tournament memorabilia.
4. Inspect event facility and playing surface for any repair or maintenance needs.

ii. Three weeks before tournament (or sooner)

1. Contact with all participating districts/schools with following information.
 - a. Date/Time of first contest/activity
 - b. Schedule of all events
 - c. Special events scheduled
 - d. List of items needed by participants
 - e. Request for "Event Information Sheet" (example found in Appendix)
 - i. Number of participants
 - ii. Arrival time & carrier
 - iii. Departure time & carrier
 - iv. Team Roster w/pertinent information
 - v. Any special requests
2. Share memorabilia information/design with participating schools to allow pre-event sales.
3. Select officials. This is host site responsibility. There should be an attempt to solicit suggestions from other participating schools. If there is difficulty finding qualified officials contact Region 1 Executive Secretary for assistance. Region 1 will pay travel costs for conference tournament officials. Game fees are responsibility of all participating schools.
4. "Hospitality" rooms are great additions to events although they are optional. Plan ahead to make any orders you might need or to schedule volunteers.

- iii. One week before tournament (or sooner)
 1. Identify Region 1 representative on Board of Control
 2. Make sure tournament book/program is complete and includes:
 - a. Letter of welcome from Tournament Director and/or Principal of host school
 - b. School rules
 - c. Emergency numbers
 - d. Local shopping or entertainment options
 - e. Map of local community
 - f. Meal times and menus
 - g. Special events
 - h. Team rosters
 - i. Brackets
 - j. Game/match schedules
 - k. All ballots

- iv. As teams arrive
 1. House teams
 2. Issue all pertinent materials: passes, meal tickets, programs, pre-paid memorabilia
 3. Select Board of Control if it hasn't been done already. It is strongly recommended that coaches **do not** sit on BOC.
 4. If needed hold seed meeting as soon as all teams are represented.
 5. Finalize bracketing if needed.
 6. Designated head official provides official's schedule.
 7. Post as much information regarding tournament in public areas.
 8. Make plan for any/all special events (e.g. bands, cheerleaders, special music, pre-game anthem/Pledge)
 9. Set up Hospitality room, if applicable.

- v. During tournament
 1. Plan "Daily Bulletins" to update participants
 2. Secure gate receipts after each session
 3. Only tournament participants and ASAA pass holders admitted on complimentary passes. Others must purchase admission. If host site has designated others they must purchase the passes.
 4. Check with visiting teams for concerns.
 5. Provide refreshments to game/match officials.
 6. Monitor Hospitality room, if applicable.

2. HOUSING

- a. House visiting teams as comfortably as possible. Establish curfew times.

- b. If school building is being used every attempt should be made to have school dismissed, or on minimum day.
- c. Provide logical separation for male and female contingents.
- d. House officials and other potential guests away from students in a quieter area if at all possible.
- e. Considerations for visiting teams
 - i. Need a certified sponsor/coach in charge of group (ASAA waiver for non-certified required if none available.)
 - ii. Same gender chaperone for all participants.
 - iii. Certified sponsor/coach (or waiver-approved person) will arrive with first group and leave with last group.
 - iv. Any damage caused by visiting team will be billed to that school.
 - v. All rooms should look the same at team departure as when they arrived. Daily cleaning is expected.
 - vi. A sponsor/coach must be in supervision of group/team at all times.

3. MEALS

- a. Meals are the responsibility of the host school. They are provided at no cost to the visiting teams. Night snacks are a nice addition, but an option.
- b. Food is major concern for any event, especially athletics. Tournament sites are selected in advance to allow districts/sites to plan for the extra food and staffing. Please take the prep time to make orders and menus that will be satisfying.
- c. Schedule teams to help with serving and cleaning. Food service staff should provide oversight and direction.
- d. Extra food service hours are responsibility of host site.
- e. “Weathered in” teams should be fed on a normal menu schedule.

4. ENTERTAINMENT

- a. The host school should schedule entertainment for any “down time” in the schedule, whether after last session or during the day.
- b. A room set aside for entertainment can help keep non-playing teams occupied. Board games, video games, movies or crafts are options.
- c. An “MC” that can do audience participation activities between games/matches and at intermissions greatly enhances the overall tournament experience.
- d. A post-championship dance is an expectation at most mixed-gender tournaments. The host school may choose to charge admission, but if that is the decision please notify attending teams ahead of time so they can plan on that expense.
- e. Skills contests have become the norm at most tournaments and the host school may choose which, if any, they want to hold. Most Pins, Fastest Pin, Free Throw, Skills, Three Point, Top Setter, Top Hitter and others have been used. Any awards or prizes are the host school’s expense.

5. EQUIPMENT

- a. All necessary equipment needs to be inspected prior to tournament.
- b. Dimensions, safety considerations and surface must meet National Federation specifications. Court lines must be clear.
- c. All balls used should be new and NFHS approved.

- d. Scorebooks, if needed, should be new and tournament-exclusive.
- e. First aid items and ice should be readily available for all tournament participants.

6. BOARD OF CONTROL

- a. The Board of Control (BOC) provides direct oversight of the tournament. They are the first group to review problems or protests and render decisions.
- b. Each participating district is allowed to place a representative on the BOC if desired.
- c. No coach should be on the BOC.
- d. It is recommended, but not required, that the BOC members be on site for the entire tournament.

7. OFFICIALS

- a. All Region 1 tournament officials must be qualified and currently certified by the National Federation. If assistance is needed, contact the Executive Secretary and they will provide help in procuring qualified officials.
- b. Officials for championship contests in volleyball and basketball will be selected by the two competing coaches. They will make the selections using the elimination method, taking turns selecting officials to be removed from participation until there is the required number.
- c. Region 1 pays the fair cost for transporting qualified officials to conference tournaments. The tournament director should secure approval from the Executive Secretary prior to official's travel. The maximum number of officials for whom Region 1 will pay travel expenses depends on the sport. See specific section.
- d. The cost of paying officials to work the games is equally shared among the participating school. Fees will be consistent for all Region 1 tournaments and are established annually by the Region 1 Board of Control.
- e. Liquid refreshments should be available for officials during the tournament.

8. TOURNAMENT SEEDING

- a. All attempts to seed the top two teams must be made.
- b. No tournament seeding will be official until the coaches meeting. Any errors must be brought to the tournament director at this time.
- c. See specific sections for details.

9. TOURNAMENT BRACKETING AND SCHEDULING

- a. Bracket available in Appendix
- b. See specific sections for bracketing and scheduling details

10. WEATHERED OUT POLICY

- a. If teams are unable to arrive on time for a Region 1 Tournament the following policy should be followed.

- i. If 50+1% of the pre-registered participants are present at the scheduled time for coaches meeting, the tournament is considered started. (See 9.iii. for exception) Teams not present will have 24 hours from the coaches meeting, or until their next scheduled game to arrive. If they do not they will forfeit their first game.
- ii. If more than half of the participating participants are weathered out the tournament shall be delayed or re-scheduled until such a time that 50+1% are present.
- iii. WRESTLING ONLY: If 75% of the pre-registered wrestlers are present at the host site at the scheduled time for weigh-ins, the tournament is considered started. Wrestlers not present at the weigh-ins will forfeit.
- iv. If the tournament cannot be delayed or re-scheduled, it shall be cancelled. The Conference champion(s) will be determined by the seed process described in the specific section.
- v. In the event that a tournament delay results in a Sunday contest there must be approval from 1) ASAA, 2) Administrators of all teams and 3) Tournament BOD

11. PROTESTS

- a. The initial protest shall be made to the Board of Control.
- b. If result is unsatisfactory the protest must be filed with the Region 1 Executive Committee within 12 hours of the next game/match in which the protester is involved.
- c. All decisions by the Region 1 Executive Committee are final.

12. HINTS

- a. Don't try to be a coach and tournament director.
- b. Whenever possible, have an assistant director to share the workload.
- c. Try to get someone to be in charge of food service, Hospitality room, transportation, and maintenance.
- d. Have medical assistance available and scheduled.
- e. Have law enforcement available. Request regional assistance if host site does not have law enforcement capability.
- f. Use your Tournament Board of Control when appropriate.
- g. Have adequate crowd control and hall supervision.
- h. Plan for extra maintenance and food service hours.
- i. Special foods and good amounts are important. Food quality is a major factor in the success of a tournament.

CROSS-COUNTRY RUNNING

This section will follow the guidelines established in the "Tournament Directors Manual" unless otherwise noted.

- I. Host School Responsibilities:
 - a. Invitations to all Region I attending schools by September 1.
 - b. All correspondence before and after the meet
 - c. Food and Housing
 - d. Transportation to and from the airport as needed.
 - e. Any additional expenses including the distribution of awards.
 - f. Host school will provide timers, callers, and checkers. Region 1 board members will serve as finish judges and course judges when available. Starter and referee (can be one person) has final decision in the race (Referee cannot be a participating coach).
 - g. Provide post race refreshments. (Hydration required. Orange slices recommended.)
- II. Hints: See "General Information" section of this manual.
 - a. Provide for start and end of race crowd control.
- III. Housing: "General Information" section of this manual.
- IV. Meals: "General Information" section of this manual.
- V. Entertainment: "General Information" section of this manual.
 - a. Host School should inform participating schools of any special academic or athletic competitions to be held during the meet.
- VI. Concessions: "General Information" section of this manual.
- VII. Admission Fees: There will be no admission fee charged
- VIII. Awards Ceremony: "General Information" section of this manual.
- IX. Awards-
 - a. Championship Medallions - Up to 7 members on the Big West Champions (both boys and girls) and the Southwest Conference (both boys and girls). No other conference races receive Region 1 team championship medallions.
 - b. Individual Medallions – State qualifier medallions will be awarded up to the number of state slots each conference has. Conferences may choose to have fewer medallions awarded (see attached Award chart).
 - c. Academic Award- 1 award will be given at each Meet. All girls and boys scores from the same school will be computed into a combined score. School must have at least 4 "gpa scorers" in

order to qualify for the award. 8th grade grades will NOT be used. A "scorer" is a student with a usable GPA. Spring 8th grade scores are NOT used. First semester 9th graders do not have a usable gpa and are therefore NOT scorers.

- d. Meet Official Selection - Host school will select officials utilizing the Tournament Board of Control if desired. Officials shall consist of the following members:
 - i. 2 - Timers
 - ii. 1 - Starter/Timer
 - iii. 1 - Scorer
 - iv. 1-3 - Course Official(s)
 - v. 3 - Spotters
 - vi. 1 - Name Tabulator

X. Results: Results will be tabulated immediately following the finish of both races. A coaches meeting will be held prior to the awards ceremony to ensure that scoring and results are accurate.

XI. Race Organization:

- a. There must be a coaches' meeting before a regional meet can be held. Includes hazard explanation, course, rules, team lane assignments, and other important information. Coaches' meeting no earlier than 1 hour prior to scheduled start of the race.
- b. Starting Positions - Teams will draw starting areas by chance. Each team will line up single file, fastest to slowest in his/her designated starting area. Each starting area shall be clearly marked. Individual runners will fill lanes up to seven (7) runners. It is recommended that teams of five or more runners draw for alternating lanes.

The length of the starting grid will be a minimum of three feet for each lane with the starting length at least 30 feet in the first 100 yards. If possible increase the length.

| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
10 |

- c. Finish Line - At the end of the course, a chute should be constructed so that the runners will finish in an orderly fashion. As runners cross the finish line the timer reads the time to the scorer who records the time. The spotter sorts out the runners as they cross the finish line enabling them to receive the proper numbered tongue depressor or card from a second spotter. This number represents the finishing position for that runner. A third spotter will take the tear away tab on each runner's bib and keep the tabs in the same order as runners finish. The name tabulator at the end of the gate will record the name and finishing position of the runner. In the event of discrepancies,

the tear away tabs will be used as conclusive evidence of correct order.

- d. Course - The course must be clearly marked and 5k in length. Choice of which race to run first (boys or girls) shall be determined by the host school.
- e. Team Identification - All teams are expected to comply with the Cross-Country Running provisions outlined in the National Federation Track and Field rulebook.
- f. Team Organization - Large School (3A) teams shall consist of no more than 7 members but at least 5 members. Small School (1A/2A) teams shall consist of a minimum of three runners and no more than seven members. Here are some notes on TEAM SCORING. Remove runners that are NOT attached to a team. 1st place runner scores 1 point for his/her team, 2nd placer runner scores 2 points for his/her team..... The team with the LOWEST score wins. Large school teams only score their top five runners. Small school teams only score their top 3 runners.

NFHS MANUAL SELECTED POINTS OF EMPHASIS

– TOURNEY DIRECTORS ARE STRONGLY ENCOURAGED TO HAVE A COPY OF THE MOST UP TO DATE NFHS TRACK AND FIELD MANUAL (X/C Section is included in the Track and Field Manual)

Section 2 SCORING

ART. 1. . . Scoring shall be shown in the following table

Place	First	Second	Third	Fourth	etc.
Points	1	2	3	4	etc.

ART. 2. . . All competitors who finish the race shall be ranked and tallied in accordance with the above table. In cross country, up to seven team members retain their order of finish. The team score shall be determined by totaling the points scored by the first five finishers of each team. The team which scores the fewest number of points wins.

ART. 4. . . Ties in team scoring shall be resolved by comparing the 6th place finishers from the tying teams. The teams with the best 6th place finisher shall prevail. If one team does not have a 6th place finisher, the team with the 6th place finisher shall prevail.

ART. 5. . . If only five competitors of tying teams finish, the tie shall be resolved by totaling the scores of the first four finishers.

- d. At the beginning of the course, there may be a straightaway of at least 100 yards before any significant turns.

- e. At the end of the course a straightaway of at least 150 yards ending in a rope funnel with a mouth of 15 feet wide.
- f. A competitor finishes a cross country race when the torso breaks the plane of the finish line when using hand or image based timing systems.

SAMPLE MEET TEAM SCORING EXAMPLE

- 1st Unalakleet Runner
- 2nd Barter Island Runner
- 3rd Barter Island Runner
- 4th Koliganek Runner
- 5th Koliganek . . .
- 6th Barter Island . . .
- 7th Koliganek . . .
- 8th Koliganek . . .
- 9th Koliganek. . .
- 10th Koliganek. .
- 11th Koliganek. .
- 12th Barter Island. .
- 13th Barter Island. .

TEAM	Unalakleet	TEAM POINTS	Koliganek	TEAM POINTS	Barter Island	TEAM POINTS
	1st	0	4th	3	2nd	1
			5th	4	3rd	2
			7th	6	6th	5
			8th	7	12th	11
			9th	8	13th	12
			10th	0		
			11th	0		
TOTAL		0		28		31

Note that in the above example the 10th and 11th place runners from Koliganek did DISPLACE the 12th and 13th place runners from Barter Island. Koliganek is the Team Champion with the lowest number of points. Barter Island is 2nd. Unalakleet did not finish at least 5 runners and is therefore excluded from the Team Standing.

- g. Race Start Time - Start time should be set to allow for all teams to have a reasonable time to arrive and survey the course prior to the coaches meeting. If weather impacts arrival times the start time may be adjusted to allow for late arriving teams. Final decision on race start time will be by majority decision of Board of Control.

- h. Scoring - For the Big West Conference Champion, the top 5 finishers for each team shall count toward a team's score. If a school does not have at least 5 runners, those runners must be removed from the official results when tabulating team rankings.
 - i. State Qualifications - See ASAA Handbook for most up to date Conference Qualifier Information.
- XII. Weathered Out Policy: If 50% +1 of the pre-registered varsity runners are present at the host site at the scheduled time for starting the race, the race will start as scheduled. If 50% + 1 of the pre-registered varsity runners are not present, the race will be delayed up to (24 hours) to allow the remaining runners the opportunity to arrive and participate in the race.
- XIII. Pre-registered lists must be submitted on an Intent to Participate Form (appendix k) to the tournament director at least one week in advance of the race. It is suggested that the scheduled start time the first day be delayed to allow all teams that have a chance of arriving on that day to arrive. The amount of time of the delay is totally at the discretion of the tournament director.
- XIV. Suggestions:
- a. Arrive in plenty of time to walk the course.
 - b. An "Open Race" has proven to be a success. This can be held before or after the championship races. If held after both are done it helps provide time to get official results completed before the awards.
 - c. Teams should schedule departure for mid Saturday afternoon.
 - d. Video-taping the finish of Regional meet is allowed and could be used to determine final placement in the meeting.
- XV. List of Appendices:
- a. Tick Sheet
 - b. Time Sheet
 - c. Race Results/Score Sheet

Conference	Boys Medals	Girls Medals	Team Medals	Plaques
North Slope	7 (1 st -7 th)	7 (1 st -7 th)		
Northwest Arc.	3 (1 st -3 rd)	3 (1 st -3 rd)		
Bering Strait	3 (1 st -3 rd)	3 (1 st -3 rd)		
Big West	8 (1 st -8 th)	8 (1 st -8 th)	14 (7 boys, 7 girls)	4 (1 st Place Boys Team, 1 st Place Girls Team)
Greater Yukon	5 (1 st -5 th)	5 (1 st -5 th)		
Greater Kusko	3 (1 st -3 rd)	3 (1 st -3 rd)		

Lower Kusko	5 (1 st -5 th)	5 (1 st -5 th)		
Southwest	5 (1 st -5 th)	5 (1 st -5 th)	14 (7 boy and 7 girls)	2 (1 st place Boys Team, 1 st Place Girls Team.
Sockeye	5 (1 st -5 th)	5 (1 st -5 th)		
Aleutians East	3 (1 st -3 rd)	3 (1 st -3 rd)		
Unalaska	3 (1 st -3 rd)	3 (1 st -3 rd)		

BIG WEST X/C MEET RECCOMENDED ROTATION

21-22 – Kotzebue

22-23 – Bethel

23-24 – Nome

24-25 - Barrow

GIRLS VOLLEYBALL

3A Girls

Western Conference: Barrow, Bethel, Kotzebue, Nome (2 state berths) – Reminder please see the ASAA Handbook for information on the possibility of our 3rd place team qualifying for the State Tournament through the “at-large” process.

1A/2A Girls

Western Conference: Chevak, Hooper Bay (1 state berth)

Southwest Conference: Bristol Bay, Dillingham, King Cove, Koliganek, Manokotak, New Stuyahok, Togiak (2 state berths)

1. Host School Responsibilities
 - a. Determine participating schools
 - b. Inform participating schools with schedules and meal costs
 - c. Solicit Officials (Contact, contract, schedule travel)
 - d. Pick Board of Control

2. Rules & Regulations
 - a. The National Federation Rule Book for high school shall govern all situations except:
 - i. Matches shall be 3 out of 5 in season play (duel or tournament situations) and in Conference Tournament play. Time limitation in Region I Tournament as in National Federation Rule Book.
 - ii. On the first day of the tournament only, if the arrangements does not interfere with the integrity of the tournament, the host school may arrange the scheduled to allow them to play in the evening.
 - iii. If the serving area is not regulation, host school must notify visiting teams as soon as host site is determined. Serving lines must be marked in contrasting color, highly visible and consistent with court dimensions.

 - b. Tournament Awards:
 - i. Competitive Trophies: 1st and 2nd Team awards
 - ii. Sportsmanship Team
 - iii. Academic Award
 - iv. Individual Medallions
 1. All Tournament Team individual medallions

2. First Place Team individual medallions (12 medals)
- v. Skills Awards – Optional; Set by host site and paid for by same.

Chart for determining how many All-Tournament medals to be awarded:

Number of Teams	# of Medals
2-3	5
4-5	6
6-7	9
8-9	12
10-11	15
12+	18

3. Tournament Officials:

- a. Host school will select officials after soliciting recommendations from participating schools in a timely manner.
- b. All schools shall bear the officiating match costs evenly.
- c. Host school is responsible to provide timer(s), scorer(s) and line judges and ticket takers. \$25/match/timer & scorer. (Line judges can also be attending coaches/players.)

4. Seeding:

- a. Will be based on records between teams in attendance at the conference tournament.
- b. No more than two matches against any one team will be counted, with the first match from each venue (match site) given priority.
- c. If a tie occurs, the tiebreakers will be
 - i. head to head match record
 - ii. head to head set record
 - iii. common opponent match record
 - iv. common opponent set record
 - v. random draw.
- d. In order to be seeded, a team must have a record of at least 6 matches against teams that are at the tournament.
- e. Winning percentage will be used to determine seeding.
- f. Seeding criteria can be adjusted if all conference teams agree.
- g. 3A Western Conference Seeding is conducted by a vote of the four school site or District Activities Directors. Vote is taken the Monday prior to the tournament.

5. Media

The tournament director is required to provide pre-tournament information, results and any other pertinent tournament information to all regional media sources and all attending schools activities directors.

6. Programs

Tournament programs with rosters, brackets and game schedules are expected. Team photos are a nice enhancement. The cost of production are the host school's that can be recouped by the sale of the programs, if needed.

7. Admission

Net admission receipts are the property of Region 1. Valid expenses that can be deducted from gross receipts are outlined below. The net receipts must be sent to the Region 1 Executive Secretary within 2 weeks following the tournament's completion.

a. Admission costs per session* are set by Region 1 and are as follows:

- | | |
|--|--------|
| 1. K-12 Students | \$1.00 |
| 2. Adults | \$2.00 |
| 3. Elders ("Elder" is locally defined) | Free |

Valid Expenses

Host sites can charge up to an additional \$3.00/session* to help cover costs. Additionally, Scorers and/or Timers can be paid \$25/game. Officials travel costs can also be deducted.

b. *"Session" = at least 2 matches but no more than 4 matches

8. Concessions/Souvenirs

All concession and souvenir sales are the property and responsibility of the host site. Please plan to have plenty available ahead of time. Tournament memorabilia is recommended and expected: Tshirts, sweatshirts, caps or other items are suggestions. Design of these items are host site option but should include year, location and the full name of the tournament.

9. Protests

All protests will be lodged with the Tournament Board of Control within 4 hours of end of game. The BOC will make a ruling as soon as all information is provided. All protests not resolved by the tournament board of control to the satisfaction by the parties involved must be filed by the protester with the Region 1 Executive Committee and also filed with the tournament board of control within (12) hours or prior to their next match/contest; whichever ever comes first. The games/contests of protesting teams will be postponed until action has been taken on the protest. All decisions by the Region 1 Executive Committee are final.

10. Practice/Warmup/Start time

- a. All teams should be allotted practice time prior to their first match.
- b. There will be a minimum of 1 hour between the time a visiting team reaches the school and the start of their match unless the visiting coach agrees to an alternative plan.
- c. There will be a minimum of 16 minutes of warm-up time before each match.

11. Dressing Rooms

- a. Each team will have private areas for dressing rooms pre-match, as needed. These should be monitored and secure to allow personal items to be left during games.
- b. For tournaments, logistics will be set up to allow for teams in subsequent matches to dress and prepare. Team sleeping rooms may need to be used for “dressing rooms”.

12. Equipment

- a. All necessary equipment must be inventoried and available at tournament start.
- b. Courts must be clean and without any defect that could impact any contests or potentially injure participants.
- c. Lines should be clearly visible.
- d. The game ball(s) should be new and marked to ensure they aren't misplaced with practice balls.
- e. All net/standard equipment should be clean with all padding intact.
- f. Bleachers should be clean and in good repair.
- g. Trash receptacles should be identified and available.
- h. Scorebooks for the tournament should be new and exclusively used for the tournament. Several sharpened pencils must be available.
- i. Scoreboard equipment must be in good working order with buzzer and all bulbs functioning.
- j. First aid and ice should be available at a designated location in close proximity to games.

13. Audience Sportsmanship

Sportsmanship is an integral part of all high school activities and athletics. It can help to have visible promotions of good sportsmanship. A pre-game statement is a good tool to remind everyone. Regardless, attention should be paid by tournament director and BOC to monitor the audience and take measures if unsportsmanlike behavior is noted.

ASAA SPORTSMANSHIP PSA – Consider having your PA announcer make this PSA from time to time during your tournament.

This event is being played under the authority of the Alaska Schools Activities Association and Region I. All participants and coaches are

expected to exhibit the highest level of respect for their opponents and officials. We encourage fans to give positive support to their favorite team while refraining from negative words and behaviors. BE LOUD. . . BE PROUD. . . BUT BE POSTIVE!

NOW LET'S GET READY FOR SOME REGION I CHAMPIONSHIP VOLLEYBALL!

14. Pregame/Between Matches

Courts should be clean and clear 20 minutes in advance of the start of all matches to allow warm-up time for both teams. Designated floor sweepers should be prepared to clean before each game. Entertainment is welcome but alert all concerned that priority for the court goes to participating teams. Any ceremony or other extra event should include notification to both teams and a stoppage of the warmup clock.

15. Team Practices

It is important to schedule practice times for all tournament teams if at all possible. If there is a home team they should be given last consideration. The time allotted for each team will need to be based on arrival times and available time block. Once travel arrival times are available make the schedule.

16. Weather

Weather can play a major role in western Alaska tournaments. Be aware of forecasts. Be aware of each district's travel policies with regard to winds and temperature. See general information for the start of tournaments when weather impacts.

17. Entertainment

Tournament entertainment always enhances the event. A good "MC", during the event for the audience and off court activities for visiting teams are all part of a good tournament. See "General Information" for additional suggestions.

MIXED SIX VOLLEYBALL

Alaska Coastal Conference (LKSD) (1 berth)

LKSD Schools: Atmautlauk, Cheforak, Eek, Goodnews Bay, Kasigluk, Kipnuk, Kongiganak, Kwethluk, Kwigillingok, Mekoryuk, Napaliak, Napaskiak, Newtok, Nightmute, Nunapitchuk, Oscarville, Quinhagak, Tooksook Bay, Tunanak, and Tuntutuliak

Southwest Conference (AEBSD, LPSD, PSD, & SWRSD) (1 berth)

AEBSD Schools: Sand Point

LPSD Schools: Lake and Pen ESSS, Kokhanok, Newhalen

PSD School: Saint Paul

Western Conference (BSSD) (2 berths)

BSSD Schools: Brevig Mission, Diomede, Elim, Gambell, Golovin, Koyuk, Savoonga, Shaktoolik, Shishmaref, St. Michael, Stebbins, Teller, Unalakleet, Wales, and White Mountain

Greater Kuskokwim Conference (Iditarod, KSD & YSD) (1 berth)

Iditarod Schools: McGrath, Holy Cross

KSD Schools: Aniak, Crow Village Sam, Kalskag, and Kuspuk ESSS

YSD Schools: Akiak, Akiachak, and Tuluksak

Northwest Arctic Conference (NWABSD) (1 berth)

NWABSD Schools: Ambler, Buckland, Deering, Kiana, Kivalina, Kobuk, Noatak, Noorvik, Selawik, and Shungnak

North Slope Conference (NSBSD) (1 berth)

NSBSD Schools: Anaktuvak Pass, Atkasuk, Kaktovik, Nuiqsut Trapper, Point Hope, Point Lay, and Wainwright

Yukon Delta Conference (LYSD & SMSD) (1 berth)

LYSD Schools: Alakanuk, Emmonak, Kotlik, Marshall, Mountain Village, Pilot Station, Russian Mission, and Sheldon Point

SMSD School: St. Mary's

1. Host School Responsibilities

- a. Determine participating schools
- b. Inform participating schools with schedules and meal costs
- c. Solicit Officials (Contact, contract, schedule travel)
- d. Pick Board of Control

2. Rules & Regulations

- a. The National Federation Rule Book for high school shall govern all situations except:
 - i. Matches shall be 3 out of 5 in season play (duel or tournament situations) and in Conference Tournament play. Time limitation in Region I Tournament as in National Federation Rule Book.
 - ii. On the first day of the tournament only, if the arrangements does not interfere with the integrity of the tournament, the host school may arrange the scheduled to allow them to play in the evening.
 - iii. If the serving area is not regulation, host school must notify visiting teams as soon as host site is determined. Serving lines must be marked in contrasting color, highly visible and consistent with court dimensions.
 - iv. Supplemental rules for Mixed 6 as noted in ASAA Handbook and below.

3. ASAA Supplemental Rules for Mix Six Volleyball

a. Mix Six volleyball is intended to be played with three males and three females on the court at all times. The serving order and positions on the court at service shall be female and male alternating or vice-versa.

1. In the event that three male players are not available (not on the roster, not at the playing site, not academically eligible, or not able to play because of injury or illness), then a female may fill a male position. A female shall never replace an available male player because of skill level or performance.

2. A male may never fill a female position. In service order all males must be in position 1, 3 and 5 or 2, 4 and 6. 3. No more than three males may be on the court at any time. 4. There must be at least one male on the court to begin a match. 2019-20 ASAA Handbook (V 2.0) Page 169 b. The height of the net for mix six play shall be 2.43 meters (7' 11-5/8"). c. When the ball is played more than once by a team, at least one of the contacts shall be made by a female player. Contact of the ball during blocking shall not constitute a play on the ball under this rule. There is no requirement for a male player to contact the ball, regardless of the number of plays by a team. d. Uniforms of players shall be identical within the following provisions: 1. All females shall be attired in identical jerseys and shorts or one-piece uniform.

2. All males shall be attired in identical jerseys and shorts or one-piece uniform.

3. All uniforms shall be numbered and there shall be no duplicate numbers e. When only one male player is in the front row at

service, one male back-row player may be forward of the attack line for the purpose of blocking. The remaining male back-row player must be behind the attack line until the ball has been contacted by the block or has been hit in such a manner that no block is possible.

1. If a male back-row player is not participating in a block there is no restriction on both male back-row players being forward of the attack line.

2. Male back-row players when playing the ball in other than blocking actions shall be governed by provisions of the National Federation Rule 9, Section 5, Art 5b. 3. No female back-row play

b. Tournament Awards:

- i. Competitive Trophies: 1st and 2nd Team awards
- ii. Sportsmanship Team
- iii. Academic Award
- iv. Individual Medallions
 - 1. All Tournament Team individual medallions
 - 2. First Place Team individual medallions (12 medals)
- v. Skills Awards – Optional; Set by host site and paid for by same.

c. Chart for determining how many All-Tournament medals to be awarded:

<u>Number of Teams</u>	<u># of Medals</u>
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- b. All schools shall bear the officiating match costs evenly.
- c. Host school is responsible to provide timer(s), scorer(s) and line judges and ticket takers. \$25/match for timer & scorer. (Line judges can also be attending coaches/players.) Line judges and gate are not paid.

4. Seeding:

- a. Will be based on records between teams in attendance at the conference tournament.
- b. No more than two matches against any one team will be counted, with the first match from each venue (match site) given priority.
- c. If a tie occurs, the tiebreakers will be

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- c. There will be a minimum of 16 minutes of warm-up time before each match.

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- g. Trash receptacles should be identified and available.
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16. Weather

Weather can play a major role in western Alaska tournaments. Be aware of forecasts. Be aware of each district's travel policies with regard to winds and temperature. See general information for the start of tournaments when weather impacts.

17. Entertainment

Tournament entertainment always enhances the event. A good "MC", during the event for the audience and off court activities for visiting teams are all part of a good tournament. See "General Information" for additional suggestions.

WRESTLING

This sections will follow the guidelines established in the Region I Tournament Directors Manual: unless otherwise noted.

I. Host School Responsibilities:

- Invitations to the Region I Wrestling Tournament at least three weeks prior to Tournament. (Tournament Guidelines, Page 1)
- All correspondence before and after the meet to the Executive Secretary.
- Food and Housing (if necessary you may charge for overnight food)
- Transportation to and from the site/school as needed.
- Any additional expenses including the distribution of awards.
- Expenses associated with the cost of supplying officials not covered by Region 1

II. Hints: Page 3 of Region 1 Tournament Directors manual.

III. Housing: Same as page 4 of Region 1 Tournament Directors manual.

IV. Meals: Same as page 4/5 of Region 1 Tournament Directors manual.

V. Entertainment: Page 5 of Region 1 Tournament Directors manual.

- Host School should inform participating schools of any specific academic or athletic competition to be held during the tournament.

VI. Concessions: Same as page 5 of Region 1 Tournament Directors manual.

VII. Admission Fees and Tournament Expenses:

- Are determined annually by the Region 1 Board.

VIII. Awards Ceremony:

- Small Schools (1A/2A)-
 - 1st place team trophy - Boys
 - 1st place team trophy - Girls
- Conference Champion
 - 1st place team trophy – Boys and Girls
 - 2nd place team trophy – Boys and Girls
 - 14-2" Region 1 medallions for members of the 1st place Boys team
 - 10-2" Region I medallions for members of the 1st place Girls team.

- In Addition-
 - 24- 1" Region 1 medals for the 1st, 2nd, and 3rd place winner of each weight class. The weight classes are Boys - 103, 112, 119, 125, 130, 135, 140, 145, 152, 160, 171, 189, 215, 285 (14 total) Girls - 103, 112, 119, 125, 130, 135, 145, 160, 189, 235 (10)
 - 1 Trophy for the academic team award. 1 award will be given at each Meet. All girls and boys scores from the same school will be computed into a combined score. School must have at least 4 "gpa scorers" in order to qualify for the award. 8th grade grades will NOT be used. A "scorer" is a student with a usable GPA. Spring 8th grade scores are NOT used. First semester 9th graders do not have a usable gpa and are therefore NOT scorers.
 - 1 Trophy for the Outstanding Boys Wrestlers selected by the coaches
 - 1 Trophy for the Outstanding Girls Wrestler selected by the coaches.

IX. Tournament Officials:

- Official Selection - Host school will select officials after soliciting recommendations from participating schools in a timely manner. Officials shall consist of the following members:
- Tournament Officials:
 - Referees
 - Selection of referees will be based on recommendations of the competing coaches.
 - Referees must officiate each match.
 - Region 1 will pay for referee travel (limit determined by region 1)
 - A guideline of one referee for every 25 wrestlers (or portion there of) should be used to determine the number of referees needed for the tournament.
 - Mat Scorer
 - Mat scorers must be familiar with Trackwrestling(TW). (The equipment will be provided to the host school.) Host site technology assistance is needed to be assured of acceptable bandwidth. Practice is necessary PRIOR to the conference tournament. (Trackwrestling has tutorials available.)
 - Should have at least two scorers for each mat so they can alternate and thus insure sharp performance.
 - Tournament Administrator

- Order the tournament and send TW notifications to all head coaches so they can register their wrestlers.
 - Must be familiar with TW and how to run a tournament with TW. (Contact TW Alaska Rep if need be.)
 - Acts as matchmaker, team scorer and coordinator.
- Ticket Takers
 - Number and location will depend on your facility. Can be done the same time as during the regular season.
- Announcer
 - The announcer designates which wrestlers are competing on each mat. Commands are:
 - Wrestling on Mat 1, 2, etc.
 - On deck on Mat 1, 2, etc.
 - In the Hole on Mat 1, 2, etc.

X. Competition:

- Competition shall be divided into the 14 boys and 10 girls weight classes established in **rule 4-4-1**. National Federation Rule Book
- State Qualification – see ASAA Handbook
- There shall be a minimum of 45 minutes between competitors' matches.
- NOTE As a reminder; the use of sweat boxes, hot showers, whirlpool, rubber, vinyl and plastic type suits, or similar artificial heating devices for the purpose of weight reduction is prohibited and shall disqualify an individual from competition.

XI. Equipment:

- Host Site Management shall provide all equipment in accordance with **Rule 2**, National Federation Rule book including:
 - Two Chairs at mat-side for a maximum of two team personnel (coaches and/or non-participating contestants).
 - Scales - certified and in accordance with guidelines established by the State Association.

XII. Referee Duties:

- Weigh - in:
 - Will begin 2 hours prior to start of first session each day and end no later than 1/2 hour before first session. (1 1/2 hours duration).
 - There will be an additional weight allowance of 1 pound per day of each day of the tournament.

- Equipment & Appearance:
 - Referees will check all taping and equipment.
 - Referees will check for nails, hair and medication in accordance with rule **4 - 2** National Federation Rulebook.

XIII. Number of wrestlers per school:

- **Schools will not be allowed to enter more than three wrestlers per school in any one-weight class.**
- All wrestlers must have a minimum of 45 minutes rest between wrestling matches.
- No wrestler will be allowed to wrestle more than 6 matches (regular or exhibition) in a one day period. The six match rule is for Conference and State Tourney only. During the regular season wrestlers are limited to five matches in a day.

XIV. Bracketing:

- Wrestling matches should be wrestled starting with the lowest weight class column a. (See Addendum 1) Wrestlers should be placed on the tournament bracket in whichever column will allow for the fewest number of bye's and still accommodate all of the wrestlers.
- The tournament director should set up sessions to allow enough time to wrestle all necessary matches. The director should figure on 6 - 8 matches per hour per mat on the winners side of the bracket and 8 - 10 matches per hour per mat on the losers side of the bracket.

XV. Exhibition matches:

- The Region 1 tournament director may allow exhibition matches to be held at the region tournament if the majority of the coaches agree and they do not interfere with the running of the tournament or conflict with the regular tournament matches. Any wrestler that wrestles an exhibition match while they are still alive in the tournament automatically forfeits their tournament eligibility.

XVI. Drawing & seeding:

- Seeding Qualifications:
 - Up to 6 wrestlers per weight class will be seeded.
 - Wrestlers must have a minimum of 6 Varsity matches
 - All matches must have been entered into Trackwrestling, including duel and tournament matches.
- Seeding Criteria:
 - Head to Head results,
 - Record against common opponents - best winning percentage against an individual common opponent.
 - Previous Region Champion or Runner-Up at any weight.
 - Best overall Varsity Record
 - Should not go to a vote. If 2 wrestlers end up with similar criteria, a coin toss will be done by the tournament director. If more than 2 wrestlers meet the same criteria, a draw will be conducted by coaches drawing names for that seed.
- Seeding meeting should be completed prior to weigh in. Wrestlers who fail to make weight, forfeit their participation at the regional tournament.

- A seeded wrestler shall have the same opportunity to draw for a bye as any other contestant; or bye's may be placed by mutual consent. Computer based random drawing is an option for placing wrestlers and byes.
- Once a wrestler is nominated for seeding, he may not be withdrawn. All coaches will vote based on data and discussion presented at the seeding meeting.
- The seeding meeting should be conducted by a person with wrestling tournament seeding knowledge.
- Weathered Out Policy:
 - If 75% of the pre-registered wrestlers are not present at the appointed time, the tournament director will delay the appropriate tournament matches until 5:00 p.m. on the appointed day. At 5:00 p.m. or a time when the weathered out schools cancel, the weathered out matches will forfeit and the tournament will proceed from there
- Pre-registered lists must be submitted on Trackwrestling by no later than Wednesday at 6 pm of the week of the Conference Tournament.

XVI. Team Scoring

- For the overall Conference Boys Team Champions – Region I scores the top 14 wrestlers per school. For the overall Conference Girls Team Champions – Region I scores the top 10 wrestlers per school. For small schools team awards Region I scores the top 8 wrestlers per school.

1A BASKETBALL

Alaska Coastal Conference (LKSD) (1 berth)

LKSD Schools: Atmautlauk, Cheforanak, Eek, Goodnews Bay, Kasigluk, Kipnuk, Kongiganak, Kwethluk, Kwigillingok, Mekoryuk, Napaliak, Napaskiak, Newtok, Nightmute, Nunapitchuk, Oscarville, Quinhagak, Tooksook Bay, Tunanak, and Tuntutuliak

Aleutian Chain Conference (AEBSD, LPSD, PSD, & SWRSD) (2 berths)

AEBSD Schools: King Cove and Sand Point

LPSD Schools: Lake and Pen ESSS, Kokhanok, Newhalen,

PSD School: Saint Paul

SWRSD Schools: Koliganek, Manokotak, and New Stuyahok, Alegnagik, & Togiak

Bering Sea Conference (BSSD) (2 berths)

BSSD Schools: Brevig Mission, Diomedes, Elim, Gambell, Golovin, Koyuk, Savoonga, Shaktoolik, Shishmaref, St. Michael, Stebbins, Teller, Wales, and White Mountain

Greater Kuskokwim Conference (Iditarod, KSD & YSD) (1 berth)

Iditarod Schools: McGrath, Holy Cross

KSD Schools: Aniak, Crow Village Sam, Kalskag, and Kuspuk ESSS

YSD Schools: Akiak, Akiachak, and Tuluksak

Northwest Arctic Conference (NWABSD) (2 berths)

NWABSD Schools: Ambler, Buckland, Deering, Kiana, Kivalina, Kobuk, Noatak, Noorvik, Selawik, and Shungnak

North Slope Conference (NSBSD) (1 berth)

NSBSD Schools: Anaktuvak Pass, Atkasuk, Kaktovik, Nuiqsut Trapper, Point Lay, and Wainwright

Yukon Delta Conference (LYSD & SMSD) (2 berths)

LYSD Schools: Alakanuk, Emmonak, Kotlik, Marshall, Mountain Village, Pilot Station, Russian Mission, Pilot Station, Scammon Bay, and Sheldon Point

SMSD School: St. Mary's

SCHEDULING

Seasonal : Each Region I 1A school is advised to schedule at least one (1) girls and one (1) boys games with each conference teams.

Conference Tournament : The regional tournament is scheduled before the state tournament each year. Single district conferences will annually decide on the location of the tournament. Multi-district conferences will cycle through all active schools to determine the tournament host annually.

A neutral site may be selected if there is a consensus by all voting members respected to their own 1A Conference. If a neutral site is used, the rotation of schools will all move advance one year in their cycle.

If a team moves out of a conference their slot will open up and all teams below will move up.

If a team moves into a conference their slot will be entered at the end of a full cycle of schools.

MULTI-DISTRICT SEEDING

Seeding for the Region I 1A Conference Tournaments will be based on a vote submitted to and compiled the by the Region I Tournament Director and the established Board of Control.

The Western Conference Class 3A Tournament is seeded by a vote of each schools Activities Directors. Voters may NOT vote for their own school.

There will be separate ballots for the boys and girls tournaments.

Each district competing in the Region I 1A Conference Tournaments will submit a ballot to the Conference Tournament Director by email by 3:00 pm on the Monday prior the start of the tournament.

The Tournament Director and Board of Control will release the information to the competing schools by noon on Tuesday.

If teams are seeded prior to the coaches meeting, the coaches will finalize the seeding at the coaches meeting in-case weather out situations call for a new drawing of the bracket.

The selection should be entered on the ballot in prioritized order, with a descending point value assigned to each team (i.e., the first selection gets the most points, the last selection gets the fewest points.) Schools should rank all teams in their conference except for their own school. A school MUST submit a ballot in order to be seeded.

TIE-BREAKING PROCEDURE

Number of first place votes
Number of second place votes
Number of third place votes
Coin Flip

RELEASE OF VOTING

Each poll results will be released to all member schools via email and/or phone immediately upon final decision.

SINGLE-DISTRICT SEEDING

Each district that holds a single-district conference tournament may plan their own procedures for seeding prior to the official start date.

If a seeding procedure wasn't announced to all participating sites prior to the official start date, then the Region I 1A seeding procedure will be used.

2-BERTH TOURNAMENT BRACKETING:

The following formats shall be used when selecting a bracket:

2-team Tournament: Best of 3 format to determine #1 seed & #2 seed for the state tournament

3-team Tournament: Single-elimination format with a "true second" game

4 or more team Tournament: Double-elimination format with one additional game for a "true second" place game.

"True second" game is the match-up between the loser of the championship game and the team that has won the consolation bracket. The game will be played regardless if the two teams had met prior in the tournament. This game will determine the second berth to state and will not force a 3rd game under any circumstance.

Single-district conference will maintain the autonomy to determine the style of bracket used.

Suggested bracketing are included in Appendixes E and F.

After brackets are sent and seeding/placement has been established, changes to the brackets may not be changed unless all teams participating agree.

1-BERTH TOURNAMENT BRACKETING:

The following formats shall be used when selecting a bracket:

2-team Tournament: Best of 3 format

3 or more team Tournament: Single-elimination tournament

Suggested bracketing are included in Appendixes E and F.

After brackets are sent and seeding/placement has been established, changes to the brackets may not be changed unless all teams participating agree.

TOURNAMENT SCHEDULING:

Teams participating in the tournaments will be guaranteed a minimum of two games. Out-of-bracket games will be used when teams need to receive a second game. Any additional out-of-bracket games will be created at the tournament director's discretion.

If at all possible no team should play more than 2 games in one day.
(A.S.A.A. Bylaws/Guidelines – Article VII)

If a team is required to play two or more games in one given day, they should have a minimum of 2 hours from the end of their previous game to the start of their next game.

Only on the first day of the tournament may the host school may arrange the scheduled games to insure an evening game for the host school.

REFEREE SELECTION

The host site shall make arrangements for certified officials to officiate the tournaments. No official shall work a game where their hometown is involved. The costs of the officials will be shared by the participating schools.

For all state tournament qualifying games officials will be selected by the two participating teams' coaches by eliminating officials down to the required number of officials needed for that game. Hometown officials are allowed under this format. If a neutral site is hosting, then the association lining up the tournament officials may pre-select the state tournament qualifying games.

AWARDS (Will be purchased by Region 1)

The awards ceremony should follow immediately after the championship game. This is usually presented by the tournament director. Trophies and awards are handed out in the following categories:

Free Throw and other Skill Event Winners - If there were skills contests, any awards or trophies should be given at this time.

All-Tournament Team - An all-tournament team is selected by the coaches. An individual medallion is presented to each all-tournament selection, in random order. (Sample all-tournament ballot attached, as Appendix D). If a team has a co-ed team, the girls are considered part of the boys tournament.

Academic Award- An academic trophy is presented to the team with the highest GPA. The criteria for this award is in appendix J.

Competitive Trophies - Region I trophies are awarded to the 2nd place team and then to the 1st place team.

Championship Medallions - Up to 12 players on the championship team receive individual medallions.

Sportsmanship Trophy - A Sportsmanship winner will be chosen by vote of the tournament director, each member of the tournament Board of Control, each of the floor officials (referees and umpires), and each of the head coaches. (It is recommended that students be involved in helping each coach select his/her choice). No person may vote in more than one of the above capacities (e.g. if one person is both an official and a member of the Board of Control, he/she may cast only one vote).

Criteria for determining the winner of the Sportsmanship Trophy should include action on and off the court. The official school contingent should be considered in the determination (i.e. players, coaches, managers, cheerleaders, band members, etc.).

The procedure for selecting the all-tournament team is as follows:

By the end of the semi-finals; coaches will submit to the tournament director a list of her/his players that should be considered all-tournament selection. The tournament director will compile the coaches list and distribute ballots to the coaches on the final day/during the final session. Coaches will return their ballots by the last contest's mid-point.

Coaches shall not vote for their own players.

The selection should be entered on the ballot in prioritized order, with a descending point value assigned to each player (i.e., the first selection gets the most points, the last selection gets the fewest points).

<u>Number of Teams</u>	<u># of Medals</u>
2-3	5
4-5	6
6-7	9
8-9	12
10-11	15
12+	18

In the event of a tie which results in one extra all tournament player, include that player and order an extra medallion from the Executive Secretary.

In selecting their all-tournament choices, coaches should consider:

- A player's ability;
- A player's attitude;
- A player's value to the team; and
- A player's all-around performance during the tournament (not during the season)

Other awards may be given at host site discretion. Some that have been used in the past are: Defensive Player, Free-Throw Champ, Skills Champ. These are host site cost but use same selection criteria if quantitative measures are not provided.

MEDIA

The tournament director is required to provide pre-tournament information, results and any other pertinent tournament information to all regional media sources and all attending schools activities directors.

PROGRAMS

Tournament programs with rosters, brackets and game schedules are expected. Team photos are a nice enhancement. The cost of production are the host school's that can be recouped by the sale of the programs, if needed.

ADMISSION

Net admission receipts are the property of Region 1. Valid expenses that can be deducted from gross receipts are outlined below. The net receipts must be sent to the Region 1 Executive Secretary within 2 weeks following the tournament's completion.

Admission costs per session* are set by Region 1 and are as follows:

K-12 Students	\$2.00
Adults	\$3.00
Elders	Free ("Elder" is locally defined)

Valid Expenses

Host sites can charge up to an additional \$2.00/session* to help cover costs. Additionally, Scorers and/or Timers can be paid \$25/game.

*"Session" = at least 2 games but no more than 4 games

CONCESSIONS/SOUVENIRS

All concession and souvenir sales are the property and responsibility of the host site. Please plan to have plenty available ahead of time. Tournament memorabilia is recommended and expected: T-shirts, sweatshirts, caps or other items are suggestions. Design of these items are host site option but should include year, location and the full name of the tournament.

PROTESTS

All protests will be lodged with the Tournament Board of Control within 4 hours of end of game. The BOC will make a ruling as soon as all information is provided. All protests not resolved by the tournament board of control to the satisfaction by the parties involved must be filed by the protester with the Region 1 Executive Committee and also filed with the tournament board of control within (12) hours or prior to their next match/contest; which ever comes first. The games/contests of protesting teams will be postponed until action has been taken on the protest. All decisions by the Region 1 Executive Committee are final.

PRACTICE/START TIME/WARM-UP TIME

All teams should be allotted some practice time prior to their first game.

There will be a minimum of 1 hour between the time a visiting team reaches the school and the start of their game unless the visiting coach agrees to an alternative plan.

There will be a minimum of 20 minutes of warm-up time before each game.

DRESSING ROOMS

Each team will have private areas for dressing rooms, pre-game/match and halftime, as needed. These should be monitored and secure to allow personal items to be left during games.

For tournaments, logistics will be set up to allow for teams in subsequent games to dress and prepare. Team sleeping rooms may need to be used for “dressing rooms”.

EQUIPMENT

All necessary equipment must be inventoried and available at tournament start.

- Courts must be clean and without any defect that could impact any contests or potentially injure participants.
- Lines should be clearly visible.
- The game ball(s) should be new and marked to ensure they aren't misplaced with practice balls.
- Backboards should be clean with all padding intact.
- Rims should be level and without defect and nets should be new and “anti-whip”.
- Bleachers should be clean and in good repair.
- Trash receptacles should be identified and available.
- Scorebooks for each tournament should be new and exclusively used for the tournament. Several sharpened pencils must be available.
- Scoreboard equipment must be in good working order with buzzer and all bulbs functioning.
- First aid and ice should be available at a designated location in close proximity to games.

AUDIENCE SPORTSMANSHIP

Sportsmanship is an integral part of all high school activities and athletics. It can help to have visible promotions of good sportsmanship. A pre-game statement is a good tool to remind everyone. Regardless, attention should be paid by tournament director and BOC to monitor the audience and take measures if unsportsmanlike behavior is noted.

ASAA SPORTSMANSHIP PSA – Consider having your PA announcer make this PSA from time to time during your tournament.

This event is being played under the authority of the Alaska Schools Activities Association and Region I. All participants and coaches are expected to exhibit the

highest level of respect for their opponents and officials. We encourage fans to give positive support to their favorite team while refraining from negative words and behaviors. BE LOUD... BE PROUD... BUT BE POSITIVE!

NOW LET'S GET READY FOR SOME REGION I CHAMPIONSHIP BASKETBALL!

PREGAME/HALFTIME

Courts should be clean and clear 20 minutes in advance of the start of all games to allow warm-up time for both teams. Designated floor sweepers should be prepared to clean before each game. Halftime entertainment is welcome but alert all concerned that priority for the court goes to participating teams. Any ceremony or other extra event should include notification to both teams and a stoppage of the halftime clock.

TEAM PRACTICES

It is important to schedule practice times for all tournament teams if at all possible. If there is a home team they should be given last consideration. The time allotted for each team will need to be based on arrival times and available time block. Once travel arrival times are available make the schedule.

WEATHER

Weather can play a major role in western Alaska tournaments. Be aware of forecasts. Be aware of each district's travel policies with regard to winds and temperature. See general information for the start of tournaments when weather impacts.

ENTERTAINMENT

Tournament entertainment always enhances the event. A good "MC", halftime/between game activities for the audience and off court activities for visiting teams are all part of a good tournament. See "General Information" for additional suggestions.

2A BASKETBALL

CONFERENCE ALIGNMENT

Great Alaska (Dillingham, Point Hope, Unalakleet, Tiqiqak, Bristol Bay, Selawik, Unalaska)

Western Coastal (Hooper Bay, Chevak, Scammon Bay)

STATE BERTHS

Great Alaska qualifies top two to State. Western Coastal qualifies 1st Place team to State. Region I Standing committee selects an at-large team for the State Tournaemnt. Selection committee currently consists of Patrick Callahan (Nome-Beltz), Ed Lester (Newhalen), and Severin Gardner (Kuspuk)

SCHEDULING

Seasonal : Each Region I 2A school is advised to schedule one (1) girls' and one (1) boys' games with their own respected conference teams.

Conference Tournament : The regional tournament is scheduled before the state tournament each year. Each conference will cycle through their active schools to host the Region 1 2A boys' and girls' tournament. The cycle schedule is begins with the March 2013 Tournament.

A neutral site may be selected if there is a consensus by all voting members respected to their own 2A Conference. If a neutral site is used, the rotation of schools will all move advance one year in their cycle.

Basketball Tournament Rotation

Great Northwest Conference	Southwest Conference
14-15 – Chevak	14-15 – Dillingham
15-16 – Unalakleet	15-16 – Bristol Bay
16-17 – Pt. Hope	16-17 - Unalaska
17-18 – Hooper Bay	17-18 - Togiak

If a team moves out of a conference their slot will open up and all teams below will move up.

If a team moves into a conference their first slot will be entered at the end of a full cycle of schools.

MULTI-DISTRICT SEEDING

Seeding for the Region I 2A Conference Tournaments will be based on a vote submitted to and compiled the by the Region I Tournament Director and the established Board of Control.

There will be separate ballots for the boys and girls tournaments.

Each district competing in the Region I 2A Conference Tournaments will submit a ballot to the Conference Tournament Director by email by 3:00 pm on the Monday prior the start of the tournament.

The Tournament Director and Board of Control will release the information to the competing schools by noon on Tuesday.

If teams are seeded prior to the coaches meeting, the coaches will finalize the seeding at the coaches meeting in-case weather out situations call for a new drawing of the bracket.

The selection should be entered on the ballot in prioritized order, with a descending point value assigned to each team (i.e., the first selection gets the most points, the last selection gets the fewest points.) Schools should rank all teams in their conference except for their own school. A school MUST submit a ballot in order to be seeded.

TIE-BREAKING PROCEDURE

- Number of first place votes
- Number of second place votes
- Number of third place votes
- Coin Flip

RELEASE OF VOTING

Each poll results will be released to all member schools.

SINGLE-DISTRICT SEEDING

Each district that holds a single-district conference tournament may plan their own procedures for seeding prior to the official start date.

If a seeding procedure wasn't announced to all participating sites prior to the official start date, then the Region I 2A seeding procedure will be used.

2-BERTH TOURNAMENT BRACKETING:

The following formats shall be used when selecting a bracket:

2-team Tournament: Best of 3 format to determine #1 seed & #2 seed for the state tournament

3-team Tournament: Single-elimination format with a "true second" game

4 or more team Tournament: Double-elimination format with one additional game for a "true second" place game.

"True second" game is the match-up between the loser of the championship game and the team that has won the consolation bracket. The game will be played regardless if the two teams had met prior in the tournament. This game will determine the second berth to state and will not force a 3rd game under any circumstance.

Single-district conference will maintain the autonomy to determine the style of bracket used.

After brackets are sent and seeding/placement has been established, changes to the brackets may not be changed unless all teams participating agree.

1-BERTH TOURNAMENT BRACKETING:

The following formats shall be used when selecting a bracket:

2-team Tournament: Best of 3 format

3 or more team Tournament: Single-elimination tournament

Suggested bracketing are included in Appendixes E and F.

After brackets are sent and seeding/placement has been established, changes to the brackets may not be changed unless all teams participating agree.

TOURNAMENT SCHEDULING:

Teams participating in the tournaments will be guaranteed a minimum of two games. Out-of-bracket games will be used when teams need to receive a second game. Any additional out-of-bracket games will be created at the tournament director's discretion.

If at all possible no team should play more than 2 games in one day.
(A.S.A.A. Bylaws/Guidelines – Article VII)

If a team is required to play two or more games in one given day, they should have a minimum of 2 hours from the end of their previous game to the start of their next game.

Only on the first day of the tournament may the host school may arrange the scheduled games to insure an evening game for the host school.

REFEREE SELECTION

For hosting the tournament in Anchorage the following referee procedure will be used. Region I will contract with ASO to provide referees. **Referees may NOT referee any games within the tournament if they have a son or daughter playing in that specific side of the tournament (Boys/Girls). Same rule applies to coaches that are also referees.**

The costs of the officials/table will be shared by the participating schools.

For hosting the tournament at a Region I Site the referee selection procedure below will be used.

The host site shall make arrangements for certified officials to officiate the tournaments. No official shall work a game where their hometown is involved. The costs of the officials will be shared by the participating schools.

For all state tournament qualifying games officials will be selected by the two participating teams' coaches by eliminating officials down to the required number of officials needed for that game. Hometown officials are allowed under this format. If a neutral site is hosting, then the association lining up the tournament officials may pre-select the state tournament qualifying games.

AWARDS (Purchased by Region 1)

The awards ceremony should follow immediately after the championship game. This is usually presented by the tournament director. Trophies and awards are handed out in the following categories:

Free Throw and other Skill Event Winners - If there were skills contests, any awards or trophies should be given at this time.

All-Tournament Team - An all-tournament team is selected by the coaches. An individual medallion is presented to each all-tournament selection, in random order. (Sample all-tournament ballot attached, as Appendix D). If a team has a co-ed team, the girls are considered part of the boys tournament.

Academic Award- An academic trophy is presented to the team with the highest GPA. The criteria for this award is in appendix J.

Competitive Trophies - Region I trophies are awarded to the 2nd place team and then to the 1st place team.

Championship Medallions - Up to 12 players on the championship team receive individual medallions.

Sportsmanship Trophy - A Sportsmanship winner will be chosen by vote of the tournament director, each member of the tournament Board of Control, each of the floor officials (referees and umpires), and each of the head coaches. (It is recommended that students be involved in helping each coach select his/her choice). No person may vote in more than one of the above capacities (e.g. if one person is both an official and a member of the Board of Control, he/she may cast only one vote).

Criteria for determining the winner of the Sportsmanship Trophy should include action on and off the court. The official school contingent should be considered in the determination (i.e. players, coaches, managers, cheerleaders, band members, etc.).

The procedure for selecting the all-tournament team is as follows:

By the end of the semi-finals; coaches will submit to the tournament director a list of her/his players that should be considered all-tournament selection. The tournament director will compile the coaches list and distribute ballots to the coaches on the final day/during the final session. Coaches will return their ballots by the last contest's mid-point.

Coaches shall not vote for their own players.

The selection should be entered on the ballot in prioritized order, with a descending point value assigned to each player (i.e., the first selection gets the most points, the last selection gets the fewest points).

<u>Number of Teams</u>	<u># of Medals</u>
2-3	5
4-5	6
6-7	9
8-9	12
10-11	15
12+	18

In the event of a tie which results in one extra all tournament player, include that player and order an extra medallion from the Executive Secretary.

In selecting their all-tournament choices, coaches should consider:

- A player's ability;
- A player's attitude;
- A player's value to the team; and
- A player's all-around performance during the tournament (not during the season)

Other awards may be given at host site discretion. Some that have been used in the past are: Defensive Player, Free-Throw Champ, Skills Champ. These are host site cost but use same selection criteria if quantitative measures are not provided.

MEDIA

The tournament director is required to provide pre-tournament information, results and any other pertinent tournament information to all regional media sources and all attending schools activities directors.

PROGRAMS

Tournament programs with rosters, brackets and game schedules are expected. Team photos are a nice enhancement. The cost of production are the host school's that can be recouped by the sale of the programs, if needed.

ADMISSION

Net admission receipts are the property of Region 1. Valid expenses that can be deducted from gross receipts are outlined below. The net receipts must be sent to the Region 1 Executive Secretary within 2 weeks following the tournament's completion.

Admission costs per session* are set by Region 1 and are as follows:

K-12 Students	\$2.00
Adults	\$3.00
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Valid Expenses

Host sites can charge up to an additional \$2.00/session* to help cover costs. Additionally, Scorers and/or Timers can be paid \$25/game.

*"Session" = at least 2 games but no more than 4 games

CONCESSIONS/SOUVENIRS

All concession and souvenir sales are the property and responsibility of the host site. Please plan to have plenty available ahead of time. Tournament memorabilia is recommended and expected: T-shirts, sweatshirts, caps or other items are suggestions. Design of these items are host site option but should include year, location and the full name of the tournament.

PROTESTS

All protests will be lodged with the Tournament Board of Control within 4 hours of end of game. The BOC will make a ruling as soon as all information is provided. All

protests not resolved by the tournament board of control to the satisfaction by the parties involved must be filed by the protester with the Region 1 Executive Committee and also filed with the tournament board of control within (12) hours or prior to their next match/contest; whichever ever comes first. The games/contests of protesting teams will be postponed until action has been taken on the protest. All decisions by the Region 1 Executive Committee are final.

PRACTICE/START TIME/WARM-UP TIME

All teams should be allotted some practice time prior to their first game.

There will be a minimum of 1 hour between the time a visiting team reaches the school and the start of their game unless the visiting coach agrees to an alternative plan.

There will be a minimum of 20 minutes of warm-up time before each game.

DRESSING ROOMS

Each team will have private areas for dressing rooms, pre-game/match and halftime, as needed. These should be monitored and secure to allow personal items to be left during games.

For tournaments, logistics will be set up to allow for teams in subsequent games to dress and prepare. Team sleeping rooms may need to be used for "dressing rooms".

EQUIPMENT

All necessary equipment must be inventoried and available at tournament start.

- Courts must be clean and without any defect that could impact any contests or potentially injure participants.
- Lines should be clearly visible.
- The game ball(s) should be new and marked to ensure they aren't misplaced with practice balls.
- Backboards should be clean with all padding intact.
- Rims should be level and without defect and nets should be new and "anti-whip".
- Bleachers should be clean and in good repair.
- Trash receptacles should be identified and available.
- Scorebooks for each tournament should be new and exclusively used for the tournament. Several sharpened pencils must be available.
- Scoreboard equipment must be in good working order with buzzer and all bulbs functioning.
- First aid and ice should be available at a designated location in close proximity to games.

AUDIENCE SPORTSMANSHIP

Sportsmanship is an integral part of all high school activities and athletics. It can help to have visible promotions of good sportsmanship. A pre-game statement is a good tool to remind everyone. Regardless, attention should be paid by tournament director and BOC to monitor the audience and take measures if unsportsmanlike behavior is noted.

ASAA SPORTSMANSHIP PSA – Consider having your PA announcer make this PSA from time to time during your tournament.

This event is being played under the authority of the Alaska Schools Activities Association and Region I. All participants and coaches are expected to exhibit the highest level of respect for their opponents and officials. We encourage fans to give positive support to their favorite team while refraining from negative words and behaviors. BE LOUD... BE PROUD... BUT BE POSITIVE!

NOW LET'S GET READY FOR SOME REGION I CHAMPIONSHIP BASKETBALL!

PREGAME/HALFTIME

Courts should be clean and clear 20 minutes in advance of the start of all games to allow warm-up time for both teams. Designated floor sweepers should be prepared to clean before each game. Halftime entertainment is welcome but alert all concerned that priority for the court goes to participating teams. Any ceremony or other extra event should include notification to both teams and a stoppage of the halftime clock.

TEAM PRACTICES

It is important to schedule practice times for all tournament teams if at all possible. If there is a home team they should be given last consideration. The time allotted for each team will need to be based on arrival times and available time block. Once travel arrival times are available make the schedule.

WEATHER

Weather can play a major role in western Alaska tournaments. Be aware of forecasts. Be aware of each district's travel policies with regard to winds and temperature. See general information for the start of tournaments when weather impacts.

ENTERTAINMENT

Tournament entertainment always enhances the event. A good "MC", halftime/between game activities for the audience and off court activities for visiting teams are all part of a good tournament. See "General Information" for additional suggestions.

3A BASKETBALL

Western Conference (2 berths)

LKSD:	Bethel
NCSD:	Nome
NSBSD:	Barrow
NWABSD:	Kotzebue

SCHEDULING

Seasonal : Each 3A school is required to schedule one (1) set of girls and one (1) set of boys games with each Region 1 3A team.

Conference Tournament : The regional tournament is scheduled before the state tournament each year. Each Region 1 3A school will take a turn once in every four year cycle to host the Region 1 3A boys' and girls' tournament.

A neutral site may be selected if there is a consensus by all voting members respected to the Western Conference. If a neutral site is used, the rotation of schools will all advance one year in their cycle.

If the tournament was to return to a hosting school, the following order will take place:

Year 1: Kotzebue
Year 2: Bethel
Year 3: Barrow
Year 4: Nome

If a team moves out of the Western Conference their slot will open up and all teams below will move up.

If a team moves into the Western Conference their first slot will be entered at the end of a full cycle of schools.

SEEDING

Seeding for the Western Conference (Region I 3A teams) will be based on a vote submitted to and compiled by the Region I Executive Director.

There will be separate ballots for the boys and girls tournaments.

Each district competing in the Western Conference Tournament will submit a ballot to the Region I President (Ed Lester) by fax or email on the Monday prior to the start of the tournament by 12:00 PM. The Executive Director will release the information to the competing schools by Tuesday at 12:00 PM.

The selection should be entered on the ballot in prioritized order, with a descending point value assigned to each team (i.e., the first selection gets the most points, the

last selection gets the fewest points.) Schools should rank all teams in the Western Conference except for their own school.

The ballot MUST be sent to the Region I Executive Director by the member school's voter that will be announced at the Fall Region I Meeting.

TIE-BREAKING PROCEDURE

- Number of first place votes
- Number of second place votes
- Number of third place votes
- Coin Flip

RELEASE OF VOTING

Each poll result will be released to all member schools. The final result will also be released to the Media. The Region I Director will release the rankings of individual schools at the request of a member schools A.D.

Two earlier ballots will be submitted by the competing schools to be compiled by the Region I Executive Director.

1st ballot will be sent six weeks prior to the Monday before the Tournament.

2nd ballot will be sent three weeks prior to the Monday before the tournament start date.

The Executive Director will release the results as soon as possible.

Failure to submit a ballot will not result in a penalty, but ballots submitted after the deadline will not be accepted.

REFEREE SELECTION

For hosting the tournament in Anchorage the following referee procedure will be used. Region I will contract with ASO to provide referees. Referees may NOT referee any games within the tournament if they have a son or daughter playing in that specific side of the tournament (Boys/Girls). Same rule applies to coaches that are also referees.

The costs of the officials/table will be shared by the participating schools.

BRACKETS

The following formats shall be used when selecting a bracket:

2-team Tournament: Best of 3 format to determine #1 seed & #2 seed for the state tournament

3-team Tournament: Single-elimination format with a "true second" game

4 or more team Tournament: Double-elimination format with one additional game for a "true second" place game.

"True second" game is the match-up between the loser of the championship game and the team that has won the consolation bracket. The game will be played regardless if the two teams had met prior in the tournament. This game will determine the second berth to state and will not force a 3rd game under any circumstance.

AWARDS (Purchased by Region 1)

The awards ceremony should follow immediately after the championship game. This is usually presented by the tournament director. Trophies and awards are handed out in the following categories:

Free Throw and other Skill Event Winners - If there were skills contests, any awards or trophies should be given at this time.

All-Tournament Team - An all-tournament team is selected by the coaches. An individual medallion is presented to each all-tournament selection, in random order. (Sample all-tournament ballot attached, as Appendix D). If a team has a co-ed team, the girls are considered part of the boys tournament.

Academic Award- An academic trophy is presented to the team with the highest GPA. The criteria for this award is in appendix J.

Competitive Trophies - Region I trophies are awarded to the 2nd place team and then to the 1st place team.

Championship Medallions - Up to 12 players on the championship team receive individual medallions.

Sportsmanship Trophy - A Sportsmanship winner will be chosen by vote of the tournament director, each member of the tournament Board of Control, each of the floor officials (referees and umpires), and each of the head coaches. (It is recommended that students be involved in helping each coach select his/her choice). No person may vote in more than one of the above capacities (e.g. if one person is both an official and a member of the Board of Control, he/she may cast only one vote).

Criteria for determining the winner of the Sportsmanship Trophy should include action on and off the court. The official school contingent should be considered in the determination (i.e. players, coaches, managers, cheerleaders, band members, etc.).

The procedure for selecting the all-tournament team is as follows:

By the end of the semi-finals; coaches will submit to the tournament director a list of her/his players that should be considered all-tournament selection. The tournament director will compile the coaches list and distribute ballots to the coaches on the final day/during the final session. Coaches will return their ballots by the last contest's mid-point.

Coaches shall not vote for their own players.

The selection should be entered on the ballot in prioritized order, with a descending point value assigned to each player (i.e., the first selection gets the most points, the last selection gets the fewest points).

<u>Number of Teams</u>	<u># of Medals</u>
2-3	5
4-5	6
6-7	9
8-9	12
10-11	15
12+	18

In the event of a tie which results in one extra all tournament player, include that player and order an extra medallion from the Executive Secretary.

In selecting their all-tournament choices, coaches should consider:

- A player's ability;
- A player's attitude;
- A player's value to the team; and

A player's all-around performance during the tournament (not during the season)

Other awards may be given at host site discretion. Some that have been used in the past are: Defensive Player, Free-Throw Champ, Skills Champ. These are host site cost but use same selection criteria if quantitative measures are not provided.

MEDIA

The tournament director is required to provide pre-tournament information, results and any other pertinent tournament information to all regional media sources and all attending schools activities directors.

PROGRAMS

Tournament programs with rosters, brackets and game schedules are expected. Team photos are a nice enhancement. The cost of production are the host school's that can be recouped by the sale of the programs, if needed.

ADMISSION

Net admission receipts are the property of Region 1. Valid expenses that can be deducted from gross receipts are outlined below. The net receipts must be sent to the Region 1 Executive Secretary within 2 weeks following the tournament's completion.

Admission costs per session* are set by Region 1 and are as follows:

K-12 Students	\$2.00
Adults	\$3.00
Elders	Free ("Elder" is locally defined)

Valid Expenses

Host sites can charge up to an additional \$2.00/session* to help cover costs. Additionally, Scorers and/or Timers can be paid \$25/game.

*"Session" = at least 2 games but no more than 4 games

CONCESSIONS/SOUVENIRS

All concession and souvenir sales are the property and responsibility of the host site. Please plan to have plenty available ahead of time. Tournament memorabilia is recommended and expected: T-shirts, sweatshirts, caps or other items are suggestions. Design of these items are host site option but should include year, location and the full name of the tournament.

PROTESTS

All protests will be lodged with the Tournament Board of Control within 4 hours of end of game. The BOC will make a ruling as soon as all information is provided. All protests not resolved by the tournament board of control to the satisfaction by the parties involved must be filed by the protester with the Region 1 Executive Committee and also filed with the tournament board of control within (12) hours or prior to their next match/contest; which ever comes first. The games/contests of

protesting teams will be postponed until action has been taken on the protest. All decisions by the Region 1 Executive Committee are final.

PRACTICE/START TIME/WARM-UP TIME

All teams should be allotted some practice time prior to their first game.

There will be a minimum of 1 hour between the time a visiting team reaches the school and the start of their game unless the visiting coach agrees to an alternative plan.

There will be a minimum of 20 minutes of warm-up time before each game.

DRESSING ROOMS

Each team will have private areas for dressing rooms, pre-game/match and halftime, as needed. These should be monitored and secure to allow personal items to be left during games.

For tournaments, logistics will be set up to allow for teams in subsequent games to dress and prepare. Team sleeping rooms may need to be used for “dressing rooms”.

EQUIPMENT

All necessary equipment must be inventoried and available at tournament start.

- Courts must be clean and without any defect that could impact any contests or potentially injure participants.
- Lines should be clearly visible.
- The game ball(s) should be new and marked to ensure they aren't misplaced with practice balls.
- Backboards should be clean with all padding intact.
- Rims should be level and without defect and nets should be new and “anti-whip”.
- Bleachers should be clean and in good repair.
- Trash receptacles should be identified and available.
- Scorebooks for each tournament should be new and exclusively used for the tournament. Several sharpened pencils must be available.
- Scoreboard equipment must be in good working order with buzzer and all bulbs functioning.
- First aid and ice should be available at a designated location in close proximity to games.

AUDIENCE SPORTSMANSHIP

Sportsmanship is an integral part of all high school activities and athletics. It can help to have visible promotions of good sportsmanship. A pre-game statement is a good tool to remind everyone. Regardless, attention should be paid by tournament director and BOC to monitor the audience and take measures if unsportsmanlike behavior is noted.

ASAA SPORTSMANSHIP PSA – Consider having your PA announcer make this PSA from time to time during your tournament.

This event is being played under the authority of the Alaska Schools Activities Association and Region I. All participants and coaches are expected to exhibit the highest level of respect for their opponents and officials. We encourage fans to give positive support to their favorite team while refraining from negative words and behaviors. BE LOU. . . BE PROUD. . . BUT BE POSTIVE!

NOW LET'S GET READY FOR SOME REGION I CHAMPIONSHIP BASKETBALL!!

PREGAME/HALFTIME

Courts should be clean and clear 20 minutes in advance of the start of all games to allow warm-up time for both teams. Designated floor sweepers should be prepared to clean before each game. Halftime entertainment is welcome but alert all concerned that priority for the court goes to participating teams. Any ceremony or other extra event should include notification to both teams and a stoppage of the halftime clock.

TEAM PRACTICES

It is important to schedule practice times for all tournament teams if at all possible. If there is a home team they should be given last consideration. The time allotted for each team will need to be based on arrival times and available time block. Once travel arrival times are available make the schedule.

WEATHER

Weather can play a major role in western Alaska tournaments. Be aware of forecasts. Be aware of each district's travel policies with regard to winds and temperature. See general information for the start of tournaments when weather impacts.

ENTERTAINMENT

Tournament entertainment always enhances the event. A good "MC", halftime/between game activities for the audience and off court activities for visiting teams are all part of a good tournament. See "General Information" for additional suggestions.

SPIRIT SQUAD (3A) LOTS TO CHANGE

General Information

1. A Spirit Squad Clinic will be held during the Regional Tournament. Region 1 will provide for the cost of one clinician from Alaska to be brought to the Tournament.
 - a. Airfare provided by Region 1,
 - b. Local transportation, meals and housing will be provided by the host school.
2. Clinics will be held throughout the Tournament.
3. Host site will schedule time for each squad to practice on the "Main Floor".
4. Host site will acquire a list of certified (NFHS) judges available in Alaska (Contact ASAA they will know who to contact) to be voted on by the Spirit Coach from each school. Then make arrangements for one Judge to be brought to the Tournament at the expense of the participating schools.
 - a. Airfare expenses will be divided by the participating schools.
 - b. Local transportation, meals and housing will be provided by the host school.

Competition Information

1. The Competitive Spirit Squad season will follow the ASAA Calendar and follow all ASAA rules for student participation.
2. All Competitive Spirit Squads must follow the National Federation of High School Cheerleading Rule Book (NFHS).
3. All Competitive Spirit Squads must be in uniform during competition, including appropriate dress for the mascot
4. The Competitive half-time routine shall be timed. The time limits are between 1 and 1/2 minutes not to exceed 2 and 1/2 minutes.
5. Competitive routine(s) will be performed during the second day of the tournament. These routines will be during the half-time of the first game that a school plays. If two squads are scheduled for the same game the "Home" squad will perform first.
6. On Saturday of the Tournament a time will be set aside for all squads to perform their routine in a back to back format. The performance will be judged and the order will be determined by drawing.
7. Cheerleading will be observed 3 three times during the Tournament. There will be a judging sheet completed for each squad for each of the three observations. The observation will last for 1/2 of the game. The Judge(s) and tournament director shall determine which game(s) to judge. Two squads could be judged during one game.
8. Determining a Spirit Squad Representative from Region 1 for state Competition. The Tournament Director will acquire all score sheets from the judges by noon of the last day of the tournament. The Tournament Director and Board of Control Representative will be responsible for:
 - A. Adding up the final scores from all 5 observations (2 routine and 3 cheer). The highest point total wins the competition for State Representative. Using

the halftime Observations a 1st place award for Halftime routine will also be established and awarded.

B. If two or more squads were to tie for first, half-time routines would be performed during half-time of the first championship game and judged by the Judge(s) and one Spirit Squad coach from each school not in the competition. They will then meet with the Tournament Director and Board of Control representative and determine first and second place.

Spirit Squad Awards

- A. 1st place overall (State Representative)
- B. 2nd place overall
- C. 1st Place Half-Time Routine (does not go to state)
- D. 8 All Tournament Awards (one from each school and 3 at-large). Each Spirit Coach from each school shall vote for 5 students (no more than 2 from their school). Ballots completed by noon of the last day of the tournament. The Tournament Director and Board of control representative shall then determine the 8 All Tournament Awards.
- E. Academic Award: Refer to ASAA Guidelines for team GPA calculations. The Tournament Director and Board of control representative shall then determine the winner
- F. Sportsmanship Award: Voted on by the Spirit Squad Judge(s), and One Spirit Squad Coach from each school. Ballots completed by noon of the last day of the tournament. The Tournament Director and Board of control representative shall then determine the Sportsmanship Award.

EMAIL PCALLAHAN@NOMESCHOOLS.ORG FOR THE EXCEL VERSION OF THE GATE RECIEPTS/ALLOWED EXPENSES FORM!!

REGION I TOURNAMENT GATE RECIEPTS FORM			
TOURNEY NAME	<input type="text"/>		
EVENT SITE	<input type="text"/>		
DATES	<input type="text"/>		
HOST SCHOOL	<input type="text"/>		
TOURNAMENT DIRECTOR	<input type="text"/>		
GROSS GATE RECIEPTS	<input type="text" value="0"/>		
EXPENSES			
OFFICIALS TRAVEL (travel cost only, no per diem, housing, etc)			
OFFICIAL #1	<input type="text"/>		
OFFICAL #2	<input type="text"/>		
OFFICAL #3	<input type="text"/>		
OFFICAL #4	<input type="text"/>		
OFFICAL #5	<input type="text"/>		
TABLE WORKERS (# of games, matches, sessions X \$25)	<input type="text"/>		
ADMISSION INCREASE (Optional, can add \$1 or \$2 per session to the admission fee to keep for local expenses)	<input type="text"/>		
TOTAL EXPENSES	<input type="text" value="0"/>		
AMOUNT OWED TO REG 1	<input type="text" value="0"/>		
PRE-TOURNEY NOTES See Tourney Directors Handbook for information on admission charges and how many games makes a session. Referee travel should be pre-approved by Region I Exectuve Secretary			
NOTE: The expenses listed are the only ones that may be deducted from the reciepts. All other tournament expenses are the responsibility of the particaptng or host schools.			
Please return this form and a check (if profit was made) to:			
Patrick Callahan			
Region I			
PO BOX 1311			
NOME, AK 99762			

Rank all teams except your own team in order with the top team first and then in rank order. Do not vote for your own team. Base your rankings on submitted season information.

Boys Basketball

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

Girls Basketball

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

District Submitting Ballot _____

Person Submitting Ballot _____

Date _____