

Peninsula Conference

Basketball

TOURNAMENT HANDBOOK

1-Year Trial Agreement

I. Region II Responsibilities

- A. Determine site of Peninsula Conference Tournaments at the fall meeting.
- B. Determine date of Peninsula Conference Tournaments at the fall meeting.
- C. Determine and order awards. Trophies and medals have been standardized by Region II. Region will seek bids for the awards to assure competitive prices are secured.
- D. Approve a one year trial agreement for hosting the Peninsula Conference Tournament

II. Peninsula School Responsibilities

- A. Provide food and volunteers to manage the hospitality room
- B. Provide volunteers to run the official scorebook and clock
- C. Provide volunteers to run gate and collect admission
- D. Provide administrators to be on site at the tournament for supervision of students.

III. Tournament Director's Responsibilities

- A. Provide playing facilities and officials.
- B. Purchase awards. [As determined by Region II handbook and ordered by Secretary after the fall meeting]
- C. Provide hospitality lounge for visiting coaches, sponsors, and officials.
- D. The tournament is responsible for appropriate pregame and halftime music. Requests for specific music by visiting teams must be approved by the tournament director or designee.
- E. Send appropriate information to all schools in the Peninsula Conference.
 - 1. Preliminary letter should be sent the first week of the season and state the tournament site, date, and other pertinent information, such as availability of meals and lodging, and form requesting such information as:
 - a. intent to participate, with a deadline two weeks prior to the tournament start date for teams to commit to participating in the tournament.
 - b. entire team roster (to be sent 30 days prior to the tournament and limited to 12 players at tournament)
 - c. team photograph (same as above)
 - d. academic information (G.P.A. of prior semester)
 - e. seeding criteria
 - f. teams that leave early forfeit their tournament reimbursement (except for an act of God)
 - 2. Subsequent letters should be sent to the schools intending to participate and should provide such information as (suggested 30 days prior to the tournament).
 - a. seeding
 - b. bracketing
 - c. coaches meeting date, time, and location
 - d. teams participating
 - e. admission costs
 - f. housing for fans (list of available options)

- g. selection of Board of Control
- h. availability of radio/webcast broadcast services

F. Selection of Officials

1. Tournament director is responsible for providing officials for all tournament contests, per Peninsula Conference guidelines.
2. These officials will include:
 - a. scorekeeper
 - b. timekeeper
 - c. referee (must be state certified)
 - d. umpire (must be state certified)
 - e. non -tournament officials such as ticket takers will be provided by the Peninsula schools and organized by the tournament director

G. Selection of Board of Control

Tournament director will select three (3) administrators * from participating schools to form a Board of Control for the tournament prior to the first contest of the tournament. Members of the B.O.C. will excuse themselves from decisions involving their own school. * (or their designees)

H. Facilities

Tournament director will provide for the preparation and maintenance of the facility as well as all necessary equipment for the operation of the tournament.

I. Locker rooms

Assign locker rooms to tournament participants.

J. Awards

Provide an awards ceremony at the end of the tournament.

K. Communication

Announce (when announcing team rosters) and post criteria for team sportsmanship award (this includes fans)

L. Financial Statement

Provide a tournament financial statement to the participants and the Region II secretary within 30 days of the completion of the tournament.

M. State Tournament

Forward the names of the teams that advanced to the State Tournament to ASAA within the required time frame.

N. Participation Fees

The tournament director is charged with assessing the estimated costs and revenues and sending the participating teams a bill for their share of the difference. The participating schools will each pay a fee to offset the tournament expenses that are over and above the gate. When the tournament is over, the director must produce a final profit / loss statement and refund any difference between estimated loss and actual. The tournament costs that may be shared are such things as: trophies, officials, direct custodial costs, and tournament directors fee.

O. Team Withdrawing

Any team that withdraws from the Conference Tournament, two weeks or less prior to the tournament, will be responsible for paying the tournament entry fee charged to all participating schools and will not receive a refund.

P. Coaches' Meeting

The coaches' meeting is to be scheduled by the tournament director prior to the first contest.

Q. Stipend

The tournament director shall receive a stipend of \$2000. This fee is to be paid from tournament revenue prior to reimbursing schools' their tournament entry fee. If the tournament director is able to generate revenue

(sponsorships, gate, advertising revenue etc.) exceeding the total tournament expenses, after refunding tournament entry fees to participating teams, the tournament director will also receive an additional stipend of 20% of the profit. Remaining profit will be placed into a certificate of deposit for use in the 2015 Peninsula Conference Tournament.

Other

A. Tournament director must provide the following items:

1. official (properly marked NF) basketball, boys and girls
2. seating for at least 500 spectators (unless a simple majority of participants in the tournament agree otherwise at the fall meeting prior to the tournament)
3. seating for at least 1000 spectators at the championship and second place games (unless a simple majority of participants in the tournament agree otherwise at the fall meeting prior to the tournament)

B. Tournament director will:

1. Seek sponsorships to enhance funding for the tournament
2. Set up statistics keeping system to provide statistics for coaches
3. Create social media and live web stream of games
4. Arrange for halftime entertainment for championship and 2nd place games
5. Run skills (freethrow and 3-point shooting contests)
6. Explore tournament pricing for lodging options for visiting teams

C. Finances

1. Establish a non-profit for the tournament
2. Maintain financial records for the conference tournament
3. Provide the conference and Region II a financial statement after the tournament