

CONNECTICUT INTERSCHOLASTIC ATHLETIC CONFERENCE
30 Realty Drive, Cheshire, CT 06410

45th ANNUAL 2018 GIRLS BASKETBALL TOURNAMENT REGULATIONS
Sponsored by Spalding, IGA, CT Department of Transportation, U.S. Army and MaxPrep

Tournament Director

Dave Maloney
Home (203) 640-7137 / Work (203) 250-1111
Fax (203) 250-1345
E-mail: dmaloney@casciac.org

Assistant Tournament Director

Thomas Murray, Branford (Officials)
Home (203) 488-2051
E-mail: murray-thomas@sbcglobal.net

CIAC Girls Basketball Committee Chair

Margaret Williamson
School (860) 658-9412
E-mail: mwilliamson@stmarysimsbury.edu

CIAC Coaches Committee Chair

Shaun Russell, East Hampton High School
School (860) 365-4030 x 1152
Home (860) 267-4222 / Cell (860) 682-2142
E-mail: srussell@easthamptonct.org

THE BASKETBALL TOURNAMENT INFORMATION IS ARRANGED IN TWELVE (12) SECTIONS.

- 1.0 Divisions
- 2.0 Sites / Dates / Times
- 3.0 Entry Procedures
- 4.0 Expenses / Tickets
- 5.0 Forfeits
- 6.0 Officials
- 7.0 Protests
- 8.0 Qualifying
- 9.0 Ranking / Seeding
- 10.0 Supervision / Sportsmanship
- 11.0 Tournament Rules / Procedures

Appendix A – Schedule Form

Appendix B – Home Site Form

Appendix C – Site Form

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Appendix E – Entry Form

Appendix F – Site Director Memorandum

Appendix G – Sportsmanship Statement

Appendix H – Concussion Management and Return to Play Requirements

CONNECTICUT INTERSCHOLASTIC ATHLETIC CONFERENCE
2017-18 CIAC GIRLS BASKETBALL TOURNAMENT
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ALERT PAGE

Site for Girls Basketball Finals

- The finals will be held at the Mohegan Sun Arena on Saturday, March 17 and Sunday, March 18, 2018. The schedule of games will be announced.
- **NOTE:** The CIAC Boys and Girls Basketball Committees voted to adopt video replay for the FINAL GAMES OF THE TOURNAMENT ONLY and only in facilities that have official video equipment and replay capabilities. Video replay will only be used on the final shot of the quarter, half or end of the game when the official needs to confirm if the point was scored before time elapsed and/or if the point was a two or three point shot.
- **“Success in Tournament”** – To be used for placement in 2018 tournament

The CIAC Board of Control approved a recommendation from a Board sub-committee to change how the basketball committee was placing schools of choice (charters, magnets, parochial) in divisions. The procedure that was in place, which involved a multiplier of base enrollment was found to be inequitable because all schools of choice were not subject to the multiplier. The sub-committee’s work resulted in a recommendation to the Board to discontinue the practice of artificially increasing enrollment for placement purposes and use “success in tournament” as the only means to move schools of choice to a higher division. Further, the Board authorized any team sport to adopt “success in tournament” for tournament placement if the sport committee so desired. Also, the definition of schools of choice was expanded to include all schools that can draw students from numerous communities or from outside of their district’s boundaries. The new definition includes charter, inter-district magnet, vocational technical, vocational agriculture, project choice schools (vocational agriculture and project choice schools when more than 25-gender specific-students attend from out-of-district) and parochial high schools.

The girls’ basketball committees will be using “success in tournament” for placement during the 2017-18 school year. Following are the basics of how the system will work:

1. All schools will be placed in divisions based on their enrollment as of October 1 of the previous school year as reported to CIAC and/or the State Department of Education. All enrollment figures are verified with the SDE.
2. Committees will have pre-determined the number of schools in each division.
3. The “success in tournament” factor will then be applied to all schools of choice – “success in tournament” is defined as having reached the quarter-finals in at least two of the last three years. Any school that was in the quarter-finals two of the last three years would move up one division. Any school that was in the quarter-finals three of the last three years would move up two divisions. No team would move more than two divisions.
4. After all moves are made the committee will re-balance the divisions to conform to the pre-determined number of schools in each division.
5. Every year the sport committee will follow the same process as outlined, reviewing data for the past three years and moving schools as appropriate.
6. Use of “success in tournament” only applies to schools of choice that draw from numerous communities or outside their school district boundaries. All other schools will remain in the division as determined by their base enrollment.

- **Officials** – Officials are allowed to be assigned to an individual team only once from the qualifying through semi-final rounds. In the finals, an official who has officiated a qualifying, first or second round game for a team **may be assigned** to officiate a finals that involves that team.

Semi-final victors will be allowed **one additional scratch** of an official from the tournament list of officials.

- **Tournament Site Selection** –**THE CIAC BASKETBALL COMMITTEE AND TOURNAMENT DIRECTOR RESERVE THE RIGHT TO MOVE ANY GAME TO A NEUTRAL LARGER SITE FOR SAFETY REASONS AND TO ACCOMMODATE ALL SPECTATORS AND MEDIA WHO WISH TO ATTEND THE GAME.**
- **Scrimmages** – Teams must have a minimum of three (3) days of practice prior to scheduling a full team scrimmage. All sports teams and individual athletes must have a minimum of ten (10) physical/exertional practice days with their school before the date of the first scheduled competition. No team/athlete shall practice/compete with their school more than six (6) consecutive days to provide a day of rest. Saturdays, Sundays, and holidays may be used unless prohibited by local board policy. Sunday practices may be counted to fulfill the 10 day requirement.
- **Reporting Regular Season Scores** – In order to ensure that standings and rankings on both the CIAC’s websites and other sites which draw their data from us are timely and accurate, all regular season scores must be entered online on the day of the game as soon as possible following the game’s completion.

Scores may be entered via the Online Eligibility Center, the “Submit Scores/Forms” option of the “CIAC for Coaches” menu at ciacsports.com, or the “Submit Scores” button in our ciacmobile.com mobile site. Entering scores at ciacsports.com or ciacmobile.com requires either a coach’s or scorekeeper’s access code, those codes are managed via the Online Eligibility Center and can be retrieved from a school’s athletic director.

- **Students with Special Needs** – Coaches are reminded to inform contest officials prior to each competition of any students with special needs who could be competing in the contest when his/her disability could impact the individual’s performance or the conduct of the competition.
- **CIAC Tournament Site Media Policy** – The CIAC places tremendous value on the role the media plays in promoting and highlighting high school sports. To that purpose CIAC tournament venues and hosts should make every effort to provide a working environment conducive to all media (print, broadcast and internet based) covering our events. The following are **minimum standards**, developed in consultation with the CIAC Media Advisory Committee, which should be provided for working media at all CIAC tournament sites:
 1. A minimum of one hour following the conclusion of post-game interviews to write in the press box, press area or a suitable facility in close proximity to the site of the event (i.e. office, classroom, etc.)
 2. Access to electric power (shared power strip, etc.)
 3. Access to wireless internet service

Site directors should communicate these requirements to any staff person who may be responsible for the administration of the event. If for some reason a site will not be able to provide these items for a contest, a site representative should inform the CIAC in advance and work with the media on-site before the game and work to provide a reasonable solution to the issue. Members of the media who will be covering events are directed to contact the appropriate site as far in advance as possible to inform them they will be at the event and discuss what arrangements will be made for working media at the site.

- **Tie Break Procedures** – Please see 9.1
- **Unmanned Aerial Systems at CIAC-Sanctioned Events** – The use of unmanned aerial systems, often referred to as drones, is prohibited for any purpose by any person(s) at all CIAC-sanctioned events. This policy includes not only the restricted playing area of the venue(s), but also the physical confines of the entire stadium / field / arena structure. For the purposes of this policy, an unmanned aerial system is any aircraft without a human pilot on board.

2017-18 NATIONAL FEDERATION BASKETBALL RULE CHANGES

- 1-13-2 The coaching box shall be outlined outside the court on which the scorer's and timer's table and team benches are located. The area shall be bounded by a line drawn 28 feet from the end line toward the division line.
- 2-9-1 The official shall verbally inform the offender, then with finger(s) of two hands, indicate to the scorer the number of the offender and the number of the free throws.
- 3-4-1d There are restrictions on what identifying names may be placed in this area. (3-4-4)
- 3-4-4 Identifying name(s) shall adhere to the following:
- If used, lettering with school name, school's nickname, school logo, player's name and/or abbreviation of the official school name shall be placed horizontally on the jersey.
 - The panel in the shoulder area of the jersey on the back may be used for placing an identifying name as well.
- 4-48 A warning to a head coach/bench personnel for misconduct is an administrative procedure by an official, which is recorded in the scorebook by the scorer and reported to the head coach.
- Art. 1** ... For conduct, such as that described in Rule 10-5, Article 1 (a, b, d, e, f), 2, 4, the official shall warn the head coach unless the offense is judged to be major, in which case a technical foul shall be assessed.
- Note:** A warning is not required prior to calling a technical foul.
- Art. 2** ... For the first violation of Rule 10-6-1, the official shall warn the head coach unless the offense is judged to be major, in which case a technical foul shall be assessed.
- Note:** A warning is not required prior to calling a technical foul.

2017-18 NFHS Major Editorial Changes

- 4-4-7b A ball is at the disposal of the thrower or free thrower after it is bounced to him/her.

2017-18 Points of Emphasis

1. Head Covering Worn for Medical or Religious Reason
2. Team Control on Throw-in
3. Intentional Fouls
4. Guarding

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1.0 **CLASSES**

- 1.1 Only institutional members of the CIAC are invited to participate in the girls' basketball tournament. The 2018 tournament will be formatted to include four (4) classes. Placement of schools has been based on the October 1, 2016 girl enrollment in grades 9-12. Classes are determined using enrollment figures and "success in tournament".

Tournament divisions are available on the girls basketball page at ciacsports.com

LL – 42 L – 43 M – 44 S - 55

2.0 **DATES / SITES / TIME OF GAMES**

- 2.1 Member schools may start practice on, but not before, Monday, November 27, 2017.
- 2.2 Member schools may play the first game on, but not before, Monday, December 11, 2017.
- 2.3 The last date for games to count for the 2018 Girls Basketball Tournament will be Tuesday, February 20, 2018.

2.4 **Scheduled Playing Dates for the 2018 Girls Basketball Tournament**

Qualifying Round	February 22, 23 or 24 @ Higher ranked team site
First Round	LL & M – February 26 / L & S – February 27
Second Round	LL & M – March 1 / L & S – March 2
Quarter-finals	LL & M – March 5 / L & S – March 8
Semi-finals	LL & M – March 9 / L & S – March 12
Finals	March 17 & 18 – Mohegan Sun Arena – Times TBA

- 2.5 **Game Times** -- Single games will be played at 7:00 p.m.
Double-headers will be played at 6:00 p.m. and 7:45 p.m.
- 2.6 In the event of inclement weather, the site director has the authority to postpone the game. "Back-to-back" games may be scheduled. The site director must immediately notify the tournament director who will make the final decision regarding scheduling and postponement dates. The postponed game will be played on the next day excluding Sunday, except in the case of the Championship Final Games.
- 2.7 All qualifying, first round, second round and quarter-final games will be played at the site of the higher ranked team, provided the court and seating meets CIAC standards. ***If the site is not available, the tournament director shall select a new site.*** (See Appendix C)
- The CIAC reserves the right to move any game to a neutral larger site for safety reasons and to allow all spectators to see the game.***
- 2.8 All state semi-final games will be played at sites determined by the Tournament Director.
- 2.9 Once a site for a game is announced, neither of the competing teams may practice at that site.

3.0 **ENTRY PROCEDURE**

- 3.1 **Schedule / Game Results** – All games played with CIAC member schools, the American School for the Deaf, or CIAC-approved out-of-state schools must be reported on the schedule form via the password-protected online eligibility center. Games not included on the schedule form will not count for tournament qualification. **NO NEW GAMES CAN BE SCHEDULED AFTER DECEMBER 11, 2017.**

All regular season game results must be entered online on the day of the game as soon as possible following the game's completion.

Scores may be entered via the Online Eligibility Center, the “Submit Scores/Forms” option of the “CIAC for Coaches” menu at ciacsports.com, or the “Submit Scores” button in our ciacmobile.com mobile site. Entering scores at ciacsports.com or ciacmobile.com requires either a coach's or scorekeeper's access code, those codes are managed via the Online Eligibility Center and can be retrieved from the school's athletic director.

Member schools must make every effort to complete their season as scheduled, including make-up games. Any effort to gain an advantage in tournament play by not playing a game is unacceptable and is subject to action by the CIAC Board of Control. Cancellation of any regular season contest / make-up to play in a league tournament will not be allowed.

- 3.2 **Site Availability Form** – Due Tuesday, January 16, 2018 – Must be submitted via the password-protected online eligibility center.
- 3.3 **Tournament Roster Form** – Due Tuesday, February 20, 2018 – Can be submitted on the Eligibility Center or the “Submit Scores/Forms” option under the CIAC for Coaches menu at ciacsports.com. **Each school will be allowed no more than 15 girls in uniform.**

A TEAM PICTURE, black and white, or color is required – this must be emailed by February 16 to: jsylvester@casciac.org or mailed to the CIAC office, 30 Realty Drive, Cheshire, CT 06410.

- 3.4 **Entry Fee** – There is a \$100 entry fee for girls basketball.

If a school needs an invoice in order to pay its tournament fee, one can be downloaded by using the “Generate Tournament Invoice” link under the girls basketball options in the password-protected online eligibility center.

- 3.5 **Final Scores** – Regardless of regular season postponed games, the date of Tuesday, February 20, 2018 **MUST BE THE FINAL DAY TO COUNT FOR THE TOURNAMENT.** All games played after the entry form has been submitted, must be completed, and scores submitted online the day of the game as soon as possible following the game's completion.

- 3.6 **Any school not qualifying for the tournament should submit the DNQ form via the password-protected online eligibility center.**

4.0 **EXPENSES / TICKETS**

- 4.1 The CIAC will reimburse schools whose sites are used for qualifying, first round, second round and quarter-final games a fee of up to \$375 for M & S schools and up to \$425 for LL & L schools per game to help defray the cost of hosting a game. Please itemize the costs. All other expenses except the payment of game officials and the site director will be paid by the host school. The lower ranked team provides the cost of transportation.

- 4.2 Schools will bear all traveling expenses.
- 4.3 The Girls Basketball Committee will pay all game expenses directly associated with the staging of the state semi-finals and state final tournament games.
- 4.4 Ticket prices for the 2018 tournament are as follows (subject to change based upon the venue)

Children Five (5) and Under	Free
Senior Citizens (age 65 and older)	\$5.00
Students (grades 1-12)	\$5.00
Adults (All others not in the above categories)	\$10.00
FINALS – ALL TICKETS (Per Session)	\$10.00

Pre-sale tickets will be available for events which require advanced sales for proper management of the event. All pre-sale tickets will be sold at the above prices. There will be no discounting of pre-sale tickets.

Passes – During the 2018 tournament the following passes will be honored at **qualifying through semi-final games** where an admission is charged. **CIAC pass will NOT be honored at MOHEGAN SUN.**

- a. Principal (or designee) of participating schools with CAS membership card.
 - b. Press Card
 - c. CT Association of Athletic Directors (CAAD) membership card
 - d. CIAC girls basketball pass (head girls varsity basketball **coach must request in writing** from CIAC and provide a self-addressed stamped envelope – written requests ONLY (For use up to semi-finals)
 - e. CIAC girls basketball officials' membership card
No other complimentary admission will be permitted.
- 4.5 Tickets for pre-sale will not be distributed by the CIAC office to schools for qualifying, first and second round games. Schools wishing to pre-sell tickets for these games may do so by:
- making the request to the CIAC office
 - picking up the tickets at the CIAC office
 - using only CIAC tickets, school tickets may not be substituted
 - returning unsold tickets and money to the CIAC office
 - selling no more than 40% of the capacity of the basketball facility
- 4.6 **Pre-sale tickets for the finals will be sold online through the Mohegan Sun Arena Box Office.**
- 4.7 Complimentary tickets will be distributed as follows:

For first, second round and quarter-final games: The home team for each first, second and quarter-final round games will obtain complimentary tickets by removing the **first ten (10) tickets from the ticket roll** to be used for on-site sale. (Note: A qualifying game will be treated in the same manner as a first and second round game for the distribution of complimentary tickets.) **For the visiting teams** – The principal or designee **of the opposing team will fax a list of ten (10) people for complimentary tickets to the host school for admission.** These people must identify themselves at the door.

For semi-final games – Each school will receive ten (10) e-tickets as complimentary tickets. Pre-sale tickets for these games will be distributed to member schools from the CIAC office. **PRE-SALE SCHOOLS MUST CALL HOST SCHOOL BY 2:00 P.M. THE DAY OF THE GAME AND LET THEM KNOW HOW MANY TICKETS WERE SOLD. WE MUST NOT OVERSELL A GYM.**

For final games: Each school will be reimbursed for ten (10) tickets at the finals. A written request must be sent to the CIAC office.

Pre-sale tickets for the finals will be sold online through the Mohegan Sun Arena Box Office.

5.0 **FORFEITS**

- 5.1 Member schools will be required to submit regular season schedules for all sports controlled by CIAC in which member schools participate. Determination of forfeitures will be based on this schedule.
- A forfeit game shall count as a victory for the team declared the winner and as a loss for the team declared a loser in determining tournament qualifications and ratings. For tournament qualifications only the following reasons for a forfeit shall be accepted.
- 5.2 A team shall forfeit a game or games if through a violation it is required to do so under the CIAC Rules of Eligibility.
- 5.3 A team shall forfeit a game if the game official declares the game a forfeit as a result of a National Federation rule violation, or a team refuses to play after being instructed to do so by the game official.
- 5.4 Forfeitures will be honored by CIAC sports committees when there is mutual agreement between the principals of the two schools involved in a game not played or terminated and the reasons for the forfeit have been approved by CIAC. If there is not mutual agreement and not playing the game impacts the tournament in any way, the CIAC sports committee Chair, in conjunction with CIAC staff and the tournament director will make the determination if the game should be forfeited.

When a game is being forfeited both schools involved must: (a) submit the forfeit form, which is found under the options for the sport in question in the CIAC Online Eligibility Center, within 72 hours of the scheduled time of the contest; and, (b) record the result of the game on their schedule as a win or loss (depending on if the school is giving or receiving the forfeit) with the word "Forfeit" entered in the field for the score of the game.

On the eve of a tournament when there is not sufficient time for normal administrative procedures (72 hours) if a question of team forfeiture arises the Executive Director or his/her designees, in consultation with the Chairman of the sports committee affected and the principals of the two schools will make an appropriate ad hoc decision in consideration of the best interests of the tournament as a whole.

- 5.5 All games listed on the original schedule and submitted to the CIAC which are not played and have not been forfeited in accordance with this policy will be considered by each sport committee as No Contest and shall not count for tournament qualification and ratings unless it affects the minimum number of games required to qualify for tournament participation. In this instance the sport committee shall review the evidence submitted by the teams involved and may grant an exception from the minimum game number requirement. The minimum winning percentage as determined by the individual sports committee must be met under all circumstances.

6.0 **OFFICIALS**

- 6.1 Each member school must complete appendix E and submit eight (8) varsity officials who in their opinion would be competent to officiate tournament games to the CIAC office via the password-protected online eligibility center by February 1, 2018. From this list a master list of officials will be developed.
- 6.2 **The game officials for all of the tournament games will be assigned by the CIAC. Officials will be paid directly by the CIAC office.**

- 6.3 Site directors should meet and greet officials and escort them to their private locker rooms and escort them to their cars when they are ready to leave.
- 6.4 Identity of the officials assigned games by the assistant tournament director, will not be disclosed prior to the game.
- 6.5 **Official timers and scorers** shall be adults who have been trained to perform their respective duties. **The official scorer is required to wear a black and white vertically striped garment.**

7.0 **PROTESTS**

- 7.1 On the eve of a tournament when there is not sufficient time for normal administrative procedures and Board of Control hearings, if a question of interpretation of tournament regulations or the operation of the tournament arises, the Chairman of the CIAC Board of Control, the Executive Director of CIAC, and the chairman of the tournament committee in question will make an appropriate ad hoc decision in consideration of the best interest of the tournament as a whole.

- 7.2 **Decisions by Game Officials** – Protests arising from the decisions, interpretations and misapplication of the National Federation or CIAC game rules by officials during the contest will not be considered. The decisions and interpretations of the rules by the officials are final.

The record of the official scorekeeper at the conclusion of the contest is final unless an error is discovered. Such error shall be corrected as covered by specific contest rules.

Any team leaving the contest area before the conclusion of the contest because of dissatisfaction with the officiating will render the school liable to disciplinary action by CIAC.

8.0 **QUALIFYING**

- 8.1 To be eligible for consideration in the tournament, a team must play a minimum of twelve (12) games AGAINST VARSITY OPPONENTS and have won 40%* of its approved scheduled games played. Only the first two games played with any single opponent will be included in the twelve (12) games.

Exception: The tournament bracket in each division will be filled with 32 teams. Teams with a .400 or greater win percentage qualify first, then the sub-.400 teams will be added following the same ranking system until the field has 32 teams.

- 8.2 Only games played with Conference member schools, American School for the Deaf, or out-of-state schools who are members of their state athletic association shall be considered.
- 8.3 Games played with non-member Connecticut secondary schools shall not be considered in the rating of teams.

9.0 **RANKING / SEEDING**

- 9.1 Teams will be ranked within classes by winning percentage (number of games won divided by the number of games played). When two or more teams have the same winning percentage, the following steps will be used to break the ties:

- 1) **Most Wins** – Example: A 10-10 team would secure the higher ranking over a 9-9 team.
- 2) **Power Rating** – Each school is assigned a power rating based on the records of the school(s) that they beat. Schools receive one point in their power rating for each win each of the opponents they have defeated has during the season. The total number of wins of all the opponents you defeat will be your power rating.

For example, if Team A wins 10 games during the season and those 10 opponents have 13, 12, 11, 10, 10, 7, 7, 7, 6 and 4 wins, Team A's power rating would be 87.

The team with the higher power rating will secure the higher ranking.

Notes:

1. If a school defeats a team twice, it will receive the number of wins that opponent has twice in its power rating.
2. The maximum number of power rating points a school can receive for a win is 20, which is the maximum number of victories a CIAC school can have in a season.
3. The maximum number of power rating points a CIAC member school can receive for defeating an out-of-state school, who is a member of their state association, is 10.

3) **By-lot Tiebreaker Number** – If a tie remains, the team securing the higher ranking will be determined electronically by lot using computer assigned random tiebreaker numbers to be set at the start of the season. The team with the greater tiebreaker number will secure the higher ranking.

9.2 **Pairings** – The pairings will be made as follows:

<u>First Round</u>	<u>Second Round</u>	<u>Quarter-finals</u>	<u>Semi-finals</u>	<u>Finals</u>
1 vs 32				
16 vs 17	1 vs 16			
8 vs 25		1 vs 8		
9 vs 24	8 vs 9		1 vs 4	
4 vs 29				
13 vs 20	4 vs 13			
5 vs 28		4 vs 5		
12 vs 21	5 vs 12			1 vs 2
2 vs 31				
15 vs 18	2 vs 15			
7 vs 26		2 vs 7		
10 vs 23	7 vs 10		2 vs 3	
3 vs 30				
14 vs 19	3 vs 14			
6 vs 27		3 vs 6		
11 vs 22	6 vs 11			

9.3 If fewer than 32 teams qualify, brackets will be filled to 32 with teams with less than a 40% win record. Ties will be broken using the tie break procedures.

9.4 If more than 32 teams qualify, the qualifying pairings shall be as follows:

If 33 teams	If 34 teams	If 35 teams	If 36 teams
32 vs 33	32 vs 33	32 vs 33	32 vs 33
	31 vs 34	31 vs 34	31 vs 34
		30 vs 35	30 vs 35
			29 vs 36

9.5 A TEAM MAINTAINS ITS INITIAL PERCENTAGE RANKING THROUGHOUT THE TOURNAMENT.

9.6 **Ranking and Pairing Information** – Will be released on Wednesday, February 21, 2018 via the CIAC web site – www.ciacsports.com -- no later than 3:00 p.m.

- 9.7 **League Playoffs** – League playoff games shall not be counted for tournament qualification or rating.
- 9.8 Member schools must make every effort to complete their season as scheduled, including make-up games. Any effort to gain an advantage in tournament play by not playing a game is unacceptable and is subject to action by the CIAC Board of Control. Cancellation of any regular season contest/make-up to play in a league tournament will not be allowed.

10.0 **SUPERVISION / SPORTSMANSHIP**

- 10.1 Players and coaches disqualified in a game will be required to serve the additional penalty as outlined in the CIAC regulation on “disqualification.”
- 10.2 In the interest of crowd control and proper supervision the CIAC Board of Control has approved the tournament regulation requiring the principal of the participating schools or his/her designee to attend all tournament games. The school administrator should identify him/herself to the site director.
- 10.3 When a member school’s coach is ejected from a game for an infraction as prescribed by the rules, the game may not continue until the member school replaces the ejected coach with a certified coach. If this cannot be accomplished within 15 minutes after the ejection, the official in charge will declare a forfeit win for the opposing team.
- 10.4 Use of tobacco products or possession of alcoholic beverages of any kind, including champagne, are not permitted in the gymnasium. The principal or his/her designee at the game shall see that this rule is enforced and adhered to by the teams.

10.5 **Bench and Field Conduct**

Personnel – A maximum of 20 personnel, including up to 15 players, coaches, managers, statisticians, medical personnel, etc. will be permitted free onto the site. Only players, coaches, managers, trainers, and statisticians will be permitted on the bench area. Ten (10) special tickets will be provided to each school in the final games.

Conduct – The above identified personnel shall not be outside the vicinity of the designated bench area. The coaches box must be marked as required by the rules.

- 10.6 **Conduct and Good Sportsmanship** – For the most part, we have been exceedingly proud of our high school students and their following of adult fans. We especially request that all school personnel – administrators, faculty, and coaches – give definite emphasis to the subject of good sportsmanship so that your students will conduct themselves in a manner that will reflect nothing but credit upon your school and its fine team. Any unseemly or unsportsmanlike conduct on the part of students or adults is a direct reflection on the school. Please remember that you are the guests of the site school, and as guests you may want to be invited back next year.

The administrators representing the competing schools will be introduced with their teams and shake hands PRIOR to the start of the game.

- 10.7 **Sportsmanship** -- -- Member schools are expected to conduct their relations with each other at all levels of competition in a spirit of good sportsmanship. Everyone involved has the obligation to see clearly his/her influence and act accordingly. The CIAC acknowledges that the school administration is responsible for the athletic program, including the making of broad and specific policies and procedures relating to sportsmanship and the conduct of activities in the school. To that end, the CIAC urges each school principal to adopt the following sportsmanship procedures and standards for their school and to champion the “Class Act” sportsmanship program as these standards will be used in all CIAC post-season contests.

CIAC Sportsmanship Guidelines

- The CIAC request that all school personnel – administrators, faculty, and coaches – give special and specific emphasis about CIAC’s expectations for good sportsmanship during the regular season as well as CIAC tournaments requiring that athletes and members of the student body conduct themselves in a manner that reflects nothing but credit upon your school. Any unsportsmanlike conduct on the part of students and adults is unacceptable and will be addressed with strong and appropriate measures.
- The CIAC sportsmanship standards should be as widely disseminated as possible using the student-parent handbook, student-athlete handbook, school newspaper, parent newsletter, school web site and the local media.
- The CIAC sportsmanship standards for spectators should be read by PA announcers prior to each contest.
- The CIAC sportsmanship standards of conduct be prominently posted at all sports venues.
- When event programs are provided, the CIAC sportsmanship standards be included.
- Member schools require having athletes, parents/guardians, sign an acknowledgement which would show that they have read the student-athlete handbook and understand the CIAC sportsmanship standards.
- Member schools work with community officials to insure that levels of the CIAC sportsmanship standards are enforced when contests are held at their school and at non-school facilities.
- The CIAC and the CIAC sports committees insist the CIAC sportsmanship standards be rigorously enforced at all regular season contests and at all CIAC tournament contests. This is particularly important when contests are held at non-school sites.
- Member schools will conduct a pre-season meeting with student-athletes, coaches and parents to review the CIAC sportsmanship standards.
- Member schools should communicate with opposing schools and inform them they are a “Class Act School” and provide them with the CIAC sportsmanship standards which will be strictly adhered to.
- Member schools hosting a game should make available to visiting schools necessary game information – includes directions for parking, location of ticket booths, seating arrangement, ticket prices, game time, directions for each game site.
- Member schools hosting a game should designate specific seating areas for students, bands, adults and visitors. If possible, opposing student bodies should be separated.
- Member schools hosting a game should arrange for adequate police supervision.
- When possible the member schools hosting a game should assign officials to dressing facilities separated from both teams. Provides escorts for the officials when it appears that disturbances may develop.
- Member schools should take measures to prevent fans from getting near or on the playing area and around the players benches. After the contest, prevents fans from going onto the playing area.
- Member schools should provide for adequate supervision of students and facilities. Supervisors should sit in the stands with the students.
- **Member schools should support and adhere to ALL the following CIAC standards.**

The CIAC “Class Act” Sportsmanship Standards

ALL Spectators (including parents):

- Will adhere to the host school’s acceptable dress code at all home and away contests commensurate with classroom behavior. For CIAC tournament contests all spectators will be appropriately attired with their torso completely covered and with no visible degrading or demeaning writings/logos.
- Any signs displayed must be positive in nature, reference only the school supported by the sign maker, and must be pre-approved by the Athletic Director of the school reference in the sign.
- During outdoor sports, no air horns or horns of any kind or whistles will be used, and any other noisemakers will be allowed with the host athletic director’s approval and only be used during “dead ball” situations to celebrate good play. During indoor sports, no noisemakers will be used. Pep bands are allowable at a home contest if the school provides adult supervision and the band only plays during “dead ball” situations.
- Spectators will cheer positively to support their team, will not cheer negatively against the opponent.
- Spectators will show respect for the game officials and their decisions.
- Spectators will show respect for the playing of the National Anthem.

Game Personnel / Announcers:

- Will explain and consistently enforce host school expectations for spectators.
- Will be enthusiastic but not show favoritism while making announcements, and never publicly question or criticize the players, coaches, or officials.
- Will encourage respect for the National Anthem and remind spectators to remove caps and stand.

Coaches

- Will exemplify high moral character, behavior and leadership, lead by example, and set a standard for players and spectators to follow both on and off the athletic arena.
- Will teach players the rules of the game and to respect the game, and will take action when athletes exhibit poor sportsmanship.
- Will respect the integrity and judgement of officials and will not publicly criticize or question the decisions of officials.
- Will be aware of the competitive balance of contests and will manage the score in a manner that is sportsmanlike and respectful of opponents.

Players:

- Will accept the responsibility and privilege the student-athlete has in representing their school and community by learning and showing teamwork, sportsmanship and discipline in all aspects of the game.
- Will demonstrate respect for self, coach, teammates, opponents, officials and spectators by exhibiting good character and conducting themselves as a positive role model.
- Will win and lose graciously.
- Will cheer for your team, not against your opponent.
- Will congratulate opponents in a sincere manner following either victory or defeat.

11.0 **TOURNAMENT RULES / PROCEDURES**

11.1 **Rules** – All contests shall be governed by CIAC and National Federation Rules.

11.2 **Uniforms** – All teams will be required to have two (2) sets of NUMBERED JERSYS (alternate colors). The numbers 6, 7, 8, 9 may not be used, singly or in combination.

The higher ranked team will wear the white jerseys and have the choice of team bench and for this purpose the original rating assigned to a team will be maintained throughout the tournament.

11.3 **Ball** – Each school will bring a Spalding TF1000 Legacy size 28.5 game ball in good condition. No other ball other than a Spalding TF1000 Legacy 28.5 may be used.

11.4 **Bands** – Bands, dance teams and similar organizations may perform at the semi-finals and finals with prior permission from the tournament director.

11.5 **Cheerleaders** – Cheerleaders of participating schools, if supervised, will be admitted free to tournament games in which their school team participates. Each school will NOT BE ALLOWED OVER 20 cheerleaders in uniform.

11.6 **Crowd Control** – The CIAC Regulations for Insuring Maximum Crowd Control apply to the Girls Basketball Tournament.

11.7 **Late Entry / Inaccurate Information Policy**

- **No tournament entries will be accepted after the established deadline except those approved by the CIAC Board of Control**
- Corrections requested by a school to an entry form that was submitted by the established deadline but prior to seeding/pairing data being published on the web site, will be assessed a fee of \$50 per correction to a maximum of \$250.

- All requests for corrections must be submitted on a support ticket via the online eligibility center. **No phone requests will be considered.**

Tournament Regulations Violations – If a school fails to comply with tournament regulations and such requires the CIAC tournament sports committee, central office staff, or the CIAC Board of Control to redo any portion of the tournament pairings or such non-compliance adversely impacts the management of the tournament, an administrative violation fee of \$500 will be imposed upon the school before entry into the tournament will be allowed.

- 11.8 **Towels** – Shall be furnished by the participating teams.
- 11.9 **Solicitation of Funds / Selling T-Shirts, Etc.** – Solicitation of funds or selling merchandise for any purpose at any of the tournament games is prohibited unless permission to do so is given by CIAC. Food, candy and beverages may be sold by the site schools.
- 11.10 **Movies, Video Tape** – Prior permission of the site director must be obtained if video tape and/or movie equipment is to be used during tournament games. The use of this equipment is limited to participating schools and is only for post-game use of the teams involved. No commercial use of these tapes or films is permitted.
- All non-commercial videotaping at tournament sites must not create a safety hazard, or obstruct a view.
- 11.11 **Half-time** – For the FINAL GAME ONLY, the half-time will be decided according to the schedule. We hope to provide a 12-15 minute half-time.
- 11.12 Visiting teams may request an earlier start time if they are required to travel more than 75 miles one way. Such requests must be made as soon as possible to the tournament director. The Connecticut State Police mileage chart shall be used to determine the distance between competing schools.
- 11.13 The Tournament Director is **Dave Maloney**, Assistant Executive Director, CAS-CIAC – office telephone (203) 250-1111 / home telephone (203) 640-7137 / fax (203) 250-1345 / E-mail: dmaloney@casciac.org

2017-18 CIAC Girls Basketball Committee

Margaret Williamson – CH
 Dan Sullivan, South Windsor High School
 Vin DeNuzzo, East Haven High School

Coaches:
 Shaun Russell, East Hampton High School – Ch
 Vincent Cianfarani, Tolland High School
 Amanda Forcucci, Hamden High School
 Tim Kohs, Mercy High School, Middletown

Consultants:
 Robert “Jiggs” Cecchini, East Granby
 Tom Murray, Branford, Asst. Tournament Director
 Norm DeMartino, East Haven
 Brian Fell, Woodland Reg. High School, Beacon Falls – CAAD
 Joe Canzanella, – CAAD
 Tony Lopes, Tolland – Officials
 Dave Maloney, CAS-CIAC – Tournament Director

APPENDIX A

2017-18 GIRLS BASKETBALL SCHEDULE

Girls basketball schedule due at CIAC office via the password-protected online eligibility center.

- a. ONLY THE FIRST TWO (2) GAMES AGAINST THE SAME VARSITY OPPONENT WILL BE COUNTED TOWARD TOURNAMENT QUALIFICATION.
 - b. GAMES NOT LISTED ON THE SCHEDULE FORM WILL NOT COUNT TOWARD TOURNAMENT QUALIFICATION.
-

APPENDIX B

**CRITERIA TO BE USED FOR SELECTION OF SITES FOR
QUALIFYING, FIRST ROUND, SECOND ROUND AND QUARTER-FINAL GAMES**

2018 CIAC GIRLS BASKETBALL TOURNAMENT

Home Sites – Qualifications

The home site qualification form must be submitted via the password-protected online eligibility center by January 16, 2018. **FAILURE TO SUBMIT THIS FORM MAY COST YOU A FIRST ROUND, SECOND ROUND OR QUARTER-FINAL GAME.**

NOTE: All qualifying, first round, second round and quarter-final games will be played at the home site of the higher ranked team unless the site is not approved by the Basketball Committee when evaluated against established criteria. A flat fee of \$425 for LL and L games and \$375 for M and S games will be paid by the CIAC to those schools who conduct home site games.

CIAC will pay the officials and site directors. All other costs are paid for by the school.

Girls basketball quarter-final site should meet the following:

- Seating capacity per division
Class S – 500 Class M – 600 Class L – 800 Class LL – 950
 - Tournament Director reserves the right to select a site based on previous experience with schools involved throughout the tournament.
 - Schools have the opportunity to find a neutral school in their area if their site does not meet the criteria.
 - Play at their opponent's site if their capacity meets CIAC standards.
-

APPENDIX C

2018 CIAC GIRLS BASKETBALL GAME SITES

Please submit via the password-protected online eligibility center by Tuesday, January 16, 2018.

In order to facilitate planning for the 2018 CIAC Girls Basketball Tournament, please answer as to the availability of your school as a site. We would appreciate hearing from every school.

Scorer and timer must be qualified adults. Basketball officials and site directors will be paid by the CIAC at the conclusion of the tournament.

The 2017-18 CIAC Girls Basketball Tournament Director is Dave Maloney, Assistant Executive Director, CAS-CIAC – office telephone (203) 250-1111 / home telephone (203) 640-7137 / E-mail: dmaloney@casciac.org

APPENDIX D

SELECTION OF 2017-18 CIAC GIRLS BASKETBALL TOURNAMENT OFFICIALS

1. Each IAABO board will communicate to CIAC online its list of approved, varsity officials prior to January 16, 2018.
2. Between January 16, 2018 and February 1, 2018 each CIAC school is required to submit to CIAC online a list of eight (8) varsity officials from its officials board (the board which assigns their home games) who are competent to officiate tournament games. In addition, each school is asked to submit two (2) varsity officials from other boards whose abilities are of tournament caliber. Failure to comply with this requirement will result in the loss of a school's privilege to delete names from the master list of tournament officials.
3. Ballots are tabulated and a complete list of officials is compiled, along with numbers of votes received by each official.
4. This list is presented to the CIAC advisory committee on officials for study and input. The advisory committee consists of the commissioners from officials' boards that have one or more officials who have received sufficient votes to participate in the tournament, and the Assistant Tournament Director.
5. A master list of approximately 80 of the most competent officials in Connecticut (based on the votes of coaches) is established. The list must be sufficiently large to accommodate the number of games scheduled for any one night, in addition to those officials who are not available due to prior commitments.
6. The number of officials selected from each board is based on the percentage of schools each board serves, relative to the total number of CIAC schools in CIAC basketball.
7. The list of tournament officials is prepared and presented to participating coaches on the CIAC web site by February 7.
8. Coaches will be allowed to delete the names of NO MORE THAN TWO (2) OFFICIALS whose services they would prefer not to have. Coaches **MUST** use the CIAC web site to delete officials. Deadline: Monday, February 26, 2018, 7:00 p.m. This information will be considered in making assignments for second round, quarter-final, semi-final and final games.
9. "Teams" of officials will be selected from within each board. In assigning officials for all tournament games the Assistant Tournament Director will normally select from a "neutral board" when competing teams come from **different board representation**. If both competing teams are from the **same board**, officials from that board **may be assigned**. The Assistant Tournament Director retains the authority to assign from any board in the event of extenuating circumstances.
10. All assignments will be made by the Assistant Tournament Director. Identity of officials assigned to games will not be disclosed prior to games.
11. In accordance with action taken by the girls basketball committee, three (3) officials will be assigned to the quarter-finals, semi-finals and finals of all girls basketball games. **There will be no alternate officials for quarter and semi-final games**. All other games will have the two official crews.
12. Officials are allowed to be assigned to an individual team only once from the qualifying through semi-final rounds. In the finals, an official who has officiated a qualifying, first or second round game for a team, **may be assigned to officiate a final** that involves that team.
13. Semi-final victors will be allowed **one additional scratch of an official** from the tournament list of officials.

APPENDIX E

2018 CIAC GIRLS BASKETBALL TOURNAMENT ENTRY FORM

(Limited to members of the Conference)

1. The tournament roster must be submitted via the password-protected online eligibility center not later than 5:00 p.m., Tuesday, February 20, 2018. Entry fee of \$100 must be mailed to the CIAC office, 30 Realty Drive, Cheshire, CT 06410 – please indicate on check that it is for girls basketball. **A TEAM PICTURE IS REQUIRED (black and white or color) – This can be email in a jpg file to jsylvester@casciac.org.**
2. Report all games won or lost with member schools, out-of-state schools or American School for the Deaf online on the day of the game as soon as possible following the game’s completion. Date of last game to count is Tuesday, February 20, 2018. All scheduled games are to be listed on the entry form. Scores may be entered via the Online Eligibility Center, the “Submit Scores/Forms” option of the “CIAC for Coaches” menu at ciacsports.com, or the “Submit Scores” button in our ciacmobile.com mobile site. Entering scores at ciacsports.com or ciacmobile.com requires either a coach’s or scorekeeper’s access code, those codes are managed via the Online Eligibility Center and can be retrieved from the school’s athletic director.
3. **Each school will be allowed up to fifteen (15) girls in uniform.** There cannot be any alternates or substitutes to the original list of fifteen submitted. (DISREGARD OF THIS RULE MEANS AUTOMATIC DISQUALIFICATION.) List names of your fifteen players and school grade level of each.
4. Schools must submit, PROPERLY ATTESTED BY THE PRINCIPAL, THEIR ENTIRE SEASON’S RECORD OF GAMES with CIAC member schools, the American School for the Deaf, and CIAC-approved out-of-state schools. This record shall include a list of girls (**not over fifteen in number**) properly certified as to eligibility by the Principal. The physical fitness of those eligible shall be certified by a school medical official.
5. Only varsity games played with CIAC members, American School for the Deaf or CIAC approved out-of-state schools will be considered.
6. All teams will be required to have two (2) sets of numbered jerseys (alternate colors).

The school principal certifies that the individuals listed on the Official Tournament Entry Form have satisfied the State health statutes, CIAC and local regulations regarding physical examinations.

APPENDIX F

CONNECTICUT INTERSCHOLASTIC ATHLETIC CONFERENCE 2017-18 CIAC GIRLS BASKETBALL TOURNAMENT

MEMORANDUM TO ALL SITE DIRECTORS AND COMPETING SCHOOLS

The Connecticut Interscholastic Athletic Conference appreciates the use of your facilities and the following is offered with the idea of assisting those who have been designated as Site Directors. The close observance of these suggestions will make for a smooth-running tournament and will bring satisfaction and enjoyment to all.

The Site Director – In order to operate one of its most important programs the CIAC has selected competent school personnel to take complete charge of the games in the basketball tournament. The site director is entirely responsible for the particular game assigned to his/her school; he/she is the direct representative of the organization and, more specifically, of the Basketball Committee and the Tournament Director. While the site director obviously cannot do all the work him/herself, it is his/her responsibility to engage such competent personnel as may be needed to see that the program is conducted successfully. However, site directors are requested to be realistic regarding the hiring of personnel. In most cases it will not be necessary to employ as many people as for a boys game. Site directors will have to use their best judgment depending on anticipated attendance. Only adults should be assigned to the position of timer and scorer, and the scorer must be reminded to get from each team the name and number of each squad member as well as the five starting players. It is most advisable to have a hand operated clock(s) on hand and expert scorers in the event that the electrical clock and/or scoreboard become inoperative. Serious violations of CIAC policy or worthwhile recommendations on the part of participating schools should be reported in writing to the Tournament Director immediately after the game. ALL EXPENSES WILL BE PAID DIRECTLY FROM CIAC OFFICE. RETURN ALL PROCEEDS OF TICKET SALES AND ALL EXPENSES INCURRED TO CIAC OFFICE. Remind officials that they have complete charge of the actual playing of the game. **RETURN UNSOLD TICKETS, INCOME, EXPENSES AND FINANCIAL REPORT TO CIAC OFFICE AS SOON AS POSSIBLE AFTER GAME IS PLAYED.**

Telephone Scores of Games Immediately – Every site director knows full well that in order to operate a successful tournament, things should move smoothly and rapidly. This is particularly true when it comes to making pairings and selecting sites for the next game, and as a consequence we must know as soon as possible the results of all games -- which team won, and the score. We are, therefore, asking each site director to TELEPHONE (COLLECT) the results of each game immediately at the conclusion of the contest. This is a very important responsibility and we ask your full cooperation. Tournament Director Dave Maloney's office telephone (203) 250-1111 / home telephone (203) 640-7137.

Opening Ceremony

1. Arrange for playing the National Anthem before the start of each game.
2. Draft a short memo to be read to the spectators before each game which will include: important crowd control regulations such as prohibition of horns, whistles, etc., as well as the encouragement of good sportsmanship.
3. Sportsmanship statement to be read by the Captain of both the home team and visiting team.

Supervision of Locker Rooms – Provide for supervision in each team's locker room before, during and after the game in order to prevent vandalism of facilities or theft of personal property.

Officials – The game officials will be assigned by the CIAC, and they will take complete charge of the actual playing of the game itself. Officials should be met at the door, escorted to their locker rooms before and at the conclusion of the game, and escorted to their cars when they are ready to leave. Officials will be paid directly by CIAC. All other operational details are the responsibility of the site directors. Please provide parking for officials close to the entrance of the gym.

Time of Games – Single games – 7:00 p.m. / Double-headers – 6:00 p.m. and 7:45 p.m.

Bands / Cheerleaders – Not more than twenty (20) cheerleaders of participating schools, properly supervised, will be admitted free to tournament games in which their schools participate. Bands, dance teams and similar organizations may perform at the semi-finals and finals with prior permission from the tournament director.

Noisemakers Forbidden – Confetti, balloons, placards and streamers are NOT ALLOWED at tournament games. Bugles, horns, drums, whistles, or other noisemakers ARE NOT PERMITTED. ANYONE RESPONSIBLE FOR SUCH ANNOYANCE SHOULD BE ASKED TO LEAVE THE GAME.

Conduct and Good Sportsmanship – For the most part, we have been exceedingly proud of our high school students and their following of adult fans. We especially request that all school personnel – administrators, faculty, and coaches – give definite emphasis to the subject of good sportsmanship so that your students will conduct themselves in a manner that will reflect nothing but credit upon your school and its fine team. Any unseemly or unsportsmanlike conduct on the part of students or adults is a direct reflection on the school. Please remember that you are the guests of the site school, and as guests you may want to be invited back next year.

Crowd Control – The Regulations for Insuring Maximum Crowd Control distributed by the boys basketball committee will also apply to the girls basketball tournament.

Official Basketball – Spalding TF1000 Legacy size 28.5 – Each school will bring a game ball in good condition which complies with National Federation Rules to the tournament site. The ball to be used will be decided by the officials. Teams will furnish their own practice balls.

Choice of Basket and Bench – The higher rated team shall have choice of basket and bench and wear the light colored jerseys. The original rating assigned to a team will be maintained throughout the tournament. **At the finals, team benches will be assigned.**

Towels – Will be furnished by the participating teams.

Concession Stands / Solicitation of Funds – Food, candy, beverages may be sold by the site schools. Approval from CIAC to sell merchandise is required. This regulation provides CIAC control of all sales, raffles and solicitations during CIAC tournament games.

Movies, Video Tape – Prior permission of the site director must be obtained if video tape and/or movie equipment is to be used during tournament games. The use of this equipment is limited to participating schools and is only for post-game use of the teams involved. No commercial use of these tapes or films is permitted.

Press – Adequate publicity and favorable public relations are necessary in the operation of any tournament, and in this connection the CIAC appreciates the work and contribution of a fine group of people who bring accounts of our individual games to the public. Consequently, we are asking our site directors to see that newspaper writers and radio sportscasters are treated courteously and supplied with as good accommodations as are possible consistent with the facilities available. Members of the press will, upon proper identification, be admitted to any game. Newspaper reporters who are actually covering the game should be provided a seat at a table in the press box or “on the floor”, or at least where spectators will not be jumping up and down, blocking their view. **Please allow sports writers to remain up to one hour after the game to file their story.**

Stringers – Some large newspapers which cover many regional games in one evening send out part-time reporters (stringers) who do not carry press passes. The newspaper, through the head of the sports department, should notify the site director the afternoon of the game that one of these “stringers” will be at the game that evening. When he/she has properly identified him/herself, admit him/her and provide a place at the press table. If he/she brings a guest, assign this person to a seat in the stands. Do not accept for admission white tickets which merely indicate that the holder is a member of the Sports Writers Alliance.

Telephone – If at all possible, at the conclusion of the game, try to make telephones available so that a reporter can call his/her game into his/her newspaper if he/she has to make an important deadline.

Tickets – Subject to change depending on the venue

1. Ticket prices: Free – Children five (5) and under
 \$5.00 – Senior Citizens (age 65 and older) / Students (grades 1-12)
 \$10.00 – Adults (all others not in the above categories)

 \$10.00 – FINALS – ALL TICKETS (Per Session)
2. Tickets for pre-sale will not be distributed by the CIAC office to schools for qualifying, first and second round games. School wishing to pre-sell tickets for these games may do so by:
 - a. Making the request to the CIAC office
 - b. Picking up the tickets at the CIAC office
 - c. Using only CIAC tickets, school tickets may not be substituted
 - d. Returning unsold tickets and money to the CIAC office
 - e. Selling no more than 40% of the capacity of the basketball facility
3. Pre-sale tickets for the finals will be sold **online through the Mohegan Sun Arena Box Office.**
4. On-site tickets for qualifying, first round and second round games will be distributed.
5. On-site tickets for quarter-final and semi-final games will be mailed or delivered to site directors prior to each game.
6. Admission price for state final games is for one session only.
7. The sale of tickets at the participating school should be entrusted to a responsible adult on the staff who should be assigned by the principal. All tickets are numbered which will be of assistance in reporting accurately. The two numbers required for the report that is to be made to the site director the night of the game are the “starting number” and the “next unsold number”. Proper subtraction will indicate the number sold.
8. One admission will be charged for doubleheaders. **DO NOT CLEAR THE GYM AFTER GAME #1.** Admit teams playing the second game as soon as they arrive.
9. If it appears that you may run short of tickets get in touch with the CIAC office (203) 250-1111.

Completion of Final Report – Important – A very important responsibility of the site director is the completion of the final financial report for each game. Kindly make a separate report for each contest; use one copy of the form enclosed with tickets as a work sheet and send one copy to the tournament director, CIAC, 30 Realty Drive, Cheshire, CT 06410, as soon as possible after the game. If the report can be typewritten, it will be appreciated. Honoraria will be mailed to site directors by the CIAC as soon as all tournament financial reports are in the hands of CIAC.

All tickets will be numbered and the site director should carefully indicate on his/her report the “starting number” and the “next unused number”. The difference between these two figures should indicate the actual number of tickets sold. (There is a tendency to forget that the printed numbers of tickets are inclusive.)

Complimentary Tickets

1. Passes – During the 2018 tournament the following passes will be honored at **qualifying through semi-final games** where an admission is charged. **CIAC pass will NOT be honored at MOHEGAN SUN.**
 - a. Principal (or designee) of participating schools with CAS membership card.
 - b. Press Card
 - c. CT Association of Athletic Directors (CAAD) membership card
 - d. CIAC girls basketball pass (head girls varsity basketball coach must request in writing from CIAC. (For use up to semi-finals)

e. CIAC girls basketball officials' membership card

No other complimentary admission will be permitted.

2. **First, second and quarter-final round games** – The home team for each first, second and quarter-final round game will obtain complimentary tickets by removing the **first ten (10) tickets from the ticket roll** to be used for on-site sale. (Note: A qualifying game will be treated in the same manner as a first and second round game for the distribution of complimentary tickets.) **For the visiting teams** – The principal or designee of **the opposing team will fax a list of ten (10) people for complimentary tickets to the host school for** admission. These people must identify themselves at the door.
3. **For Semi-finals games** – Each school will receive ten (10) e-tickets as complimentary tickets. Pre-sale tickets for these games will be distributed to member schools from the CIAC office. **PRE-SALE SCHOOLS MUST CALL HOST SCHOOL BY 2:00 P.M. THE DAY OF THE GAME AND LET THEM KNOW HOW MANY TICKETS WERE SOLD. WE MUST NOT OVERSELL A GYM.**
4. **For Final games** – Each school will be reimbursed for ten (10) tickets at the Finals. A written request must be sent to the CIAC office.

Pre-sale tickets for the Finals will be sold online through the Mohegan Sun Arena Box Office.

Admissions of Non-Playing Teams – Do not admit non-playing teams free to playdown, first or second round games at your site even if accompanied by a coach or some other adult. This does not apply to teams playing the second game of a doubleheader which arrive during the first game. Only the competing teams in the tournament in each division which reach the quarter-final bracket (the last eight teams) will be entitled to complimentary admissions to the remaining games in their particular division. (Teams which reach the quarter-final bracket will only be admitted in a group if accompanied by an adult supervisor. The names of the players shall be checked against the team roster by a qualified adult school representative.)

Transportation – Competing schools are responsible for providing their own transportation. Mileage reimbursement **WILL NOT BE PAID.**

Protests – Protests based upon eligibility of players will be honored by the Eligibility Committee or Board of Control, but protests based upon play situations and those which involve judgment on the part of game officials will not be accepted.

Conclusion – As has been said many times, the CIAC appreciates the cooperation of your board of education and other administrators. You, the site director, are particularly deserving of our grateful thanks for the use of the fine facilities of your school and especially for your personal efforts to make the game a complete success. We trust that you have read and digested the instructions contained in this memorandum. Above all, we commend to your further study the 2015 Girls Basketball Rules and Regulations for the tournament. By doing this, many of your potential questions will be answered.

Girls Basketball Tournament Director – Dave Maloney, Assistant Executive Director, CAS-CIAC – office telephone (203) 250-1111 / home /cell (203) 640-7137 / Email: dmaloney@casciac.org

APPENDIX G
CIAC BASKETBALL TOURNAMENT
SPORTSMANSHIP STATEMENT

To be read on the public address system by the captains at all CIAC 2018 basketball tournament games:

To be read by the Home Team Captain:

“Welcome to tonight’s game between _____ and the _____
(Opposing school and mascot nickname). We view the basketball court as an extension of the Classroom where we learn the principles of sportsmanship, fair play, and respect for others. Tonight we ask for your enthusiastic support for these important principles as you root for your Respective team.”

To be read by the Visiting Team Captain:

“We also ask that you support the student-athletes from both participating schools by honoring our Request to treat all the players, coaches and officials with courtesy and respect. Thank you and Enjoy tonight’s game.”

Recommendation:

The sportsmanship statement should be read before all regular season games.

APPENDIX H
**Connecticut State Department of Education and the
Connecticut Interscholastic Athletic Conference
Concussion and Head Injury
Annual Review 2017-18
Required for ALL School Coaches in Connecticut**

NOTE: This document was developed to provide coaches with an annual review of current and relevant information regarding concussions and head injuries. In addition to reviewing this form, the annual review must include one of the following prescribed resources: Connecticut Concussion Task Force video, Centers for Disease Control and Prevention (CDC) Heads Up Concussion in Youth Sports training course or the National Federation of State High School Associations (NFHS) concussion training course. Links to these resources can be found at: <http://concussioncentral.ciacsports.com/>. A new form is required to be read, signed, dated and kept on file by their associated school district annually to comply with Connecticut General Statutes (C.G.S.) Chapter 163, Section 149b: *Concussions: Training courses for coaches. Education plan. Informed consent form. Development or approval by the State Board of Education.*

What is a Concussion?

Centers for Disease Control and Prevention (CDC) - *“A concussion is a type of traumatic brain injury, or TBI, caused by a bump, blow, or jolt to the head that can change the way your brain normally works. Concussions can also occur from a blow to the body that causes the head to move rapidly back and forth.”* -CDC, Heads Up: Concussion
http://www.cdc.gov/headsup/basics/concussion_whatish.html

Even a “ding,” “getting your bell rung,” or what seems to be mild bump or blow to the head can be serious” -CDC, Heads Up: Concussion Fact Sheet for Coaches http://www.cdc.gov/concussion/HeadsUp/pdf/Fact_Sheet_Coaches-a.pdf

Section 1. Concussion Education Plan Summary

The [Concussion Education Plan and Guidelines for Connecticut Schools](#) was approved by the Connecticut State Board of Education in January 2015. Below is an outline of the requirements of the Plan. The complete document is accessible on the CSDE Web site: <http://www.sde.ct.gov/sde/cwp/view.asp?a=2663&q=335572>

State law requires that each local and regional board of education must approve and then implement a concussion education plan by using written materials, online training or videos, or in-person training that addresses, at a minimum the following:

1. The recognition of signs or symptoms of concussion.
2. The means of obtaining proper medical treatment for a person suspected of sustaining a concussion.
3. The nature and risks of concussions, including the danger of continuing to engage in athletic activity after sustaining a concussion.
4. The proper procedures for allowing a student athlete who has sustained a concussion to return to athletic activity.
5. Current best practices in the prevention and treatment of a concussion.

Section 2. Signs and Symptoms of a Concussion: Overview

A concussion should be suspected if any one or more of the following signs or symptoms are present, or if the coach/evaluator is unsure, following an impact or suspected impact as described in the CDC definition above.

Signs of a concussion may include (i.e. what the athlete displays/looks like to an observer):

- Confusion/disorientation/irritability
- Trouble resting/getting comfortable
- Lack of concentration
- Slow response/drowsiness
- Incoherent/ slurred speech
- Slow/clumsy movements
- Loses consciousness
- Amnesia/memory problems
- Acts silly/combatative/aggressive
- Repeatedly ask same questions
- Dazed appearance
- Restless/irritable
- Constant attempts to return to play
- Constant motion
- Disproportionate/inappropriate reactions
- Balance problems

Symptoms of a concussion may include (i.e. what the athlete reports):

- Headache or dizziness
- Nausea or vomiting
- Blurred or double vision
- Oversensitivity to sound/light/touch
- Ringing in ears
- Feeling foggy or groggy

State law requires that a coach MUST immediately remove a student-athlete from participating in any intramural or interscholastic athletic activity who: a) is observed to exhibit signs, symptoms or behaviors consistent with a concussion following a suspected blow to the head or body, or b) is diagnosed with a concussion, regardless of when such concussion or head injury may have occurred. **Upon removal of the athlete, a qualified school employee must notify the parent or legal guardian within 24 hours that the student athlete has exhibited signs and symptoms of a concussion.**

Section 3. Return to Play (RTP) Protocol Overview

Currently, it is impossible to accurately predict how long an individual’s concussion will last. There must be full recovery before a student-athlete is allowed to resume participating in athletic activity. Connecticut law now requires that no athlete may resume participation until they have received written medical clearance from a licensed health care professional (physician, physician assistant, advanced practice registered nurse (APRN), athletic trainer) trained in the evaluation and management of concussions.

Concussion Management Requirements:

1. No athlete SHALL return to participation in the athletic activity on the same day of concussion.
2. If there is any loss of consciousness, vomiting or seizures, the athlete MUST be immediately transported to the hospital.
3. Close observation of an athlete MUST continue following a concussion. The athlete should be monitored for an appropriate amount of time following the injury to ensure that there is no worsening/escalation of symptoms.
4. Any athlete with signs or symptoms related to a concussion MUST be evaluated by a licensed health care professional (physician, physician assistant, advanced practice registered nurse (APRN), athletic trainer) trained in the evaluation and management of concussions.
5. The athlete MUST obtain an initial written clearance from one of the licensed health care professionals identified above directing her/him into a well-defined RTP stepped protocol similar to the one outlined below. If at any time signs or symptoms return during the RTP progression, the athlete should cease activity*.
6. After the RTP protocol has been successfully administered (no longer exhibits any signs or symptoms or behaviors consistent with concussions), final written medical clearance is required by one of the licensed health care professionals identified above for the athlete to fully return to unrestricted participation in practices and competitions.

Medical Clearance RTP protocol (Recommended one full day between steps)

Rehabilitation stage	Functional exercise at each stage of rehabilitation	Objective of each stage
1. No activity	Complete physical and cognitive rest until asymptomatic. School may need to be modified.	Recovery
2. Light aerobic exercise	Walking, swimming or stationary cycling maintaining intensity ,<70% of maximal exertion; no resistance training	Increase Heart Rate
3. Sport specific exercise No contact	Skating drills in ice hockey, running drills in soccer; no head impact activities	Add Movement
4. Non-contact sport drills	Progression to more complex training drills, ie. passing drills in football and ice hockey; may start progressive resistance training	Exercise, coordination and cognitive load
5. Full contact sport drills	Following final medical clearance, participate in normal training activities	Restore confidence and assess functional skills by coaching staff
6. Full activity	No restrictions	Return to full athletic participation

* If at any time signs or symptoms should worsen during the RTP progression the athlete should stop activity that day. If the athlete’s symptoms are gone the next day, she/he may resume the RTP progression at the last step completed in which no symptoms were present. If symptoms return and don’t resolve, the athlete should be referred back to her/his medical provider.

Section 4. Local/Regional Board of Education Policies Regarding Concussions

***** Attach local or regional board of education concussion policies *****

References:

1. NFHS. Concussions. 2008 NFHS Sports Medicine Handbook (Third Edition). 2008: 77-82. http://www.nfhs.org/http://journals.lww.com/cjsportsmed/Fulltext/2009/05000/Consensus_Statement_on_Concussion_in_Sport_3rd.1.aspx.
2. Centers for Disease Control and Prevention. *Heads Up: Concussion in High School Sports*. http://www.cdc.gov/NCIPC/tbi/Coaches_Tool_Kit.htm.
3. CIAC Concussion Central - <http://concussioncentral.ciacsports.com/>

Resources:

Centers for Disease Control and Prevention. *Injury Prevention & Control: Traumatic Brain Injury*. <http://www.cdc.gov/TraumaticBrainInjury/index.html>

Centers for Disease Control and Prevention. *Heads Up: Concussion in High School Sports Guide for Coaches*. Retrieved on June 16, 2014.