

MEN'S BASKETBALL

CHAMPIONSHIP SCHEDULE

The 2010 Big Sky Conference Championship will be March 6, 9 & 10

On-Campus Sites*

Saturday, March 6: Game One: #6 Seed at #3 Seed
 Game Two: #5 Seed at #4 Seed

Site of Regular-Season Champion

Tuesday, March 9: Game Three: #2 Seed vs Highest remaining seed
 Game Four: #1 Seed vs Lowest remaining seed

Wednesday, March 10: Game Five: Championship

Scheduling Format: The host team shall always play the last game of the session.
(*Exception: If games are changed for television purposes*).

GAME TIMES

- A. Starting times for first round games shall be determined by the host institution. Semifinal game times shall be determined by the host institution and approved by the Conference office, with ESPN setting the Championship game time.
- B. Normal starting times for the semifinals are 7:00 and 9:15 p.m. Starting times may be changed by the Conference office to facilitate requests by the host institution, other participants or television.
- C. Starting time for the 2009 Championship to be set by ESPN2.

**(Please note specific requirements for first-round games on page 10)*

ALL-TOURNAMENT TEAM

Before the Championship game, the Conference media coordinator shall distribute ballots provided by the Conference office to the All-Tournament Selection Committee, membership of which shall be determined by the Conference office representative and will be balanced among individuals among the participating teams. This committee shall determine a six (6) member All-Tournament Team, including the Most Valuable Player. The ballots shall be collected immediately following the completion of the Championship game, or sooner if appropriate.

ARTIFICIAL NOISEMAKERS

Artificial noisemakers, airhorns and electronic amplifiers are not permissible. Non-amplified megaphones are permissible, but may not be used as noisemakers. The Championship manager is responsible for removing all non-permissible instruments.

AWARDS

Awards will be selected and paid for by the Conference office. Awards will be shipped or brought directly to the host site. Only Conference official awards may be presented at a Championship. An appropriate awards ceremony shall be planned at the close of competition, which shall include the presentation of awards by the Conference office representative and a host site representative. Awards will be presented in the following order:

1. All-Tournament Team
2. Most Valuable Player/All-Tournament
3. Champion Team individual awards
4. Champion team trophy (*presented to head coach*)

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BANDS

- A. The Championship manager is encouraged to have a band available to play the National Anthem, entertain at half time, and play during warm-ups for all games. The host's band and all bands from participating institutions will be admitted free of charge to the Championship. Names of band members, up to 25, must be submitted on a pass list. The host institution must be notified by the preceding Monday by participating institutions that their band will be present.
- B. Bands, or any component thereof, are not allowed to play during a free throw attempt, or while the ball is in play. Bands shall be seated in rows designated by the Championship manager. If a band does not comply with Championship policies, the athletic administrator of the involved institution or Championship manager will be asked to rectify the situation. Visiting bands shall have equivalent seating arrangements to the host institution's band.
- C. Bands must be placed in the same quadrant as their respective teams. If both schools have bands, then seating must be comparable.

BANNERS AND SIGNAGE

The Big Sky Conference will work with the host institution in the development of the Championship banner to be placed at the scorers table. The host can either utilize a local distributor to create the banner and be reimbursed for the cost from the Conference office, or it can send dimensions and all sponsor logos to the Conference office which will facilitate the production. All banners must be approved by the Conference office.

Signs or banners promoting the participating institutions are permissible under the following circumstances: 1.) They are hung only in areas designated by the host, and 2.) The Championship manager approves the content and appearance. Commercial identification on any such banners cannot be visible.

CHEERLEADERS AND MASCOTS

- A. Cheerleaders and/or dance squads in uniform, not to exceed twelve (12) in number, and one (1) costumed mascot, shall be admitted via a pass list submitted to the Championship manager by the competing institution's athletic administration for sessions in which their team is competing. All other institutional representatives are required to purchase a game ticket.
- B. A maximum of twelve (12) cheerleaders and/or dance squad members and one (1) costumed mascot will be allowed on the floor at the appropriate stoppage of play. Additional cheerleaders and/or dance squad members will be allowed to perform before the game and at half time only. Those additional cheerleaders must sit in the bleachers while the game is in progress.
- C. Cheerleaders are to occupy one side of the basket only, not the entire end line.
- D. There shall be no contact, verbal or physical, between mascots and game officials.

COACHES MEETING

A pre-Championship meeting shall be held in the morning of the first day of play and will be conducted by the Conference office representative. Attendance at this meeting is mandatory for all head coaches. Participating institutions' athletic department representatives should also attend as well as the host institutions' sports information director, equipment manager, head athletic trainer, facilities manager and any other personnel deemed necessary by the Championship Manager.

For the Championship game, the Conference representative will communicate with the two teams competing on an individual basis.

CREDENTIALS

The Conference office shall handle all aspects of media and team credentials.

CRITICISM OF OFFICIALS

Coaches shall not criticize officials at public gatherings or in the presence of representatives of the news media, including news conferences and television shows. A coach who violates these principals shall receive a letter of reprimand from the Commissioner plus an automatic suspension for the next scheduled contest. These regulations apply to all events, including non-conference and post-season contests. Head coaches and athletic directors may communicate questions and constructive criticisms to the respective coordinator of officials.

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GAME BALL

The host institution shall provide practice balls (*a minimum of 12*) and game balls at no expense to the Championship. The official Conference Championship ball shall be the wide-channel Wilson Solution.

GAME VIDEO

All game videos of the Championship will be filmed and coordinated by the host institution upon request. The cost for the filming, if any, shall be set by the host and is the responsibility of the requesting institution.

INTRODUCTIONS

The alternating introduction format shall be used in all Conference Championship games, in the following order: F-F-C-G-G (*visiting team's forward, then home team's, etc.*). The players should proceed to center court when introduced and shake the hand of their counterpart. The head coaches will then be announced and shall shake hands in front of the scorer's table.

LODGING

- A. The host shall reserve 25 rooms for each institution, with every effort made to secure special room rates for all teams, with no more than 20 percent separating the cost of the highest and lowest priced rooms. If at all possible, only full-service hotels/motels should be used. The host institution will contact the Conference office with a list of the hotels it has secured, and a Conference Representative shall contact participating teams in order of seed to choose their hotel. (*i.e. No. 2 seed has first choice, then No. 3, etc.*) Teams are **required** to stay in the hotel assigned.
- B. The host shall reserve rooms for the Conference office staff at Championship headquarters.
- C. A hotel should be designated as the media hotel and a block of rooms should be set aside for media. All media members will be responsible for securing their own rooms from this block on a first-come, first-served basis.

MEDIA CREDENTIALS

The Conference office shall be responsible for the printing and issuing of all media credentials. The host sports information personnel shall be responsible for determining seating arrangements. Subject to space available, credentials shall be assigned in accordance with the following priorities:

- A. Two writers and one photographer (*one talent and one cameraman for TV*) per participating institution who are to be designated by the respective institution's athletic director and/or sports information personnel.
- B. Press agencies in the locale of participating institutions that have staffed games on a regular basis.

MEDICAL PROCEDURES

The following are the Big Sky Conference Sports Medicine Guidelines for all Men's Basketball Championship games:

- A. The presence of a certified and/or licensed Athletic Trainer to render emergency care, and one Student Athletic Trainer assigned for each team.
- B. The presence of a physician, preferably a team physician, for prompt medical evaluation.
- C. Planned access to a medical facility, including a plan for communication and transportation between the athletic site and the facility for prompt medical services.
- D. A thorough review by the host institution so that all parties, including the leadership of visiting teams, know the personnel and procedures involved.
- E. Athletic training facilities are to be made available to all competing institutions.
- F. Access to emergency equipment (*To include but not limited to: crutches, splints, blanket to treat for shock, materials to handle blood-borne pathogens*), fluids and ice at competition site, in locker rooms and at practice sessions.
- G. It is recommended that EMT/Ambulance be on site for all Championship games.

NATIONAL ANTHEM

The National Anthem shall be performed prior to the start of each game.

NON-PARTICIPANT SEATING

The host institution shall arrange to have reserved seating areas available for each institutions official team travel party. There shall be a total of 44 seats available.

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PARKING

The host shall arrange parking areas for the competing teams, preferably close to the pass gate.

PHOTOGRAPHER

The host institution is responsible for having an official photographer present at the Championship awards ceremony.

POST-GAME INTERVIEWS

- A. The host institution shall have a designated post-game interview room equipped with a riser platform with seating for five, and a sound system with four microphones. The Conference office will provide the backdrop. Dressing rooms are closed following the conclusion of any game. Coaches and student-athletes will be available in the interview room after a 10-minute cooling off period. Each team's sports information director shall escort the head coach and a minimum of two student-athletes to the interview room ten minutes after the game, **winning team first for semifinals; losing team first in Championship.**
- B. Should the Championship game finish at a late hour, the sports information director or a designee from each team in the title game shall obtain quotes from the coach during the awards ceremony to distribute to media facing deadlines.

PRESS CONFERENCES

An official press conference may be scheduled at any time when deemed appropriate. Each coach is required to participate in all press conferences and each institution shall make players available at all scheduled press conferences if requested. The Conference office is responsible for the format and time of the press conferences.

PROGRAMS

Production of the official Championship program shall be the responsibility of the Conference office, while the host institution shall arrange for the selling of the publication. Price shall be determined by the host institution, which shall retain all profit derived. Any inserts into the program (*i.e. – updated statistics, brackets, etc.*) must be approved by the Conference office.

PROMOTIONS

The host institution may run promotions with neutral prizes, such as a promotion provided by a sponsor of the Championship. "Split the Pot" or "50/50" promotions are not allowed.

RADIO BROADCASTS

The official designated radio station(s) of each institution shall be accommodated for game broadcasts. Stations desiring to broadcast any game of the Championship should contact the host institution's media coordinator to reserve space and phone lines. There will be a \$100 rights fee per station to broadcast all or part of the Championship. University radio stations shall be exempt.

SCHEDULE OF EVENTS

Please see Men's Basketball Appendix I for a sample Schedule of Events.

SCORER'S TABLE/PERSONNEL

- A. The game staff shall be provided by the host institution and shall include: Official scorer, timer, shot-clock operator, scoreboard operator, PA announcer, two ball persons, a dressing room attendant and trainer for each team, and a physician. In the event a game is televised, a timeout coordinator shall be provided space on the scorers table.
- B. The scorer's table shall be designated in a distinctive manner and the scorer shall wear an official's shirt or jacket to facilitate identification. There shall be no ornamentation in front of the scorer's table other than that of the Big Sky Conference.
- C. The Official NCAA Basketball Scorebook will be used for all tournament games.

SCOUTING

Each institution still in contention shall be provided two court-side scouting seats during each game.

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SQUAD SIZE

Teams are limited to fifteen (15) players in uniform. Replacements are permitted up to the starting time of any game, but once the game begins, no replacements will be permitted for any reason.

STATISTICS

The media coordinator of the host institution will arrange and manage all statistical requirements. Data and telephone lines, computer(s), a fax machine and a copy machine will be available in the press room. Each advancing participant's sports information director shall update their team's statistics prior to the next contest.

TEAM BENCHES

The team bench shall seat a maximum of 19 individuals in a single row. Bench assignments shall be determined by seeding.

TELEVISION

- A. All television rights, both live or tape-delayed, shall be under the jurisdiction of the Conference office, and all contracts for broadcast rights are negotiated through the Conference office.
- B. Television stations approved by the media coordinator shall be limited to two (2) minutes of footage on a regular news sports broadcast. A television station may not sell, loan or give away Championship footage to any individual or use said footage on any non-sports news program produced or aired by the station.
- C. A television station may not broadcast live reports from the site of competition, or air any part of a Championship game in progress for any purpose. Videotaped game coverage may only be presented on a sports news broadcast after the game is completed.

TICKETS

- A. Ticket prices for the Championship shall be determined by the host institution with the approval of the Conference office.
- B. Student ticket prices, limited to one per full-time student activity card, shall not be less than half price of full adult price. Students will be allowed to purchase 15 percent of the house. The student must show the activity card and ticket at the gate for admission to the game. Each student ticket sold at a discount should have some means of indicating to ticket takers that the ticket is not valid unless accompanied by a valid full-time student activity card. The host institution must have tickets printed with an audit stub to keep track of discounted student ticket sales.
- C. Six hundred (600) tickets – a minimum of 200 for each of the three traveling teams – shall be held until 8:00 am on the Monday preceding the Championship. Each visiting institution must purchase 100 of these tickets at full adult price. These 100 seats shall be in a continuous regular shaped block with no less than 10 seats across the front of this block being courtside seating. The second 100 seats available will continue the seating pattern established by the first 100. Any variations, because of arena configuration, must be approved by the Conference Commissioner.
- D. Game officials are to be issued two (2) complimentary tickets by the host institution to all games which they officiate.

TRANSPORTATION

Each team is responsible for securing and paying for its own air and surface transportation. The host institution has no responsibility to make any arrangements or reimbursements.

TRAVEL/TEAM PARTY

The official team travel party for all institutions is limited to twenty-two (22) individuals, which shall include student-athletes, participating coaches and other institutional personnel. No more than seven (7) of the official team party shall be non-student-athletes. The official team party will be submitted on a pass list to the host institution, and the 22 individuals will be admitted through a pass gate.

UNIFORMS

Each competing team shall have both light and dark uniforms available. The top-seeded team in each game will wear its light uniforms. Each player is required to wear the official uniform of their institution during all competition.

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REGULATIONS SPECIFIC TO FIRST-ROUND GAMES

All first-round games shall be at the site of the higher seeded teams (seeds Three and Four). Game times are to be determined by the host in consultation with the Conference office, but must not displace any previously-scheduled women's basketball regular-season games.

The host institutions shall reserve ten (10) rooms for the visiting team, which is required to stay at the assigned property.

There are no complimentary tickets for visiting teams. There are also no minimum requirements for purchase, but the visiting schools shall be given the opportunity to purchase the thirty (30) seats directly behind the visitor's bench.

The Championship regulations for pass lists apply (team, cheerleaders and bands), and all Championship games will adhere to the Championship regulations concerning cheerleader placement, band seating requirements and team bench arrangements.

All press credentials shall be handled by the host institution.

Player introductions shall follow the Championship alternating format.

The Public Address announcer shall conform to the Championship guidelines (see page 5)

The winning teams shall bring their respective game tape from the first round to the Championship site to exchange with their next opponent. Their opponent will likewise exchange their last game film.

All financial aspects of the first round are contained in the First Round Financial Report, Page 14. Visiting institutions must have all travel costs approved by the Conference office prior to departure.

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MEN'S BASKETBALL APPENDIX I – SCHEDULE OF EVENTS

This sample Schedule of Events should be followed as closely as possible.

Monday, March 8

11:00 am Teams begin arriving at host site
(All teams required to be on-site no later than 3:00 p.m.)

Practice Times (Examples: may be adjusted due to arrival times or facility conflicts)

4:00 - 5:30 pm #2 Seed
5:30 - 7:00 pm #1 Seed
7:00 - 8:30 pm HRS
8:30 - 10:00 pm LRS

Tuesday, March 9

10:00 am Pre-Championship meeting (**Mandatory for Head Coaches**)

Practice Times (Examples: may be adjusted)

11:00 am - 12:00 pm #2 Seed 1:00 - 2:00 pm #1 Seed
12:00 - 1:00 pm HRS 2:00 - 3:00 pm LRS

Game Times

:30 prior to game time Floor Available for First Game Warm-up
7:05 First Game: #2 Seed vs Highest Remaining Seed
:30 minutes following **Second Game: #1 Seed vs Lowest Remaining Seed**

Hospitality Room Information

One hour prior to first game - after games Media Hospitality Open
:30 prior to first game - after halftime second game VIP Hospitality Open

Wednesday, March 10

Practice Times (Examples: may be adjusted)

11:00 am First semi-final game winner
Noon Second semi-final game winner

Game Time

One hour prior to game Floor available for Championship Game Warm up
Time TBD **Championship Game** (Game time set by ESPN2)

Hospitality Room Information

One hour prior to game - completion of game Media Hospitality Open
:30 prior to game - following halftime VIP Hospitality Open

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MEN'S BASKETBALL APPENDIX II – CHAMPIONSHIP RESPONSIBILITIES

CHAMPIONSHIP MANAGER

Arena Setup
Athletic Training Room
Awards Display/Setup
Bands
Banners
Financial Report
Hospitality Functions
Locker Room Assignments
Lodging/Championship Headquarters
Game Video
Medical Facilities/Physicians
Meetings
National Anthem
Participant Seating
Pass Lists
Practice and Game Balls
Practice Schedules
Program Sales
Publicity and Promotion
Security and Crowd Control
Sponsors
Television and Radio
Tickets/Ticket Prices

CONFERENCE OFFICE STAFF

All-Tournament Team Selection Committee
Awards
Banners
Championship Guide
Credentials/Passes
Meetings
Officials' Assignments
Officials' Lodging
Officials' Travel and Per Diem
Officials' Game Fees
Sponsors
Television/Radio

ATHLETIC ADMINISTRATORS

Band
Cheerleaders
Meeting Attendance
Pass List
Team Lodging
Team Travel/Transportation

MEDIA COORDINATOR

Arena Setup
Media Credentials
Media Seating/Setup
Official Photographer
Participant Packets
Press Conferences
Public Address Announcer/Accountability
Publicity and Promotions
Scoring Table Personnel
Statistics
Team Introductions
Television/Radio

CONFERENCE INFORMATION STAFF

All-Tournament Team Selection Committee
All-Tournament Ballots
Awards
Awards Ceremony Script
Media Credentials
Media Seating/setup
Press Conferences
Television/Radio

PARTICIPANTS SID PERSONNEL

Awards Ceremony Team List
Assistance with Statistics
Updating Team Statistics Following Each Round

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MEN'S BASKETBALL APPENDIX III – FINANCIAL REPORTING FORM Schedule A – Financial Report

First Round Host

RECEIPTS

	No.	Price	Total
Ticket Sales			
Adult	_____x	_____	_____1
Student	_____x	_____	_____2
Adult included in promotional package*	_____x	_____	_____3
Student included in promotional package*	_____x	_____	_____4
Program Sales	_____x	_____	_____5
Television Rights			_____6
Other applicable receipts (not including concessions or parking)			_____7
TOTAL RECEIPTS			_____8
Applicable Sales Tax			_____9
TOTAL NET RECEIPTS (line 8 minus line 9)			_____10

PAYMENTS DUE

Visiting Team Tournament Share	\$10,000
Visiting Team Travel	\$TBD ¹
TOTAL VISITING TEAM PAYMENT DUE (send directly to visitor)	\$TBD ¹
Subtract total payments due from total net receipts (line 10 - \$25,000)	_____11
If line 11 is less than or equal to \$3,750, sign and date the report and forward to the Conference office. Host may retain the amount in line 11	
If line 11 is greater than \$3,750, subtract \$3,750 from line 11 and enter	_____12
Host may retain 50% of line 12, but must remit the other 50% to the Conference office within 30 days of contest	

*Enclose copy of any agreements/contracts

¹Total cost to be determined and approved by Conference office, not to exceed \$15,000

Prepared By _____

Date _____

MEN'S BASKETBALL

MEN'S BASKETBALL APPENDIX III – FINANCIAL REPORTING FORM Schedule A – Financial Report

Championship Host

RECEIPTS

Ticket Sales	
Adult All Session	_____ 1
Student All Session	_____ 2
Single game, Semifinals	
Adult	_____ 3
Student	_____ 4
Single game, Championship	
Adult	_____ 5
Student	_____ 6
All Session included in promotional packages*	
Adult	_____ 7
Student	_____ 8
Program Sales	_____ 9
ESPN 2 Rights Fee	\$14,250
Radio Rights Fees	_____ 10
Other Television Rights Fees	_____ 11
Other applicable receipts (not including concessions or parking)	_____ 12
TOTAL RECEIPTS	_____ 13
Applicable Sales Tax	_____ 14
TOTAL NET RECEIPTS (line 12 minus line 13)	_____ 15

PAYMENTS DUE (disbursed directly to the institutions)

Tournament Shares (Teams 1, 2, 3, 4, 7, 8, 9; \$10,000 each)	\$70,000
Team Travel Shares (Four teams in semis; not to exceed \$15,000 each)	\$ TBD ¹
Per diem for the two teams in Championship (\$2,600 each)	\$5,200
Conference office share	\$6,500
TOTAL PAYMENTS DUE	\$ _____ TBD¹

Subtract total payments due from total net receipts (line 15) _____ 16

If line 16 is less than or equal to \$21,255, sign and date the report and forward to the Conference office. Host may retain the amount in line 16

If line 16 is greater than \$21,255, subtract \$21,255 from line 16 and enter _____ 17

Host may retain 50% of line 17, but must remit the other 50% to the Conference office within 30 days of the championship game

*Enclose copy of any agreements/contracts

¹Total cost to be determined and approved by Conference office, not to exceed \$15,000

Prepared By _____

Date _____

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MEN'S BASKETBALL APPENDIX IV – CHAMPIONSHIP CHECKLIST

CHAMPIONSHIP STAFF

Championship Manager (Designated Administrator)
 Big Sky Conference Representative (Conference Representative)
 Media Coordinator (Host Sports Info. Director)
 Big Sky Conference Information Director (Conference Representative)

TEAM ARRIVALS:	DATE	TIME	TRANSPORTATION (Airline, Flight No.)
Eastern Washington	_____	_____	_____
Idaho State	_____	_____	_____
Montana	_____	_____	_____
Montana State	_____	_____	_____
Northern Arizona	_____	_____	_____
Northern Colorado	_____	_____	_____
Portland State	_____	_____	_____
Sacramento State	_____	_____	_____
Weber State	_____	_____	_____

LODGING:	HOTEL/MOTEL, ADDRESS, TELEPHONE NUMBER
Eastern Washington	_____
Idaho State	_____
Montana	_____
Montana State	_____
Northern Arizona	_____
Northern Colorado	_____
Portland State	_____
Sacramento State	_____
Weber State	_____
Officials	_____
Conference office	_____

CHAMPIONSHIP HEADQUARTERS:

PRACTICE TIMES AND LOCATION: *To be announced by host institution and Conference office*

DRESSING ROOMS:	Monday	Tuesday	Wednesday
Eastern Washington	_____	_____	_____
Idaho State	_____	_____	_____
Montana	_____	_____	_____
Montana State	_____	_____	_____
Northern Arizona	_____	_____	_____
Northern Colorado	_____	_____	_____
Portland State	_____	_____	_____
Sacramento State	_____	_____	_____
Weber State	_____	_____	_____
Officials	_____	_____	_____

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MEN'S BASKETBALL APPENDIX IV – CHAMPIONSHIP CHECKLIST *(continued)*

HOSPITALITY ROOMS:

Media:

Location _____

Hours: Tuesday _____

Wednesday _____

VIP:

Location _____

Hours: Tuesday _____

Wednesday _____

COACHES AND ATHLETIC ADMINISTRATORS MEETING:

Tuesday:

Location/Time _____

GAME STARTING TIMES:

Semifinals, Tuesday, March 9, 2009

Game Number 3 _____ vs. _____ Time: _____

Game Number 4 _____ vs. _____ Time: _____

Championship, Wednesday, March 10, 2009

Game Number 5 _____ vs. _____ Time: _____

GAME BALL: Wide Channel Wilson Solution

ATHLETIC TRAINING FACILITIES: _____

HOSPITAL/DOCTORS: _____

GAME FILMS: _____

TICKET PRICES:

All-Session Ticket \$ _____

Individual Session Ticket \$ _____

Student All-Session Ticket \$ _____

Student Individual Session Ticket \$ _____

SCOUTING SEATS: _____

PARTICIPANTS' SEATS: _____

OFFICIAL PHOTOGRAPHER: _____

A photographer shall be available at the post-Championship ceremonies

TELEVISION COVERAGE: _____

RADIO:

Eastern Washington _____

Idaho State _____

Montana _____

Montana State _____

Northern Arizona _____

Northern Colorado _____

Portland State _____

Sacramento State _____

Weber State _____

CALL LETTERS

ANNOUNCERS

POST-GAME INTERVIEWS:

Room/Location: _____