

WOMEN'S BASKETBALL

CHAMPIONSHIP SCHEDULE

The 2010 Big Sky Conference Championship will be March 11, 12 and 13

- Thursday, March 11: Game One: #3 Seed vs #6 Seed
 Game Two: #5 Seed vs #4 Seed
- Friday, March 12: Game Three: #2 Seed vs Highest remaining seed
 Game Four: #1 Seed vs Lowest remaining seed
- Saturday, March 13: Championship: winners of semifinal games

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 and second round games shall be determined by the host institution and approved by the Conference.
- B. Normal starting times for first and second round games are 6:05 and 8:05 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 Championship game may be determined by television.

ALL-TOURNAMENT TEAM

Before the Championship game, the Conference media coordinator shall distribute ballots 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 non-permissible instruments from the arena.

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 individual awards
4. Champion team trophy (*presented to head coach*)

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 hosts' band and all bands from participating institutions will be admitted free of charge to the Championship. Names of band members, up to 25 individuals, must be submitted on a pass list. The host institution must be notified by the preceding Monday by participating institutions that its 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.

WOMEN'S BASKETBALL

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 when the clock is stopped. 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 being played.
- C. Cheerleaders are to occupy one side of the basket only, not the entire end line.
- D. There shall be no contact, physical or verbal, between mascots and game officials.

COACHES MEETING

A pre-Championship conference call shall be held immediately following the coaches All-Conference selection call and will be conducted by the Conference office representative. Attendance on the call is **mandatory** for all head coaches involved in the Championship as well as the Championship Manager from the host institution.

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.

GAME BALL

The host institution shall provide practice balls (*a minimum of 12*) and game balls at no expense to the tournament. 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.

HOSPITALITY

Championship hospitality is the responsibility of the host institution in consultation with the Conference office, and may not exceed \$750.

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.

WOMEN'S BASKETBALL

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 Big Sky 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, No. 3 seed second, 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 which have staffed games on a regular basis.

MEDICAL PROCEDURES

The following are the Big Sky Conference Sports Medicine Guidelines for all Women'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. For quarterfinal games, there shall be 88 seats; for the semifinals and Championship game, there shall be 44.

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.

WOMEN'S BASKETBALL

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. Dressing rooms are closed following the conclusion of any game. Coaches and student-athletes will be available in the interview room after a ten-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 an assignee 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 the day preceding the first round games or 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.

PROMOTING THE CHAMPIONSHIP

Promotion of the Women's Championship is the responsibility of the host institution in consultation with the Conference office. Promotion expenditures may be allowed by the Conference office not to exceed \$1,500. These expenses shall be itemized on the Championship financial report. Free tickets may be provided to the media for promotional give-aways.

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 or session 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 from rights fees.

SCHEDULE OF EVENTS

Please see Women'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 or athletic 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.

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.

WOMEN'S BASKETBALL

STATISTICS

The media coordinator of the host institution will arrange and manage all statistical requirements. Computer/phone 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. One thousand (1000) tickets – a minimum of 200 for each of the five traveling teams – shall be held until 8:00 a.m. Tuesday prior to the date of the first round games. These will include five complimentary tickets to be used for additional members of the official team travel party not seated on the team bench. Any tickets ordered by a visiting team shall be considered sold. A visiting team may release all or part of its 200 tickets back to the host institution if it is known before the deadline that tickets will not be sold.
- C. 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

There is no limit to the total number in the travel party. However, the official team party (for pass list purposes) 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.

WOMEN'S BASKETBALL

WOMEN'S BASKETBALL APPENDIX I – SCHEDULE OF EVENTS

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

Wednesday, March 10

11:00 am Teams begin arriving at host site.
(All teams are required to be at the Championship site no later than 3:00 pm the day preceding their competition.)

Practice times (Examples: may be adjusted according to arrival times and facility conflicts)

4:00 - 5:30 pm	#6 Seed	7:00 - 8:30 pm	#5 Seed
5:30 - 7:00 pm	#3 Seed	8:30 - 10:00 pm	#4 Seed

Thursday, March 11

Practice Times

10:30 - 11:30 am	#6 Seed	1:30 - 2:30 pm	#4 Seed
11:30 am - 12:30 pm	#3 Seed	2:30 - 4:00 pm	#2 Seed
12:30 - 1:30 pm	#5 Seed	4:00 - 5:30 pm	#1 Seed

Game Times

5:35 pm	Floor Available for Game 1 Warm-up
6:05 pm	Game #1: #3 Seed vs #6 Seed
:30 minutes following	Game #2: #4 Seed vs #5 Seed

Hospitality Room Information

5:00 - after games	Media Hospitality Open
5:30 - 11:00 pm	VIP Hospitality Open

Friday, March 12

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

5:35 pm	Floor Available for Game 3 Warm-up
6:05 pm	Game #3: #2 Seed vs Highest Remaining Seed
:30 minutes following	Game #4: #1 Seed vs Lowest Remaining Seed

Hospitality Room Information

5:00 - after games	Media Hospitality Open
5:30 - 10:00 pm	VIP Hospitality Open

Saturday, March 13

Practice Times (Examples: may be adjusted)

12:00 - 1:00 pm	First semi-final game winner
1:30 - 2:30 pm	Second semi-final game winner

Game Time

One Hour Prior to game	Floor available for warm-up
TBD	Championship Game (game time set by Altitude Sports)

Hospitality Room Information

TBD - after game	Media Hospitality Open
TBD - 10:00 pm	VIP Hospitality Open

WOMEN'S BASKETBALL

WOMEN'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

WOMEN'S BASKETBALL

WOMEN'S BASKETBALL APPENDIX III – FINANCIAL REPORT

RECEIPTS:

Ticket Sales:

	All-Session		Student All-Session
Eastern Washington	_____ @ \$ _____ = \$ _____		_____ @ \$ _____ = \$ _____
Idaho State	_____ @ \$ _____ = \$ _____		_____ @ \$ _____ = \$ _____
Montana	_____ @ \$ _____ = \$ _____		_____ @ \$ _____ = \$ _____
Montana State	_____ @ \$ _____ = \$ _____		_____ @ \$ _____ = \$ _____
Northern Arizona	_____ @ \$ _____ = \$ _____		_____ @ \$ _____ = \$ _____
Northern Colorado	_____ @ \$ _____ = \$ _____		_____ @ \$ _____ = \$ _____
Portland State	_____ @ \$ _____ = \$ _____		_____ @ \$ _____ = \$ _____
Sacramento State	_____ @ \$ _____ = \$ _____		_____ @ \$ _____ = \$ _____
Weber State	_____ @ \$ _____ = \$ _____		_____ @ \$ _____ = \$ _____
TOTAL	_____ @ \$ _____ = \$ _____		_____ @ \$ _____ = \$ _____

	Individual Session		Student Individual Session
Quarterfinals	_____ @ \$ _____ = \$ _____		_____ @ \$ _____ = \$ _____
Semifinals	_____ @ \$ _____ = \$ _____		_____ @ \$ _____ = \$ _____
Finals	_____ @ \$ _____ = \$ _____		_____ @ \$ _____ = \$ _____
TOTAL	_____ @ \$ _____ = \$ _____		_____ @ \$ _____ = \$ _____

TOTAL TICKET SALES: \$ _____

OTHER REVENUE:

Television Rights	\$ _____
Radio Rights	\$ _____
Program Sales	\$ _____
Quarterfinals	_____ @ \$ _____ = \$ _____
Semifinals	_____ @ \$ _____ = \$ _____
Finals	_____ @ \$ _____ = \$ _____

TOTAL OTHER REVENUE: \$ _____

Less sales tax - _____

TOTAL GROSS RECEIPTS \$ _____

GAME EXPENSE:

Pre-Approved Expenses:

Promotions (as approved by Conference office, not to exceed \$1500)	\$ _____
Hospitality (as approved by Conference office, not to exceed \$750)	\$ _____
Other (please itemize):	
_____	\$ _____
_____	\$ _____

TOTAL GAME EXPENSE: \$ _____

NET RECEIPTS: \$ _____

PER SHARE VALUE: (NET RECEIPTS DIVIDED BY 7 SHARES) \$ _____

WOMEN'S BASKETBALL

WOMEN'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	_____	_____	_____

WOMEN'S BASKETBALL

WOMEN'S BASKETBALL APPENDIX IV – CHAMPIONSHIP CHECKLIST (continued)

HOSPITALITY ROOMS:

Media:

Location _____

Hours: Thursday _____ Friday _____

Saturday _____

VIP:

Location _____

Hours: Thursday _____ Friday _____

Saturday _____

GAME STARTING TIMES:

First Round, Thursday, March 11, 2009

Game Number 1 _____ vs. _____ Time: _____

Game Number 2 _____ vs. _____ Time: _____

Semi-Finals, Friday, March 12, 2009

Game Number 3 _____ vs. _____ Time: _____

Game Number 4 _____ vs. _____ Time: _____

Championship, Saturday, March 13, 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 Ind. Sess. Ticket \$ _____

SCOUTING SEATS: _____

PARTICIPANTS' SEATS: _____

OFFICIAL PHOTOGRAPHER: _____

A photographer shall be available at the post-Championship ceremonies

TELEVISION COVERAGE: _____

RADIO:

CALL LETTERS

ANNOUNCERS

Eastern Washington _____

Idaho State _____

Montana _____

Montana State _____

Northern Arizona _____

Northern Colorado _____

Portland State _____

Sacramento State _____

Weber State _____

POST-GAME INTERVIEWS:

Room/Location: _____