

## **MEET HOSTING CHECKLIST**

What follows is a high level outline of issues hosts need to address when hosting a Great Northwest Basketball League meet. This is not intended to be an unabridged list of every task that needs to be performed, nor should it be viewed as a substitute for reading and digesting the complete set of Great Northwest League Rules and all the attachments to those Rules. Treat it as a timeline checklist to assist hosts in preparing properly and not missing any key issues.

### **Well in Advance of Meet**

- 1) Sometime in June, July or August, someone involved with the host's basketball program reserved the gym space for each meet. Check periodically in advance of the meet to make certain no conflicts with the space have developed, like late-planned WIAA events, school concerts, etc.
- 2) Identify early who will be used as referees. Contact them and reserve their time. The later this is done, the more difficult it will be to get the best people.
- 3) Each eight team meet has 16 games. That means 16 hours of scorekeeping, 16 hours of clock operating time, 2-3 hours of admission takers, 9 hours of concession stand time (with several workers at all times), a set-up crew and a clean-up crew. Don't wait too long to line up this help and assemble the needed supplies. Read the "Checklist for Individuals Operating Clocks and Keeping Scorebooks at Great Northwest Basketball League Meets" (see Attachment #8 to the Rules) before deciding who is going to be used in those roles. Adults are best; high schoolers are acceptable; and 7<sup>th</sup>/8<sup>th</sup> graders can be used in a pinch – but no one younger.
- 4) Read carefully Paragraph C-10 of the Rules relating to concessions. The better job that is done in providing attractive options, the better sales will be.
- 5) Hosts must have a plan in place about getting emergency medical technicians and hospital transportation in case of a serious injury, so that they can be accessed quickly.

### **One Week in Advance of Meet**

- 1) Hosts need to call the teams attending their meet to confirm attendance and the time of each team's first game. Hosts must actually talk to each team coach or association representative – it is not adequate to leave only a voice mail message. (Read Paragraph C-15 of Rules carefully.) There is a financial penalty if hosts do not make live contact and the team in question fails to show up.
- 2) If a host hasn't received the ribbons for a meet at least one week in advance, see Attachment #3 to the Rules on how to make sure they are received on time.

- 3) Send referees being used the “Summary of Rules for Referees Officiating Great Northwest Basketball League Meets” (see Attachment #7 to the Rules) and encourage them to read this summary before the meet. They should also be sent a copy of Section D of the complete Rules.

### **The Week Leading up to the Meet**

- 1) Prepare meet summary results board, exactly as described in Paragraph C-9 of the Rules. Read and understand how the tie breaker system works.
- 2) Read carefully Paragraph C-11 of the Rules in case of inclement weather. Hosts need to communicate thoroughly with teams on Friday evening and, if necessary, early Saturday morning.
- 3) In case of bad weather or, for that matter, the very rare occurrence when a visiting team fails to show up, hosts must be thoroughly familiar with Attachment #5 to the Rules, which walks them through how to re-format a meet if that happens. (See also Paragraph C-18 of the Rules.) Don’t wait until Saturday morning to become familiar with these procedures.
- 4) A host should talk to its school administration about making sure the gym floor is clean before the start of the meet. Dirty floors are slippery and dangerous and reflect poorly on the host school and community.

### **The Day of the Event**

#### **Before the Meet Starts**

- 1) Have the front door and gym doors open 45 minutes before the scheduled time of the first game. Teams travelling longer distances usually allow extra time and often arrive early. Have an admissions taker at the door by that time so revenue isn’t lost. (Conversely, hosts probably don’t need an admissions person after half time of the second game – few new people will arrive after that.)
- 2) Hosts need two quality leather game balls at each scorer’s table, fully-inflated. For all girls meets and for 6<sup>th</sup> grade, 5<sup>th</sup> grade and Pioneer Division boys meets, use the standard-sized “women’s” (28.5”) ball. For 7<sup>th</sup> and 8<sup>th</sup> boys meets, use the standard-sized “men’s” (30.0”) ball.
- 3) At each scorer’s table, besides a fully-functioning clock, hosts also need the following items:
  - A full copy of the Rules – not just Section “D.”
  - A copy of the “Summary of Rules for Referees Officiating Great Northwest Basketball League Meets” – encourage referees to read if they haven’t already – or re-read if they have the time.
  - A copy of the “Checklist for Individuals Operating Clocks and Keeping Scorebooks at Great Northwest Basketball League Meets” – have each of the scorekeepers and clock operators read thoroughly before starting.
  - A scorebook and several sharpened pencils or mechanical pencils.

- A manual possession arrow unless the clock operator has access to and can operate the possession arrow on the clock.
- 4) Make certain that the clock operators know how to operate the clock. Lots of problems can develop if they don't.
  - 5) Make certain that the "Meet Director's" name is posted on the "Meet Results Summary". It's always a nice touch to have that person introduce himself/herself to each coach before their first game so the coaches know who to go to if they have a question or problem.
  - 6) If any of the playing surfaces that will be used do not have permanent 3-point lines, hosts need to put down tape as described in Paragraph C-19. For 5<sup>th</sup> grade and Pioneer Division meets, hosts need to put down tape to create a 13 foot free throw line (See Paragraph D-11 of the Rules). Also, if playing cross-court on a divided gym, see Paragraph C-20 of the Rules about how to assure proper center court and sidelines.
  - 7) There will be minor injuries. Try to have an ice supply (at the concession stand?) with some zip-lock baggies for those teams not traveling with ice.

### **During the Meet**

- 1) If there is a serious injury and EMTs or an ambulance are called, the player's parent(s), if there, should be found immediately. If not present, ask the player's coach for the signed copy of the "Consent for Medical Treatment" from that player's parents (See Paragraph C-17 of the Rules and Attachment #2 to the Rules).
- 2) Post scores promptly on the Meet Results Summary as described in Paragraph C-9. Write the exact score next to the team name in each match-up on the summary chart. Then, list the wins/losses and "points" earned above. It's critical that hosts post the exact score of each game and the "points" earned, so that if the tie breaker is imposed later on, it can be quickly calculated. If a host is using playing surfaces in two different buildings, make sure there is a means of quickly getting scores from games in one building to the next, so that coaches, etc. in both buildings know what's going on elsewhere. All scores should be posted in all locations within 15 minutes after each game and immediately after Round 3 of the round-robin games for Group B. We recommend that hosts post results in pencil. Almost everyone makes a mistake and ink or Sharpie marks are extremely difficult to correct.
- 3) Hosts need to thoroughly familiarize themselves with the tie breaker rules in Paragraph C-9 of the Rules. Every season 5 or 6 meets end up with faulty results because the host didn't know how to apply the tie breaker rules. Generally speaking, when two teams are involved in a tie, the winner of the head to head game wins the tie breaker; whereas, when three teams tie with the same game record, "points earned" are compared within Group play.
- 4) Make sure the ribbons are at the scorer's table on a timely basis for distribution after each team's last game.

- 5) If a visiting team violates Paragraph C-10 of the Rules by bringing in food and liquid (unless it's liquid to be consumed by the team during the games), a host needs to make sure they file a written complaint. Whether or not the coach of that team is confronted during the meet is up to each host.
- 6) Don't forget that the host must report the exact scores of all games by 10:00 a.m. the next Monday (and, preferably, even earlier). Make sure that whoever is reporting these scores takes home with him/her the Meets Results Summary (or, in the alternative, the scorebooks). If the person submitting the scores to the League is going to rely on the Meet Results Summary, make sure the scores of all the 4<sup>th</sup> round games get properly posted on this Summary before that person leaves the gym on Saturday evening.

### **Within 24 Hours After the Meet**

- 1) A host needs to read carefully about its obligation to report exact scores of all games within a day and a half after the close of the meet (see Paragraph C-14 of the Rules). Failure to do so carries with it a financial penalty which will be automatically applied – no exceptions.
- 2) If there were any serious injuries or really noteworthy negative incidents at a meet, please call Terri Green (715-386-4317) Saturday evening, immediately after the meet concludes.

### **Later, After the Meet**

At almost every meet, something occurs that could be improved. If one of the teams hosted has a complaint, they will probably complete a complaint/suggestion form (see Paragraph C-16 of the Rules). A host needs to do the same relative to the conduct of its guests so that we can try to improve the overall quality of League meets.