

97. Tournament Administration and Accountability

It is important that management of Association sponsored tournaments be a collaborative effort by all who assume responsibility for supporting our students, teams, and schools. The following should aid this "team effort." Violations of the provisions of this rule, particularly the ticket financial protocol within 97.10.5, could result in personal liability of site management personnel.

- 97.1 Tournament Director Responsibilities
 - 97.1.1 Be fully familiar with your tournament format, and all applicable MIAA Handbook standards. The MIAA Handbook, sport rule book, and the Tournament Format should be at each tournament site.
 - 97.1.2 Attend seasonal directors' workshops and other meetings required by your executive staff liaison.
 - 97.1.3 Receive season schedule/tournament entry forms. Contact schools that appear will miss the filing deadline.
 - 97.1.4 Examine tournament awards as soon as they are received to determine their condition and accuracy. Contact Conference Awards (phone number 508-563-3600; fax 508-563-2248) directly if corrections are required. The director is responsible for the awards being at final sites.
 - 97.1.5 Tournament personnel should not communicate with coaches, but should speak directly with each participating school principal or athletic director. Intent to Enter forms will include an opportunity for the principal to check off and designate the athletic director as the school contact person. The Principal, or athletic director if so designated, should be provided information following the tournament seeding and after each win as that team progresses through the tournament. This could require the winning principal or athletic director to call the results into the tournament director to acquire information about the next contest for that school team.
 - 97.1.6 Unusual incidents and all injuries must be reported to the MIAA staff without delay.
 - 97.1.7 Video Taping/Radio/TV - Policy guidelines as outlined in the MIAA Media Guide shall be followed. The MIAA White Book includes related forms.
 - 97.1.8 Initiate and execute all MIAA financial reporting requirements as efficiently as possible within 30 days.
- 97.2 Seeding is an MIAA sport committee responsibility with voting committee members being actively involved.
 - 97.2.1 Seeding meetings are open. Participating schools are encouraged to be represented.
 - 97.2.2 Seeding must be done in the MIAA office unless otherwise approved by the executive director or Chair of the TMC.
 - 97.2.3 Seeding must be scheduled to allow sufficient time to:

97.2.3.1 Allow for publication on the day before the tournament is to begin.

97.3 Site Selection

97.3.1 The executive staff liaison for that sport must approve all site decisions prior to them being announced.

97.3.2 Sites are to be selected with the following criteria in mind:

- * Health and safety of the participants.
- * Comfort and safety of the fans (including adequate seating).
- * Relative travel requirements for the participating schools.
- * Ability to collect tickets in a secure manner.
- * Facility expenses and site budget.

97.3.3 In cases when non-member school sites are used, the executive staff liaison shall approve and sign the appropriate contract.

97.4 Tournament Medical Coverage Policy

97.4.1 Golf and Tennis: It is the responsibility of each participating school to provide for the first aid/medical needs of their student athletes.

97.4.2 Football and Ice Hockey: A game will not start unless an MIAA assigned physician, licensed athletic trainer or certified EMT is present. In the event of an accident or injury to a player, that medical person will make the final judgment as to whether a student athlete may continue.

97.4.3 Cross Country, Field Hockey, Soccer Swimming, Volleyball, Gymnastics, Wrestling, Ski, Softball, Baseball, Lacrosse: A licensed athletic trainer, physician, physician's assistant, certified EMT, or nurse practitioner will be available at all contests. This coverage will be provided/compensated by the Host School in tournament rounds at the site of the higher seeded team. The MIAA will compensate for the coverage at MIAA designated neutral sites.

97.4.4 Basketball and Indoor & Outdoor Track: MIAA will compensate a licensed athletic trainer, physician's assistant, certified EMT, or nurse practitioner at all events.

97.5 Tickets

97.5.1 Only MIAA tickets will be sold except at those rounds exempted in field hockey, soccer, volleyball, baseball, lacrosse, and softball.

- 97.5.2 The tournament director is responsible for ticket distribution and reconciliation. All unused tickets and stubs must be returned with the financial report.
- 97.6 Awards
 - 97.6.1 Appropriate, meaningful presentation ceremonies must be planned.
 - 97.6.2 Only official MIAA awards may be presented publicly.
- 97.7 Association Visibility
 - 97.7.1 Association signage should transform the site into an MIAA venue.
 - 97.7.2 Welcoming MIAA announcements should start each contest.
 - 97.7.3 Announcements about upcoming Association activities in that sport and other sports should be made periodically. The acronym "MIAA" should be used frequently to promote positive understanding of the Association.
 - 97.7.4 PSA's should be announced regularly during timeouts, between periods, etc.
 - 97.7.5 The MIAA logo should be copied onto tournament programs.
- 97.8 Postponements
 - 97.8.1 The host school administrator or athletic director (not an involved coach) must be depended upon to advise regarding local weather conditions, or to determine if a contest will be postponed.
 - 97.8.2 The following must be the considerations for postponing a tournament activity: Health and welfare of the student-athletes; comfort and safety of the fans; travel conditions for participants and fans; alternative scheduling options; and financial implications.
 - 97.8.3 Directors must notify the Association immediately about postponements which will then be reported on the MIAA Web page.
- 97.9 Tournament Budgets and Financial Reports
 - 97.9.1 The Tournament Management Committee is charged by the Board of Directors with responsibility for approving tournament budgets, auditing tournament financial reports, and with the regulation of all financial aspects of tournaments.

- 97.9.2 The financial report should be submitted to the MIAA office signed by the tournament director no more than 30 days from the conclusion of the tournament.
- 97.9.3 Every effort should be made to forward receipts to the MIAA office within one business day.
- 97.9.4 Tournament accounts will be audited by an independent auditor who is a Certified Public Accountant.

97.10 Site Managers

- 97.10.1 Whenever practical the tournament director will be the site manager.
- 97.10.2 If impractical to serve as the site manager, it is the tournament director's responsibility to designate a site manager to supervise and oversee each tournament event unless the facility requires otherwise.
- 97.10.3 The tournament director shall furnish all site managers with appropriate MIAA forms (media contract, incident report, player/coach expulsion, financial, etc.).
- 97.10.4 The site manager must have knowledge of all tournament rules/policies as stated herein as well as those found in the tournament format and appropriate sections of the MIAA Handbook. The MIAA Handbook, sport rule book, and Format should be present at each tournament site.
- 97.10.5 While the nature of a sport may require various responsibilities for a site manager, the following list of duties serves as examples:
 - The site must have all required contest markings.
 - The facility must be safe for contestants and spectators (e.g. marked off with ropes).
 - Hire all game management personnel (e.g. ticket sellers, announcers, public address system, etc.). Fees paid to site personnel must be those established by the Tournament Management Committee.
 - Tickets must be torn in half at the contest site and returned with all unused tickets to the tournament director with the financial forms for that activity.
 - Each site managers' financial report must include the completed MIAA Cash Site Payment Form which the tournament director will furnish.
 - After the required site payments have been made, the site manager must take all remaining cash to a bank no later than the first business day after the contest and obtain a cashiers check for the total amount. It is permissible for a school to deposit the receipts in a school account and draw a school check for the total amount. Mail the check (made out to MIAA) together with the financial reports and tickets/stubs to the tournament director.
 - Horns, posters, noisemakers, confetti, pompoms, balloons, and banners are not to be permitted at any site. If the site manager feels that something not mentioned above is also creating a nuisance at a contest site, the site manager should have such items removed. The MIAA Sportsmanship Committee has voted to permit bands to be present and

to play at tournaments. However, the following restrictions are part of this action.

97.10.5.1 A maximum of 12 is permitted. An advisor must be in attendance and sit with the band.

97.10.5.2 Permission in advance must be granted by the Tournament Director and Site Director.

97.10.5.3 Pep bands are not permitted to play while the game is in play.

A full compliment of high school bands is permitted at all Superbowl football contests.

The site manager is responsible to the tournament director for carrying out all such other duties that are assigned by the tournament director.

97.11 Accountability

97.11.1 The executive staff will evaluate the performance of each tournament director.

97.11.2 A tournament director may not be engaged or renewed who is not recommended by the executive staff.