



## **DIAA 2023-2024 Girls and Boys Basketball Tournament Manual**

TO: Member School Administrators and Athletic Directors; Basketball Coaches and Officials; and Members of the Media

Colleagues:

The 2023-2024 Girls and Boys Basketball State Tournament Manual is intended to provide you with detailed information concerning the organization and administration of these State Championships.

A thorough review of the general information pertinent to all of the tournaments and the specific information for each sport should familiarize you with these events.

The rules and procedures contained in this manual are applicable only to the 2023-2024 DIAA Winter State Championships and are not intended to govern subsequent championships or to be binding on future committees.

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The Committees sincerely hope that the DIAA Basketball State Championships will be a tremendous success in all respects.

For the most up to date tournament information, please visit the DIAA website, [www.education.delaware.gov/diaa](http://www.education.delaware.gov/diaa)

Thank you,

*DIAA Girls Basketball Committee*

*DIAA Boys Basketball Committee*



## General Information

The following items are applicable to each of the 2023-2024 DIAA Basketball State Tournaments. Items specific to the organization and administration of the Girls' and Boys' Basketball Championships are located in separate sections of this manual.

### Item 1. Authorization

- A. The Delaware Interscholastic Athletic Association authorized state tournament competition in boys' basketball (May 19, 1966) and girls' basketball (November 16, 1972) by voting for approval on the dates indicated.

### Item 2. Management

- A. The tournaments will be managed by special committees appointed by the DIAA Chairperson and the Executive Director.
- B. The committees are authorized to resolve any situation not covered by the regulations in the General Information or specific information sections of this manual.
- C. Changes in tournament format or the criteria and procedures for selecting and seeding the participating teams/individuals are subject to the approval of the DIAA Board of Directors.

### Item 3. Sponsorship

- A. DIAA will organize, conduct, and underwrite the costs of the tournaments and will receive all proceeds.
- B. All expenditures must be approved by the DIAA Executive Director.
  - 1. No vouchers will be approved unless an itemized statement of cost accompanies the request for payment.
    - a. Vouchers will not be processed until the financial ticket reconciliation information has been submitted and verified to the DIAA.
  - 2. No vouchers received after the end of the fiscal year (June 15, 2024) will be paid.

### Item 4. Eligibility

- A. Eligibility rules as stipulated in the current version of the DIAA Official Handbook will be strictly enforced.

### Item 5. Contest Rules

- A. DIAA is affiliated with the National Federation of State High School Associations. The playing rules promulgated by the NFHS for boys basketball and girls basketball except as modified by the DIAA Board of Directors, will be in effect for all tournament contests.

### Item 6. Ticket Sales & Ticketing Policies

- A. All tickets will be purchased through GoFan, DIAA's official ticketing partner, unless otherwise noted.
- B. Tickets for DIAA state tournament events can be found by visiting <https://gofan.co/app/school/DIAA>
- C. Fans MUST have a smart phone or mobile device to show and redeem purchased tickets for entry into DIAA Championship events.
- D. Fans should purchase tickets in advance of the championship events by visiting the link above in Item 6., B.
- E. All tickets for events at the Bob Carpenter Center will be available through the University of Delaware's ticket vendor.
- F. Children four (4) years and younger will be admitted without charge to all games and should have an accompanying free ticket through GoFan.
- G. Ticket prices and fees are subject to change per approval by the DIAA Board of Directors.
- H. No refunds will be given for tickets purchased but not used.
- I. All tickets will be coded so as to admit the holder only to the game specified.
- J. No tournament passes will be sold.

### Item 7. Sportsmanship and Spectator Conduct

- A. Member schools are required to conduct all of their athletic affairs in a spirit of good sportsmanship.
- B. The administrators, athletic directors, and coaches of the participating schools are expected to: actively promote good sportsmanship and appropriate crowd behavior, stress the importance of demonstrating respect for the contest officials and the opposing team, and emphasize the need for proper conduct by spectators at all venues. School administrators are expected to be proactive in preventing unsportsmanlike behavior and to deal with it promptly and decisively if it occurs at the contest.
- C. The coaches and athletes of the participating schools are expected to observe the highest standards of sportsmanship and ethical behavior.

D. Spectator Guidelines and Conduct:

1. Drones, banners, flags, and **signs** are prohibited outdoors at all tournament contests. Other decorations that do not block spectator, press or team sightlines may be used with permission of and at the discretion of the Committee.
2. Streamers, confetti, and other paper debris are also prohibited.
3. Sirens, horns, bells, buzzers, whistles or any other artificial or mechanical noise-making devices are strictly forbidden at all **indoor** events.
4. The use of any noise making device that simulates game controls devices (whistles, air horns etc.) is strictly forbidden at **all** contests.
5. All cheers should stress the spirit of good sportsmanship. Use only positive cheers that encourage your team. Profane, derogatory or obscene chants and taunting will not be tolerated.
6. Behavior such as fans reading newspapers or turning their backs during player introductions, booing or heckling the contest officials, and being disrespectful to the opposing cheerleaders is unsportsmanlike behavior and is not to be tolerated at DIAA athletic events.
7. Face paint is permitted, but body paint is not. A shirt, top, etc. must be worn at all times.
8. Spectators must remain in the assigned seating section. Spectators are not permitted on the playing surface at any time.

**Item 8. Soliciting, Promotional Activities, and Merchandising**

- A. Soliciting and promotional activities; e.g., public address announcements, signs, banners, display or sign-up tables, and the distribution of printed materials are prohibited at all tournament playing sites without the consent of DIAA Executive Director.
- B. Only vendors authorized by DIAA Executive Director will be permitted to sell merchandise at tournament playing sites.

**Item 9. Raffles and 50/50 Drawings**

- A. Raffles, 50/50 drawings, and other games of chance are prohibited at all tournament playing sites without the consent of DIAA Executive Director.

**Item 10. Bench and Sideline Personnel**

- A. DIAA requires that all school personnel on the sidelines or in the team bench area be in the sixth grade or older and approved as members of the official team party. This includes anyone acting as a ball-runner or team manager.

**Item 11. Media Policy for State Tournament Events**

- A. Media Email List: Media personnel wishing to receive press releases and information regarding DIAA events must submit their name, media outlet, phone number and email address to DIAA at [diaa@doe.k12.de.us](mailto:diaa@doe.k12.de.us)
- B. Tournament Media Credentials
  1. Media personnel wishing to cover DIAA events must request working credentials from the DIAA Office. DIAA credentials may also be valid for regular season events at the host school's discretion.
  2. DIAA will provide credentials to representatives of an accredited media organization recognized by DIAA for the sole purpose of providing access to cover a DIAA Tournament Event. Because of demand, credentials will be issued on a priority system. Facility size is a determining factor. All requests may not be honored. To request credentials, complete the form on the DIAA website ([https://education.delaware.gov/diaa/diaa\\_for/media/](https://education.delaware.gov/diaa/diaa_for/media/)). Accredited media organizations should have a tax ID number and submit this requested information by completing the media credentials request form.
  3. DIAA credentialing is for use solely in connection to news and editorial coverage of the event. Any non-editorial, commercial or other unauthorized use of any transmission, picture, film, videotape, audiotape, writing, drawing or other depiction of any game, game action, game information, player interview or other stadium activity, and any non-editorial or commercial use of the DIAA mark or logo is prohibited without prior specific approval of the DIAA Executive Director.
  4. The DIAA may deny or revoke credentials for noncompliance with DIAA policies; and for conduct for which there are reasonable grounds to believe violate state or federal law, or constitute a breach of professional ethics.
- C. Broadcasting/Photographing
  1. DIAA retains exclusive rights to the permission to broadcast and photograph all tournament games and no party may do so without the consent of the DIAA Executive Director. The DIAA must be contacted, in writing or by e-mail, for permission to cablecast, telecast, web cast (video stream) live or on a delayed basis, or photograph a State Tournament Event or any part of a State Tournament Event.
  2. Broadcast agreements are available upon request and will be awarded to those companies that meet DIAA State Tournament broadcast criteria. Questions or concerns can be directed to the DIAA Executive Director 302-857-3365.
  3. All broadcasting/photography must be in accordance with current NFHS Rules for that sport. All access to the field, course, and court area for the purposes of videotaping or photography will be conducted according to the current NFHS rules for that sport. Persons photographing or videotaping a State Tournament Event, and stations cable casting, telecasting, or web casting (video streaming) a State Tournament Event must remain in the areas that have been designated for spectators, sports photographers, schools, cable/television stations, or Internet video broadcasters. If that area is not known to them, they must seek out a DIAA Tournament Committee member to be shown the designated area.

4. Persons cable casting, telecasting, photographing, videotaping, or web casting (video streaming) a State Tournament Event shall not stand on any unsafe or potentially hazardous physical object or facility.
  5. Persons cable casting, telecasting, photographing, videotaping, or web casting (video streaming) a State Tournament Event shall not interfere with the visibility and comfort of spectators, shall not present a safety hazard to spectators, and shall not disrupt, disturb, or interfere with the competition or with an individual competitor.
- D. Photograph Reproduction
1. Credentialed media personnel may not sell photos and/or video from state tournaments, except by bona fide newspaper offices (or the official website of the newspapers).
  2. Spectators are permitted to photograph and/or video contests for personal use only. No image of any contest may be reproduced without the written consent of the student-athlete being photographed. Photographs and/or videos taken by spectators may not be sold.
  3. School personnel may photograph and/or video contests for school use only in publications such as yearbooks, school websites, school newsletters, etc. provided they have received permission from the DIAA Executive Director and school principal.
  4. Freelance photographers who are not affiliated with a bona fide media outlet will not be credentialed for state tournament contests.
  5. All other photography of DIAA tournament games is strictly for the purpose of news and editorial coverage of the event. No other photographs or any other visual material taken at a DIAA event may be sold without express written consent of the DIAA.
- E. Media Entrance: Members of the media must display current DIAA Media credentials to gain access to all State Tournament Events. Bags and equipment may be inspected for security purposes.
- F. Press Area: A designated press area will be made available for members of the media to view and report on State Tournament Events when available or possible. Members of the media should contact the site coordinator prior to an event for access to phone lines, Ethernet or wireless access. The DIAA will do its best to provide this when available.

**Item 12. Video by Spectators**

- A. Spectators are permitted to video contest for personal use only. The reproduction, distribution and sale of spectator video is prohibited without the consent of DIAA Executive Director
- B. Videos may be used in accordance with current NFHS Rules for that sport.
- C. Spectators will be allowed to video a game in their seat provided they use hand held camcorders and do not block the view of other spectators or interfere with the game. Tripods are only permitted in the top row of the bleachers.
- D. Neither DIAA nor the host site will be liable for theft or damage to spectator videotaping equipment or injury due to the use of such equipment.
- E. The host site is not obligated to provide power for spectator videotaping equipment.

**Item 13. Prohibiting the Use of Drones (Unmanned Aircraft Systems or UAS's)**

- A. Unless granted special permission by the DIAA Executive Director, the use of drones (UAS), for any purpose, is not permitted at any DIAA State Tournament Event. This prohibition applies to all fields of play, courts, arena, mats, gym floor or pool, and covers a ban on the entire facility being used as part of the DIAA event, including the spectator stands and parking areas.

**Item 14. Transportation Reimbursement, Parking and Spectator Buses**

- A. Each participating school may be reimbursed at a rate of 75¢ per mile for one bus. Reimbursements will be made only for actual mileage traveled; no reimbursement will be made for band and spectator buses or for team meals and lodging. The school must submit a voucher to DIAA to be reimbursed for transportation. DIAA will not process any vouchers DIAA receives after the end of the fiscal year (June 15, 2024).

**Item 15. NFHS Network and Live Streaming of Games**

- A. Any first, second, or quarterfinal round contest that the NFHS Network does not stream may be streamed by the host member school with the approval of the Executive Director.

**Item 16. Comments and Recommendations**

- A. The committees are genuinely interested in the comments and/or recommendations of member schools concerning all aspects of the tournaments. Please submit any comments and/or suggestions in writing to the appropriate committee chairperson.

## DIAA Girls' Basketball Committee Members

Committee Member Name	Affiliation	Title
Ruth Lajoie, Chair	Public Member	New Castle
Layne Drexel, Secretary	DIAA	NFHS State Basketball Interpreter
Rick Shea	Padua Academy	Athletic Director
Terre Taylor	Appoquinimink School District	Administrator
Dr. Josette McCullough	Public Member	Kent
Joe Papili	St. Elizabeth High School	DIAA Board Representative
Jalyn Powell	Delmar High School	Coach
Michael Snead	IAABO Board #11	Official
Shirelle Tingle	IAABO Board #129	Official
Stephanie Tolson-Scott	Polytech High School	Coach
Emma Trammell	Seaford Middle School	Coach
Monick Foote	William Penn High School	Coach
Constance Johnson	Public Member	Kent
Alycia Jefferson	MOT Charter	Athletic Director

## DIAA 2023-2024 Girls' Basketball Tournament Manual

### Specific Information

#### Item 1. Tournament Dates

- A. The 2024 DIAA Girls' Basketball State Tournament will be held on the following dates.

Round	Date
Round One	Wed., February 28, 2024
Round Two	Friday, March 1, 2024
Quarterfinals	Monday, March 4, 2024
Semifinals	Wednesday, March 6, 2024
Finals	Saturday, March 9, 2024

- B. These dates are subject to change if there is a site availability issue, or due to circumstances beyond the control of the Committee.

#### Item 2. Tournament Sites

- A. Game sites for all rounds of the tournament will be chosen by DIAA & the committee.
1. Operations will be based on the host site facility plan.
  2. The semifinals and the championship game will be played in the Bob Carpenter Center at the University of Delaware, if available.
    - a. Alternate sites will be determined by DIAA & the committee.
  3. The Committee considers the following criteria when selecting a host site:
    - a. Seating capacity for at least 800 persons,
    - b. Seating on both sides of the gymnasium, is preferred,
    - c. Floor conditions,
    - d. Security of site,
    - e. Parking availability,
    - f. Locker room facilities for teams and officials

#### Item 3. Starting Times

- A. DIAA & the Committee will determine the starting time for all games throughout the tournament.
- B. Teams may arrive at the playing site one (1) hour before the scheduled start of their game.

#### Item 4. Tournament Field

- A. The 2023-2024 DIAA Girls' Basketball State Championship tournament field will be comprised of the following twenty-four (24) teams: the qualifying Conference/Flight/Division Champions from Blue Hen Flight A, Blue Hen Flight B, Henlopen North, Henlopen South, the Diamond State Conference, the Independent Conference, and eighteen (18) at-large teams or more if needed to fill out the 24-team bracket.
- B. Eligible Teams:
1. All teams must meet the criteria established by DIAA Regulation 1024 9.0 to be eligible for tournament consideration.

2. Teams may play a maximum of 20 games in the regular season.
  3. A team must play a minimum of fifteen (15) regular season games at the varsity level in order to be considered for the tournament. Only those opponents who have played a minimum of fifteen (15) games at the varsity level will be included in a team's win loss percentage record and team index.
  4. If a team scheduled an opponent more than two (2) times, only the first two (2) games will be included in the index.
  5. All teams' schedules are locked in as of January 15, 2024. If a team has 15 games scheduled as of January 15, 2024, the team index and team percentage will be determined by 15 games.
- C. Conference/Flight/Division Champions' automatic berths will be determined by the following qualifying criteria:
1. The Conference/Flight/Division must consist of five participating schools to receive an automatic berth. If a Conference/Flight/Division has fewer than five participating teams, the teams are still eligible for at-large berths.
  2. The champion must possess a .500 winning percentage record or better.
  3. The champion must be in the top 50% of all eligible teams in the state tournament field.
  4. The Conference must determine their automatic berth before the last date of competition which is February 21, 2024. If the conference does not have an established method for determining its representative, the Committee will use the point index as the determining factor. If two or more teams qualify for the tournament based on index, but are tied, the Committee will break the tie using the seeding criteria found in Item 5.C.
- D. The at-large teams will be selected according to the tournament point index system described in Item 5.B (below).
- E. Teams are expected to meet the eligibility requirements as outlined in this tournament manual for consideration of selection to the DIAA basketball tournament field.

### **Item 5. Tournament Index System and Seeding**

- A. Team Report
1. The last competition date for basketball is Wednesday, February 21, 2024. It is the school's responsibility to verify that all results listed on their team's website/sports page are accurate and complete by the last date of competition or the team may not be considered for the tournament.
  2. It is each school's responsibility to send all out-of-state opponent's records and contact information to the committee representatives by February 21, 2024.
  3. Teams that choose not to be considered for selection into the tournament must notify Ruth LaJoie or DIAA at [diaa@doe.k12.de.us](mailto:diaa@doe.k12.de.us) by Monday, February 19, 2024.
- B. Index Calculations: The following point index system will be used to select the at-large teams and to seed the tournament.
1. Two (2) points for each win during the regular season.
  2. One (1) bonus point for playing a team whose final regular season record is .501 or above regardless of which team won.
  3. One (1) additional bonus point for playing a team whose final regular season record is .701 or above regardless of which team won.
  4. Index is determined by dividing the total number of points earned by the number of regular season games played.
- C. Tiebreakers: The criteria listed below will be used to break any index ties for seeding. If more than two teams are tied, as many teams as possible will be eliminated at each step. As soon as a team(s) are eliminated, the process must begin again at step 1.
1. Head-to-head competition during the regular season. If three or more teams are tied, they must all have played each other.
  2. Win-loss percentage against common opponents,
  3. Win-loss percentage of opponents,
  4. Overall win-loss percentage,
  5. Draw conducted by the committee.
- D. Seeding System
1. The point index as described in Item 5.B will be used to seed the tournament.
  2. The eight teams with the highest point index will be seeded #1-8 and will receive a bye in the first round.
  3. The remaining qualifying teams, #9-24 in the index ranking, will be seeded according to the criteria listed in Item 2 A. The first-round matchups will be as follows: #16 vs. #17, #9 vs. #24, #13 vs. #20, and #12 vs. #21 in the upper half of the brackets and #15 vs. #18, #10 vs. #23, #14 vs. #19, and #11 vs. #22 in the lower half of the brackets.
- E. Every effort is made to accurately determine the participating teams and seeding of the selected teams.

### **Item 6. Official Program**

A Tournament Program will not be produced.

### **Item 7. Admission Policies**

- A. Paid Admission
1. Student (grades K-12) and adult admission for a single game or double header will be \$5.00 plus service fee in the first and second round.
  2. Student (grades K-12) and adult admission for a single game or double header will be \$8.00 plus service fee in the quarterfinal round.
  3. Student (grades K-12) and adult admission for all dates at the Bob Carpenter Center [BCC] will be \$10.00 plus service fee; this includes the quarterfinals [if played at the BCC], semifinals and finals.
  4. Refer to General Item 6. (page 2 in this manual) for more information regarding DIAA Championship Ticketing Policies.

5. Children four (4) years and younger will be admitted without charge to all games.
  6. Ticket prices are subject to change per approval by the DIAA Board of Directors.
  7. Tickets purchased but unused will not be refunded.
- B. Complimentary Admission
1. Participating schools will receive complimentary admission for all those members of the Official School Party listed on the official roster as submitted to the DIAA Executive Director prior to the tournament. The official school party is defined as players, coaches, managers, scorers/statisticians, and athletic trainer(s). All of these individuals should assemble together outside of the venue entrance and be admitted together as one group. The Official School Party cannot exceed twenty-two (22) people. All members of the school party must be in the sixth grade or older. It is recommended that they be of high school age.
    - a. A maximum of fifteen (15) players in uniform are permitted as part of the official school party.
    - b. All other school personnel must pay the regular admission fee if they wish to enter the contest. Spouses of administrators and coaches are similarly obligated. No complimentary tickets will be issued to schools.
    - c. Each school may request two complimentary coaches tickets to be used for the first, second, and quarterfinal rounds. Schools will submit their complimentary coaches pass requests through the DIAA shared form. Requests sent via email will not be honored. Only coaches listed on the school's official school roster (per website4sports) will be eligible to receive complimentary admission. Coach admission requests must be submitted by 4pm on Monday, February 12, 2024. Walk up coach pass requests at tournament games will not be honored. No complimentary coach admission will be honored at any DIAA semifinal or championship games. A complimentary coaches admission list will be sent to host sites by DIAA to indicate complimentary admissions prior to the opening respective sport tournament round.
  2. One (1) bus driver will be admitted free of charge upon presentation of identification as the team's driver.
  3. Seating at the Bob Carpenter Center is reserved. To receive their designated seats the following groups must assemble at the rear entrance of the Bob Carpenter Center (team entrance) with their coach or adult supervisor and be admitted together as one group. Only those persons listed on the official roster as submitted to the DIAA prior to the championship will be admitted entry.
    - a. A maximum of 23 cheerleaders in uniform and one adult sponsor will receive complimentary admission. Additional cheerleaders must purchase a ticket or make arrangements in advance to have their school billed for any admission in excess of 23 cheerleaders and one adult.
    - b. A maximum of 15 pep band members and one adult director will receive complimentary admission.
- D. Ticket Sales
1. Refer to General Information, Item 6, page 2 in this manual.
- E. Media representatives who are covering the tournament will be admitted upon presentation of current and official 2023-2024 DIAA media credentials.
1. Media/photographers may stand where permitted by game manager, site director, and the Committee.
  2. Press table reservations and requests at the Bob Carpenter Center will be arranged through the DIAA office.

### **Item 8. Game Manager**

- A. A member of the Committee will be appointed to serve as the Game Manager, who will serve as a liaison between the Committee, the host school and the participating schools. It is the Game Manager's responsibility to ensure compliance with the policies and procedures established by the DIAA Basketball Committee. The Game Manager will have the specific responsibilities listed below.
    - a. Provide the Official score book and official game balls.
    - b. Oversee the pre-game schedule and warm up times.
    - c. Collect the score book and balls after the game has been completed.
    - d. Give the losing team a ball after the assigned rounds as indicated by the Committee Chair.
  1. In the event of a serious accident or injury to a coach, athlete, official, spectator, or game worker, notify the injured party's athletic director and the Executive Director as soon as possible.
  2. In the event of a serious sportsmanship-related incident, contact the Executive Director as soon as possible.
- B. A Committee member will be assigned to each of the teams participating in the games at the Bob Carpenter Center. He/she will be responsible for meeting the team when they arrive, escorting them to their locker room, and answering any questions they may have. He/she will review the pre-game activities and the post-game awards ceremony with the head coach.

### Item 9. Responsibilities of Host School

- A. Member schools agree to host events for the Tournament.
- B. Each host school designates and supervises the individuals who serve as the Site Director and support personnel. The number of support and police personnel **MUST** be approved by DIAA's Executive Director prior to the start of the event. Support personnel may include:
  - a. Ticket redeemer(s);
  - b. Program seller(s);
  - c. Ticket sales/support(s);
  - d. Scorekeeper(s);
  - e. Security (an individual who monitors the crowd but is not a law enforcement officer);
  - f. School Resource Officer or School Police (approval needed)
  - g. Scoreboard Operator/Announcer; and
  - h. NATA-certified trainer or school nurse unless both participating schools will be accompanied by a trainer.
- C. The Site Director's responsibilities include:
  - 1. Set up the gym, court and bench areas according to current NFHS specifications.
  - 2. Provide a secure locker room for the Game Officials that has a changing area and showering facilities.
  - 3. If possible, provide dressing rooms and bathroom facilities for the participating schools.
  - 3. Provide safe and secure passage for the officials to and from the playing area.
  - 4. Provide parking facilities for buses and spectators.
  - 5. If possible, provide seating arrangements for spectators.
  - 6. Contact the Game Manager and DIAA Executive Director three hours prior to game time if the site is not in appropriate condition.
  - 7. Be in attendance and work closely with the Game Manager.
  - 8. Clear with the Game Manager matters of policy or procedure.
  - 9. Provide an experienced official scorer and timer. No cell phone use is permitted at the scorer's table.
  - 10. Ensure that the complimentary admission policy for all schools is followed (Item 7).
  - 11. Charge admission until the end of the third quarter of the final game at the site.**
  - 12. Establish a procedure for assisting disabled spectators and review the procedure with the appropriate personnel.
  - 13. Review the emergency action plan with the appropriate personnel.
  - 14. Any additional responsibilities as determined by the host school and DIAA office.
- D. The host school must consult with the DIAA office concerning security and police personnel.
  - 1. Any expenses concerning security and police personnel must be pre-approved by DIAA's Executive Director.
  - 2. Police will be paid the game fee or hourly rate customarily paid at the game locale. The bill should be sent to DIAA.
- E. The host school is responsible for complying with the DIAA's ticketing administration and financial reconciliation procedures.
- F. Public Address System
  - 1. The host school will make every effort to provide a public address system and designate and supervise a responsible adult to serve as an announcer. Every effort should be made to have an announcer familiar with basketball.
  - 2. The public address system, if used, will be operated by a responsible/ adult representative of the host school.
    - a. Any announcements not directly related to the game/tournament or not of an emergency nature must be approved by the Game Manager or the Executive Director.
    - b. The public address announcer must be a responsible individual who will remain impartial at all times. He/she must never question or criticize the coaches or officials during the game. Game announcing is for factual information purposes only, 'play by play' announcing of the game is not allowed.
    - c. Introduce the players and coaches on each team beginning with the non-starters of the away team, then starters and coaches, and then the home team.

### Item 10. Responsibilities of Participating Schools

- A. Supervision
  - 1. An administrator or the athletic director from each of the participating schools must be present at all tournament games involving his/her team. This individual must make his/her presence known to the site director prior to the start of the game and indicate where he/she will be seated during the contest.
  - 2. The school administrator/AD in attendance is responsible for assisting with enforcement of good sportsmanship conduct as described in General Information Item 7.
  - 3. For games played at neutral sites, the school administrator/AD of the participating schools are jointly responsible for the protection and well-being of all spectators and officials in attendance.
- B. Complete the submit all pre-championship information as requested by the DIAA and adhere to the provided deadlines. Championship tournament rosters for teams, cheerleaders, and bands should be completed and submitted to the DIAA as instructed. Member schools are solely responsible for contacting DIAA with any changes to the submitted tournament eligibility rosters.

- C. Arrive on time at the game site. If a late arrival is anticipated, the host school and game manager should be contacted immediately.

#### **Item 11. Officials**

- A. DIAA recognized basketball officials' associations will provide the officials for all tournament games. The Executive Boards from each of the officials' associations will submit a list of officials meeting DIAA's and the Tournament Committee's qualifying criteria.
  - 1. Officials are required each year to both attend the DIAA rules interpretation clinic and to pass the rules examination provided by the DIAA office for the sport(s) they officiate.
  - 2. Number of Games Requirement: The tournament committee requires that an official must work a minimum of eight (8) Delaware/DIAA sanctioned high school varsity games within Delaware during the regular season in order to be eligible to officiate a state tournament game.
    - a. Officials desiring to be eligible for both the boys' and girls' tournaments must work a minimum of eight girls' games and eight boys' games.
    - b. The eight games must be assignments from the submitting official's primary organization. Combining games from different officials' organizations will not make an official eligible.
- A. During the 2024 basketball tournament, the tournament games will be divided amongst qualifying organizations based upon the criteria for assignments:
  - 3. Each organization must have a minimum of twenty-four (24) eligible officials (maximum 24 on Ranked Eligible List) who meet the tournament committees' requirements and DIAA standards.
  - 4. If one of the officials' organizations is unable to meet the minimum number of eligible officials as stated in A.2.a and A.2.b above, their tournament games will be assigned to the remaining officials' organization. In these instances, game assignments will be distributed as defined by Section 4.
- B. Procedures for Officials Organizations
  - 1. A list of eligible ranked officials must be submitted for both the boys' and girls' tournaments. The lists will be subject to review by the tournament committees and DIAA. The lists must be submitted to Ruth LaJoie, Chairperson and the DIAA Office using [DIAA@DOE.K12.DE.US] one week before the first round of the tournament is scheduled to begin. For 2023-2024, that date is February 21, 2024.
  - 2. Failure to submit required materials by the deadline could eliminate the officials' organization from the current tournament.
- C. Criteria for Game Assignments
  - 1. There will be three officials assigned to each game of the tournament.
  - 2. Officials are limited to a maximum of two (2) games for each tournament.
  - 3. Officials are not permitted to officiate the championship game of each tournament in the same year.
  - 4. Officials ranked # 1 for both the boys and girls tournament will be assigned the tournament to work as determined by the Tournament Committee.
    - a. Girls' tournament will be officiated in odd years
    - b. Boys' tournament will be officiated in even years
  - 5. Officials working two (2) consecutive championship games (2 boys, 2 girls or boy/girl) will be ineligible to officiate either championship game in the third year.
  - 6. Officials working two (2) consecutive semifinal games (2 boys, 2 girls or boy/girl) will be ineligible to officiate either semifinal game in the third year.
  - 7. If an official is assigned to both a boys' semifinal game and the girls' championship game or vice versa and the games are to be played on the same day due to previous postponements, that official will work only the championship game. The next highest ranked official on the appropriate eligible list will work the semifinal game.
  - 8. Officials cannot work two games on the same day for either tournament or combined tournaments unless necessitated by rescheduling games due to weather.
  - 9. Officials will need to have worked preliminary round games in previous years to be eligible to move up to later round games of the tournament. The following shows the pre-requisites for advancing to later rounds of tournament games:
    - a. Officials assigned to work a championship game must have officiated a semifinal game in previous years.

- b. Officials assigned to work a semifinal game must have officiated a quarterfinal, second round or first round game in previous years.
- D. Mechanics: The mechanics of tournament game assignment for eligible officials' organizations will be left to the discretion of the Tournament Committee using the following guidelines:
1. The first and second-round games and any necessary play-in games will be assigned to the officials who are ranked # 1 - # 24 on the eligible list as indicated in the Assignment Table (below). At least one official in each crew will be ranked # 1 - # 12 on the eligible lists.
  2. The quarterfinals will be assigned to the officials who are ranked # 1 - # 12 on the eligible lists.
  3. The semifinals will be assigned as follows:
    - a. In **EVEN** years, Group A will use officials ranked # 2, 3, & 4, and Group B will use officials ranked # 3, 4 & 5.
    - b. In **ODD** years, Group A will use officials ranked # 3, 4, & 5, and Group B will use officials ranked # 2, 3, & 4.
  4. The championship game will be assigned as follows:
    - a. In **EVEN** years, Group A will use the official ranked # 1, and Group B will use officials ranked # 1 & 2.
    - b. In **ODD** years, Group A will use officials ranked # 1 & 2, and Group B will use the official ranked # 1.
  5. A split crew will be assigned to each game beginning in the second-round and continuing with the quarterfinals, semifinals and championship games.
- E. The Tournament Committee will make any necessary adjustment in the officials' game assignments as determined to meet the needs of the DIAA State Tournament. Editorial and/or procedural errors will be corrected by the Tournament Committees. The Assignment Tables (found below) are general guidelines with the final assignments approved by the Tournament Committees.
- F. Officials' Dressing Room:
1. The host school will provide a secure dressing room and restroom for the game officials. All visitors, with the exception of the site director and committee members, are excluded from the officials' dressing room.
- G. Officials' Fees:
1. Officials assigned to the 2024 State Tournament will be paid according to DIAA Regulation 1043 5.0 Fees for Officiating Contests and Competitions.
- H. Officials Alternate Officials: One alternate official will be assigned to every semifinal and championship game.
1. The alternate official is a part of the officiating crew. He/she will be dressed in full game uniform and be prepared to enter the game to officiate if needed.
  2. He/She will sit at the scorer's table and will assist the game crew as necessary and complete any forms provided by the Committee.
  3. He/She will be assigned by the Committee from the association that has only one official working on the crew in that game. Each association is to provide the name of the alternate official being nominated a minimum of 2 days in advance of each game.
  4. He/She must meet all eligibility requirements set forth in this Tournament Manual.

**Assignment Table for Two Officials Organizations (ODD Years)**

Round	Number of Games	Group A Officials # by Rank	Group B Officials # by Rank
Final	1	1,2	1
Semifinals	2	3,4,5	2,3,4
Quarterfinals	4	6,7,8,9,10,11	5,6,7,8,9,10
2nd Round	8	1,2,3,4,5,12,13,14,15,16,17,18	1,2,3,4,11,12,13,14,15,16,17,18
1st Round	8	6,7,8,9,10,11, 19,20,21,22,23,24	5,6,7,8,9,10, 19,20,21,22,23,24

**Assignment Table for Two Officials Organizations (EVEN Years)**

Round	Number of Games	Group A Officials # by Rank	Group B Officials # by Rank
Final	1	1	1,2
Semifinals	2	2,3,4	3,4,5
Quarterfinals	4	5,6,7,8,9,10	6,7,8,9,10,11
2nd Round	8	1,2,3,4, 11,12,13,14,15,16,17,18	1,2,3,4,5, 12,13,14,15,16,17,18
1st Round	8	5,6,7,8,9,10, 19,20,21,22,23,24	6,7,8,9,10,11, 19,20,21,22,23,24

**Item 12. Uniforms**

- A. The team in the top half of the pairing bracket will be the "home team" and will wear WHITE UNIFORMS.
- B. The team in the bottom half of the pairing bracket will be the "visiting team" and will wear dark-colored uniforms.

### Item 13. Dressing Rooms and Facilities

- A. The participating teams will be assigned dressing rooms upon their arrival at the playing site. The coaching staff is responsible for supervising the dressing room. Schools will be held accountable for any theft or damage.
- B. A dressing room for Officials' will be provided at the host site's discretion.

### Item 14. Contest Procedures, Equipment, Facilities and Special Events

- A. Pre-Game Warm-Up:
  1. Teams are permitted on the court without balls to stretch prior to team warm-ups.
  2. Team warm-up time will begin 28 minutes before the scheduled starting time, no sooner.
  3. Team warm-up time is limited to 20 minutes immediately prior to pre-game activities.
  4. Team warm-ups end 8 minutes prior to the scheduled game starting time.
  5. The Pre-Game Officials Conference with officials, one captain and head coach will take place at center court 8 minutes before the scheduled game starting time.
  6. Pre-game announcements, introductions and the national anthem will take place after the Officials Conference. Each team will be given a few minutes to warm up prior to the start of the second half. No non-team practice shooting will be allowed during half-time.
  7. **Teams must provide their own basketballs for the pre-game warm-up at all sites including the Bob Carpenter Center.**
- B. Practice Sessions: With the exception of the host school, no team will be allowed to practice at a tournament playing site. Violation of this rule will result in disciplinary action that may include disqualification from the tournament. Host schools wishing to permit a light practice or shooting time prior to a tournament game must clear all playing courts two (2) hours before the game starting time.
- C. Game Balls and Scorebooks:
  1. The Tournament Committee will provide a game ball and an official scorebook for each contest. The Wilson EVO NXT (WTB0901) will be the official ball for all tournament games. Participating schools must provide scorebooks for their own scorers.
- D. Special Events
  1. Special events will be confined to the official pre-match activities and the awards presentation after the championship match. The pre-match ceremonies may include:
    - a. National Anthem - All players, coaches, game officials, and school personnel are expected to stand attentively during the presentation of the American flag and the playing of the national anthem.
    - b. Introduction of team members, coaches, and officials.
    - c. Introduction of the Chairperson of the DIAA Board of Directors or his/her representative.
    - d. Introduction of the Chairperson of the Girls' Basketball Committee or his/her representative.
    - e. Introduction of the Principal or Headmaster of the participating schools.
    - f. Other VIPs in attendance will be recognized by asking them to stand momentarily at their seats.
    - g. Only the individuals listed in b., c., d., e., and f. will be on the gymnasium floor during the special events.
  2. The Basketball Committee is authorized to modify the program of special events however it deems appropriate.
  3. No school will be permitted to conduct its own program of special events.
- E. Musical Entertainment
  1. Except for the national anthem, the playing of recorded music is permitted only during pre-game warm-up. The host school is responsible for providing appropriate music.
  2. The permittance of Pep bands will be announced closer to the start of tournament.

### Item 15. Awards

- A. The following awards will be presented:
  1. Team: A trophy and game ball will be awarded to the Champion and Runner-Up teams.
  2. Individual: Gold medals (15) will be presented to the champions. Silver medals (15) will be presented to the runners-up.
  3. No awards other than those authorized by the Committee will be presented at any time during the tournament.
- B. Crown Trophy of Glasgow DIAA Championships Student Athlete Academic Award
  1. For the first round of the tournament that a team participates in, an academic award will be given to one pre-determined student athlete that meets the award criteria as outlined in Item 15. B. 3. during the pre-game announcements.
  2. Nominations for the student athlete academic awards are due to be submitted by February 20, 2024. Schools should assume that their team is going to make the tournament. Academic award nominations must be submitted by February 20, 2024 for consideration of any complimentary coaches' tickets.
  3. Selection criteria for the award is as follows:
    - a. Student-athlete must be at least a sophomore academically and athletically in the sport of basketball.
    - b. Student-athlete must have been at the school for a least a year to receive the award.

- c. Student-athlete is an active member on the roster and eligible for the championship.
- d. Student-athletes are only eligible to receive the academic award once during the sport championship season.
- e. Student-athlete must have a 3.2 GPA and be on the active team championship roster.

**Item 16. Player Bench Occupants and Bench Assignments**

- A. Only members of the official school party will be permitted in the team bench area. Teams will be allowed a maximum of fifteen. (15) players in uniform on the bench at any given time.
- B During a contest, the player bench area may include a maximum of 22 members of the official school party.
  - 1. The official school party is defined as players, coaches (approved by the local board or governing body), managers, scorers/statisticians, and team medical personnel.
  - 2. All occupants of the bench area must be in the sixth grade or older.
  - 3. If a team has more than the maximum 15 players in uniform, admission will be charged for the extra players, and they must sit in the stands.
- C. All team personnel on the bench during the Semifinals and Championship Games must be wearing a credential. Committee members are authorized to spot-check any and all bench personnel for compliance. If a team is found in violation, the individuals will be removed from the bench and possibly the arena.
  - 1. Unauthorized duplication or counterfeiting of DIAA credential passes will be deemed a major infraction of the sportsmanship code and the school will be referred to the DIAA sportsmanship committee for disciplinary action.
- D. Bench designations
  - 1. The “home team” will occupy the bench area of their choice for the first two rounds of the tournament. The “visiting team” will occupy the bench designated for them by the home team in the first two rounds of the tournament.
  - 2. For the quarterfinal, semifinal and final games, the home team will occupy the bench to the right of the official scorer as the team faces the playing floor. The visitors will occupy the bench to the left of the official scorer as the team faces the playing floor.

**Item 17. Mercy Rule**

- A. The 35-point mercy rule will be in effect during all rounds of the tournament, including the championship game at the onset of the second half.

**Item 18. Assignment of Baskets**

- A. The Tournament will follow the NFHS Rules for the assignment of baskets.

**Item 19. NFHS Network, Radio and Television Broadcast**

- A. Broadcast privileges will be awarded according to the following criteria and procedures:
  - 1. The local (same county as participating school) radio station that regularly broadcasts the games of a potential playoff team may receive exclusive privileges to broadcast that team’s first-round game by submitting a written request and a \$100.00 fee.
  - 2. If no local radio station regularly broadcasts the games of a potential playoff team but a local station broadcasts a “game of the week”, that station may receive exclusive privileges to broadcast the aforementioned team’s first-round game by submitting a written request and a \$100.00 fee. If two local stations broadcast a “game of the week”, both stations may broadcast the aforementioned team’s first-round game provided the host school’s press box can accommodate both broadcast crews. If the host school’s press box cannot accommodate both crews, the DIAA Executive Director will determine which radio station will receive broadcast privileges.
  - 3. If no local radio station regularly broadcasts the games of a potential playoff team and no local station broadcasts a “game of the week”, the station in closest proximity to the aforementioned school may receive exclusive broadcast privileges by submitting a written request and a \$100.00 fee.
  - 4. The written request and \$100.00 fee must be received in the DIAA office (Attn: DIAA Executive Director, 35 Commerce Way, Suite 1, Dover, DE 19904) by Tuesday, February 20, 2024. The \$100.00 fee will be refunded if the team whose first-round game the local radio station has expressed an interest in broadcasting does not qualify for the playoffs. If a local station that broadcasts a “game of the week” submits a written request and \$200.00 in fees to broadcast the first-round games of two potential playoff teams, \$100.00 will be refunded if those teams play each other.
  - 5. The same criteria and procedures that were used for the preliminary round games will be used for the championship games. However, the written request must be received by 12:00 noon on Tuesday, February 27, 2024 (email to diaa@doe.k12.de.us DIAA Executive Director). The \$250.00 broadcast fee may be submitted separately from the written request. Committee will determine the date, starting time, and site at which the interrupted game will be completed or replayed.
- B. Live telecasts of playoff games will not be permitted unless approved by the DIAA Executive Director. All games must be telecast on a minimum 48-hour delayed basis. The telecast fees will be \$100 for the first and second round games, \$150.00 for the quarterfinal and semifinal rounds and \$250 for a championship game.
- C. All radio and television stations must indicate in their written requests that no commercials associated with the use of alcoholic beverages or tobacco products will be aired.

**Item 20. Official Scorer's Table**

- A. The following priority list will determine seating at the official scorer's table:
  - 1. Official timer, official scorer and public address announcer.
  - 2. Alternate official when assigned (semifinal and final rounds).
  - 3. Assistant scorer from each participating team (if space permits both).
  - 4. DIAA Staff (if space permits)
  - 5. Committee members (Bob Carpenter Center only-space permitting)
  - 6. Media representatives (as assigned by DIAA)

**Item 21. Cheerleaders**

- A. Cheerleaders will cheer from an area designated by the Site Director.
- B. The University of Delaware has strict guidelines for cheering at the Bob Carpenter Center. These guidelines must be adhered to by all cheerleading squads. It is the responsibility of the cheerleading coach to review all guidelines and procedures with the site director.
- C. Cheerleaders must remain seated except during timeouts. Stunts will be allowed if performed in accordance with the current NFHS Spirit Rules Book. No mini-trampolines or basket tosses will be permitted.

**Item 22. Removing Nets**

- A. Only the winning team of the championship game will be permitted to cut down the nets under the supervision of Bob Carpenter Center personnel. Nets shall not be removed from the baskets after any other game of the tournament.

## 2024 DIAA GIRLS' BASKETBALL TOURNAMENT

**Round 1**  
Wednesday,  
February 28

**Round 2**  
Friday,  
March 1

**Quarterfinals**  
Monday,  
March 4

**Semifinals**  
Wednesday,  
March 6

**Finals**  
Saturday,  
March 9



## DIAA Boys' Basketball Committee Members

Committee Member Name	Affiliation	Title
Brian Fahey, Chair	Public Member	
Tom Rosa	Public Member	
Earl Burnham	Public Member	
Mike Starkey	Lake Forest High School	Coach
Robert L. Webb, Jr.	Public Member	
Joseph Thomson, CMAA	Wilmington Friends School	Athletic Director, Coach
Kevin Gillespie	IAABO #129	Assignor, Official
Tiff McCullough	Dover High School	Administrator
Brendan Haley	Salesianum School	Coach
Vincent Evans	Seaford High School	Coach
Rod Griffin	St. Georges High School	Coach
Randy Henzes	IAABO #11	Assignor, Official
Sean Mahoney	IAABO #11	Official
Andy Dick	John Dickinson High School	Athletic Director
Jerry Kobasa	Public Member	
Douglass Thompson	DIAA Board Member, Chairman	

## DIAA 2023-2024 Boys Basketball Tournament Manual

### Specific Information

#### Item 1. Tournament Dates

- A. The 2023-2024 DIAA Boys' Basketball State Tournament will be held on the following dates.

Round	Date
Round One	Tuesday, February 27, 2024
Round Two	Thursday, February 29, 2024
Quarterfinals	Saturday, March 2, 2024
Semifinals	Thursday, March 7, 2024
Finals	Saturday, March 9, 2024

- B. These dates are subject to change if there is a site availability issue, or due to circumstance beyond the control of DIAA and the Committee.

#### Item 2. Tournament Sites

- A. Game sites for all rounds of the tournament will be chosen by DIAA and the committee.
1. Operations will be based on the host site facility plan.
  2. The semifinals and the championship game will be played in the Bob Carpenter Center at the University of Delaware, if available.
    - a. Alternate sites will be determined by DIAA and the committee.
  3. DIAA and the Committee considers the following criteria when selecting a host site:
    - a. Seating capacity for at least 800 persons,
    - b. Seating on both sides of the gymnasium, is preferred,
    - c. Floor conditions,
    - d. Security of site,
    - e. Parking availability,
    - f. Locker room facilities for teams and officials

#### Item 3. Starting Times

- A. DIAA and the committee will determine starting times for all games throughout the tournament.
- B. Teams may arrive at the playing site one (1) hour before the scheduled start of their game.

#### Item 4. Tournament Field

- A. The 2023-2024 DIAA Boys' Basketball State Championship tournament field will be comprised of the following twenty-four (24) teams: the qualifying Conference/Flight/Division Champions from Blue Hen Flight A, Blue Hen Flight B, Henlopen North, Henlopen South, the Diamond State Conference, the Independent Conference, and eighteen (18) at-large teams or more if needed to fill out the 24-team bracket.

B. Eligible Teams:

1. All teams must meet the criteria established by DIAA Regulation 1024 9.0 to be eligible for tournament consideration.
2. Teams may play a maximum of 20 games in the regular season.
3. A team must play a minimum of fifteen (15) regular season games at the varsity level in order to be considered for the tournament. Only those opponents who have played a minimum of fifteen (15) games at the varsity level will be included in a teams win loss percentage record and team index.
4. If a team scheduled an opponent more than two (2) times, only the first two (2) games will be included in the index.
5. All teams' schedules are locked in as of January 15, 2024. If a team has 15 games scheduled as of January 15, 2024, the team index and team percentage will be determined by 15 games.

C. Conference/Flight/Division Champions' automatic berths will be determined by the following qualifying criteria:

1. The Conference/Flight/Division must consist of five participating schools to receive an automatic berth. If a Conference/Flight/Division has fewer than five participating teams, the teams are still eligible for at-large berths.
2. The champion must possess a .500 winning percentage record or better.
3. The champion must be in the top 50% of all eligible teams in the state tournament field.
4. The Conference must determine their automatic berth by the last date of competition which is, February 22, 2024. If the conference does not have an established method for determining its representative, the Committee will use the point index as the determining factor. If two or more teams will qualify for the tournament based on index, but are tied, the Committee will break the tie using the seeding criteria found in Item 5.C.

D. The at-large teams will be selected according to the tournament point index system described in Item 5.B.

E. Teams are expected to meet the eligibility requirements as outlined in this tournament manual for consideration of selection to the DIAA basketball tournament field.

**Item 5. Tournament Index System and Seeding**

A. Team Report

1. The last competition date for basketball is Wednesday, February 22, 2024. It is the school's responsibility to verify that all results listed on their team's website4sports page are accurate and complete by the last date of competition or the team may not be considered for the tournament.
2. It is each school's responsibility to send all out-of-state opponent's records and contact information to the committee representatives by February 20, 2024.
3. Teams that choose not to be considered for selection into the tournament must notify Brian Fahey or DIAA at [diaa@doe.k12.de.us](mailto:diaa@doe.k12.de.us) by Monday, February 20, 2024.

B. Index Calculations: The following point index system will be used to select the at-large teams and to seed the tournament.

1. Two (2) points for each win during the regular season.
2. One (1) bonus point for playing a team whose final regular season record is .501 or above regardless of which team won.
3. One (1) additional bonus point for playing a team whose final regular season record is .701 or above regardless of which team won.
4. Index is determined by dividing the total number of points earned by the number of regular season games played.

C. Tiebreakers: The criteria listed below will be used to break any index ties for seeding. If more than two teams are tied, as many teams as possible will be eliminated at each step. As soon as a team(s) are eliminated, the process must begin again at step 1.

1. Head-to-head competition during the regular season. ~~If three or more teams are tied, they must all have played each other.~~
2. Win-loss percentage against common opponents,
3. Win-loss percentage of opponents,
4. Overall win-loss percentage,
5. Draw conducted by the committee.

D. Seeding System

1. The point index as described in Item 5.B will be used to seed the tournament
2. The eight teams with the highest point index will be seeded #1-8 and will receive a bye in the first round.
3. The remaining qualifying teams, #9-24 in the index ranking, will be seeded according to the criteria listed in Item 2 A. The first-round matchups will be as follows: #16 vs. #17, #9 vs. #24, #13 vs. #20, and #12 vs. #21 in the upper half of the brackets and #15 vs. #18, #10 vs. #23, #14 vs. #19, and #11 vs. #22 in the lower half of the brackets.

E. Every effort is made to accurately determine the participating teams and seeding of the selected teams.

**Item 6. Official Program**

A. At the discretion of the DIAA Executive Director, if DIAA prepares an official tournament program which contains team pictures, team rosters, tournament pairings and other related information, it may be sold at all tournament playing sites.

B. Team Photograph, Roster and Program Information - Team information for the tournament program must be on the school's website4sports site by January 31, 2024. The team photo must be a digital print of no less than 300 DPI in a jpeg or tfi format. Electronic submission is required; hard copies will not be accepted.

1. Schools should assume that their team is going to make the tournament and submit a roster and team photo by the date listed in Item 6, B. Program information as outlined in Item 6 must be submitted by January 31, 2024 for consideration of any complimentary coaches tickets.

## **Item 7. Admission Policies**

### **A. Paid Admission**

1. Student (grades K-12) and adult admission for a single game or double header will be \$5.00 plus service fee in the first and second round.
2. Student (grades K-12) and adult admission for a single game or double header will be \$6.00 plus service fee in the quarterfinal round.
3. Student (grades K-12) and adult admission for all dates at the Bob Carpenter Center will be \$10.00 plus service fee; this includes the semifinals and finals.
4. Refer to General Item 6. (page 2 in this manual) for more information regarding DIAA Championship Ticketing Policies.
5. Children four (4) years and younger will be admitted without charge to all games.
6. Ticket prices are subject to change per approval by the DIAA Board of Directors.
7. Tickets purchased but unused will not be refunded.

### **B. Complimentary Admission**

1. Participating schools will receive complimentary admission for all those members of the Official School Party listed on the official roster as submitted to the DIAA Executive Director prior to the tournament. The official school party is defined as players, coaches, managers, scorers/statisticians, and athletic trainer(s). All of these individuals should assemble together outside of the venue entrance and be admitted together as one group. The Official School Party cannot exceed twenty-two (22) people. All members of the school party must be in the sixth grade or older. It is recommended that they be of high school age.
  - a. A maximum of fifteen (15) players in uniform are permitted as part of the official school party.
  - b. All other school personnel must pay the regular admission fee if they wish to enter the contest. Spouses of administrators and coaches are similarly obligated. No complimentary tickets will be issued to schools.
  - c. Each school may request two complimentary coaches tickets to be used for the first, second, and quarterfinal rounds. Schools will submit their complimentary coaches pass requests through a DIAA provided form. Requests sent via email will be not honored. Only coaches listed on the school's official school roster (per website4sports) will be eligible to receive complimentary admission. Coach admission requests must be submitted by 4pm on Monday, February 13, 2024. Walk up coach pass requests at tournament games will not be honored. No complimentary coach admission will be honored at any DIAA semifinal or championship games. A complimentary coaches admission list will be sent to host sites by DIAA to indicate complimentary admissions prior to the opening respective sport tournament round.
2. One (1) bus driver will be admitted free of charge upon presentation of identification as the team's driver.
3. Seating at the Bob Carpenter Center is reserved. To receive their designated seats the following groups must assemble at the rear entrance of the Bob Carpenter Center (team entrance) with their coach or adult supervisor and be admitted together as one group. Only those persons listed on the official roster as submitted to the DIAA prior to the championship will be admitted entry.
  - a. A maximum of 23 cheerleaders in uniform and one adult sponsor will receive complimentary admission. Additional cheerleaders must purchase a ticket or make arrangements in advance to have their school billed for any admission in excess of 23 cheerleaders and one adult.
  - b. A maximum of 15 pep band members and one adult director will receive complimentary admission.

### **C. Ticket Sales**

2. Refer to General Information, Item 6, page 2 in this manual.

### **D. Media representatives who are covering the tournament will be admitted upon presentation of current and official 2023-2024 DIAA media credentials.**

3. Media/photographers may stand where permitted by game manager, site director, and the Committee.
4. Press table reservations and requests at the Bob Carpenter Center will be arranged through the DIAA office.

## **Item 8. Game Manager**

A. A member of the Committee will be appointed to serve as the Game Manager, who will serve as a liaison between the Committee, the host school and the participating schools. It is the Game Manager's responsibility to ensure compliance with the policies and procedures established by the DIAA Basketball Committee. The Game Manager will have the specific responsibilities listed below.

- a. Provide the Official score book and official game balls.
  - b. Oversee the pre-game schedule and warm up times.
  - c. Collect the score book and balls after the game has been completed.
  - d. Give the losing team a ball after the assigned rounds as indicated by the Committee Chair.
1. In the event of a serious accident or injury to a coach, athlete, official, spectator, or game worker, notify the injured party's athletic director and the Executive Director as soon as possible.
  2. In the event of a serious sportsmanship related incident, contact the Executive Director as soon as possible.

B. A Committee member will be assigned to each of the teams participating in the games at the Bob Carpenter Center. He/she will be responsible for meeting the team when they arrive, escorting them to their locker room, and answering any questions they may have. He/she will review the pre-game activities and the post-game awards ceremony with the head coach.

## Item 9. Responsibilities of Host School

- A. Member schools agree to host events for the Tournament.
- B. Each host school designates and supervises the individuals who serve as the Site Director and support personnel. The number of support and police personnel **MUST** be approved by DIAA's Executive Director prior to the start of the event. Support personnel may include:
  - a. Ticket redeemer(s);
  - b. Program seller(s);
  - c. Ticket sales/support(s);
  - d. Scorekeeper(s);
  - e. Security (an individual who monitors the crowd but is not a law enforcement officer);
  - f. School Resource Officer or School Police (approval needed);
  - g. Scoreboard Operator/Announcer; and
  - h. NATA-certified trainer or school nurse unless both participating schools will be accompanied by a trainer.
- C. The Site Director's responsibilities include:
  - 1. Set up the gym, court and bench areas according to current NFHS specifications.
  - 2. Provide a secure locker room for the Game Officials that has a changing area and showering facilities.
  - 3. If possible, provide dressing rooms and bathroom facilities for the participating schools.
  - 4. Provide safe and secure passage for the officials to and from the playing area.
  - 5. Provide parking facilities for buses and spectators.
  - 6. If possible, provide seating arrangements for spectators.
  - 7. Contact the Game Manager and DIAA Executive Director three hours prior to game time if the site is not in appropriate condition.
  - 8. Be in attendance and work closely with the Game Manager.
  - 9. Clear with the Game Manager matters of policy or procedure.
  - 10. Provide an experienced official scorer and timer. No cell phone use is permitted at the scorer's table.
  - 11. Ensure that the complimentary admission policy for all schools is followed (Item 7).
  - 12. Charge admission until the end of the third quarter of the final game at the site.**
  - 13. Establish a procedure for assisting disabled spectators and review the procedure with the appropriate personnel.
  - 14. Review the emergency action plan with the appropriate personnel.
  - 15. Any additional responsibilities as determined by the host school and DIAA office.
- D. The host school must consult with the DIAA office concerning security and police personnel.
  - 1. Any expenses concerning security and police personnel must be pre-approved by DIAA's Executive Director.
  - 2. Police will be paid the game fee or hourly rate customarily paid at the game locale. The bill should be sent to DIAA.
- E. The host school is responsible for complying with the DIAA's ticketing administration and financial reconciliation procedures.
- F. Public Address System
  - 1. The host school will make every effort to provide a public address system and designate and supervise a responsible adult to serve as an announcer. Every effort should be made to have an announcer familiar with basketball.
  - 2. The public address system, if used, will be operated by a responsible/ adult representative of the host school.
    - a. Any announcements not directly related to the game/tournament or not of an emergency nature must be approved by the Game Manager or the Executive Director.
    - b. The public address announcer must be a responsible individual who will remain impartial at all times. He/she must never question or criticize the coaches or officials during the game. Game announcing is for factual information purposes only, 'play by play' announcing of the game is not allowed.
    - c. Introduce the players and coaches on each team beginning with the non-starters of the away team, then starters and coaches, and then the home team.

## A. Supervision

- 1. An administrator or the athletic director from each of the participating schools must be present at all tournament games involving his/her team. This individual must make his/her presence known to the site director prior to the start of the game and indicate where he/she will be seated during the contest.
  - 2. The school administrator/AD in attendance is responsible for assisting with enforcement of good sportsmanship conduct as described in General Information Item 7.
  - 3. For games played at neutral sites, the school administrator/AD of the participating schools are jointly responsible for the protection and well-being of all spectators and officials in attendance.
- B. Complete the submit all pre-championship information as requested by the DIAA and adhere to the provided deadlines. Championship tournament rosters for teams, cheerleaders, and bands should be completed and submitted to the DIAA as instructed. Member schools are solely responsible for contacting DIAA with any changes to the submitted tournament eligibility rosters.
- C. Arrive on time at the game site. If a late arrival is anticipated, the host school and game manager should be contacted immediately.

## Item 11. Officials

- B. DIAA recognized basketball officials' associations will provide the officials for all tournament games. The Executive Boards from each of the officials' associations will submit a list of officials meeting DIAA's and the Tournament Committee's qualifying criteria.
1. Officials are required each year to both attend the DIAA rules interpretation clinic and to pass the rules examination provided by the DIAA office for the sport(s) they officiate.
  2. Number of Games Requirement: The tournament committee requires that an official must work a minimum of eight (8) Delaware/DIAA sanctioned high school varsity games within Delaware during the regular season in order to be eligible to officiate a state tournament game.
    - a. Officials desiring to be eligible for both the boys' and girls' tournaments must work a minimum of eight girls' games and eight boys' games.
    - b. The eight games must be assignments from the submitting official's primary organization. Combining games from different officials' organizations will not make an official eligible.
- C. During the 2024 basketball tournament, the tournament games will be divided amongst qualifying organizations based upon the criteria for assignments:
1. Each organization must have a minimum of twenty-four (24) eligible officials (maximum 24 on Ranked Eligible List) who meet the tournament committees' requirements and DIAA standards. administrator or the athletic director from each of the participating schools must be present at all tournament games involving his/her team.
  2. If one of the officials' organizations is unable to meet the minimum number of eligible officials as stated in A.2.a and A.2.b above, their tournament games will be assigned to the remaining officials' organization. In these instances, game assignments will be distributed as defined by Section 4.
- D. Procedures for Officials Organizations
1. A list of eligible ranked officials must be submitted for both the boys' and girls' tournaments. The lists will be subject to review by the tournament committees and DIAA. The lists must be submitted to Brian Fahey, Chairperson and David Baylor, DIAA one week before the first round of the tournament is scheduled to begin. For 2024, that date is February 21, 2024.
  2. Failure to submit required materials by the deadline could eliminate the officials' organization from the current tournament.
- E. Criteria for Game Assignments
1. There will be three officials assigned to each game of the tournament.
  2. Officials are limited to a maximum of two (2) games for each tournament.
  3. Officials are not permitted to officiate the championship game of each tournament in the same year.
  4. Officials ranked # 1 for both the boys and girls tournament will be assigned the tournament to work as determined by the Tournament Committee.
    - a. Girls' tournament will be officiated in odd years
    - b. Boys' tournament will be officiated in even years
  5. Officials working two (2) consecutive championship games (2 boys, 2 girls or boy/girl) will be ineligible to officiate either championship game in the third year.
  6. Officials working two (2) consecutive semifinal games (2 boys, 2 girls or boy/girl) will be ineligible to officiate either semifinal game in the third year.
  7. If an official is assigned to both a boys' semifinal game and the girls' championship game or vice versa and the games are to be played on the same day due to previous postponements, that official will work only the championship game. The next highest ranked official on the appropriate eligible list will work the semifinal game. Officials cannot work two games on the same day for either tournament or combined tournaments unless necessitated by rescheduling games due to weather.
  8. Officials will need to have worked preliminary round games in previous years to be eligible to move up to later round games of the tournament. The following shows the pre-requisites for advancing to later rounds of tournament games:
    - a. Officials assigned to work a championship game must have officiated a semifinal game in previous years.
    - b. Officials assigned to work a semifinal game must have officiated a quarterfinal, second round or first round game in previous years
- F. Mechanics: The mechanics of tournament game assignment for eligible officials' organizations will be left to the discretion of the Tournament Committee using the following guidelines:
1. The first and second-round games and any necessary play in rounds will be assigned to the officials who are ranked # 1 - # 24 on the eligible list as indicated in the Assignment Table (below). At least one official in each crew will be ranked # 1 - # 12 on the eligible lists.
  2. The quarterfinals will be assigned to the officials who are ranked # 1 - # 12 on the eligible lists.
  3. The semifinals will be assigned as follows:
    - In **EVEN** years, Group A will use officials ranked # 2, 3, & 4, and Group B will use officials ranked # 3, 4 & 5.
    - In **ODD** years, Group A will use officials ranked # 3, 4, & 5, and Group B will use officials ranked # 2, 3, & 4.
  4. The championship game will be assigned as follows:
    - In **EVEN** years, Group A will use the official ranked # 1, and Group B will use officials ranked # 1 & 2.
    - In **ODD** years, Group A will use officials ranked # 1 & 2, and Group B will use the official ranked # 1.
  5. A split crew will be assigned to each game beginning in the second-round and continuing with the quarterfinals,

semifinals and championship games.

- G. The Tournament Committee will make any necessary adjustment in the officials' game assignments as determined to meet the needs of the DIAA State Tournament. Editorial and/or procedural errors will be corrected by the Tournament Committees. The Assignment Tables (found below) are general guidelines with the final assignments approved by the Tournament Committees.
- H. Officials' Dressing Room:
  - 1. The host school will provide a secure dressing room and restroom for the game officials. All visitors, with the exception of the site director and committee members, are excluded from the officials' dressing room.
- I. Officials' Fees:
  - 1. Officials assigned to the 2024 State Tournament will be paid according to DIAA Regulation 1043 5.0 Fees for Officiating Contests and Competitions.
- J. Officials Alternate Officials: One alternate official will be assigned to every semifinal and championship game.
  - 1. The alternate official is a part of the officiating crew. He/she will be dressed in full game uniform and be prepared to enter the game to officiate if needed.
  - 2. He/She will sit at the scorer's table and will assist the game crew as necessary and complete any forms provided by the Committee.
  - 3. He/She will be assigned by the Committee from the association that has only one official working on the crew in that game. Each association is to provide the name of the alternate official being nominated a minimum of 2 days in advance of each game.
  - 4. He/She must meet all eligibility requirements set forth in this Tournament Manual.

**Assignment Table for Two Officials Organizations (ODD Years)**

Round	Number of Games	Group A Officials # by Rank	Group B Officials # by Rank
Final	1	1,2	1
Semifinals	2	3,4,5	2,3,4
Quarterfinals	4	6,7,8,9,10,11	5,6,7,8,9,10
2nd Round	8	1,2,3,4,5,12,13,14,15,16,17,18	1,2,3,4,11,12,13,14,15,16,17,18
1st Round	8	6,7,8,9,10,11, 19,20,21,22,23,24	5,6,7,8,9,10, 19,20,21,22,23,24

**Assignment Table for Two Officials Organizations (EVEN Years)**

Round	Number of Games	Group A Officials # by Rank	Group B Officials # by Rank
Final	1	1	1,2
Semifinals	2	2,3,4	3,4,5
Quarterfinals	4	5,6,7,8,9,10	6,7,8,9,10,11
2nd Round	8	1,2,3,4, 11,12,13,14,15,16,17,18	1,2,3,4,5, 12,13,14,15,16,17,18
1st Round	8	5,6,7,8,9,10, 19,20,21,22,23,24	6,7,8,9,10,11, 19,20,21,22,23,24

**Item 12. Uniforms**

- A. The team in the top half of the pairing bracket will be the "home team" and will wear WHITE UNIFORMS.
- B. The team in the bottom half of the pairing bracket will be the "visiting team" and will wear dark-colored uniforms.

**Item 13. Dressing Rooms and Facilities**

- A. The participating teams will be assigned dressing rooms upon their arrival at the playing site. The coaching staff is responsible for supervising the dressing room. Schools will be held accountable for any theft or damage.
- B. A dressing room for Officials' will be provided at the host site's discretion. Officials should be prepared to arrive to the court dressed.

**Item 14. Contest Procedures, Equipment, Facilities and Special Events**

- A. Pre-Game Warm-Up:
  - 1. Teams are permitted on the court without balls to stretch prior to team warm-ups.
  - 2. Team warm-up time will begin 28 minutes before the scheduled starting time, no sooner.
  - 3. Team warm-up time is limited to 20 minutes immediately prior to pre-game activities.
  - 4. Team warm-ups end 8 minutes prior to the scheduled game starting time.
  - 5. The Pre-Game Officials Conference with officials, one captain and head coach will take place at center court 8 minutes before the scheduled game starting time.
  - 6. Pre-game announcements, introductions and the national anthem will take place after the Officials Conference. Each team will be given a few minutes to warm up prior to the start of the second half. No non-team practice shooting will be allowed during half-time.
  - 7. Teams must provide their own basketballs for the pre-game warm-up at all sites including the Bob Carpenter Center.

- B. Practice Sessions: With the exception of the host school, no team will be allowed to practice at a tournament playing site. Violation of this rule will result in disciplinary action that may include disqualification from the tournament. **Host schools wishing to permit a light practice or shooting time prior to a tournament game must clear all playing courts two (2) hours before the game starting time.**
- C. Game Balls and Scorebooks:
  - 1. The Tournament Committee will provide a game ball and an official scorebook for each contest. The Wilson EVO NXT (WTB0900) will be the official ball for all tournament games. Participating schools must provide scorebooks for their own scorers.
- D. Special Events
  - 1. Special events will be confined to the official pre-match activities and the awards presentation after the championship match. The pre-match ceremonies may include:
    - a. National Anthem - All players, coaches, game officials, and school personnel are expected to stand attentively during the presentation of the American flag and the playing of the national anthem.
    - b. Introduction of team members, coaches, and officials.
    - c. Introduction of the Chairperson of the DIAA Board of Directors or his/her representative.
    - d. Introduction of the Chairperson of the Boys Basketball Committee or his/her representative.
    - e. Introduction of the Principal or Headmaster of the participating schools.
    - f. Other VIPs in attendance will be recognized by asking them to stand momentarily at their seats.
    - g. Only the individuals listed in b., c., d., e., and f. will be on the gymnasium floor during the special events.
  - 2. The Basketball Committee is authorized to modify the program of special events however it deems appropriate.
  - 3. No school will be permitted to conduct its own program of special events.
- E. Musical Entertainment
  - 1. With the exception of the national anthem, the playing of recorded music is permitted only during pre-game warm-up. The host school is responsible for providing appropriate music.
  - 2. The permittance of Pep bands will be announced closer to the start of tournament.

#### **Item 15. Awards**

- A. The following awards will be presented:
  - 1. Team: A trophy and game ball will be awarded to the Champion and Runner-Up teams.
  - 2. Individual: Gold medals (15) will be presented to the champions. Silver medals (15) will be presented to the runners-up.
  - 3. No awards other than those authorized by the Committee will be presented at any time during the tournament.
- B. Crown Trophy of Glasgow DIAA Championships Student Athlete Academic Award
  - 1. For each team that participates, an academic award will be given to one pre-determined student athlete that meets the award criteria as outlined in Item 15. B. 3. during the pre-game announcements.
  - 2. Nominations for the student athlete academic awards are due to be submitted by February 20, 2024 by completing the DIAA provided form. Schools should assume that their team is going to make the tournament. Academic award nominations must be submitted by February 20, 2024 for consideration of any complimentary coaches tickets.
  - 3. Selection criteria for the award is as follows:
    - a. Student-athlete must be at least a sophomore academically and athletically in the sport of basketball
    - b. Student-athlete must have been at the school for a least a year to receive the award
    - c. Student-athlete is an active member on the roster and eligible for the championship
    - d. Student-athlete only eligible to receive the academic award once during the sport championship
    - e. Student-athlete must have a 3.2 GPA and on the active team championship roster

#### **Item 16. Player Bench Occupants and Bench Assignments**

- A. Only members of the official school party will be permitted in the team bench area. Teams will be allowed a maximum of fifteen (15) players in uniform on the bench at any given time.
- B During a contest, the player bench area may include a maximum of 22 members of the official school party.
  - 1. The official school party is defined as players, coaches (approved by the local board or governing body), managers, scorers/statisticians, and team medical personnel.
  - 2. All occupants of the bench area must be in the sixth grade or older.
  - 3. If a team has more than the maximum 15 players in uniform, admission will be charged for the extra players and they must sit in the stands.
- C. All team personnel on the bench (excluding uniformed players) during the Semifinals and Championship Games must be wearing a credential. Committee members are authorized to spot-check any and all bench personnel for compliance. If a team is found in violation, the individuals will be removed from the bench and possibly the arena.
  - 1. Unauthorized duplication or counterfeiting of DIAA credential passes will be deemed a major infraction of the sportsmanship code and the school will be referred to the DIAA sportsmanship committee for disciplinary action.
- D. Bench designations
  - 1. The “home team” will occupy the bench area of their choice for the first two rounds of the tournament. The “visiting team” will occupy the bench designated for them by the home team in the first two rounds of the tournament.

2. For the quarterfinal, semifinal and final games, the home team will occupy the bench to the right of the official scorer as the team faces the playing floor. The visitors will occupy the bench to the left of the official scorer as the team faces the playing floor.

**Item 17. Mercy Rule**

- A. 35-point mercy rule will be used ~~in the first and second round tournament games~~ in all rounds.

**Item 18. Assignment of Baskets**

- A. The Tournament will follow the NFHS Rules for the assignment of baskets.

**Item 19. Radio and Television Broadcast**

- A. Broadcast privileges will be awarded according to the following criteria and procedures:
  1. The local (same county as participating school) radio station that regularly broadcasts the games of a potential playoff team may receive exclusive privileges to broadcast that team's first-round game by submitting a written request and a \$100.00 fee.
  2. If no local radio station regularly broadcasts the games of a potential playoff team but a local station broadcasts a "game of the week", that station may receive exclusive privileges to broadcast the aforementioned team's first-round game by submitting a written request and a \$100.00 fee. If two local stations broadcast a "game of the week", both stations may broadcast the aforementioned team's first-round game provided the host school's press box can accommodate both broadcast crews. If the host school's press box cannot accommodate both crews, the DIAA Executive Director will determine which radio station will receive broadcast privileges.
  3. If no local radio station regularly broadcasts the games of a potential playoff team and no local station broadcasts a "game of the week", the station in closest proximity to the aforementioned school may receive exclusive broadcast privileges by submitting a written request and a \$100.00 fee.
  4. The written request and \$100.00 fee must be received in the DIAA office (Attn: DIAA Executive Director, 35 Commerce Way, Suite 1, Dover, DE 19904) by Wednesday, February 15, 2024. The \$100.00 fee will be refunded if the team whose first-round game the local radio station has expressed an interest in broadcasting does not qualify for the playoffs. If a local station that broadcasts a "game of the week" submits a written request and \$200.00 in fees to broadcast the first-round games of two potential playoff teams, \$100.00 will be refunded if those teams play each other.
  5. The same criteria and procedures that were used for the preliminary round games will be used for the championship games. However, the written request must be received by 12:00 noon on Tuesday, February 28, 2023 (email to [diaa@doe.k12.de.us](mailto:diaa@doe.k12.de.us) DIAA Executive Director). The \$250.00 broadcast fee may be submitted separately from the written request. Committee will determine the date, starting time, and site at which the interrupted game will be completed or replayed.
- B. Live telecasts of playoff games will not be permitted. All games must be telecast on a minimum 48-hour delayed basis. The telecast fees will be \$100 for a first and second round games, \$150.00 for the quarterfinal and semifinal rounds and \$250 for a championship game.
- C. All radio and television stations must indicate in their written requests that no commercials associated with the use of alcoholic beverages or tobacco products will be aired.
- D. Live telecast of playoffs will not be permitted unless approved by the DIAA Executive Director.

**Item 20. Official Scorer's Table**

- A. The following priority list will determine seating at the official scorer's table:
  1. Official timer, official scorer and public address announcer.
  2. Alternate official when assigned (semifinal and final rounds).
  3. Assistant scorer from each participating team (if space permits both).
  4. DIAA Staff (if space permits)
  5. Committee members (Bob Carpenter Center only-space permitting)
  6. Media representatives (as assigned by DIAA)

**Item 21. Cheerleaders**

- A. Cheerleaders will cheer from an area designated by the Site Director.
- B. The University of Delaware has strict guidelines for cheering at the Bob Carpenter Center. These guidelines must be adhered to by all cheerleading squads. It is the responsibility of the cheerleading coach to review all guidelines and procedures with the site director.
- C. Cheerleaders must remain seated except during timeouts. Stunts will be allowed if performed in accordance with the current NFHS Spirit Rules Book. No mini-trampolines or basket tosses will be permitted.

**Item 22. Removing Nets**

- A. Only the winning team of the championship game will be permitted to cut down the nets under the supervision of Bob Carpenter Center personnel. Nets shall not be removed from the baskets after any other game of the tournament.

## 2024 DIAA BOYS' BASKETBALL TOURNAMENT

**Round 1**  
Tuesday,  
February 27

**Round 2**  
Thursday,  
February 29

**Quarterfinals**  
Saturday,  
March 2

**Semifinals**  
Thursday,  
March 7

**Finals**  
Saturday,  
March 9

