



TO: **VHSL STATE BASKETBALL FINALIST SCHOOLS**  
 FROM: Tom Dolan, Assistant Director  
 RE: Information for Finals at the Siegel Center  
 DATE: March 2018

**CONGRATULATIONS** on your advancement to the VHSL Basketball Championships! Staff at the VHSL and Siegel Center have been working with our tournament director, Tim Llewellyn, and activities directors in the Richmond area to make this year's tournament finals in Richmond a great experience for all teams and their fans. We hope the following information will help you prepare for your trip to Richmond. Please call me if you have any questions (434 977-8475).

All championship games will be played at the Stuart C. Siegel Center on the campus of Virginia Commonwealth University, 1200 West Broad Street, in Richmond, Virginia. Dates for the tournament are Thursday, March 8 through Saturday, March 10. The schedule for this year is:

| <b>THURSDAY, MARCH 8, 2018 - SESSION #1 – 4 GAMES - \$10.00</b>  |          |               |  |
|--|----------|---------------|--|
|  | 2:00 PM  | Group 5 Girls |  |
|  | 4:00 PM  | Group 5 Boys  |  |
|  | 6:00 PM  | Group 6 Girls |  |
|  | 8:00 PM  | Group 6 Boys  |  |
| <b>FRIDAY, MARCH 10, 2017 – SESSION #2 – 4 GAMES - \$10.00</b>   |          |               |  |
|  | 2:00 PM  | Group 1 Girls |  |
|  | 4:00 PM  | Group 1 Boys  |  |
|  | 6:00 PM  | Group 2 Girls |  |
|  | 8:00 PM  | Group 2 Boys  |  |
| <b>SATURDAY, MARCH 11, 2017 – SESSION #3 – 2 games - \$10.00</b> |          |               |  |
|  | 11:00 AM | Group 3 Girls |  |
|  | 1:00 PM  | Group 3 Boys  |  |
| <b>SATURDAY, MARCH 11, 2017 – SESSION #4 – 2 games - \$10.00</b> |          |               |  |
|  | 4:30 PM  | Group 4 Girls |  |
|  | 6:30 PM  | Group 4 Boys  |  |

**TOURNAMENT DIRECTOR** -- This year's tournament director is Tim Llewellyn, [tim.llewellyn@powhatan.k12.va.us](mailto:tim.llewellyn@powhatan.k12.va.us) (804) 971-2211.

**STUART C. SIEGEL CENTER** -- The Siegel Center is located at 1200 West Broad Street in Richmond, Virginia. Directions and overview maps are included with this document.

- On the day of your game, your team bus may park on Marshall Street behind the Siegel Center.
- Teams will be allowed entry via the ramp at the northwest corner of the Siegel Center. Only those individuals listed on the **Authorized Team Admittance List** will be admitted through this entrance. **Listed individuals must be either players on the varsity team, coaches of the varsity team, and/or team personnel (manager, statistician, etc.) who will be working in that capacity.** Tickets must be purchased for additional team personnel. Coaches' wives, coaches' children, school administrators, local government officials, etc., should NOT be listed on this form and will not be permitted to enter via the team entrance. Those individuals may enter via the pass gate with the appropriate accepted pass and picture ID. If you have not already done so, email the completed Authorized Team Admittance List form to Tim Llewellyn, [tim.llewellyn@powhatan.k12.va.us](mailto:tim.llewellyn@powhatan.k12.va.us), final four director AND Mickey Swartz, [michael\\_swartz@ccpsnet.net](mailto:michael_swartz@ccpsnet.net). Someone from the tournament staff will be on hand to assist you at the Siegel Center.
- Do not bring practice basketballs to the Siegel Center. VHSL will provide all basketballs needed.

Additional information is provided on the following pages. Items are listed alphabetically. All necessary forms are included in this packet and/or posted in the basketball section of the VHSL web site. If you have not yet completed



your Team Admittance List or Spirit Group Admittance List, please do so before by noon Wednesday, March 7. Email the form to, [tim.llewellyn@powhatan.k12.va.us](mailto:tim.llewellyn@powhatan.k12.va.us) AND Mickey Swartz, [michael\\_swartz@ccpsnet.net](mailto:michael_swartz@ccpsnet.net). Please call Tim at (804) 971-2211 if you have any questions or need additional information.

**Again, congratulations on a great season, and good luck as you prepare for the VHSL State Finals!**

**TEAM HOTELS** – Please reserve and send your rooming list to your hotel of choice as soon as possible.



## VHSL State Basketball Championships Hotel Accommodations

| HOTEL  | CONTACT/<br>PHONE   | RATE   |
|--|---|--|
| <b>Courtyard Richmond Northwest/Short Pump</b><br>3950 Westerre Parkway<br>Henrico, VA 23233 | <b>Kiki Ferguson</b><br><b>804.346.5427</b><br><b>Option 5</b>  | <b>\$119 two double<br/>beds and<br/>breakfast for 4<br/>included</b>                            |
| <b>Courtyard Richmond West</b><br>6400 West Broad Street<br>Richmond, VA 23230               | <b>Kimberly Horne</b><br><b>804-282-1881</b><br><b>Ext. 617</b> | <b>\$119 one King or<br/>2 Double Beds<br/>with<br/>complimentary<br/>breakfast<br/>included</b> |
| <b>Delta Hotels Richmond Downtown</b><br>555 East Canal Street<br>Richmond, VA 23219         | <b>Blake Carrey</b><br><b>804-788-0900</b>                      | <b>\$139 Two<br/>Double Beds</b>   |



## PREGAME PROCEDURES

Teams may not huddle in the center circle at any time. Doing so will result in a technical foul assessed to the Head Coach. The Coach will also lose the use of the coaching box for the entire game. Any action by ANY team at ANY time intended to interfere with or taunt the opposing team will be penalized.

### School Responsibility

Prior to your game, each school principal and athletic director should meet with the site director or VHSL staff member. Each school will provide up to four staff members who will sit in court-side chairs in close proximity to their student section. It will be the responsibility of these staff members to work with site administrators and to require that their students behave in a sportsmanlike manner before, during and after the contest. This procedure has been very effective in keeping student sections cheering in a positive fashion. Behaviors that are routinely seen during televised college games are not acceptable at the high school level. **Please review VHSL Sportsmanship Guidelines for State Events (posted on the VHSL website).**

1. The National Anthem will be played prior to the first game of each session.
2. Pregame dunking is not permitted. Table officials will report violations to the officiating crew and technical fouls will be assessed. Coaches, tell your players NOT to dunk!
3. Prior to introductions, one player from each team will go to the PA announcer and will read a sportsmanship statement.
4. Following the sportsmanship statements, all players from each team will be introduced, beginning with those players on the designated visitor's team who are not in the starting line-up and followed by those players on the designated home team who are not in the starting line-up.
5. Starting players will be introduced in alternating fashion, visiting team player then home team player. Players will shake hands in the center of the court and go directly to the free throw circle in front of their team bench.
6. After starters have been introduced, coaches will be introduced. The HEAD coaches from each team will meet in front of the scorer's table near the division line and will shake hands.

## POST-GAME PROCEDURES

1. Immediately following the final horn, players should return to their own bench areas.
2. Under no circumstances should players jump on chairs or tables, leave the court to go into the crowd, make any gesture or celebrate in the direction of the opposing team or the opposing team's fans.
3. No one shall dump Gatorade or any other material anywhere in the facility.
4. After a brief celebration, players should immediately form lines and proceed to shake hands with each player on the opposing team. Coaches must also participate in this process.
5. Fans will NOT be allowed on the court at any time.

## POST-GAME INTERVIEWS

All post-game interviews will be conducted in the Terry Sisisky Media Room. No interviews will be conducted on the basketball court. Mike McCall of the VHSL staff will assist in getting the head coach and selected players to the media room for their interviews. Post-game interviews are not optional. Please cooperate with the media, as it helps to provide positive coverage for your school and the entire tournament.

## ADDITIONAL VHSL STATE TOURNAMENT INFORMATION

**ADMISSION TICKETS** -- Please share this information with your fans and students. All tickets for games at the Siegel Center are \$10.00. Fans may purchase tickets in advance online at the following link or through the school if they have coordinated presales with the VCU Ticket Office.

Tickets may also be purchased at the Siegel Center the day of the game. On-site sales are cash and credit card. Children six years or younger are admitted free if accompanied by an adult. No seats are reserved. **Fans who exit the Siegel Center will be required to pay to reenter.** Four "sessions" of two or more games will be played over the course of 3 days. The Siegel Center will be cleared between sessions. The ticket office is located on the West end of



the Siegel Center. Doors will open to the public one hour before the first game each day, and 45 minutes before any subsequent session that day. Pre-sale tickets will be provided on a consignment basis to those schools who wish to sell tickets in advance and can be obtained through the VCU Ticket Office. You may contact Ryan Barber, Assistant Director of Ticket Operations, at 804/828-7474 or Kevin Jackson, Assistant A.D., Ticketing 804 828-0808 for details. All tickets are \$10.00.

**AUTHORIZED TEAM ADMITTANCE LIST** – This form must be completed and emailed to Tim Llewellyn, [tim.llewellyn@powhatan.k12.va.us](mailto:tim.llewellyn@powhatan.k12.va.us) AND Mickey Swartz, [Michael\\_swartz@ccpsnet.net](mailto:Michael_swartz@ccpsnet.net) by noon Wednesday March 7. You should also bring a copy with you and present it to the attendant at the Team Entrance (loading dock, lower level, and northwest corner of the building). Only those individuals who will actually occupy a seat on the team bench during your game are permitted on this list. Review thoroughly the instructions at the top of the form. The school principal must sign the form.

**AWARDS** -- The sequence of awards presentation medals to each member of the runner-up team and the trophy to the runner-up team (that team will form a line across the free thrown extended on their end of the floor); and then medals to each member of the champion team and the trophy to the champion team (that team will form a line across the free throw line extended on their end of the floor). Principals and athletic directors of participating schools will be asked to participate in the awards ceremony.

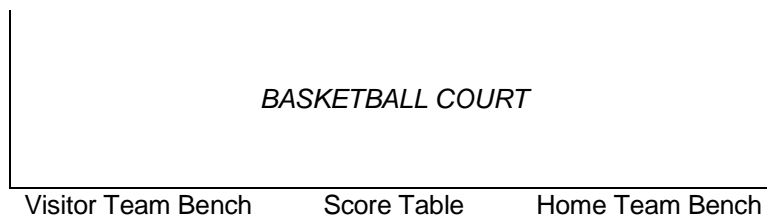
**BALLOONS** -- Balloons are not allowed in the Siegel Center.

**BANDS** -- School pep bands with adult supervision are permitted at games with the following provisions.

- 1) Complete the "Authorized Spirit Group Admittance List" (on the VHSL web site) and present to the attendant at the Team Entrance (loading dock, lower level, northwest corner of the building). The first 20 members and one director are admitted free of charge. All others must have an admission ticket.
- 2) Must be seated in the area designated by the Director (not on the arena floor);
- 3) Shall not perform when the game clock is running or when the ball is alive (free throws, jump balls, throw-ins).
- 4) Shall not use instruments as noisemakers at any time.
- 5) If two bands are present shall perform by the schedule below.
  - Bands alternate – “visitor’s” band plays first in the first half. “Home” band plays first during 2<sup>nd</sup> half.
  - “Visitor’s” band plays first at halftime.
  - Schools may agree to an alternate schedule if both band directors agree.

**BANNERS** – The VHSL does not permit any banners which block the view of spectators or which are not in the spirit of good sportsmanship; otherwise banners may be affixed if approved by the Site Director.

**BASKET CHOICE/BENCH ASSIGNMENTS** -- All competing schools are pre-assigned in pairings and are pre-assigned as "home" or "visitor" teams. For the games, the "home" team (top of the bracket) shall wear white uniforms. There shall be no choice of basket at the beginning of any tournament game. The home team shall be assigned to the bench to the right of the score table (when facing the court), shall warm-up at the basket to the left of the score table and shall use that basket for first half. The visitor team shall be assigned to the bench to the left of the score table, shall warm-up at the basket to the right of the score table and shall use that basket for first half. Adjustments may be made to this arrangement by the site director, if necessary



**CHEERLEADERS** -- A maximum of **20** uniformed cheerleaders from each participating school may enter via the Team Entrance (loading dock, lower level, and northwest corner of building). Additional cheerleaders (in uniform) must have a ticket. Cheerleaders must be listed on the "Spirit Group Admittance Form." Complete the form and email it to



[tim.llewellyn@powhatan.k12.va.us](mailto:tim.llewellyn@powhatan.k12.va.us) by Wednesday March 7 at Noon, and bring a copy with you to the Siegel Center. There are no dressing facilities available for cheerleaders.

**COACHING BOX** -- A 28-foot Coaching Box (as outlined in Rule 1-13) will be used in all VHSL basketball games. Coaches' conduct is governed by Rule 10 of the NFHS Basketball Rules.

**CONCESSION SALES** -- All concession sales are under the supervision of the Siegel Center

**CONFETTI** -- Confetti is not allowed in the Siegel Center. Schools whose patrons throw confetti will be asked to assist with the cleaning of the facility.

**DRESSING ROOMS** -- The Site Director will assign dressing rooms for competing schools and game officials.

**FACILITY USE** -- The Siegel Center will be open one hour prior to the first game in each session.

**GAME BALLS** -- The official game ball for the Final-Four is the **WILSON Solution B0700** (boys) and **WILSON Solution B0701** (girls).

**GAME OFFICIALS** -- Three-person crews have been assigned by VHSL staff to work the championship finals

**HALF-TIME LENGTH** -- At the Siegel Center, half time shall be **10** minutes unless otherwise specified.

**HALF-TIME PERFORMANCES** -- If the half-time slots are not filled by the host facility, then competing schools are permitted to provide a group performance (drill team, dance team, etc.) at half-time with the following provisions:

- 1) The principal/AD obtains permission from the tournament director and completes the "Authorized Spirit Group Admittance List" to present to attendant at the Team Entrance (lower level, northwest corner of the building).
- 2) The group makes arrangements with announcer prior to game, if PA is needed.
- 3) The performance is no longer than two (2) minutes.
- 4) The "home" school performs the first two-minute block and the "visitor" school performs the second two-minute block.
- 5) The 1st performance group is ready to go onto the floor as soon as the buzzer begins the half-time period. The 2nd group is ready immediately following the 1st group.
- 6) The floor must be vacated with 6 minutes on the arena clock.

**HOSPITALITY ROOM** -- There will be no hospitality room for coaches and administrators at the Siegel Center.

**MEDIA CREDENTIALS** -- Media credentials may be obtained from Mike McCall, VHSL Information Director. Instructions and necessary forms are posted under the Media section of the VHSL website. Media requests should be received by Wednesday, March 7, at Noon for the 2018 Championships.

**NATIONAL ANTHEM** -- The National Anthem will be played prior to the first game in a session. The Site Director will provide Anthem.

**NETS** -- VHSL rules prohibit teams from cutting down "the nets". Basketball nets will be awarded to the victorious teams following the tournament games, if requested.

**NOISEMAKERS** -- NFHS and VHSL Rules prohibit the use of artificial noisemakers. Anyone using these items will be escorted from the building.

**PARKING** -- Team buses may park on Marshall Street (behind/north of the Siegel Center) on the day of their game(s). All other vehicles must park in one of the parking garages (\$10.00) or in an available, legal, on-street spot. **Please pay close attention to informational signs and those that designate parking restrictions.**

**POST-GAME INTERVIEWS** -- All post-game interviews will be conducted in the Terry Sisisky Media Room. Mike McCall will notify coaches of media requests shortly after teams have retired to their locker rooms. It is expected that both teams will participate in this process. There will be no on-court post-game interviews.



**PRACTICE AT THE TOURNAMENT SITE** – There will be NO practice availability at the Siegel Center. DO NOT call VCU coaches to try to secure practice times. Teams should contact Tim Llewellyn for the Richmond-area athletic director helping with local practice options.

**PREGAME SCHEDULE FOR FIRST GAME IN SESSION --**

- 25 minutes prior to game time, the arena clock will be set to 20 minutes and started.
- 5 minutes prior to game time (at end of 20-minute warm-up) -- Play National Anthem
- 3 minutes prior to game time -- Welcome followed by student sportsmanship statements and introduction of game officials and teams.

**PREGAME SCHEDULE FOR SECOND or SUBSEQUENT GAME(S) IN SESSION --**

- 23 minutes prior to game time, start arena clock showing 20 minutes. The National Anthem is not played for the second game in a session.
- 3 minutes prior to game time (at end of 20-minute warm-up) -- Welcome followed by introduction of game officials and teams.

**POSTPONEMENTS** -- In the event unusual weather conditions prevent a majority of teams arriving at the state site on time, the Site Director with approval from the VHSL Director has the authority to rearrange the original schedule to allow the late arrival teams the latest possible scheduled playing time. When the Site Director determines that the state tournament cannot expediently be postponed, the tournament will be played if a majority of teams are at the tournament site. Postponed games can be played on Sunday with permission of the VHSL Executive Director in consultation with the League and/or Group Board Chairman and **provided there is no local school board policy to prevent a participating school from playing on Sunday. School teams SHALL bring with them a written letter from the Principal and/or Superintendent giving permission for Sunday play.**

**SECURITY** -- Following is an excerpt from the Siegel Center security procedures:

2018 Security Measures at  
The Stuart C. Siegel Center

In an ongoing effort to ensure the safety of our guests, participants, and staff, the following security measures will be in place at the Stuart C. Siegel Center. ALL ENTRANTS WILL BE SUBJECT TO SECURITY SCREENING!

**Prohibited Items:**

|                       |                           |                                  |
|-----------------------|---------------------------|----------------------------------|
| Alcohol               | Outside vendor food/drink | Animals (except service animals) |
| Backpacks             | Balloons                  | Coolers, Bottles, Cans           |
| Weapons (of any kind) | Video Cameras/Tri-pods    | Banners/Flags on sticks or poles |
| Laser Pointers        | Artificial Noise Makers   |                                  |

***All bags and allowable items subject to search***

These security measures are based upon federal, state, and local law agency recommendations and are designed to increase the safety and security of each and every guest and participant at our events.

**SOUVENIR PROGRAMS** -- The official VHSL State Basketball Tournament Program will be available ONLINE only.

**SOUVENIR MERCHANDISE** – Fine Design is the official supplier of all VHSL tournament merchandise. Fine Design will be on-site at the Siegel Center.



**SPECTATOR SUPERVISION** -- The administrators of competing schools are responsible for the organization, management and supervision of their students and spectators before, during and following each contest. Keep in mind that this is a high school competition intended to provide a framework in which our student athletes learn valuable lessons about ethics, integrity and respect. Please read completely the information contained in the **VHSL Sportsmanship Guidelines for State Events**. The price of admission is not an entitlement to behave badly. Administrators shall see that their spectators do not assemble around the edge of the court prior to the game or go onto the court at the conclusion of the game. Players may not go into the stands to celebrate after the game. Spectators will not be allowed on the court at any time. **REMINDER: Responsibility of payment for any property damages to the host institution must be borne by the school(s) causing the damage.**

**SPECTATOR SEATING** -- The Site Director shall designate the areas for spectator seating for games at the Siegel Center. Spectators are encouraged to sit in the designated areas. Individuals in end zone seats will be permitted to stand throughout the game.

**STATISTICS** -- The Site Director shall hire game statisticians who will provide first half and end-of-game statistics as required on the forms provided by VHSL.

**TEAM ENTRANCE** -- The team entrance is located at the lower level (Loading dock entrance), northwest corner of the Siegel Center. Players, coaches, cheerleaders, performing groups and game officials may use this entrance.

**TEAM SUPPLIES** -- Teams **MUST** provide their own towels, locker locks, training tape and other training supplies, half-time refreshments, home uniforms and visitor uniforms. No towels or laundry service will be provided. The host site will provide ice. Practice basketballs and the game ball will be provided by VHSL.

**TEAM TRAVEL REIMBURSEMENT** -- Team travel reimbursement forms (provided by VHSL staff to each school) must be submitted to VHSL Office by March 31. League staff will distribute travel reimbursement after May Executive Committee approval.

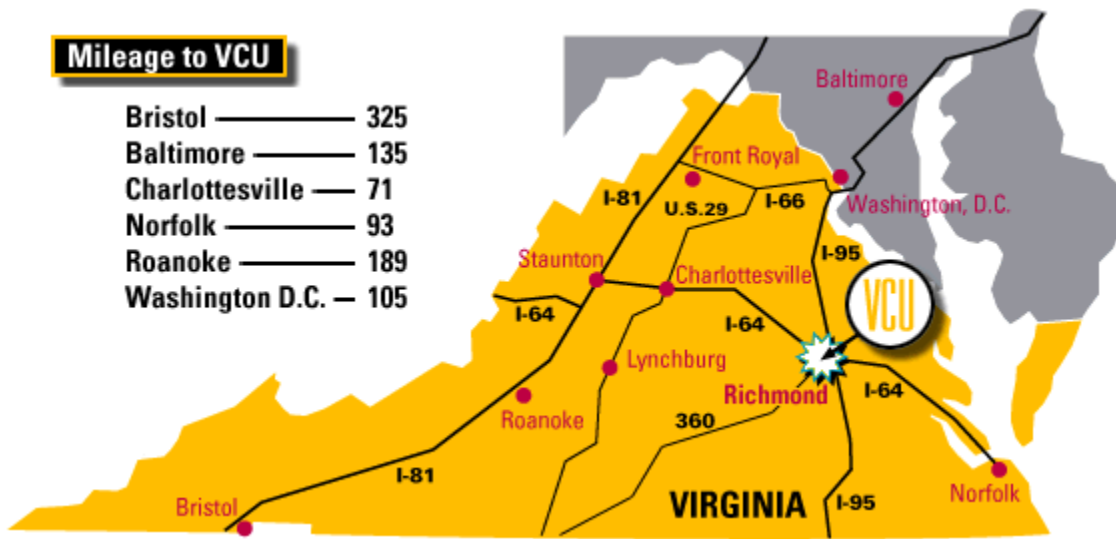
**TEAM WARM-UP** -- Teams will have a minimum of 20 minutes for warm-up prior to each game. Teams in the first game may take the floor 30 minutes prior to game time.

**TRAINING ROOM** -- A Certified Athletic Trainer and training room facilities will be available to all participating teams. Teams shall provide all of their needed training supplies.

**VHSL RECOGNIZED PASSES** -- Members in the following organizations who present this year's membership card and a photo ID will be admitted free of charge. Faculty, district, regional, "Allied," and "Associate" cards will not be honored. Recognized organizations are VHSCA Life Member, VIAAA Life Member, VHSCA, VIAAA, VHSL Honored Guest, VHSL, VSBA and VATA. At the Siegel Center, enter the VHSL Pass Gate on the upper level, east side of the building (near the tower).

**QUESTIONS** -- Contact Final-Four Tournament Director Mr. Tim Llewellyn (804) 971-2211, or Tom Dolan at the VHSL office 434-977-8475, or cell: 757-645-8658.

## THE ROAD TO RICHMOND



## DIRECTIONS TO SIEGEL CENTER

### Virginia Commonwealth University - Academic Campus Map

### Stuart C. Siegel Center - 1200 West Broad St.

**Directions:** Directions to the Siegel Center and Verizon Wireless Arena

#### I-95 South/I-64 East (I-95 and I-64 merge)

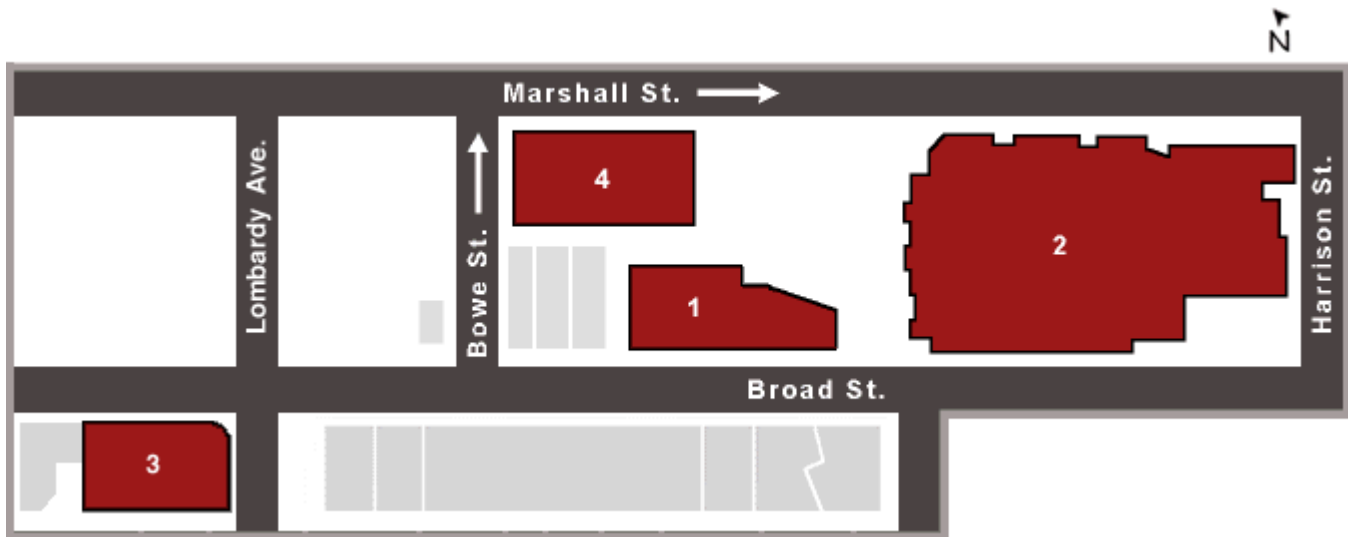
1. Take exit #76B for Belvidere Street
2. Turn left off exit ramp on to Leigh Street
3. Go to 1st traffic light, turn right onto Belvidere Street
4. At the 3rd traffic light, turn right onto Broad Street
5. The Siegel Center is on the right after the third traffic light

#### I-95 North/I-64 West

1. Take exit #76A Chamberlayne and get in the left lane on exit ramp
2. Turn left at the traffic light
3. After crossing the bridge, bear right onto St. Peter's Street
4. At the stop sign, turn right onto Leigh Street
5. Turn left at the first traffic light onto Belvidere Street
6. At the 3rd traffic light, turn right onto Broad Street
7. The Siegel Center is on the right after the third traffic light



## SIEGEL CENTER AREA MAP



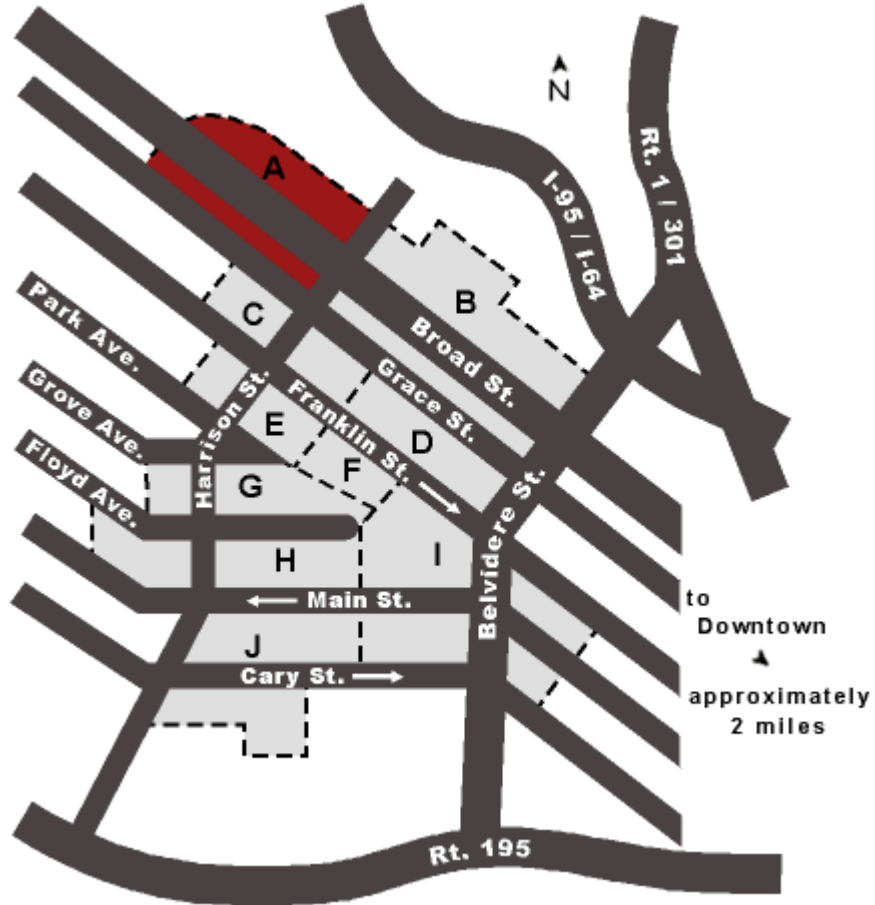
1. [Sports Medicine Building](#), 1300 W. Broad St.
2. [Stuart C. Siegel Center](#), 1200 W. Broad St.
3. [Lombardy Building](#), 612 N. Lombardy.
4. [Bowe Street Parking Deck](#), 609 Bowe St.

## BROAD STREET PARKING DECK

(Across from Siegel Center - On Broad St. between Harrison and Shafer)



## VCU CAMPUS OVERVIEW



- A. [Siegel Center Region](#)
- B. [Broad Street Region](#)
- C. [Franklin Street Northwest Region](#)
- D. [Franklin Street Northeast Region](#)
- E. [Hibbs/Singleton Center/Pollak Region](#)
- F. [Shafer Court Region](#)
- G. [Cabell Library Region](#)
- H. [School of Business/University Student Commons Region](#)
- I. [Monroe Park Region](#)
- J. [Cary Street Region](#)



# REQUEST FOR STATE CHAMPIONSHIP TEAM TRAVEL REIMBURSEMENT

(Baseball, Basketball, Cheer, Field Hockey, Football, Soccer, Softball, Volleyball)

(REPRODUCE THIS FORM AS NEEDED FOR EACH TRIP TAKEN BY SCHOOL TEAM.)

Within ONE WEEK following the State Championship submit this completed report to the VHSL Assistant Director overseeing the event. If your team required overnight accommodations, you must complete BOTH pages of this form and include the original paid motel receipt. A reimbursement check and financial overview will be sent to each qualifying school in June of that school year.

TRAVELING SCHOOL: \_\_\_\_\_ SPORT: \_\_\_\_\_

TOURNAMENT SITE: \_\_\_\_\_ TOURNAMENT DATES: \_\_\_\_\_

DATE OF REQUEST: \_\_\_\_\_ NUMBER IN TRAVELING PARTY: \_\_\_\_\_

NAME OF MOTEL: \_\_\_\_\_ MOTEL PHONE NUMBER: \_\_\_\_\_

MOTEL LOCATION (CITY): \_\_\_\_\_

| <u>DAY</u> | <u>DATE</u> | <u>MILES TRAVELED</u> | <u>NUMBER MOTEL ROOMS USED**</u> | <u>COST OF MOTEL ROOMS USED**</u> |
|------------|-------------|-----------------------|----------------------------------|-----------------------------------|
| Monday     | _____       | _____                 | _____                            | _____                             |
| Tuesday    | _____       | _____                 | _____                            | _____                             |
| Wednesday  | _____       | _____                 | _____                            | _____                             |
| Thursday   | _____       | _____                 | _____                            | _____                             |
| Friday     | _____       | _____                 | _____                            | _____                             |
| Saturday   | _____       | _____                 | _____                            | _____                             |
| Sunday     | _____       | _____                 | _____                            | _____                             |
| Totals     |             | _____                 | _____                            | _____                             |

**\*\*If your team stayed overnight, you must complete BOTH pages of this form and attach the original paid motel receipt.**

SIGNED: \_\_\_\_\_, Principal

TELEPHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

EMAIL: \_\_\_\_\_



# ROOMING LIST FOR VHSL STATE CHAMPIONSHIP TEAM MEMBERS

(REPRODUCE THIS FORM AS NEEDED FOR EACH TRIP TAKEN BY SCHOOL TEAM.)

## COMPLETE THIS PAGE IF YOUR TEAM STAYED OVERNIGHT

List the members of your official team party as they were assigned to motel rooms for the state championship overnight accommodations. BOTH PAGE 1 AND PAGE 2 OF THE REPORT MUST BE FILED AT THE VHSL OFFICE for motel reimbursement to be paid.

SCHOOL: \_\_\_\_\_ SPORT: \_\_\_\_\_  
 NAME OF MOTEL: \_\_\_\_\_ MOTEL LOCATION (CITY): \_\_\_\_\_

ROOM # \_\_\_\_\_ ROOM # \_\_\_\_\_ ROOM # \_\_\_\_\_

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ROOM # \_\_\_\_\_ ROOM # \_\_\_\_\_ ROOM # \_\_\_\_\_

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ROOM # \_\_\_\_\_ ROOM # \_\_\_\_\_ ROOM # \_\_\_\_\_

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If your team stayed overnight, you must complete BOTH pages of this form and attach the original paid motel invoice.



### AUTHORIZED TEAM ADMITTANCE LIST FOR STATE BASKETBALL GAMES

This form must be completed and emailed to the tournament or site director prior to your game. List the names and positions of the members of your **official team party**. A maximum of **20 participants and 2 coaches** may be listed. The list should include only players, coaches, manager, and ATC. This list is **NOT** for Principals, ADs, coaches' family members or friends, JV players who will not dress for the game, school board members, town or city officials, etc. Those listed below will be admitted free to any VHSL state tournament game. Any additional team personnel (in excess of 20) must purchase a ticket and is not authorized in the bench area or locker room area without permission of tournament staff. **Abuse of this list will be considered a sportsmanship violation and will result in appropriate fines or other disciplinary measures.**

SCHOOL: \_\_\_\_\_ CITY: \_\_\_\_\_

Principal's/AD's HEAD COACH \_\_\_\_\_

Signature: \_\_\_\_\_ ASSISTANT \_\_\_\_\_

**NAME** (Type or Print Clearly)

**POSITION** (Coach/Player/Mgr/Trainer)

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_
- 5. \_\_\_\_\_
- 6. \_\_\_\_\_
- 7. \_\_\_\_\_
- 8. \_\_\_\_\_
- 9. \_\_\_\_\_
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- 19. \_\_\_\_\_
- 20. \_\_\_\_\_



**AUTHORIZED SPIRIT GROUP ADMITTANCE LIST FOR STATE BASKETBALL GAMES**

This form should be sent to the tournament or site director. List no more than 20 squad members plus 2 coaches and one bus driver for any performing spirit group (i.e., pep band, cheer squad, drill team, step team, dance squad, etc.) for free admission to a state basketball tournament game. ALL others must purchase an admission ticket.

SCHOOL: \_\_\_\_\_ CITY: \_\_\_\_\_

Principal's or AD's Signature: \_\_\_\_\_ COACH/DIRECTOR \_\_\_\_\_

ASSISTANT \_\_\_\_\_

**NAME** (Type or Print Clearly)

**POSITION** (Coach/director/squad member)

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_
- 5. \_\_\_\_\_
- 6. \_\_\_\_\_
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