

SWAC Basketball Tournament Host Guidelines and Best Practices

The following host guidelines are applicable to basketball sectional and state tournaments. The following guidelines are taken from the [SWAC Manual](#) with additional suggestions for best practices to ensure a smoothly run tournament. For further clarification and specifics regarding these and other duties and guidelines, refer to the [SWAC Manual](#). By agreeing to host either a sectional or state tournament, you are indicating that you have read, understood, and can abide by these guidelines.

- Complete official SWAC brackets (found in SWAC Dropbox) and submit to Basketball Coordinator for approval.
 - Home teams should be scheduled for first game. Teams traveling the shortest distance should be playing earlier for day and night games
 - Avoid having teams from the same agency/area playing each other early in the tournament.
- Try to avoid playing Sunday morning, if at all possible.
- **If you are hosting a state tournament**, be reminded that you also need to send your brackets to the Basketball Coordinator on time and once they are approved, you need to send them to the sectional tournament hosts before the start of the sectional tournament.
- If you have a team notify you that they are withdrawing from the tournament, notify NCRPA and wait to see if a team is on the waitlist before re-drawing your brackets.
- Please include the following information on your bracket:
 - Tournament Title, Host Agency, Tournament Dates, Contact Phone # for facility, Gym location addresses, admission fees (see Article 6.3 of SWAC Manual), Coaches Meeting Info, State Tournament Info, Team withdraw policy
- At least 2 weeks prior to the tournament, Host should send the following information to teams:
 - Facility rules and regulations, coaches meeting location and time, Directions to facilities, SWAC Basketball Rules, SWAC Rules of Conduct (found on SWAC Dropbox), brackets, instructions (including contact information) for submitting rosters and proof of age
- Be sure to cover the following and anything else you deem important in the coaches' meeting:
 - Backcourt Defense
 - Running clock
 - Any high school rules you deem important (i.e., sleeves, headbands, wristbands)
- Following the tournament, complete Tournament Report and submit it to Basketball Coordinator and NCRPA within two weeks of tournament completion
- Within two weeks of completion, submit Official Reimbursement form and Fines form (if necessary) to NCRPA
- All facilities must meet recreation standards
- Tournament Host will provide the appropriate size basketballs for the given age group(s) they are hosting (Article 12.4 of SWAC Manual)

Review and refer to **Section 12.0** of SWAC Manual for all rules and regulations regarding SWAC Basketball tournaments.