

NJSIAA

STATE TOURNAMENT OPERATING PROCEDURES



2023-2024

State Tournament Schedule, Dates, and Times

NJSIAA reserves the right to adjust, change or cancel dates, times, and locations for all NJSIAA state tournaments. In addition, NJSIAA reserves the right to move an event to another facility if the playing conditions are not considered suitable for competition.

Schools entering a state tournament will not be granted a change of date/time due to any conflicts with school trips, proms, banquets, SATs, unless agreed upon by both schools. NJSIAA will make every effort to accommodate schools that have a conflict with their graduation.

State tournament dates are determined by the NJSIAA in consultation with the sport specific committee and approved by the NJSIAA Executive Committee. When a state tournament contest is a "play on" date, it must be played on this date unless approved by NJSIAA. When a state tournament contest is a "play by" date, it can be played on any date the higher seeded team chooses but must be played before the next round. State tournament contest times for all rounds up to and including sectional finals will be designated by the higher-seeded team.

Athletic Directors must communicate consistently through all rounds of the state tournament regarding contest dates and start times. The NJSIAA may determine contest dates and start times for preliminary rounds if there is any disagreement with start times between schools.

Responsibility for postponing a contest shall rest with the host school. It is recommended that the host school notify their opponent before the departure of the visiting school's buses at the latest.

Celebratory events (i.e., senior night, homecoming, teacher recognition, etc.) are not permitted during pregame, postgame, or halftime at any NJSIAA state tournament events.

In the event a bus arrives late, that team will be permitted a minimum 30-minute warmup period from the time the bus arrives on site.

State Tournament Sites

State tournament sites will not be declared unsuitable merely because conditions are less than perfect unless Leagues or Conferences have ruled such sites unsuitable for League or Conference play. NJSIAA reserves the right to move an event to another facility if the playing conditions are not considered suitable for competition.

State Tournament Brackets

In all state tournaments conducted by NJSIAA, each member school must compete in its own group and section classification, unless fewer than eight (8) schools qualify. In that case, the Executive Committee may combine one or more groups.

State tournament seeding and brackets do not become official until noon on the day after seeding. The media may post brackets following the completion of the seeding meeting; however, they are not official. Once the brackets become official, there will be no changes to the bracket. If a school is unable to play for any reason after the brackets are final, then the opponent will advance.

State Tournament Disqualifications

Teams that are disqualified from state tournament competition after the tournament has been seeded but prior to the bracket being final, the bracket will be reseeded and the next ranked team who entered the tournament will be included.

If a team is disqualified from state tournament competition after the tournament has been seeded and after the bracket is final, then the bracket will not be reseeded, and no additional team will be included.

If a team is disqualified from the state tournament competition during the tournament, then the team will be immediately removed from the tournament and their last opponent will advance in their place.

Assignment of Officials

Prior to the sectional finals, the higher seed school is responsible for contacting their local assignor to secure officials. Starting with the sectional finals, NJSIAA will assign all officials. Please refer to the sports specific tournament regulations located on the NJSIAA website for more specific information.

When using a local assignor, schools are to treat these rounds like a regular-season game regarding the assignment of officials. School/Coaches will not be permitted to request specific officials. Any preferred or not preferred lists used during the regular season will not be used during the state tournament.

Protests

Protests based upon an official's judgment, or misinterpretation or misapplication of the playing rules will not be honored as per NJSIAA Bylaws, Article VII, Section 1.

Emergency Action Plans

All host schools must have an emergency action plan (EAP) in place for all possible situations that may arise. The EAP of the host school will be in effect during all state tournament events. The EAP must include a line of communication for emergent situations. In addition, all host facilities must have an automated external defibrillator (AED) on site and all medical personnel must know where it is located.

Crowd Control Guidelines

Effective crowd control management is an integral component to a successful athletic event. NJSIAA requires participating schools to provide adequate staff to ensure proper oversight of their spectators.

The following guidelines must be adhered to by all participating schools in an NJSIAA state tournament:

1. Spectators are to be segregated and adequate seating for both home and away teams must be clearly marked.

2. Staff security must introduce themselves to the host site director, or tournament director, prior to the game.
3. If there is the potential for inclement weather, then the host site director, or tournament director, must provide instructions to the staff security on where and how to safely evacuate the spectators.
4. The host site director, or tournament director, must provide instructions to the staff security as to who is onsite in the case of a medical emergency and where the AED is located.
5. The host site director, or tournament director, must be made aware of spectator buses prior to the game to ensure there is an appropriate entrance and adequate seating.
6. Spectators are prohibited from standing on bleachers or chairs at all venues. Staff security is expected to monitor their spectators to ensure they do not stand on bleachers or chairs.
7. Staff security are responsible for ensuring all spectators leave the facility and do not enter the playing area or approach the officials as they are leaving the facility.

In addition, schools are financially responsible for any damages to the property or premises caused by their student-athletes, staff, or spectators (spectators include, but are not limited to, cheerleaders, marching band participants, students, and other fans).

Staff Security (Non-Police)

Prior to the sectional finals, the host school must provide an adequate amount of staff security (at the school's expense) as needed based on the host school's facility and the magnitude of the event.

Starting with the sectional finals. The NJSIAA will automatically approve a set number of staff security based on the sport and round of the tournament. If circumstances warrant additional staff coverage, schools are instructed to contact the NJSIAA before the event for approval.

The visiting school must provide at least two (2) staff members for football events and at least one (1) staff member for all other events. These staff members must not be associated with the coaching staff and are responsible for maintaining control of their spectators. However, the visiting school has the responsibility to provide an adequate amount of staff security as needed based on the anticipated attendance at the event. The NJSIAA will not reimburse visiting schools for staff security.

Police

Prior to the sectional finals, the host school must provide an adequate amount of police security (at the school's expense) as needed based on the host school's facility and the magnitude of the event.

Starting with the sectional finals, the NJSIAA will automatically approve a set number of police security based on the sport and round of the tournament. If circumstances warrant additional police coverage, schools are instructed to contact the NJSIAA before the event for approval. Schools are instructed to submit their police invoices directly to the NJSIAA for payment.

Sportsmanship Statement

Per the memorandum of understanding between the NJSIAA and the NJ Attorney General's Office on Division of Civil Rights, the following is a public service announcement (PSA) that is required to be read several times before and during all interscholastic events, including NJSIAA

state tournament events, in which the public announcement system is operated:

Today's contest is being conducted according to the rules of the New Jersey State Interscholastic Athletic Association. These rules provide for fair competition among players. Spectators can help promote good sportsmanship by observing the rules of fair play. Any verbal, written, or physical conduct related to race, gender, ethnicity, disability, sexual orientation, or religion shall not be tolerated, could subject the violator to ejection, and may result in penalties being assessed against your team. Everyone is requested to take personal responsibility for keeping this competition at a high level of good sportsmanship.

Athletic Training Coverage

1. Each school is asked to provide athletic trainer coverage for their team throughout the state tournament.
2. When state tournament games are played at a higher-seeded or pre-determined schools' facility, the host school must provide athletic training coverage.
3. When state tournament games are played at a neutral site, both teams are expected to provide athletic training coverage.
 - a. If only one school can provide an athletic trainer, it is up to both schools to work together and share the athletic trainer.
 - b. If both schools cannot provide athletic trainer coverage, NJSIAA must be contacted immediately.

NJSIAA will provide athletic training coverage for the following tournament events:

- a. All cross country events.
- b. All gymnastics events.
- c. Tennis team semifinals and finals.
- d. Tennis singles & doubles tournament (all rounds).
- e. Diving.
- f. Bowling team semifinals & finals.
- g. Bowling individual finals
- h. Fencing district championships.
- i. Fencing team finals.
- j. Fencing individual championships.
- k. Swimming team finals
- l. Swimming individual semifinals and finals.
- m. All winter track events.
- n. All golf events.
- o. All spring track events.

Tickets

Starting with the sectional finals, tickets for state tournament events will be sold online only. NJSIAA will contact the host schools directly regarding online ticket sales.

NJSIAA requires that 40% of tickets be reserved for the visiting school when a facility is expected to be at capacity. Please notify NJSIAA prior to ticket sales going live to request a split. Each school will be provided with a unique code for their ticket allotment.

Schools hosting outdoor events may choose to use the 60/40 ticket allocation procedure, however, this allocation must be approved by the NJSIAA Director. If NJSIAA determines the

host site may severely restrict the number of fans that can attend the game, then NJSIAA may move the game to another facility.

NJSIAA appreciates host schools honoring anyone with an NJSIAA Gold Pass indicating their service on the Executive Committee. In addition, NJSIAA appreciates host schools honoring tournament staff with an NJSIAA sport-specific pass.

Visiting Team Admission

All visiting teams must fill out the state tournament personnel form located on each sports webpage. This form is for the Athletic Director, staff security, school administrators, and board members to receive free admission. This form must be completed for each round of the state tournament, beginning with the sectional finals. This form must be forwarded to the host school, or the coach can bring a copy of the confirmation email (which will list the names) to the site on the day of the event for your staff to be admitted (electronic tickets will not be sent).

Complimentary Admission

NJSIAA ensures that no one is ever deprived of the opportunity to watch a family member participate in an NJSIAA state tournament because of financial hardship. Schools are encouraged to request complimentary tickets for those families who may not be able to purchase tickets due to financial hardship. The Complimentary Admission Form can be found on the NJSIAA website under the ADs menu.

Procedure In the Event of Thunder or Lightning

1. Suspend play, or delay the commencement of the contest, for 30 minutes. All participants and spectators shall vacate the outdoor venue to a designated safer area immediately.
 - a. A list of the closest safer areas should be announced and displayed at all outdoor venues.
 - b. Clear instructions should be given over the public address system (if available) to guide participants and spectators to safer areas.
2. Once the contest has been suspended, wait at least 30 minutes after the last thunder is heard or lightning is witnessed prior to resuming play.
3. Any subsequent thunder or lightning after the beginning of the 30-minute count will reset the clock and another 30-minute count shall begin.
 - a. If, for example, the contest is suspended at 7:00 p.m. due to a lightning strike, and then lightning is witnessed again at 7:25 p.m., the earliest the contest may resume is 7:55 p.m.
4. The site manager will determine when the game needs to be postponed. The site manager may consult the NJSIAA Director before making a final decision.

Bands, Pep Bands, P/A Systems, Music, Sound Effects & Noise Makers

The performing and playing of music and the use of sound effects are part of the interscholastic athletic experience, making for an exciting environment for all participants. It is important for those in charge of overseeing these activities to maintain proper sportsmanship and follow rules when these activities are permitted.

To maintain a proper perspective and to ensure equity in competition for the participating teams, NJSIAA expects participating schools to adhere to the following guidelines when playing music which provide an appropriate playing schedule.

1. Before the game begins
2. During time-outs, except injury time-outs
3. Between quarters
4. At halftime of the contest
5. At the end of the contest
6. For football – during the contest up until either team huddles up. In the event both teams do not huddle, then when the center touches the ball, or the kicker strikes the ball on a free kick.

At any time during the contest, the game officials may ask the site director to correct unsportsmanlike conduct by band members which may result in the stoppage of music for the remainder of the game or removal from the game.

All mechanical and or prefabricated noisemaking/sound effect devices at outdoor NJSIAA state tournament events shall be permitted if all guidelines above are followed. The host facilities' rules regarding prefabricated noisemaking/sound effect devices will supersede the NJSIAA. These devices are not permitted for all NJSIAA indoor state tournament events.

Pep Bands at indoor NJSIAA state tournament events shall be permitted if all guidelines above are followed. The host facilities' rules regarding pep bands will supersede the NJSIAA guidelines.

Cheer & Dance Teams

Cheer teams and dance performances are part of the interscholastic athletic experience, making for an exciting environment for all participants. It is important for those in charge of overseeing these activities to maintain proper sportsmanship and follow instructions when these activities are permitted.

Cheers should be positive, not aimed at antagonizing an opponent. Care should be taken in making certain that words used in a cheer are not suggestive and do not have a connotation that would inflame an audience. Dance performances should be appropriate, and music should be appropriate for an interscholastic event.

Signs & Banners

NJSIAA allows signs, banners, and the like, at state tournament events. All items must be approved by the school district and must not block the view of any spectators. Spectators sitting in the stands are prohibited from holding up signs, banners, and the like.

Drone Policy

The use of unmanned aerial systems ("UAS"), commonly referred to as "drones", is strictly prohibited at all NJSIAA state tournament events.