Championship Operations Packet
Table of Contents

Contact Information...................................................................................................................................... 4
Boys Basketball Committee ...................................................................................................................... 4
NYSPHSAA Staff......................................................................................................................................... 4

Tournament Information .............................................................................................................................. 5
Championship Dates ................................................................................................................................... 5
Championship Sites .................................................................................................................................... 5
Admission & Ticket Sales .......................................................................................................................... 5
Advance Sale ............................................................................................................................................. 5
CP Sportswear – Official NYSPHSAA Merchandiser .................................................................................. 5
Tournament Basketball ............................................................................................................................. 5
Submitting Team Roster/Photo ................................................................................................................ 5
School Gate Lists/ID Badges...................................................................................................................... 6
  Team Entrance/ID Badge Pick-Up ......................................................................................................... 6
  Team Roster Form................................................................................................................................... 6
Uniform and Home Team ............................................................................................................................ 6
Entering the Facility ................................................................................................................................ 7
Team Hotel ................................................................................................................................................ 7
Team Supervision ...................................................................................................................................... 7
Transportation .......................................................................................................................................... 7
Hotel Accommodations for Fans/Parents ................................................................................................. 8
Parking ...................................................................................................................................................... 8
  Bus Parking............................................................................................................................................ 8
Arena Restrictions .................................................................................................................................... 8
Practice ..................................................................................................................................................... 8
Press .......................................................................................................................................................... 9
Broadcasting/Streaming ............................................................................................................................ 9
Protests and Appeals ................................................................................................................................ 9
Noisemakers and Confetti ........................................................................................................................ 9
Cheerleaders ............................................................................................................................................ 10
School Bands .......................................................................................................................................... 10
Section Coordinator Information .............................................................................................................. 10
Sectional Coordinator Duties .................................................................................................................... 10
Regional Tournament Coordinator Duties ............................................................................................... 10
Site Supervisor Duties .............................................................................................................................. 11
2020 Boys Basketball Championship Operations Packet

Officials ................................................................................................................................................... 11
Championship Format ................................................................................................................................. 12
   Friday, March 20 ..................................................................................................................................... 12
   Awards .................................................................................................................................................... 12
      Sportsmanship Award ......................................................................................................................... 12
Team Hotel Reservation Form .................................................................................................................... 13
Team Hotel Reservation Billing Information ............................................................................................... 14
Team Roster Form (Bench/Floor Access) .................................................................................................... 15
School Gate List ........................................................................................................................................... 16
Contact Information

Boys Basketball Committee

State Coordinator         Bob Mayo                  bmayo32@optonline.com
Tournament Director       Chip Corlew                acorlew@gfsd.org
Section I                 Christian Hodge           chodge@poughkeepsieschools.org
Section 2                 Will Ferguson              will56@nycap.rr.com
Section III               Mike Clonan                mclonan@esmschools.org
Section IV                Jeff Paske                 jpaske@jcschools.stier.org
Section V                 Ed Stores                  estores2@warsawcsd.org
Section VI                Larry Jones                ljones@depewschools.org
Section VII               Brian Cross               bcross@moriah12.org
Section VIII              Wally Bachman              wbcoach34@aol.com
Section IX                Fred Ahart                 fahart@roscok12.ny.us
Section X                 Bill Merna                 bmerna30@hotmail.com
Section XI                Bob Mayo                  bmayo32@optonline.com

NYSFHSAA Staff

Executive Director        Dr. Robert Zayas           rzayas@nysphsaa.org
Assistant Director         Todd Nelson               tnelson@nysphsaa.org
Assistant Director         Joe Altieri               altieri@nysphsaa.org
Assistant Director         Kristen Jadin              kjadin@nysphsaa.org
Director of Sales & Marketing Chris Joyce            cjoyce@nysphsaa.org
Director of Communications Chris Watson              cwatson@nysphsaa.org
Director of Finance        Lisa Hand                 larnold@nysphsaa.org
Administrative Assistant   Sandy Schanck             sschanck@nysphsaa.org
Distribution Coordinator   Jill Gregorius             jgregorius@nysphsaa.org
Tournament Information

Championship Dates
Friday, March 20 – Sunday, March 22

Championship Sites
Cool Insuring Arena
1 Civic Center
Glens Falls, NY 12801

Admission & Ticket Sales
Admission is $10 at the gate. Tickets are general admission. Bus drivers with proper ID will be admitted to regionals, semifinals and finals free of charge. There are no discounts for senior citizens or students. Children age 5 and under are free. Only NYSPHSAA passes will be honored at the championship site. No Section Lifetime, Service or other passed will be accepted. Regional ticket prices are determined by the host section. Re-entry is NOT permitted.

Advance Sale
$8 online (plus service fee) at www.gofan.co/nysphsaa

CP Sportswear – Official NYSPHSAA Merchandiser
CP Sportswear, NYSPHSAA Official Merchandiser, will be selling T-shirts, championship programs, and other event specific merchandise throughout the tournament. Use the following link to access Championship merchandise: http://shop.cpsportswearonline.com/default.asp

Tournament Basketball
The Spalding TF-1000 Legacy is the official ball of the New York State Public High School Athletic Association State Tournament.

Submitting Team Roster/Photo
Section coordinators/schools/coaches must follow the roster/photo submission procedure to ensure their roster/photo appears in the program. This should have been completed at the beginning of the season. However, if not, it needs to be complete at the completion of Section Finals.

Rosters/photos should only be submitted via MaxPreps website. Instructions are below:

1. After you sign into maxpreps.com with your email and password, hover over the “head and shoulder” icon in the upper righthand corner to access your admin account. Click on your team admin under "Admin Accounts."
2. Once you go to your team page you can upload your roster by clicking “Roster” in the horizontal menu bar.
3. From the Roster page, you have a few options to update your roster: a. You may "Import" a roster b. To add individual athletes, select “+Athlete” c. You may also email your roster (Word or Excel file) to rosters@maxpreps.com and MaxPreps team will load them in three to five business days.
4. To load your team photo, go back to your team admin homepage by clicking “HOME” in the horizontal menu bar.
a. Then click on “Photo” in the “Mascot & Team Photo” section in the lower right-hand section of the admin homepage.
b. From there simply click “Choose File” and select the file from your computer, then click “Submit” and you are done! NOTE: The photo file must be a .jpg image no larger than 5MB in size. Image must be in square or landscape orientation.

For detailed questions about MaxPreps partnership with the NYSPHSAA you may contact MaxPreps New York Representative Eric Frantz at 937-554-0477 or efrantz@maxpreps.com. FOR INQUIRIES WITH THE NYSPHSAA OFFICE, CONTACT Chris Watson at cwatson@nysphsaa.org.

***The photo/roster from MaxPreps are used in the Championship program. The photo/roster should be entered into MaxPreps by Tuesday, March 10***

If your roster/photo has not been entered onto MaxPreps by the date above, please visit http://nysphsaa.org/ADs-Coaches/Submit-Information-Online/Roster1 to submit your roster online. To submit photo, email Todd Nelson directly at tnelson@nysphsaa.org ***

School Gate Lists/ID Badges
ID badges will be provided for participants, coaches and support staff. A maximum of sixteen participants (16) and five (5) team personnel (coaches, statisticians, managers, athletic trainer etc.) will comprise the traveling squad and will be admitted to the tournament site. The number and type of badges will be distributed based off the Team Roster Form included in this packet. Athletic Trainers will be provided a medical badge. Bus drivers are provided entrance free to the facility with proper ID.

Each championship team is required to submit a School Gate List (attached) to the NYSPHSAA office two days prior to the championship event. Athletic Directors and school administrators should be listed on the School Gate List. Keep in mind, this list ONLY provides entry into the facility. It does NOT provide floor access.

Athletic Directors should submit the School Gate List to Kristen Jadin at the NYSPHSAA office by Wednesday, March 18. Individuals listed on the School Gate List must check in at the pass gate on Church Street, upstairs from the box office, for admittance to the tournament.

Team Entrance/ID Badge Pick-Up
All staff and players will be provided credentials to be picked up at the arena’s back door (on Oakland Ave) from a Cool Insuring Arena employee. These credentials should be worn at all times during the tournament. Teams shall enter at this location throughout the entire tournament.

Team Roster Form
Please submit the roster form to Kristen Jadin at kjadin@nysphsaa.org by NOON on Wednesday, March 18. Contact Kristen if there are any issues regarding roster size.

Uniform and Home Team
Team appearing on the bottom of the bracket will be designated the “home” team and wear the white uniform. “Visiting” teams will be the teams appearing on the top half of the bracket and wear the DARK uniforms.

- Teams are limited to twenty-one (21) individuals (16 players, 5 bench personnel).
• Teams should bring both sets of uniforms since a team may play two (2) games.
• Each team’s basket for practice and to shoot at for the first half shall be the one furthest from its team bench. The site committee will determine the location of the “Home” and “Visiting” bench.
• For all games, teams shall have a maximum of fifteen (15) minutes for pre-game warm-up. No team will be allowed on the court more than fifteen (15) minutes prior to game time.

All brackets can be found here: http://nysphsaa.org/Sports/Basketball-Boys/Brackets

**Entering the Facility**
Teams should enter through the rear of the building on Oakland Ave.

**Team Hotel**
Teams will be housed at the following hotel:

The Queensbury ($99/night – a breakfast buffet is included in this rate)
88 Ridge Street
Glens Falls, NY 12801
518-792-1121

Please be ready to provide the following to the hotel by NOON on Tuesday, March 17.

1. Team name and classification
2. Tentative rooming list
3. Date and approximate time of arrival
4. A tax-exempt form to be faxed with the rooming list

Upon checking in, please inform the hotel of your plans. REMEMBER, the hotel rooms are contracted for two nights, with the assumption if you lose you go home. If you plan on staying regardless of win or lose, you will need to make those arrangements with the hotel. **Rooms are reserved for all teams the first night and half the amount of rooms the second night.**

Contact Kevin Higgins, Housing Coordinator at nyshoopshousing@gmail.com or 518-791-6986 with questions.

**Team Supervision**
We require athletes and coaches to conduct themselves in a sportsmanlike manner consistent with the principles of NYSPHSAA athletic participation. Each individual spending the night in a tournament hotel shall be responsible for any vandalism done to the room, including theft. Coaches are specifically responsible for the conduct of their respective teams throughout the tournament including when their team is not competing and when they are traveling to and from the event. **Additionally, Coaches will be required to sign The Queensbury Hotel’s “Good Neighbor Code of Conduct” prior to the team’s arrival.**

**Transportation**
Transportation expenses at the rate of $1.35 per mile, per grid chart, for competing NYSPHSAA member schools will be paid by NYSPHSAA upon submission of a State Voucher by the participating Section
Treasurer, directly to NYSPHSAA, 8 Airport Park Boulevard, Latham, New York 12110, Attn: Assistant Director.

- Regionals: All on-site expenses will be paid by the treasurer of the host section. All profit or loss at this level will be the responsibility of the competing sections.
- Semifinals and finals: All on-site expenses will be paid by NYSPHSAA after submission of approved vouchers. Travel vouchers are available at nysphsaa.org.

Hotel Accommodations for Fans/Parents

NYSPHSAA is proud to announce a partnership with the IHG Hotels of Upstate New York as the Official Hotel Partner of the NYSPHSAA Championships. Tell your fans, families, and friends to contact the Holiday Inn location for their tournament accommodations. Please note that teams have room blocks arranged at different hotels for this event.

Holiday Inn Express
216 Corinth Road
Queensbury, NY 12804
518-320-7468

Parking
Parking is available at the following locations:

Oakland Ave Parkin near Burger King
Pine Street Elm Street Parking Lot
Pearl Street Warren Street Parking
Parking Garage on Park Street St. Mary’s Parking Lot

Bus Parking
Bus Parking is available on Oakland Avenue.

Arena Restrictions
All patrons and bags are subject to search. Prohibited Items Include:

- Weapons of any kind
- Food & Beverages
- Backpacks
- Noise makers or laser pointers
- Professional cameras
- Audio/visual recorders
- Flash photography
- Bags larger than 14”x14”x6”

Practice
Please contact Kevin Higgins at nysloopshousing@gmail.com or 518-791-6986 to arrange a practice time.
**Press**

Chris Watson, NYSPhSAA Director of Communications, will accept media credential requests at the tournament. The Director of Communications must be satisfied that the request for a credential is made by a bona fide member of the working press (daily/weekly newspaper, broadcast/community television station, and/or broadcast radio station). Bona fide members of the working press must contact Chris (cwatson@nysphsaa.org) prior to **Wednesday, March 18 at NOON** to assure a credential(s) will be available for them and that seating arrangements can be provided. **ALL MEDIA REQUESTS will be reviewed prior to the tournament.**

Any requests for radio coverage of the state quarterfinals, semifinals or championship game must be handled through the NYSPhSAA office one week prior to the contest. For radio contracts, visit nysphsaa.org and click on Media to download a tournament contract. Print and complete the contract and then fax (518-690-0775) or email to Chris Watson, Director of Communications, at cwatson@nysphsaa.org. He will approve all radio requests and forward an approved contract back to you with site information. The radio broadcasting fee is $250 per contest for semifinals and finals. A radio broadcasting agreement must be completed for EACH game. For any questions, contact Chris at 518-690-0771.

**Broadcasting/Streaming**

The NFHS Network has exclusive rights to stream NYSPhSAA Regional and Championship events. No other streamed broadcast, including through social media platforms, of a NYSPhSAA Regional and/or Championship event will be permitted without prior permission.

Spectrum (Charter Communications) has exclusive rights to televise NYSPhSAA Regional and Championship events. No other televised broadcast of a NYSPhSAA Regional and/or Championship event will be permitted.

**Schools who wish to have a school photographer or videographer attend a NYSPhSAA Regional or Championships, must contact Chris Watson, NYSPhSAA Director of Communications.** Videotaping, for instructional purposes only, by the two schools playing in each contest will be permitted with approval by the NYSPhSAA office. Such permission must be obtained at least three days prior to the contest.

**Protests and Appeals**

Any and all questions and/or protests related to game rules and the conduct of the game shall be heard and decided by the Games Committee established by the Basketball State Committee; and such decisions shall be final with no right of appeal. The Protest and Appeals Committee shall consist of the site chairman and any two (2) designees.

**Noisemakers and Confetti**

Sirens, horns, noisemakers or any other distractive devices will not be permitted at any tournament games. Drums will not be permitted at any game site unless the drum is carried by members of a school band. Drums to be used as noisemakers, however, will be prohibited. Confetti is prohibited at all game sites.
Cheerleaders
Participating schools may send cheerleading squads. Cheerleaders must be in uniform and the uniforms will serve as their pass to the tournament site. Cheerleading squads will be limited to 15 individuals and one (1) advisor. Additional cheerleaders will be allowed on the floor after payment of admission. All travel, housing, and meal expenses for cheerleading squads must be borne by the school sending the squads. No cheerleading expenses will be paid by the NYSPHSAA.

Schools are reminded that the regulations relative to pyramids and vaulting devices as established by NYSPHSAA must be strictly adhered to all regional and championship competition.

*Cheerleading squads must enter through the Oakland Ave entrance of Cool Insuring Arena.*

School Bands
School bands will be permitted to perform at any tournament game. However, they must be under the direct supervision of the school’s band director and all members must wear school uniforms. The school bands are responsible for their own expenses. If a school band is interested in performing the National Anthem, their school should contact the site chairman prior to the event.

SectionCoordinator Information

Sectional Coordinator Duties
1. Be responsible for determining which team will enter the Regional Tournaments at each of the five (5) classifications: AA, A, B, C, D.
2. Notify participating teams of all tournament procedures, games sites, and times.
3. Make travel arrangements for those teams from their Section that must use chartered transportation.
4. Assist the Tournament Director at the site of the Regional and Championship games.
5. Arrangement of tournament publicity in their sections. Report sectional class champions to NYSPHSAA by email: cwatson@nysphsaa.org or call (315) 391-9835.
6. Confer with the Tournament Director to establish exact lodging requirements for the team in their section and notify participating teams of the arrangements. All decisions are based on the guidelines established by the NYSPHSAA.

Regional Tournament Coordinator Duties
1. Be in charge of and make all final decisions concerning tournament arrangements for their Regional or Championship Tournament round.
2. Provide instructions to participating teams which are specific to their tournament round, including site schedules, local transportation and lodging.
3. Assign officials for their tournament round.
4. Arrange for radio/TV coverage of games and provide information for tournament publicity to the media. TV and radio broadcasting fees are determined by the host section for regional competition. Report all contest results at contest conclusion to NYSPHSAA by email at cwatson@nysphsaa.org or call (315) 391-9835.
5. Appoint a Tournament Games Committee to rule on any and all protests and appeals.
6. Make arrangements for payment of all bills and deposit of receipts through Sectional Treasurer of the host section.
Site Supervisor Duties

1. Make arrangements for the sale of tickets at the door.
2. Assign locker rooms to the participating teams.
3. Provide an officials’ dressing area.
4. Site must be ready and available for conducting a basketball tournament.
5. Provide the necessary supervision for the facilities.
6. Provide the official game scorer, timer, and public address announcer.
7. Permit no raffles at regional and final sites.

Officials

Only I.A.A.B.O. members in good standing will be assigned games. Officials selected for the NYSPHSAA regional games will be notified by the Basketball Chairman of those sections involved. Officials for the NYSPHSAA Basketball State Tournament at will be selected through an objective rating system determined by each section.

1. Every Section will send two (2) officials and the host Section will send three (3) officials. Each official will be assigned two (2) contests. One (1) of the host officials will only be assigned one (1) game.
2. In the event that less than 22 officials are submitted, any replacement of officials will be from the host Section.

If possible, no official will be assigned to a game involving teams from his home section.

Lodging for each official, when needed, will be arranged and provided by the NYSPHSAA-double occupancy per night. Where possible the NYSPHSAA will assume room only charges with direct billing arrangements in place. Officials working consecutive days shall receive lodging expenses. Lodging for the night prior to or after the contest shall be determined by the tournament director based on travel distance and time of contest. Any expenses beyond those listed above are the responsibility of the official. Meal expenses shall be determined by NYSPHSAA depending upon the distance traveled and the time of the contest.
Championship Format

**Friday, March 20**

**Session # 1**
- Class D Semifinals: 9:30am and 11:15am
- Class C Semifinals: 1:00pm and 2:45pm

**Session # 2**
- Class AA Semifinals: 6:00pm and 7:45pm

**Saturday, March 21**

**Session # 3**
- Class A Semifinals: 9:00am and 10:45am
- Class B Semifinals: 12:30pm and 2:15pm

**Session # 4**
- Class D Final: 5:15pm
- Class C Final: 7:00pm
- Class AA Final: 8:45pm

**Sunday, March 22**

**Session # 5**
- Class A Final: 1:00pm
- Class B Final: 3:00pm

*Each session requires a new ticket to be purchased*

**Awards**

For NYSPHSAA championships, champion, finalist and semifinalist plaques will be awarded to teams in all five classifications, plus individual medals to members of the champion and finalist teams. Only 16 individual awards are authorized for each team. Each state champion team will also receive 16 champion T-shirts. Awards will be presented at the conclusion of the final game in each class. Teams are to remain on the floor for the presentation of awards. If you have more than 16 athletes, a blank award will be handed out and will be collected at the conclusion of all photo opportunities. You may order additional awards & t-shirts with a form from the NYSPHSAA office.

**Sportsmanship Award**

One student-athlete from each team will be selected to receive a Sportsmanship Award and receive a T-shirt. The promotion of sportsmanship is a priority for the New York State Public High School Athletic Association. Student-athletes, coaches and fans are encouraged to give your best and be a great sport!
Team Hotel Reservation Form
Sales Manager: Stephanie Howard  
Phone: 518-792-1121 ext. 107  
Email: showard@thequeensburyhotel.com  
Hotel fax: 518-745-5427

School: ___________________________  Coach: ___________________________
Email: ___________________________  Work phone: _______________________
Fax: ___________________________  Cell phone: _______________________
Class and Section: _______________________  Email: _______________________

All rooms will be booked through the Queensbury Hotel. Please email (or fax) this completed form by NOON Tuesday, March 17th to Stephanie Howard at showard@thequeensburyhotel.com (fax: 518-745-5427).

Please be sure to list below all individuals staying in a room and indicate whether the person listed is a coach (C), player (P), manager (M) or chaperone (CH). Also indicate whether the bus driver needs a room (he/she is part of your seven total rooms). We do not have extra rooms available for athletic directors but they may be included in your seven room allotment.

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Team Hotel Reservation Billing Information

Please complete and email (or fax) this form by **NOON Tuesday, March 17th** to Stephanie Howard at showard@thequeensburyhotel.com (fax: 518-745-5427).

School: __________________________________________  Class: ________

Mailing address: ________________________________________________

Coach: ____________________  Athletic Director: __________________________

Contact person: ____________________  Phone: _______________________

Fax: ____________________  Email: ________________________________

Estimated arrival time: ________

**Room and Billing Information:**

Number of rooms needed for team: ________

Room billing method: School voucher/P.O. ________  Check ________  Credit card ________

Billing contact person: ____________________  Phone: _______________________

Billing address: ________________________________________________

Bus driver needs room?  Yes ______  No ______  Type of room (single/double): ________

Who will pay for the driver’s room? ___________________________________________

Method of payment: ___________________________________________

Billing contact for driver: ____________________  Phone: _______________________

Billing address: ________________________________________________

Completed tax exempt form and purchase order must be emailed or faxed to the hotel prior to arrival.
Team Roster Form (Bench/Floor Access)
Please send this to Kristen Jadin at kjadin@nysphsaa.org by Wednesday, March 18 at noon.

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**Roster**

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**5 Team Personnel (includes coaches, managers, scorekeepers, athletic directors)**

*ANYONE WHO YOU WOULD LIKE TO HAVE ACCESS TO THE FLOOR*

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**Athletic Trainer**

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NYSPHSAA Championship
School Gate List

This list is for TEAM SPORTS during the State Semifinals & Finals ONLY.
For information regarding Regional events, contact the HOST Section.

School: __________________________________________

Championship Event: ________________________________

Championship Date: ________________________________

Championship Site: ________________________________

Please write down the number of players and bench personnel your school will be bringing to the Championship event. Please note that each sport has a maximum number of players and team personnel allotted for each school. These individuals will receive credentials to gain access to the facility. If your school chooses to list more than the maximum number allowed, NYSPHSAA will bill the school for the difference. Please keep in mind, credentials and awards will be provided only for the maximum number allowed.

# of Student-Athletes: __________ # of Team Personnel: __________

This list below is designated for school administration and appropriate school personnel. The list is limited to a maximum of 8 individuals and is exclusive of the participating student-athletes and team personnel. This list ONLY provides entrance into the facility. It DOES NOT provide field/floor access. If your school wishes to have more than 8, NYSPHSAA will bill the school for the additional individuals. Team photographers and videographers should contact Chris Watson (cwatson@nysphsaa.org) for a media credential PRIOR TO THE EVENT. They do NOT need to be listed below. This list should be faxed to the NYSPHSAA office (518-690-0775) or sent via email to Kristen Jadin at kjadin@nysphsaa.org two days prior to the championship event. Please type or print names and titles below.

For admission staff only:

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<th>Name</th>
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NYSPHSAA Staff Approval: ________________________________ Date: __________

(signature)