



2008-09
Girls and Boys
Bowling
Manual for Managers



Girls and Boys Bowling



ILLINOIS HIGH SCHOOL ASSOCIATION
P.O. Box 2715 • Bloomington, IL 61702-2715
• www.ihsa.org • Phone: 309-663-6377 • Fax: 309-663-7479 •

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Revision History

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IHSA Bowling Calendar



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II. 2008-09 Boys Bowling Calendar

Oct. 27	Boys Bowling Season Begins
Nov. 1	State Series Entry Deadline
Nov. 10	1 st Contest May be Held
Dec. 5	Sectional Bowling Assignments Posted
Jan. 20	List of Participants Due Online From Coaches
Jan. 20	IHSA Withdrawal Deadline (no penalty)
Jan. 20	Team Pictures due to the IHSA
Jan. 22	List of Participant posted on School Center for Managers
Jan. 23	Bowling Ball Certification Deadline
Jan. 24	Sectionals
Jan. 29	State Final Practice Round
Jan. 30-31	State Finals
Jan. 31	Season Ends

2008-09 Girls Bowling Calendar

Nov. 10	Girls Bowling Season Begins
Nov. 1	State Series Entry Deadline
Nov. 24	1 st Contest May be Held
Dec. 5	Sectional Bowling Assignments Posted on Website
Feb. 3	List of Participants Due Online From Coaches
Feb. 3	IHSA Withdrawal Deadline (no penalty)
Feb. 3	Team Pictures due to the IHSA
Feb. 5	List of Participant posted on School Center for Managers
Feb. 6	Bowling Ball Certification Deadline
Feb. 7	Sectional
Feb. 12	State Final Practice Round
Feb. 13-14	State Finals
Feb. 14	Season End

Do What's Right!

Sportsmanship

Coaches and Participants:

1. Set a good example for spectators to follow.
2. Respect the integrity and personality of the individual athletes and coaches.
3. Display modesty in victory and graciousness in defeat.
4. Show respect for opponents before, during, and after contests.
5. Do What's Right! as you represent your team, school and community.

Spectators:

1. Show respect for opposing players and coaches
2. Show respect for members of the coaching staff and team.
3. Display modesty in victory and graciousness in defeat.
4. Recognize and show appreciation for outstanding play.
5. Encourage coaches, players, and other fans to Do What's Right!

Acceptable Behavior...

- Players shaking hands with opponents while both sets of fans recognize player's performance with applause.
- Accept all decisions of the rules committee.
- Handshakes between participants and coaches at the end of contests, regardless of the outcome.
- Treat competition as a game, not a war.
- Coaches/players search out opposing participants to recognize them for outstanding performance or coaching.
- Applause at the end of the meet for performance of all.
- Encourage surrounding people to display only sportsmanlike conduct.

Unacceptable Behavior...

- Disrespectful or derogatory yells or gestures.
- Refusing to shake hands or give recognition for good performances.
- Blaming the loss of the meet on someone else.
- Use of profanity or displays of anger that draw attention away from the game.

III. CHECKLIST FOR COACHES AND TOURNAMENT DIRECTORS

1. Participating Teams

- Complete the LOP through the IHSA Schools Center
- Find sectional assignments for the state series on the IHSA Bowling Website
- Download the *IHSA Girls' and Boys' School & Manager Manual* from the IHSA bowling website.
- Download the *Boys' and Girls' Terms and Conditions* from the IHSA bowling website.
- Complete and have on file the *Bowling Certification Forms*
- Review Sectional bowling information from your sectional manager
- Complete and have on file the Drug Testing form
 - Obtain arrival time
 - Coaches' meeting arrangements
 - Starting time
 - Practice times at lanes and the cost (no practice day of contest)
 - Parking
 - Bad weather plans
 - Provide a local map and directions
 - Lane Assignments
 - Provide a list of host phone numbers

2. Tournament Director

- Follow the LOP deadline, make lane assignments based on Terms and Conditions
- Send information to participating schools
 - Starting times
 - Coaches' meeting arrangements
 - Practice times at lanes and the cost (no practice day of contest)
 - Parking
 - Bad weather plans
 - Provide a local map and directions
 - Lane Assignments
 - Provide a list of host phone numbers
 - Remind coaches of ScoreZone and check results and name spellings

Coordinate Workers

- Meet Manager
- Ticket Taker
- Runners
- Tournament central scorers
- Games Committee (see t&c)

Bowling Establishment

- Lane Conditions Refer to Terms and Conditions recommendations
- Spectator area roped off
- Smoking and Alcohol prohibited in roped area
- Parking

- Ticket area
- Signage
- Concessions

Coaches' Meeting

Coordinate a time and place convenient for conducting a coaches' meeting.

Coaches' Meeting Agenda

- Collect the school line-ups and line up changes
- Review how to handle odd number of teams competing, if applicable
 - 1) the first bowler of a team cannot begin their next frame until the #5 bowler has completed their first ball of the previous frame; 2) pacer teams are not allowed; 3) no exceptions
- Review rotation and new rule changes of the Terms & Conditions. (All changes have been shaded.)
- Review pre-game protocol – intro of teams
- Review sportsmanship and conduct expected by coaches, participants, and fans. (Include the no smoking and alcohol policies for competition and practices.)
- Review procedures for paying for lanes
- Review any medical or safety procedures
- Review procedures for security of belongings
- Select the games committee
- Go over any playing conditions

3. Following Meet-Sectional Manager

- Report results on the ScoreZone (same day)
- Complete financial report (online)
- Report any schools that did not show up for the sectional

4. Results and State Final Qualifiers

- ScoreZone will post unofficial results of each sectional following the meet
- IHSA will post team qualifiers and individual qualifiers including at-large qualifiers

5. State Final Qualifiers

- State final information for qualifiers posted online
- At-large qualifiers posted online
- Team pictures to IHSA
- Check pre-assigned lane assignments for Friday's Round
- Contact Bowling Center for Thursday practice round
- Make hotel reservations

U: Bowling Manager Manual/Checklist--Managers

2008-2009 Regional/Sectional Duplicate Awards Order Form for Ties

This form is to be completed by the **Regional and/or Sectional Manager** for participants who earned medals at the Regional or Sectional Tournament whose medal needs could not be fulfilled from tournament supplies. Please return any medals not issued from your tournament to A & M Products, 575 Elm Place, Princeton, IL 61356.

Sport: _____

Immediately following your **Regional and/or Sectional** tournament, please fax this order form to **A & M Products at (815) 879-0400**. The medals will be sent directly from A & M Products to the School/Recipient listed. You must use this form to place your order.

The following information is required to process your order.

Town/School (must supply both)	Name of Recipient	Indicate Regional or Sectional	Boys or Girls	Class A or AA -or- 1A, 2A, 3A or 4A	Indicate By using T=Team (Plaque) I=Individual (Medal)	Place	Ind. Event (If applicable, ie: Track: Pole Vault, Long Jump, Swimming: Diving, 100-yd. Butterfly, Tennis: Single, Doubles, Wrestling: 102lb., Speech: IE,etc.)
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							

Regional/Sectional Site	
Manager's Signature	
Manager's Phone Number	



2008-09
Awards Delivery Information

To Managers of All IHSA Tournaments:

In an effort to better serve our tournament sites and the suppliers of our awards, we would like to have you read this bulletin carefully and then do what you can to expedite the instructions:

1. Be advised that at **Regional and Sectional Tournaments**, medals and plaques may be shipped separately and may not arrive at your tournament site on the same day. Please open boxes immediately to check contents, as medals **CAN** be in plaque boxes. **NOTE:** There are no medals given at Regional and/or Sectional Levels in the team sports of baseball, basketball, competitive cheerleading, football, soccer, softball and volleyball, and in the activities of Drama/Group Interpretation and scholastic bowl.

Our awards supplier, A and M Products of Princeton, IL, often ships Regional and/or Sectional medals in the box with the plaque. **PLEASE CHECK THE PLAQUE BOXES CAREFULLY AND DO NOT DISCARD THEM UNTIL YOU HAVE DETERMINED THE MEDALS ARE NOT THERE!!**

At State Final Tournaments, medallions and trophies may be shipped separately and may not arrive at your tournament site on the same day. Please open boxes immediately to check contents, as medallions can be in trophy boxes.

2. Awards will be shipped to the school sites directly from A & M Products via United Parcel Service.
3. Please inform whoever receives your United Parcel deliveries to expect awards to arrive up to two weeks prior to the tournament, and ask them to deliver the packages directly to you when they arrive.
4. It is very likely that some awards (particularly trophies) will arrive in two or more boxes and will need to be assembled. **They may not arrive on the same day, but should be opened as they arrive.**
5. Please check all trophies, plaques, etc., to see that they are in good condition and not damaged in any way. You should note that they are engraved with the proper sport, tournament level, year, etc.

If, after doing all of this, a problem develops, please contact Cheryl Mitchell at the IHSA office at (309) 663-6377.

Thank you very much for your cooperation.

Ron McGraw
Asst. Executive Director

Assembly Instructions for IHSA State Series Trophies

(please use caution when assembling the trophies)

Upon receipt of your Trophies and Awards, please inspect them immediately so replacements can be shipped to you, if you notice a damaged trophy or figurine. If replacements need to be issued, please contact A & M Products at the number below.

We recommend the following for attaching the figures to the IHSA State Trophy:

- Unwrap each figure. If there is a hex nut on the post of the figure remove it. It should not be needed.
- Lay the trophy on its back on a flat surface and remove the hex nut from the rods from underneath the trophy.
- Push the rod through the top of the trophy and remove the ferrule (the hollow threaded tube) from the rod and attach the ferrule to the threaded post of the figure. Screw the ferrule all the way up the threaded post of the figure.
- Screw the rod back onto the ferrule until it is tight.
- Place the rod, with the figure attached, back through the top of the base and through the holes in the bottom of the base.

IMPORTANT - please be careful that the figure(s) is not supporting the weight of the trophy. **Figures can be easily broken.**

DO NOT OVER TIGHTEN THE FIGURE ONTO THE BASE THIS CAUSES THE BOLT TO BE PULLED OUT FROM UNDERNEATH THE FIGURE

Please do not pick up and carry the trophy by the side figures.

The **CHAMPION** and **RUNNER-UP** trophy receive **three** of the bigger #1 figures.

The **THIRD PLACE** and **FOURTH PLACE** trophy receive **one** of the bigger #1 figures for the top. And the **two** smaller #2 figures are the side figures.

If you have any questions please call A & M Products, (815) 875-2667

IHSA Licensed Vendor



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This notice outlines the IHSA Licensing and Royalty Policy for the 2008-09 school term. Please share this information with any school personnel or booster club that may be involved in contracting with an outside vendor.

Use of the IHSA Logo(s)/Trademarks:

State Series (Required): Any time an IHSA member school hosts an IHSA State Series Event (Regional, Sectional, Super-Sectional), the contemporary IHSA logo must be conspicuously displayed on any merchandise and on the cover of any program, used on any heat sheet, bracket sheet, lineup sheet or other writing produced for the State Series Event.

Regular Season (Not Required): At the option of each member school, the contemporary IHSA logo may be incorporated into regular season programs, lineup sheets, and any merchandise. It is not required to be used. In the event the member school chooses to include the logo, the member school is obligated to use an IHSA licensed vendor.

Member schools hosting IHSA State Series Events and those using IHSA marks must use an IHSA licensed vendor.

Vendors:

A list of the 2008-09 licensed vendors can be found on the IHSA website (www.ihsa.org/school/vendors.htm).

It shall be the responsibility of the member school(s) to refer outside vendors wishing to become licensed to the IHSA office and/or website.

Schools found to be using non-licensed vendors in conjunction with IHSA State Series Events may forfeit their host guarantee, and the opportunity to host any and all future IHSA events, and may be subject to additional sanctions.

Royalty Payments:

Publications: A royalty of five percent (5%) of the gross advertising sales in connection with any printed materials will be due to the IHSA for any member school or licensed vendor's use of the IHSA marks/logos.

Merchandise: A royalty of eight percent (8%) of the gross revenue in connection with any item of merchandise will be due to the IHSA for any member school or licensed vendor's use of the IHSA marks/logos.

If a member school contracts with a licensed outside vendor to produce merchandise or publications, the licensed vendor is responsible to pay the royalty fee directly to the IHSA office. If a member school does not use a licensed vendor, but produces and sells its own merchandise, it is responsible to pay the royalty fee directly to the IHSA office.

All royalty payments shall be made to the IHSA within thirty (30) days after the date of each event or before June 30, whichever comes first.

STATE FINAL QUALIFYING FAQs

Q: May a member school use such terms as "regional champs", "road to state", "state champion", etc...on t-shirts or other apparel it may create for sale or other distribution to fans to promote school support and/or boost school spirit?

A: Yes, provided only "generic" terms, without inclusion of any IHSA marks.

Q: Can the booster club sell and/or distribute t-shirts at the state final venue?

A: No.

Q: School ABC has advanced to the Girls Basketball State Finals and they want to purchase t-shirts. Must the t-shirts include IHSA marks? Must they be purchased from a licensed vendor?

A: No. However the t-shirts should not have any IHSA marks and should not reference the "IHSA State Final".

IHSA® State Tournament Series Royalty Report

(To be completed by either outside vendor or member school according.)

State Series: _____

Level/Class: _____

School/Town: _____

Dates of Tournament: _____

Filing Date: _____

(Must be within thirty (30) calendar days from the conclusion of the event.)

I. Program Advertising Sales

Size of Advertisement	Number of Ads Sold	Selling Price of Ads	Gross Ad Sales
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Total Gross Ad Sales: _____

_____ x .05

5% of Total Gross Ad Revenue Due to IHSA: _____

II. Merchandise Sales (Complete the portion of this section which applies.)

A. Wholesale to Member School: 8% of the amount charged by outside vendor to member school for finished merchandise items.

Merchandise Items	Total Available For Sale	Number Sold	Selling Price	Gross Sales
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____



Financial Reports Must Be Filed Online

The final phase of your hosting responsibilities is to file a financial report with the IHSA. The financial report forms are available in the password-protected Schools Center area of the IHSA Web site.

Log in to the Schools Center with your school ID and an administrator password. On the main menu of the Schools Center, under the heading "Tournament Management", you will find a link to the financial report. Please fill out the one-page form and press the submit button to file your report.