



2008-09

Girls Gymnastics

Manual for Schools



Girls Gymnastics 2008-09



• www.ihsa.org • Phone: 309-663-6377 • Fax: 309-663-7479 •

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Revision History

Girls Gymnastics Calendar

Regional Host Consent Form Due.....	January 14
Sectional Complex Meeting	January 14
List of Participants Due Date	January 26
Regionals	Feb. 2 - 7
State Final Program Information Due to IHSA	February 12
Sectionals	February 9-12
State Finals	February 20-21



Girls Gymnastics School Information



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2008-09 IHSA GIRLS GYMNASTICS

SECTIONAL COMPLEX MEETING

Wednesday, January 14

The sectional complex meeting shall be held on Wednesday, January 14. The Sectional Manager will set the time and location of the meeting. This meeting shall take place after school hours. The purpose of the meeting is to seed teams and select regional host schools.

Schools interested in hosting a regional must bring to the seeding meeting two things:
Regional Host Consent Forms from the Regional Host School
An email address where the IHSA can send the regional scoring program

NOTE: Only schools who have a signed "Regional Host Consent Form" are eligible to host (downloadable form).

The sectional manager will not seed any schools who have entered an individual(s). IHSA will assign those schools following the sectional complex meeting.

Regional Host Selection

The top 4 seeded teams will be sent to separate regionals.

Regional A will have seeds 1, 8, 9, 16, 17, 24
Regional B will have seeds 2, 7, 10, 15, 18, 23
Regional C will have seeds 3, 6, 11, 14, 19, 22
Regional D will have seeds 4, 5, 12, 13, 20, 21

The seed number and the school's ability to host at their school will determine the first choice of hosting a regional rather than the highest seeded team in a regional. When the first seeded team declines to host the regional at their school, then the next seeded team in that regional has the opportunity. This process will continue until a regional host is found.

Regional Team Assignment Form

Once the regional hosts have been assigned, then a day for the regional must be assigned. Each sectional has 4 predetermined days for hosting a regional. The highest seeded team who is hosting has the first option of days.

Use the "Regional Team Assignment" form as a worksheet. Complete all the information and fax to the IHSA following the seeding meeting. IHSA will assign all the individuals to regionals and create a master assignment sheet. The assignments will be posted on the web.

Equipment and specifications

All meet equipment and floor space must meet National Federation specifications. Officials will measure and inspect equipment and standards.

IHSA COMPUTER SCORING REQUIREMENTS

IHSA will provide the scoring program used for the regional meets. It is user friendly, and its operating instructions will be included in the electronic file sent to each manager. Also, please see the Girls Gymnastics Computer Trouble Shooting page for additional help.

Computer Systems Requirement

Windows format computer
Microsoft Excel 97 or later edition or Mac with an Excel 98 program
200+ processor and 64 ram
Printer which will print pages with 1 inch margins (most lasers)
A person familiar with the Microsoft Excel program

Email Address

Each Regional Host will need to bring to the sectional seeding meeting an email address, which will be used by the IHSA to send the actual scoring program.

Scoring Program/Transfer of Regional Results

State series hosts will be able to access the managers manual online after the hosts have been selected.

Upon completion of the regional, the regional manager will forward the results of the meet via email to the sectional manager.

SCHEDULE OF MEETS

<u>Sectional</u>	<u>Regional 1</u>	<u>Regional 2</u>	<u>Regional 3</u>	<u>Regional 4</u>
Monday, February 9 Glen Ellyn (Glenbard West)	Feb. 2	Feb. 3	Feb. 4	Feb. 5
Tuesday, February 10 Roselle (Lake Park)	Feb. 2	Feb. 3	Feb. 5	Feb. 6
Wednesday, February 11 Hinsdale (Central)	Feb. 3	Feb. 5	Feb. 6	Feb. 7
Thursday, February 12 Lincolnshire (Stevenson)	Feb. 2	Feb. 4	Feb. 6	Feb. 7
State Finals				
Friday, February 20	Prelims			
Saturday, February 21	Finals			

MEET PERSONNEL and MEETINGS

Meet Referee

The Meet Referee (assigned by IHSA) will check all apparatus to ensure that equipment conforms to all specifications. The Meet Referee must report all irregularities to the Technical Committee. No meet shall be conducted if any apparatus does not meet National Federation Rules.

Timers (4)

1 timer should time the fall on the uneven bars
1 timer should time the event and 1 timer should time falls on the balance beam
1 timer should time the event on floor exercise.

Trainers

It is recommended that host schools have a licensed athletic trainer on duty.

Technical Committee

The Meet Director shall appoint a Technical Committee, which shall consist of the Meet Director, the Meet Referee and 2 acting judges. In the event the Technical Committee ties with a vote, the Meet Referee shall decide the issue.

The Technical committee shall be responsible for the enforcement of all rules and regulations of the competition. (See Terms & Conditions IX L)

Meet Committee

The Meet Committee shall be comprised of the Meet Referee and 2 head coaches chosen from the coaches who are present at the coaches meeting. The Meet Manager shall render a decision on the legality of an entry under existing rules, while the meet committee will determine whether or not the meet is being conducted in accordance with the terms and conditions. (See Terms & Conditions IX K)

Coaches Pre-Meet Scratch Meeting

The coaches scratch meeting should begin at 6:20 p.m. The purpose of the coaches meeting is to handle scratches, team substitutions, changes in the competitors' order and any last minute information. The meeting should be held no later than 15 minutes prior the start of the meet.

COMPETITION

Local Meet Information

Regional Managers will send local information to the schools participating in their regional including directions, parking, time schedule, warm-up rotation, pass gate entrances, locker room set up, coaches meeting, etc.

Scoring

Scoring shall be conducted according to the National Federation Girls Gymnastics Rules Book.

Warm-up Rotation

The Regional Manager will determine the warm-up rotation based on a draw-by-lot. A rotation order for warm-ups should be planned which allows for equal time for all competitors at each event. Each athlete is allowed 2 minutes at each event on the competition equipment with her rotation group. The 2 minutes includes setting the bars, mats, boards, etc. Athletes should plan on warming up with just a few major elements. Refer to the rotation order included in the downloadable forms. Open rotations are not allowed.

Judges' Scoresheets

The IHSA computer program will print the judges' scoresheets with the competitor's name listed on the scoresheet.

Order of Team Competition

The computer program will provide instructions for the order of competition. It will be based on a random draw.

Reviewing Scores

The Regional Manager shall post the results of each event at the conclusion of that event. Coaches will be allowed a 5 minute time period to check results for accuracy. Following the 5 minutes review period, the results can be made official.

Official Rules and Equipment

All equipment and the competition area must meet National Federation specifications. The Meet Referee will measure and check equipment prior to the meet.

Sting Mat/Safety Collar

At the regional and sectional levels, schools will be permitted to use their own sting mats and safety collars. At the state meet, schools will not be permitted to use sting mats and safety collars other than those provided by the state meet hosts.

Round off Pad

Schools will be permitted to use their own round off pads during the entire state series.

Uneven Bars

Schools hosting a regional, sectional, or state final meet shall only provide the super-wide uneven bars during competition.

Ties

Ties for the last qualifying team and individual spot shall advance.

At-Large Qualifiers and Notification

Notification of at large qualifying teams and individuals will be made on the IHSA website. However, the next level manager will be responsible to make contact with the schools of the At-large qualifying teams and individuals concerning the next level meet.

Procedures For Verified Clerical Errors

1. IHSA must be notified as well as the local manager if a coach makes the discovery.
2. IHSA must be notified within a 24-hour period of time.
3. Any notified at-large qualifier affected by the correction will still advance.
4. Scoring errors will be corrected.
5. Penalties will advance with any corrections.
6. Strategic errors or entry errors are not correctable.

Handling of Judges' Scoresheets

Coaches will NOT be allowed to take any judges' scoresheets out of the scoring area. They are however, permitted to review the sheets.

Following the regional meet, the Regional Manager will give the Sectional Manager all of the judges' scoresheets. If the results need to be reviewed for clerical errors, the original judge's sheet will need to be reviewed by the Sectional Manager and the IHSA.

The Sectional Manager shall keep the regional and sectional judges' scoresheet until the state meet has concluded. Following the state meet, the manager may dispose of them.

Exhibitions/Special Recognitions

Exhibition performances and special recognition ceremonies are not allowed in the state series.

IHSA Girls Gymnastics

Do What's Right!

Sportsmanship

Coaches and Participants:

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

Spectators:

1. Show respect for opposing players and coaches
2. Respect the integrity and judgement of the rules committee and accept their decisions graciously.
3. Show respect for members of the coaching staff and team.
4. Display modesty in victory and graciousness in defeat.
5. Recognize and show appreciation for outstanding play.
6. 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 contest for performance of all participants.
- Everyone showing concern for an injured player, regardless of team.
- Encourage surrounding people to display only sportsmanlike conduct.

Unacceptable Behavior...

- Disrespectful or derogatory yells or gestures.
- Criticizing rules officials in any way; displays of temper.
- 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.



Guidelines for Return to Activity

In accordance with By-law 2.150, a school shall have on file for each student who participates (including practice) in interscholastic athletics a certificate of physical fitness issued by a licensed physician, physician's assistant or nurse practitioner as set forth in the Illinois State Statutes not more than 365 days preceding any date of participation in any such practice, contest or activity. As this By-law addresses pre-participation certification only, there is not a guideline or By-law in place to address release to interscholastic activity following an injury. With the understanding that schools throughout the state have different needs and services available to them, this document was produced to provide guidelines for an athlete's return to activity following an injury.

Each school should have a written Emergency Action Plan in place to address all athletic injuries, regardless of severity, occurring during a practice or competition. This plan should identify a Chain of Command (Physician/Athletic Trainer/Nurse/Athletic Director/Coach/etc) and address the unique needs of the individual sport and venue.

It is not practical to identify every situation or injury; however the following guidelines were developed to assist the school/coaching staff in determining if the athlete should be allowed to return to activity without a release following a "minor" injury.

1. No swelling or deformity.
2. No tingling, numbness or burning sensations.
3. No headache, nausea, blurred vision, confusion or disorientation.
4. No fever.
5. Symmetrical (equal to the other side) joint range on motion and strength.
6. Ability to bear weight, without a limp, if injury occurs to the lower body.
7. Ability to complete full functional sporting activities without compensation.

As the majority of high school athletes are minors, if there is a question as to their injury and ability to participate, a parent or guardian should be consulted. The individual assessing the athlete's ability to return to activity should document the injury, injury findings and the athlete's ability to return to activity.

Athletes unable to meet the above criteria should be encouraged to seek medical attention prior to their return to interscholastic activity. Athletes that seek medical attention should be required to provide a written medical release indicating their ability to participate as well as restrictions. Without obtaining this medical release, the school may assume legal liability if the athlete is allowed to participate in activities not permitted by their medical provider.



Regional Team Assignment Form for Girls Gymnastics 2008-09

_____ High School is willing to host an IHSA Girls
Gymnastics Regional Meet.

We understand that determination of host schools for this year's Girls Gymnastics Regional Meets will be based on 3 factors.

1. The school will host at their school and on the predetermined date.
2. The school is able to provide a person and equipment needed to accommodate the computer scoring.
3. The school equipment and competition area meets National Federation standards.

If we are assigned to host, _____,
(Name) (Title)
will serve as Meet Manager.

Signature—Principal and/or Athletic Director

Manager's School Phone No.

Manager's Home Phone No.

E-mail Address to send computer program

TAKE THIS TO YOUR SECTIONAL COMPLEX MEETING

Instructions for Submitting List Of Participants

Schools are required to complete the Girls'Gymnastics *List of Participants* online. Note that the passwords for the 2008-09 school term are the same as those used last year. If your school desires new passwords, please contact the IHSA Office.

Log on to www.ihsa.org and click on the Schools Center link. Enter your school's four-digit School ID number and password. On the next page, go to the "Sports and Activity Tracker" area, find the row that lists the correct tournament, and click on "LOP (*List of Participants*)" link under the "Required Data Forms" heading. Please follow the instructions shown on the screen as you fill in the necessary information. The deadline for submitting the *List of Participants* is Monday, January 26, 2009 at 4:00 p.m. Schools have the opportunity to make changes until Monday, January 26, 2009 at 4:00 p.m.

- A. List all eligible coaches that are in compliance with IHSA By-Law 2.070.
- B. A school may enter up to a maximum of five contestants per each individual event. One contestant among the five in each individual event MUST participate in the All-Around and more than one may participate in the All-Around. If a school does not enter a gymnast in the All-Around, only four contestants can be entered in each individual event.

After completing the "*List of Participants*" online, print out a copy of the completed entry form for your records. Regional managers will be able to access the *List of Participants* and listing of all eligible coaches for all entries in their regional through the school center on the IHSA website after January 26, 2009.

(If you experience any problems, please call the IHSA Office at 309-663-6377 and ask for Kurt Gibson or Laura Sutton)

LIST OF PARTICIPANTS DEADLINE:
Monday, January 26, 2009



Girls Gymnastics Regional Draw



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CONCEPT

Assigning A Competitor Number

Purpose is to identify teams and individuals for the computer. This information will be automatically transferred to the next qualifying level. It is the computer's form of a name. The process for the numbering is based on a regional and its corresponding sectional. The number assignments are predetermined by the IHSA's computer program.

Order of Competition

The team block style is used. It allows for all competitors from a school to compete in each event as a team before rotating to the next event. For schools that have individual entries only, their entries will be assigned together.

The Rotation (Draw)

The purpose of the draw is to create an order for competing schools/individuals to rotate from one event to another.

Making the Draw: The draw shall be made literally pulling the names of all competing schools out of a hat.

Note: if there is more than one competitor from the same school, then they will be assigned to the same rotation and order.

Order of Events

The order of events for regionals shall be vault and uneven bars concurrently followed by balance beam and floor exercise, which shall also be run concurrently.

Order of Performance

The order of performance determines what order a school will perform within the event and prevents one school from always going first.

REGIONALS

REGIONAL ROTATION PROCEDURES

How to Determine the Draw

In determining the order in which each school shall participate in the regional meet, the manager must first determine the total number of schools that are sending competitors to his/her regional. A school, not competing for team honors but with individual entrants, shall be counted in the total number. All schools, regardless of the number of competitors from that school shall be counted for the purpose of the draw. Knowing that total number will help the manager determine which rotation chart should be used. The charts for four (4) teams through ten (10) teams can be found later in this section.

Once it has been determined which rotation chart shall be used, the manager will draw out the name of a school and place it in the #1 spot for all events. The manager will then continue drawing school names out and place them in the appropriate numerical spot on the rotation chart being used.

Example of a 6 team rotation

1. Draw schools for the six (6) spots
 - 1-Orland Park (Sandburg)
 - 2-Frankfort (Lincoln Way-East)
 - 3-Tinley Park (Andrew)
 - 4-Olympia Fields (Rich Central)
 - 5-Bradley-Bourbonnais
 - 6-Flossmoor (Homewood-Flossmoor)

2. Insert the schools into the appropriate positions on a six (6) team rotation chart

Vault	Unevens	Beam	Floor
1 Sandburg	4 Rich Central	3 Andrew	6 H-F
2 LW-East	5 BBCHS	2 LW-East	5 BBCHS
3 Andrew	6 H-F	1 Sandburg	4 Rich Central
4 Rich Central	1 Sandburg	6 H-F	3 Andrew
5 BBCHS	2 LW-East	5 BBCHS	2 LW-East
6 H-F	3 Andrew	4 Rich Central	1 Sandburg

NOTE: Competition will continue with the next team in the rotation chart if a competing school with an individual competitor is not entered in an event.

REGIONALS SAMPLE ROTATION CHARTS

(Used to determine the order of events in which a team and an individual will rotate)

Vault	Unevens	Beam	Floor
4 Team			
1	3	2	4
2	4	3	1
3	1	4	2
4	2	1	3
5 Team			
1	3	2	5
2	4	1	4
3	5	5	3
4	1	4	2
5	2	3	1
6 Team			
1	4	3	6
2	5	2	5
3	6	1	4
4	1	6	3
5	2	5	2
6	3	4	1
7 Team			
1	4	3	7
2	5	2	6
3	6	1	5
4	7	7	4
5	1	6	3
6	2	5	2
7	3	4	1

Vault	Unevens	Beam	Floor
8 Team			
1	5	8	4
2	6	7	3
3	7	2	6
4	8	1	5
5	1	4	8
6	2	3	7
7	3	6	2
8	4	5	1
9 Team			
1	5	4	9
2	6	3	8
3	7	2	7
4	8	1	6
5	9	9	5
6	1	8	4
7	2	7	3
8	3	6	2
9	4	5	1
10 Team			
1	6	5	10
2	7	4	9
3	8	3	8
4	9	2	7
5	10	1	6
6	1	10	5
7	2	9	4
8	3	8	3
9	4	7	2
10	5	6	1



Girls Gymnastics Sectional Draw



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CONCEPT

Assigning A Competitor Number

Purpose is to identify teams and individuals for the computer. This information will be automatically transferred to the next qualifying level. It is the computer's form of a name. The process for the numbering is based on a regional and its corresponding sectional. The number assignments are predetermined by the IHSA's computer program.

Order of Competition

The team block style is used. It allows for all competitors from a school to compete in each event as a team before rotating to the next event. For schools that have individual entries only, their entries will be assigned together.

The Rotation (Draw)

The purpose of the draw is to create an order for schools to rotate from one event to another.

Making the Team Draw: The draw for teams shall be made by the luck of the draw by literally pulling the schools names out of a hat.

Making the Individual Draw: The draw for an individual(s) from a school that does not have a team shall be designed to even out each rotation. The luck of the draw principle still controls.

Note: If there is more than one competitor from the same school, then they will be assigned to the same rotation and order.

Order of Events

The order of events for the sectionals shall run all four events concurrently.

Order of Performance

The order of performance determines what order a school will perform within the event and prevents one school from always going first.

STEP 1 SECTIONAL ROTATION PROCEDURE – Determined by IHSA

IHSA will conduct the draw for the sectional rotation. Instead of selecting the teams by the luck of the draw (as done with the regionals), sectional managers will simply insert the regional winners into the chart below to determine the rotation. The IHSA will post the draw for managers to use on January 16, after they have received the seed results from each sectional.

Individuals will need to be added to the rotation by the manager. Managers will need to count the number of competitors in each event. If there is less than 12, then the number in each event should be equalized. Randomly draw individuals making sure that gymnasts from the same school are kept together and add them to the rotation.

As a point of information on IHSA procedures used to determine this draw, Sectionals have been numbered according to the date in which they are to compete. Regionals within the sectional were also numbered (regional 1, regional 2, regional 3, regional 4) according to the date in which they are to compete.

SECTIONALS

ADVANCE RANDOM DRAW

*6 Team Sectional IHSA Rotation
(Based on Olympic order with four events running concurrently)*

Rotation	Vault	Uneven bars	Balance beam	Floor Exercise
1st	A	D	C	B
2nd	B	A	D	C
3rd	C	B	A	D
4th	D	C	B	A

- Winner of Regional 1 _____
- Winner of Regional 2 _____
- Winner of Regional 3 _____
- Winner of Regional 4 _____
- At Large #1 (in alpha by city) _____
- At Large #2 (in alpha by city) _____
- In case of tie advancing 7 teams _____
- In case of 8 teams advancing _____

Manager shall fill in rotation with individuals and complete the order within each rotation where applicable.

Step 2 Add Individuals

When all the teams are placed in the Rotation Chart the individuals shall be drawn. You will need to count the number of competitors in each event. If there is less than 12 competitors in an event, then the number in each event should be equalized. Following the same procedures as was done for the teams, randomly draw individuals making sure that gymnasts from the same school should be kept together.

Step 3 Order of Performance

The order of performance prevents one team from always going first on an event. Sectional managers will need to conduct a random draw for each competitive "letter" group (A, B, C ,D) for each event in each round in order to ensure there is a randomness to the order of performance.



State Rotation



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Rationale: All participating schools with teams are informed in advance of their draw. Since the draw is done by the IHSA for all sectional teams prior to the advancing teams being determined, this process provides for an ease of management and better communication for the coaches.

Process: Completing the rotation is a 3 step process. The first step determines the teams that will be paired together for competition. This is done in a manner similar to that used for sectional meets. Once completed, the second step involves placing individuals into each competition group in order to balance the number of competitors in each group. The final step then requires a random draw to be completed for each competition group at each event. Doing so ensures that teams won't necessarily follow the same team or individuals during each rotation/event.

**Advance Random Draw
8 Team IHSA State Finals Rotation
(Based on Olympic order with four events running concurrently)**

<u>Rotation</u>	<u>V</u>	<u>UB</u>	<u>BB</u>	<u>FX</u>
1 st	A	D	C	B
2 nd	B	A	D	C
3 rd	C	B	A	D
4 th	D	C	B	A

Step 1 Determining Team Placement (completed by random draw at IHSA Office)

- Winner Sectional 1 _____
- Winner Sectional 2 _____
- Winner Sectional 3 _____
- Winner Sectional 4 _____
- At Large #1 (in alpha by city) _____
- At Large #2 (in alpha by city) _____
- At Large #3 (in alpha by city) _____
- At Large #4 (in alpha by city) _____

Step 2 Insert Individuals into the Rotation (completed by meet manager)

This step is similar to regional and sectional meets. After the number of individual qualifiers there are for event has been determined, the manager will insert them into the rotation in order to maintain balance for each performance group.

Step 3 Determining the Order of Performance (completed by IHSA Office)

Once all the performers, both teams and individuals, have been determined for each performance group, a random draw will occur. This draw shall occur for each performance group for each rotation on each event. For each group, the names of the schools involved in the group will be randomly selected one at a time. The order of selection will determine the order of performance within that rotation. Again, this selection process needs to occur for each group for each event, thereby insuring a sense of randomness to the process and keeping one team from always following another.

Sample 8 Team Warm-up Rotation

Time Schedule

4:20-4:55	Bar setting/stretching			
4:55-5:15	Vaulting (A) Team 1 Competitor 2 Competitor 3 Competitor 4 Competitor 5 Competitor	Uneven Bars (C) Team 1 Competitor 2 Competitor 3 Competitor 4 Competitor 5 Competitor	Balance Beam (E) Team 1 Competitor 2 Competitor 3 Competitor 4 Competitor 5 Competitor	Floor Exerc. (G) Team 1 Competitor 2 Competitor 3 Competitor 4 Competitor 5 Competitor
	(B) Team 1 Competitor 2 Competitor 3 Competitor 4 Competitor 5 Competitor	(D) Team 1 Competitor 2 Competitor 3 Competitor 4 Competitor 5 Competitor	(F) Team 1 Competitor 2 Competitor 3 Competitor 4 Competitor 5 Competitor	(H) Team 1 Competitor 2 Competitor 3 Competitor 4 Competitor 5 Competitor
5:15-5:35	(C) Team 1 Competitor 2 Competitor 3 Competitor 4 Competitor 5 Competitor	(E) Team 1 Competitor 2 Competitor 3 Competitor 4 Competitor 5 Competitor	(G) Team 1 Competitor 2 Competitor 3 Competitor 4 Competitor 5 Competitor	(A) Team 1 Competitor 2 Competitor 3 Competitor 4 Competitor 5 Competitor
	(D) Team 1 Competitor 2 Competitor 3 Competitor 4 Competitor 5 Competitor	(F) Team 1 Competitor 2 Competitor 3 Competitor 4 Competitor 5 Competitor	(H) Team 1 Competitor 2 Competitor 3 Competitor 4 Competitor 5 Competitor	(B) Team 1 Competitor 2 Competitor 3 Competitor 4 Competitor 5 Competitor
5:35-5:55	(E) Team 1 Competitor 2 Competitor 3 Competitor 4 Competitor 5 Competitor	(G) Team 1 Competitor 2 Competitor 3 Competitor 4 Competitor 5 Competitor	(A) Team 1 Competitor 2 Competitor 3 Competitor 4 Competitor 5 Competitor	(C) Team 1 Competitor 2 Competitor 3 Competitor 4 Competitor 5 Competitor
	(F) Team 1 Competitor 2 Competitor 3 Competitor 4 Competitor 5 Competitor	(H) Team 1 Competitor 2 Competitor 3 Competitor 4 Competitor 5 Competitor	(B) Team 1 Competitor 2 Competitor 3 Competitor 4 Competitor 5 Competitor	(D) Team 1 Competitor 2 Competitor 3 Competitor 4 Competitor 5 Competitor
5:55-6:15	(G) Team 1 Competitor 2 Competitor 3 Competitor 4 Competitor 5 Competitor	(A) Team 1 Competitor 2 Competitor 3 Competitor 4 Competitor 5 Competitor	(C) Team 1 Competitor 2 Competitor 3 Competitor 4 Competitor 5 Competitor	(E) Team 1 Competitor 2 Competitor 3 Competitor 4 Competitor 5 Competitor
	(H) Team 1 Competitor 2 Competitor 3 Competitor 4 Competitor 5 Competitor	(B) Team 1 Competitor 2 Competitor 3 Competitor 4 Competitor 5 Competitor	(D) Team 1 Competitor 2 Competitor 3 Competitor 4 Competitor 5 Competitor	(F) Team 1 Competitor 2 Competitor 3 Competitor 4 Competitor 5 Competitor

Schools are Required to Submit State Final Program Information Online

Dear Coach or Athletic Director:

As your team gets close to qualifying for the state final tournament, you will be required to complete the State Final Program Information online. This provides the IHSA with most of the information (everything except statistics) printed in the state final souvenir program. You are required to provide this information once you have qualified for the Girls Gymnastics tournament.

The link to the State Final Program Information form is located in the IHSA Schools Center, a password-protected area of the IHSA Web site.

To log in the Schools Center, go to the main IHSA Web page (www.ihsa.org) and click on the Schools Center link. Then use your School ID and password (obtainable from your A.D. or principal) to log in. On the main menu of the Schools Center, look for the "Sport & Activity Tracker" area. Find Girls Gymnastics and follow the row across until you find a link labeled "SFInfo" in the column labeled "Required Reports". Click on the link and follow the instructions to fill out the required pages.

The information you will provide online includes administration, coaching staff, coaching history, and roster.

DUE FEBRUARY 12

INSTRUCTIONS FOR EMAILING PICTURES

1. Submit electronically through e-mail following these directions:
 - A. DIGITAL PHOTOGRAPHS. We greatly prefer digital photographs over scans.
 - 1) Select the highest resolution possible for your camera.
 - 2) Make sure you take the photo in a well-lit area without any dark shadows.
 - 3) Get as close as you can to the subject, filling the entire frame. For an individual photo, focus on the head and torso only.
 - 4) Try one photo with flash and one without flash to see which gives you the best result.
 - 5) When taking photos of baseball and softball teams outdoors, beware of the shadow cast by the bill of the cap, which often makes faces unrecognizable. If caps are worn, try not to take the picture when the sun is high in the sky.
 - B. SCANNED PHOTOGRAPHS. If you must scan a photo, and you are not sure what “resolution” and “pixels” mean, please talk to someone on your technical staff.
 - 1) Scan the photograph at a high resolution. The resolution required for printed photographs is much higher than that used on a computer screen.
 - 2) For team photos, your scan should be at least 2,000 pixels (dots) wide – much wider than your computer screen.
 - 3) For individual photos, your scan should be at least 500 dots wide.
2. Give your photograph a file name that indicates exactly what it is. For example: Aledo Girls Gym Team or Aledo Superintendent.
3. Save the file with a .JPEG (.JPG) or .TIF extension
4. Cutlines (identification of each person in the picture) need to be emailed as a word document along with the pictures.
5. Email to... *Laura Sutton (lsutton@ihsa.org)* In the subject area of the email please indicate what the email includes; example “Aledo Principal, Aledo Superintendent, or Aledo Team picture, etc.
6. Due to the high volume of pictures that we receive, **we greatly prefer that you email all pictures (jpeg or tif extension) and cutlines (word document) in one email if possible** (Superintendent, principal, athletic director, head coach, and team). **Please include your school name and the corresponding sport in the subject line of the email.**



IHSA Information



• www.ihsa.org • Phone: 309-663-6377 • Fax: 309-663-7479 •

To: The Principal
From: Kurt J. Gibson
Subject: 2008-09 Advance Tickets Sales

SPECIAL PROVISIONS FOR ADVANCE STATE FINAL TICKETS:

After seating accommodations have been provided for tournament personnel, approximately 2,400 tickets for the IHSA Girls State Final Gymnastics Meet will be available for purchase in advance by the schools entered in the state series and to the general public. (Tickets may also be purchased at the door any time prior to the beginning of the first session.)

TICKET PLAN

1. Schools may purchase in advance, state final tickets. Deadline for advance sales is Friday, January 30.
2. After Friday, January 30, any remaining tickets will go on sale to the general public at Palatine High School.
3. Each **TEAM** qualifying for the State Final will receive an allotment of 100 single session and 50 all session tickets for sale in advance. In addition, each of the **4 school qualifying "ranked teams"** for the State Final meet shall receive an additional allotment of 50 single-session tickets for advance sale.
4. School ticket orders will be filled on a **first come first serve** basis according to the date received. Tickets will be sold until such time as there may be no more tickets available. (Orders will be returned if no tickets are available.)
5. You may wish to accommodate some of your local fans by allowing them to order tickets from the enclosed school ticket order form.
6. A school may purchase any number of **SINGLE SESSION** and/or **ALL-SESSION** tickets in advance until there are no more tickets available.
7. Tickets will be available to At-Large Teams at Palatine High School. Tickets will be distributed to Ranked Teams at their Sectional.
8. All inquiries after February 10, about State Final ticket orders should be directed to Mr. Mark Shoub, Ticket Manager, Palatine High School, Palatine, (847) 755-1816 or email mshoub@d211.org.
9. **Sorry, No Refunds.**

STATE FINAL TICKETS ORDERS

To order tickets in advance for the State Final Gymnastics Meet, download and complete the ticket order form from the girls gymnastics web site. Please note: All tickets are \$6.00 with an exception for Baby-in-arms (free of charge): The ticket form must be completed and signed by the Principal and sent along with payment, **no later than January 30**, to: Mr. Mark Shoub, Ticket Manager.

Girls Gymnastics Computer Trouble Shooting

- Q. I can not enter names onto the “Coaches Information” page.
A. That page is protected. You should go to the team rosters and enter the competitors and coaches information there. It will then be transferred automatically to the coach’s page.
- Q. As I print out the event order pages, they have funny lines on the right hand side.
A. Not to worry, those lines are there by design. They help in the ease of hand entering and reading scores and places.
- Q. #NA appears on my all-around page.
A. Check to make sure your all-arounders have a score entered in every event. If one does not, then no scores will appear on the all-around page. If a person has not finished an event or scratched, then her name must be deleted from the original entry before the scores will appear.
- Q. I have a person’s name appearing more than once in the same event.
A. You have entered a person twice. In other words, one person has 2 competitor numbers. Go back and check the roster to make sure her name does not appear twice.
- Q. I downloaded the scoring program onto a disk. I have begun work on the disk.
A. Stop. You can only work from the computer’s hard drive. If you try to work from the disk, there is not enough memory. You will only be able to download the FINAL results onto the disk.
- Q. I have a team deduction for going out of order. How do I deduct the penalty?
A. There is a column on the team page (ded) where the deduction should be recorded. It will automatically subtract what points you put in.
- Q. I have a school that only has an individual entered. How do I enter that?
A. Each school gets their own team page. Create a team page like you would for a team. Then, look at the box between the roster and the entry. Check 1 in the box to indicate that the entry is only an individual.
- Q. That same school has 2 girls competing as individual.
A. Enter both girls on the same team page and check 1 in the box.
- Q. How do I enter individuals into the rotation?
A. Individual will be entered manually. You can do it one of two ways. First way: As teams are drawn, one “team” is all the individuals in the meet. Once the overall position is determined, draw the individuals and then wheel them through their slot of rotation.



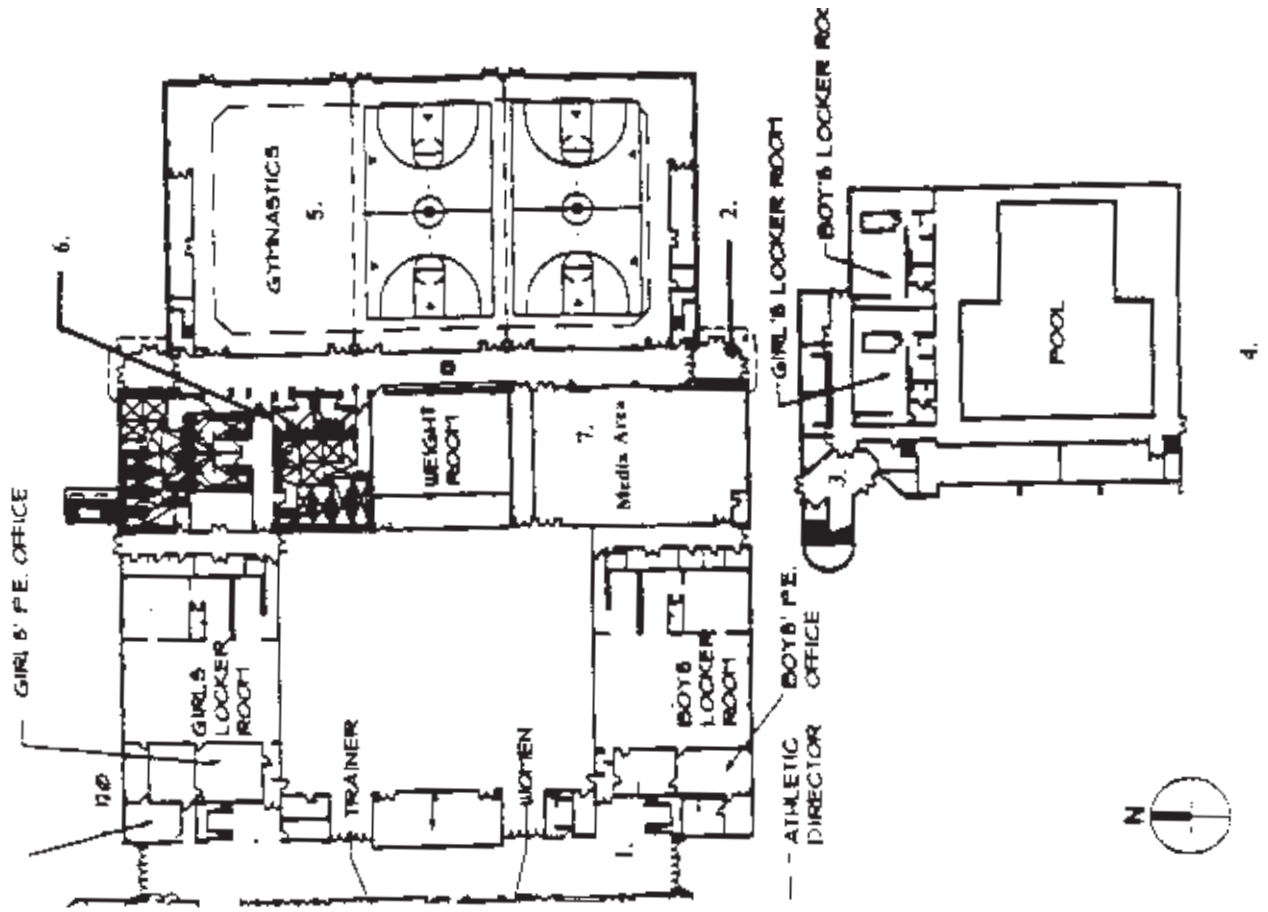
State Meet Information



• www.ihsa.org • Phone: 309-663-6377 • Fax: 309-663-7479 •

1. **School Packets:** Head Coaches are to pick up their school packets at the pass gate entrance. School packets will include participant passes for the teams and coaches. (See Terms and Conditions for details.)
2. **Administrator Passes:** Issued at pass gate when school administrator arrives.
3. **Coaches Passes:** If a coach's name was not listed on the *List of Participants*, a pass was not issued for the state finals. If more than the number of coaches allowed has been listed, two names will appear on a pass. That pass allows one coach on the floor at a time.
4. **Pass Gate:** Coaches and competitors that have been issued participant passes will be admitted to the building and to the State Final meet through the pass gate and team entrance.
5. **Trainer:** There will be a Certified Trainer on duty at Palatine High School during the State Final meet. Schools are required to provide their own training supplies. Team trainers, as outlined in the Terms and Conditions, will be allowed access into the building, but not into the competitors' area unless providing immediate aid.
6. **Locker Rooms:** Participants are expected to bring a lock to lock up belongings in the locker room. Space is limited, so your cooperation is appreciated. Schools and competitors are responsible for their own VALUABLES.
7. **Parking:** Parking will be in the South and East parking lots. Coaches and competitors should be dropped off in front of the gymnasium and enter through the pass gate.
8. **Music/Technical Equipment:** A competitor's music for the Floor Exercise event may be on a CASSETTE tape or CD. **Each coach MUST have a separate cassette tape or CD for each gymnast.** The correct side of the cassette tape MUST be marked and set on the correct place. The person assigned will start the tape or CD on YOUR signal. (Plan to test the volume during warm-ups.) A person from the school team should accompany and stay with the competitor's tape during the Floor Exercise routine. (BRING A DUPLICATE CASSETTE TAPE OR CD JUST IN CASE)
9. **Tickets:** Purchasing tickets from Palatine H.S. in advance is recommended. Tickets may be purchased at the main entrance during the State Final competition.
10. **Contestant Seating:** An area has been designated for participating coaches and athletes. A participant pass is required for admittance into this area.
11. **Floor Privileges:** No one, other than necessary spotters, is to be on the floor during competition or warm-up periods. Only coaches with proper Participant Passes and uniformed contestants with Participant Passes will be allowed on the floor of the competition area.
12. **Athletic Trainers:** For schools that bring an athletic trainer, they will be allowed access through the pass gate. Due to floor space, they will **not** be allowed to sit in the competitor's area. Rather, they will sit in the stands.
13. **Warm-ups:** Warm-ups on the equipment used for competition will be held prior to each session and a schedule of warm-ups for this area will be included in your packet. The warm-up area will be located in the new gymnasium area.
14. **Photographers:** Since flash cameras sometimes interfere with contestants, no flash photography will be permitted. Press photographers with proper Press Passes may take flash pictures during warm-ups and after the sessions. **No photographers will be allowed on the floor during the competition.** (STROBE LIGHT PICTURES ARE PERMITTED.) Palatine High School has replaced all of its lights in the competitor area, which allows for a better photo opportunity.

PALATINE HIGH SCHOOL Township High School District 211



- 1. Main Gym Entrance
- 2. Team and Pass Gate Entrance*
- 3. Pool Entrance
- 4. Bus Parking
- 5. Warm Up Area
- 6. Entrance to Main Gym for Participants
- 7. Media Area

*Head coaches pick up school packets here (pass gate).

Request To Purchase Duplicate Illinois High School Association State Series Awards

Please fax this completed form to Cheryl Mitchell @ 309-663-7479. A final order form containing the following information with prices will be faxed to you upon receipt of this form to allow you to finalize your duplicate awards order directly with the awards company.

- ◆ This form is to be used only, if your school is purchasing duplicate awards for the following reasons (check one):

Coop School
 Dual Campus
 Lost
 Broken
 Team Roster exceeds the number of allowed medallions per the T&C's

Name
School
Address
City, ZIP Code
Phone Number
Fax Number
Quantity
Place
Sport
Level Of Competition (Regional/Sectional/State)
Class 1A, 2A, 3A, 4A (for 4 class sports)
or
A or AA (for two class sports)
Indicate By using T=Team (Plaque) or I=Individual (Medal)
Ind. Event (If applicable, ie: Track: Pole Vault, Long Jump, Swimming: Diving, 100-yd. Butterfly, Tennis: Single, Doubles, Wrestling: 102lb., Speech: IE, etc.)

- ◆ Managers requesting duplicate awards for ties at your level of competition must complete and fax the form in the Online Manual for Managers – Do Not Use This Form.