

2009-10

Girls Gymnastics

Manual for Managers





Girls Gymnastics 2009-10



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

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Revision History

Nov. 5	Pg. 8 Revised Royalty Information, Pg. 9-10 Revised Royalty Report
Dec. 7	Pg. 19, Revised PA Announcements

Girls Gymnastics Calendar

Regional Host Consent Form Due.....	January 13
Sectional Complex Meeting	January 13
List of Participants Due Date	January 25
Regionals	Feb. 1-6
State Final Program Information Due to IHSA	February 11
Sectionals	February 8-11
State Finals	February 19-20



Regional Manager Section



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GIRLS GYMNASTICS MANAGER'S CALENDAR

<u>Event</u>	<u>Date</u>
*Regional Host Consent Form Due	Wednesday, January 13
Sectional Seed Meeting	Wednesday, January 13
*Online <i>List of Participants</i> Due	Monday, January 25
*Regional results Due to Sectional Manager	February 1-6
*Regional Winner Reports Due	February 1-6
*Financial Report Due	10 days after Regional or Sectional
Sectional At-Large Notification	Following last regional in complex (no later than Sunday, February 7)
Sectionals	February 8-11
Sectional Winner Reports Due	Immediately following the Sectional
State At-Large Notification	Available online by noon, Monday, February 15
State Finals	February 19-20

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 top 4 seeded teams in the sectional complex will have the first opportunity to host their regional. If the top seeded team in the regional cannot host, then the next highest seeded team in that regional will be offered 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 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.

REGIONAL MANAGERS REQUIRED ADMINISTRATIVE FORMS

Wednesday, January 13

Regional Scoring Program (used to score the regional meet)

IHSA provides 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. Before you leave the sectional meeting, make sure you give the sectional manager an e-mail address to which the IHSA can send you the actual scoring program.

Monday, January 25

Online List of Participants Due

Coaches should complete their online *List of Participants*. This online form can be found under "Schools Center" web site. (*Instructions are included in this manual.*) By completing the online *List of Participants* schools will no longer be required to fax a copy of their participants to their regional manager. This report is a final entry. Any changes to the original entry must be made by the coaches prior to the start of the regional. Information from this form will be entered into the computer program. Corrections or additions allowed by the Terms and Conditions to the *List of Participants* such as coaching personnel, must be approved by the IHSA before the competition.

NOTE: 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.

Corrections or additions to *List of Participants* including coaching personnel, must be approved by the IHSA before the competition.

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.

MEDIA

Media Passes

(Refer to Terms and Conditions regarding media access.)

Results should be reported immediately to local media outlets. Report the scores of the team and individual events. Report the All Around performance, the top 10 individuals of each event and the team results. Include full name, school and year in school. Note any significant details such as a record broken. The following are contact numbers for your reference:

Chicago Tribune	(312) 222-3473	(312) 828-9392
Chicago Sun Times	(800) 367-3269	(312) 321-0122
Arlington Hts. Daily Herald	(800) 437-6091	(847) 427-1173

Photographers

Due to safety concerns, no flash cameras are allowed during competition.

COMPETITION

Local Meet Information

Regional Managers should 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.

Pre-meet Base Scoring

The pre-meet base scoring will be used for all meets in the state series. Managers should provide a room and a VCR for the judges to view the base score videotape. Videotape will be brought to the meet by the Meet Referee. Base scoring should begin at 5:30 p.m. and conclude at 6:15 p.m.

Sample Schedule:

5:45	Officials meet with the manager to discuss coaches' information
5:50	Officials view base scoring video
6:20	Coaches' scratch meeting
6:30	March in/Competition

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 girl 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. Girls should plan on warming up with just a few major elements. Refer to the rotation order included in this manual. Open rotations are not allowed.

Judges' Scoresheets

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

Order of Team Competition

It will be based on a random draw. Instructions as to how to do the draw by hand can be found on the forms section of the IHSA Girls Gymnastics web site.

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, sectional managers will be responsible to make contact with the schools of the at-large qualifying teams and individuals concerning the sectional 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 judges' 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 destroy them.

Exhibitions and Special Recognition Ceremonies

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

REGIONAL AWARDS

Regional Awards

Regional Managers will be given their awards at the sectional complex meeting held on Wednesday, January 13.

Ties

Duplicate awards need to be ordered by the manager. An order form is provided in the Awards Distribution section of this manual.

FINANCIAL

Admission

Each participating team and its administration are allowed free access. Only gymnasts and coaches listed on the "*List of Participants*" are considered members of the team. In addition, only players and coaches listed on the "*List of Participants*" should have access to the competition area.

Regional Ticket Price - \$4.00

Sectional Ticket Price - \$5.00

All-Session Season Ticket Price - \$20.00

Baby-in-arms is free of charge.

Baby-in-arms is free of charge.

Baby-in-arms is free of charge.

Regional Officials Fees

Regional Officials shall be paid a flat fee of \$107.00. Host school shall pay the official the day of the Regionals and report the fee on the Financial Report. If the official meets the travel allowance criteria, they must report the expense to the IHSA. Therefore, host schools should not pay this expense.

Financial Reports (Filed Online)

The Girls Gymnastics Regional Financial Reports are now interactive. Log in to the School center with your school ID and an administrator password. On the main menu of the School Center, under the heading "Tournament Management" you will find a link to the financial report. Fill out the one-page form and press the submit button to file your report no later than 10 days after the meet. All expenses will be paid in advance by the host school. The IHSA will reimburse the school the allotted amount per service. If the host school chooses to spend more than the allowance, it becomes the expense of the school.

Host School Guarantee Breakdown

The Host School Guarantee for each IHSA state series event has been calculated on the premise that certain expense components will most likely be incurred by the Host School.



Sectional Manager Section



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GIRLS GYMNASTICS MANAGER'S CALENDAR

Regional Host Consent Form Due	Wednesday, January 13
*Sectional Seed Meeting	Wednesday, January 13
Online <i>List of Participants</i> Due	Monday, January 25
Regional Results Due to Sectional Manager	February 1-6
Regional Winner Reports Due	February 1-6
Financial Report Due	10 days after Regional or Sectional
*Sectional At-Large Notification	Following last regional in complex (no later than) Sunday, February 7
*Sectionals	February 8-11
*Sectional Winner Reports Due	Immediately following the Sectional
State At-Large Notification	Available online by noon Monday, February 15
State Finals	February 19-20

SECTIONAL MANAGER – SECTIONAL COMPLEX MEETING

Wednesday, January 13

The sectional complex meeting shall be held on Wednesday, January 13. As Sectional Manager, you 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.

NOTE: Only schools who have signed a “Host Consent Form” are eligible to host.

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

Equipment and Specifications

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

Thursday, January 14

Following the sectional complex seeding meeting, the sectional manager shall fax the following information to the IHSA:

- “Host Consent Forms” from the Regional Host School
- Regional Team Assignment Forms

SECTIONAL MANAGERS REQUIRED ADMINISTRATIVE FORMS

Monday, January 25

Online “List of Participants” Entry

Coaches complete their online *List of Participants*. This online form can be found under “Schools Center” web site. (*Instructions are included in this manual.*) By completing the online *List of Participants* schools will no longer be required to fax a copy of their participants to their regional manager. This report is a final entry. Any changes to the original entry must be made by the coaches prior to the start of the sectional. Information from this form will be entered into the computer program. Corrections or additions allowed by the Terms and Conditions to the “*List of Participants*” such as coaching personnel, must be approved by the IHSA before the competition.

NOTE: 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.

Corrections or additions to the “*List of Participants*” including coaching personnel, must be approved by the IHSA before the competition.

February 8-11

Sectional Winner Reports

Sectional Managers will be responsible to fax or email a copy of the results (printed from the IHSA scoring program) to the following people:

IHSA	FX: (309) 663-7479; kgibson@ihsa.org
Amy Kurey, State Final Manager	FX: (847) 755-1773; akurey@d211.org
Chicago Tribune	FX: (312) 828-9392; highschoolsports@tribune.com

The following pages should be sent:

Team Roster (of advancing teams)
Order of Finish
Final Team Results
Coaches Information Page

Thursday, January 14

Receipt of Computer Program

Sectional Managers should receive the sectional computer program via email from the IHSA. Regional Managers should receive the computer program from the IHSA after the sectional complex meeting. The program has been designed to be "user friendly." The school must have a Windows 97 program (or more recent), or an Excel 97 program (or more recent), or a MAC with an Excel 98 program. The regional host school provides the person to operate the scoring program.

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)

One timer should time falls on the uneven bars

One timer should time the event and one timer should time falls on balance beam.

One timer should time the event on floor exercise

Sectional hosts shall not use high school students as timers and scorekeepers for each Sectional meet.

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 two 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 N)

Meet Committee

A Meet Committee shall be selected for each Sectional meet. At the Sectional meet, the Meet Committee shall be comprised of the Meet Referee and two (2) head coaches chosen from the head coaches. If any questions should arise on the legality of an entry under existing rules, the Meet Manager must render a decision. The Meet Committee shall render a decision on questions that might arise concerning whether or not the meet is being conducted in accordance with these Terms and Conditions. All such questions shall be submitted in writing to the Meet Committee by the head coach. The Meet Committee shall not set aside or waive the provisions of a rule or the Terms and Conditions. At the State Final meet, the Meet Committee shall be appointed by the IHSA and the State Final Host. (See Terms & Conditions IX M)

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.

Head Judges Table

It is recommended that host schools have at least four (4) adult workers at the head judges table.

MEDIA

Media Passes

(Refer to Terms and Conditions regarding media access.)

Results should be reported immediately to local media outlets. Report the scores of the team and individual events. Report the All Around performance, the top 10 individuals of each event and the team results. Include full name, school and year in school. Note any significant details such as a record broken. The following are contact numbers for your reference:

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Photographers

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COMPETITION

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.

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. The IHSA and/or the State Final manager will be responsible to make contact with the schools of the At-large qualifying teams and individuals concerning the state final 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 judges' 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 destroy them.

Exhibitions and Special Recognition Ceremonies

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

FINANCIAL

Admission

Each participating team and its administration are allowed free access. Only gymnasts and coaches listed on the "List of Participants" are considered members of the team. In addition, only players and coaches listed on the "List of Participants" should have access to the competition area.

Regional Ticket Price - \$4.00

Sectional Ticket Price - \$5.00

All-Session Season Ticket Price - \$20.00

Baby-in-arms is free of charge.

Baby-in-arms is free of charge.

Baby-in-arms is free of charge.

Sectional Officials Fees

Sectional Officials shall be paid a flat fee of \$133.50. Host school shall pay the official the day of the Sectional and report the fee on the Financial Report. If the official meets the travel allowance criteria, they must report the expense to the IHSA. Therefore, host schools should not pay this expense.

Financial Reports (Filed Online)

The Girls Gymnastics Sectional Financial Reports are now interactive. Log in to the School center with your school ID and an administrator password. On the main menu of the School Center, under the heading "Tournament Management" you will find a link to the financial report. Fill out the one-page form and press the submit button to file your report no later than 10 days after the meet. All expenses will be paid in advance by the host school. The IHSA will reimburse the school the allotted amount per service. If the host school chooses to spend more than the allowance, it becomes the expense of the school.

Host School Guarantee Breakdown

The Host School Guarantee for each IHSA state series event has been calculated on the premise that certain expense components will most likely be incurred by the Host School.

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.

REGIONAL MANAGERS' CHECKLIST

I. Pre-Meet Organization

- _____ Go online to access the *List of Participants* for all entries in your Regional – Available January 27
- _____ Enter data into computer scoring program provided by IHSA
- _____ Organize necessary meet information. Include: admission prices and gate location; pass list and gate location; seating for teams and spectators; locker room facilities; warm-up rotation; music arrangements; availability of trainer and supplies; concessions, if available; hospitality room; warm-up area or gym; scratch meeting, location and time; time schedule; etc.
- _____ Send special information to assigned schools.
- _____ Establish time schedule for meet -- allow ample time for stretching and bar settings; official timed warm-ups; coaches meeting and march-in or opening ceremony.
- _____ Determine area for posting results for coaches.
- _____ Secure meet personnel. Please have at least 4 adult workers for the head judges table.
- _____ Secure (student) workers as runners of score sheets and equipment movers.
- _____ Inspect equipment with coaching staff and determine needs for competition and warm-up areas .
- _____ Review the facilities and equipment arrangements and floor plan with coaching staff.
- _____ Contact officials who are assigned by IHSA. Supply directions, time schedule and any other pertinent information.
- _____ Finalize concession arrangements; hospitality needs, locker room assignments, etc.
- _____ Develop announcer's information.
- _____ Organize ticket needs.
- _____ Check awards upon arrival.

II. Pre-Meet

- _____ Select Meet Committee
- _____ Assign judges to Technical Committee
- _____ Get the draw for order of performance.
- _____ Create warm-up rotation

III. Meet

- _____ Setup facility and competition areas.
- _____ Computer and printer set up.
- _____ Check and measure all equipment (measure school vaulting boards upon arrival).
- _____ Distribute coaches packets.
- _____ Start official warm-ups and time accurately
- _____ Meet with officials. Cover information to be discussed in coaches' scratch meeting.
- _____ Conclude warm-ups.
- _____ Coaches' scratch meeting: (officials judge base score routines)
- _____ Review necessary information – stress accurate information on Judges Event Score Sheets/Score Cards and on the event score sheets.
- _____ Convey officials' remarks and reminders.
- _____ Determine scratches and changes – by event and by order of draw (corrected copies of Judges Event score sheets/score cards must be completed for officials and corrected score sheets for each event must be completed for scorers.)
- _____ For Regionals, select a Regional Meet Committee. (Meet referee and two (2) head coaches)
- _____ Line up for march-in.
- _____ Opening ceremony; National Anthem; announcer's remarks.
- _____ Event score sheets posted for coaches.
- _____ Event score sheets checked and signed by Meet Referee.
- _____ Present awards.
- _____ Results duplicated and distributed to coaches and media personnel.
- _____ Pay officials.

IV. After Meet

- _____ Complete the Regional Winner Report
- _____ E-mail complete results to the next level manager
- _____ Fax results to the Chicago Tribune and local media.
- _____ Download, complete and send duplicate awards request form to A & M Products, if necessary.
- _____ Complete and submit Financial Report to IHSA Office.

SECTIONAL MANAGERS' CHECKLIST

I. Pre-Meet Organization

- _____ Secure results from each Regional Manager.
- _____ Paste Assist Manager program will sort data and prepare for scoring.
- _____ Organize necessary meet information. Include: admission prices and gate location; pass list and gate location; seating for teams and spectators; locker room facilities; warm-up rotation; music arrangements; availability of trainer and supplies; concessions, if available; hospitality room; warm-up area or gym; scratch meeting, location and time; time schedule; etc.
- _____ Send special meet information to assigned schools.
- _____ Establish time schedule for meet -- allow ample time for stretching and bar settings; official timed warm-ups; coaches meeting and march-in or opening ceremony.
- _____ Determine area for posting results for coaches.
- _____ Secure meet personnel. Please have at least 4 adult workers for the head judges table.
- _____ Secure (student) workers as runners of score sheets and equipment movers.
- _____ Inspect equipment with coaching staff and determine needs for competition and warm-up areas.
- _____ Review the facilities and equipment arrangements and floor plan with coaching staff.
- _____ Contact officials who are assigned by IHSA. Supply directions, time schedule and any other pertinent information.
- _____ Finalize concession arrangements; hospitality needs, locker room assignments, etc.
- _____ Develop announcer's information.
- _____ Organize ticket needs.
- _____ Check awards upon arrival.

II. Pre-Meet

- _____ Select Meet Committee
- _____ Assign judges to Technical Committee

III. Meet

- _____ Setup facility, computer/printer and competition areas.
- _____ Check and measure all equipment (measure school vaulting boards upon arrival).
- _____ Distribute coaches packets.
- _____ Start official warm-ups and time accurately
- _____ Meet with officials. Cover information to be discussed in coaches' scratch meeting.
- _____ Conclude warm-ups.
- _____ Coaches' scratch meeting: (officials judge base score routines)
- _____ Review necessary information – stress accurate information on Judges Event Score Sheets/Score Cards and on the event score sheets.
- _____ Convey officials' remarks and reminders.
- _____ Determine scratches and changes – by event and by order of draw (corrected copies of Judges Event score sheets/score cards must be completed for officials and corrected score sheets for each event must be completed for scorers.)
- _____ Double check results.
- _____ For Sectional, select Sectional Meet Committee (Meet Referee and two (2) head coaches).
- _____ Line up for march-in.
- _____ Opening ceremony; National Anthem; announcer's remarks.
- _____ Event score sheets posted for coaches.
- _____ Event score sheets checked and signed by Meet Referee.
- _____ Present awards.
- _____ Results duplicated and distributed to coaches and media personnel.
- _____ Pay officials.

IV. After Meet

- _____ Complete Sectional Winner Report
- _____ E-mail complete results to the next level manager
- _____ Fax results to the Chicago Tribune and local media.
- _____ Download, complete and send duplicate awards request form to A & M Products, if necessary.
- _____ Download, complete and send Financial Report to IHSA Office.



Sectional Complex Seeding Meeting Information



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

Regional Scoring Program Information

When the regional host schools are selected at the seeding meeting, you will need to get from the regional host school an email address. The IHSA will email the regional scoring program to each regional host. Following the completion of each regional, regional managers should email results of the meet to the Sectional manager and fax a copy of the results to the IHSA.

What you do with the Regional results

IHSA will need the sectional host school's email address, too. We will email the "sectional scoring program" and the "paste and assist program" to each sectional host. Once the regionals are completed, you should use the paste and assist program to collect and sort the results of the four regional meets that feed into your sectional. Use the Sectional scoring program to score the sectional.

Please read this statement to start your seeding meeting

The scores used for team seeding shall be from gymnastics meets where the team score was determined by adding 4 scores on all events. For seeding purposes, at the sectional seeding meeting each team will average their top three scores to come up with their seed score. In order to verify their seed score, coaches are required to either bring the signed score sheets from the meets used in averaging their seed score, or fax them in advance of the meeting to the seeding meeting host.

The second purpose of tonight's meeting is to determine regional host schools. Only those programs who have a signed host consent form are eligible to host. A Regional coaches meeting shall be held immediately following this seeding meeting. We encourage all the coaches to be involved with their respective regional meeting because the order of performance will be determined.

At the conclusion of this meeting, the seeds will be sent to the IHSA and a Master Schedule will be posted on the IHSA web site.

TEAM SEEDING WORKSHEET

2009-10 *Sectional Complex*

Team Seeding policy
Refer to Terms and Conditions, Seeding Policies

1. The scores used for team seeding shall be from gymnastics meets where the team score was determined by adding four (4) scores on all events.
2. Each team will average their top three (3) scores to come up with their seed score. In order to verify their seed score, coaches are required to either bring the signed score sheets from the meets used in averaging their seed score, or fax them in advance of the meeting to the seeding meeting host.
 - a) Dual or multiple meet scores can be used only once.
 - b) If a team competed in a meet that used three scores for team scoring, whether four or more competitors were used, that score can not be used as part of the seeding information.
3. Determine regional hosts from the seeds in addition to the all team assignments.
4. Do not seed or assign schools that are competing for individual honors. IHSA will assign them geographically following the sectional complex meeting.

TEAM SCORES

<u>SCHOOL</u>	<u>AVERAGE TEAM SCORE</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

TEAM SEEDS RANKED

	<u>SCORE</u>	<u>CHECK IF REG. HOST</u>	<u>HOST E-MAIL</u>
#1 seeded team	_____	_____	_____
#2 seeded team	_____	_____	_____
#3 seeded team	_____	_____	_____
#4 seeded team	_____	_____	_____
#5 seeded team	_____	_____	_____
#6 seeded team	_____	_____	_____
#7 seeded team	_____	_____	_____

Instructions for Submitting Girls Gymnastics Regional & Sectional Winner Reports

Managers are required to complete the Girls Gymnastics Regional & Sectional Winner Reports on-line.

Host schools should use the IHSA School ID and password to enter the IHSA Schools Center. Note that there are new passwords for the 2009-10 school term. If your school needs assistance with 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 "Tournament Management" area, find the row that lists the correct tournament, and click on "Winner Report" link. Please follow the instructions shown on the screen as you fill in the necessary information. **Additionally, please confirm that the participant names are spelled correctly.**

Submit the results of each contest you host. Also submit the results as soon as possible after the conclusion of each contest.

After completing and submitting the Winner Report online, print out a copy of the completed report form for your records.

(If you experience any problems, please call the IHSA Office at 309-663-6377 M-F from 8:00-4:15 and ask for Kurt Gibson or Laura Sutton.)



2009-10
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

Ron McGraw
Asst. Executive Director

2009-2010 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.

All Orders must be faxed directly to **A & M Products at (815) 879-0400, not the IHSA Office**

Sport: _____

Immediately following your **Regional and/or Sectional** tournament, please fax your order to A & M Products. 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.

1. 2. 3. 4. 5. 6. 7. 8.	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.)

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

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

2009-10 PA Announcements

Managers should review these PA's in advance. Not all may apply to regional and sectional meets.

(ANNOUNCE BEFORE THE START OF THE GAME/SESSION)

To help insure the safest and most comfortable atmosphere the host event staff will diligently maintain established security procedures and activities. This will require complete cooperation by all competing teams, contest officials, and fans. Security will always have priority over convenience; therefore, if you are requested to cooperate with event personnel in any manner, please do so promptly. Your assistance will enable event staff to fulfill its responsibilities efficiently.

(ANNOUNCE BEFORE EACH GAME/SESSION)

The possession, distribution, and consumption of alcoholic beverages and other illegal substances are prohibited at the site and on any affiliated property of the IHSA State Series Contest. State series hosts are required to make all state series contest sites and any affiliated property, including parking lots, fan accommodation areas, and other school or event venue property, alcohol free zones on the date or dates of any IHSA event being held at the site. Event staff will enforce this policy rigorously.

(ANNOUNCE SEVERAL TIMES BEFORE THE START OF EACH SESSION AND DURING THE FIRST FEW MINUTES OF EACH GAME EACH DAY)

We invite fans to purchase the official Tournament souvenir program, which is on sale now. The price is _____. This year's official program includes rosters and pictures of the competing teams, stats, and state tournament records and scorecards.

(ANNOUNCE ONCE EACH MATCH/GAME/CONTEST)

Participation in interscholastic activities generates values that make the athletes better citizens. Here's a challenge for all of you here. Parents, coaches, officials and others can reinforce the development of these students by expressing, supporting and displaying those positive values gained by participating and competing. Challenge our young people not just to go to school, but to go beyond. . . with the IHSA.

(ANNOUNCE ONCE EACH MATCH/GAME/CONTEST/RACE)

The interscholastic athletics and activities experience is something we cannot take for granted. For more than 100 years the I-H-S-A has provided the vehicle for recognition of students, their schools and their communities through competition in I-H-S-A state series in sports and non-athletic activities. But participation in sports and activities is a lot more than just winning and losing. Students who participate in programs offered by their schools are taught valuable life lessons that will make them a success in whatever endeavors they choose. We must teach our students, their coaches, their families and their supporters that it is very important to participate. They must take advantage of the learning opportunities that are uniquely made available to them through I-H-S-A programs.

(ANNOUNCE BEFORE THE START OF EACH SESSION)

The 17th annual Illinois High School Association All-State Academic Team presented by Caterpillar will be honored the evening of April 19th during a banquet at the Doubletree Hotel in Bloomington. The evening has become a wonderful recognition of America's future leaders. Call the I-H-S-A Office for more information about the banquet and how you can become part of the Illinois High School Activities Foundation.

(ANNOUNCE BETWEEN EACH GAME EACH SESSION)

Nearly 10,000 young people in Illinois High School Association member schools have earned the I-H-S-A Scholastic Achievement Award. This unique program helps accentuate the interscholastic experience. Call the I-H-S-A Office for more information on how you can support the Illinois High School Activities Foundation, which underwrites the cost of this outstanding scholarship recognition program with contributions from many supportive corporations and individuals like you.

(ANNOUNCE AT END OF GAME/MATCH/CONTEST/RACE)

www.ihsa.org is the address for the IHSA web site on the Internet. Check it out anytime you want to find out immediately what's happening with high school activities throughout Illinois.

(ANNOUNCE SEVERAL TIMES PER SESSION)

The official I-H-S-A State Final apparel souvenirs are on sale only here at _____. Fans may choose from T-shirts, sweatshirts, shorts, hats, and a variety of State Final Apparel. Stop by the Minerva Sportswear Souvenir booth to pick up your Official IHSA State Final merchandise.

(ANNOUNCE BEFORE GAME/MATCH/CONTEST/RACE)

Visual Image Photography is the official photography service authorized to provide fans attending IHSA state finals with action and award photographs of the participants. You can view all of the great photos from this weekend's tournament by visiting their web site. Just go to www.V-I-P-I-S.com.

(ANNOUNCE BEFORE THE START OF EACH GAME/MATCH/CONTEST)

Baden Sports is making a major commitment to the schools of the I-H-S-A, and the young people who represent them in state series competition. Baden is manufacturing the "Official Ball" for use in nine different Illinois High School Association state tournament series, from the very first competition in the Regionals all the way through the state championship.

(ANNOUNCE ONCE EACH GAME)

Interscholastic athletics are an extension of the educational process, and the athletic field is the coach's classroom. Remember Do What's Right! Add A. Tude is for everyone.

(ANNOUNCE SEVERAL TIMES EACH SESSION)

DICK's Sporting Goods is the Official Sporting Goods Retailer of the IHSA. Visit your local DICK's Sporting Goods Store to check out the latest in fitness equipment, and sporting apparel, and take advantage of the high quality and low priced products. Remember, every season starts at DICK's.

(ANNOUNCE AT START AND END OF GAME/SESSION)

DICK'S Sporting Goods is the Official Sporting Goods Retailer of the IHSA. DICK'S carries the best assortment of the newest and hottest products at guaranteed low prices. DICK'S offers a full assortment of footwear, apparel, and athletic equipment for virtually every sport, from all the best brands...Every Season Starts at DICK'S.

(ANNOUNCE SEVERAL TIMES DURING THE DAY)

DICK'S Sporting Goods is the Official Sporting Goods Retailer of the IHSA...To find your nearest store simply go to the DICK'S web site at www.dickssportinggoods.com and click on store locator...Every Season Starts at DICK'S.

(ANNOUNCE BETWEEN EACH GAME/MATCH/CONTEST/RACE)

i-h-s-a(dot)org is the address for the IHSA's Web page on the internet. Check it out any time you want to find out immediately what's happening with high school activities throughout Illinois. You'll be amazed at how much information you can find at your fingertips at IHSA(dot)org. In fact, all of the results and other information from today's matches will be there when you get home.

(ANNOUNCE AT THE END OF THE GAME EACH SESSION AND AT THE END OF THE TROPHY PRESENTATION)

The IHSA and the Illinois State Police wish to remind you to "Click it or Ticket", seat belts save lives!! Please buckle up on your way home from the game.

(ANNOUNCE TOWARD THE END OF THE GAME/MATCH/CONTEST RACE)

The IHSA and the Illinois State Police wish to remind you that "Speed kills". Obey the posted speed limit and always wear your safety belt.

(ANNOUNCE SEVERAL TIMES DURING THE DAY)

The IHSA and the Illinois State Police wish to remind you that High school athletics and alcohol don't mix.

(ANNOUNCE SEVERAL TIMES DURING THE DAY)

The IHSA would like to thank Gatorade, proud sponsor of the IHSA and the Gatorade Will To Win Program, for donating Gatorade Thirst Quencher for the athletes. Gatorade, it's in the IHSA . . . Is it in you?

IHSA Licensed Vendor



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School Information:

Please read the entire Trademark Use and Royalty Policy for full disclosures.

- By virtue of membership, schools are granted a license to use the IHSA Trademarks on or in connection with IHSA State Series Events. Member schools may produce their own programs or merchandise in accordance with the terms of the Trademark Use and Royalty Policy.
- Any writing or merchandise produced in connection with IHSA State Series Events must conspicuously display the IHSA name and at least one logo.
- Member schools contracting with an outside vendor to have programs or merchandise produced in connection with IHSA State Series Events are required to use IHSA licensed vendors.
- Member schools advancing to an IHSA State Final and choosing to have merchandise produced in connection with that event, must use Minerva Sportswear. The IHSA has a contract with this company to be the exclusive IHSA State Final Merchandise Vendor.
- A member school may use any IHSA Licensed Vendor. To see the approved list, visit the IHSA website at <http://www.ihsa.org/school/vendors.htm>.

Vendor Information:

Please read the entire Trademark Use and Royalty Policy for full disclosures.

- Any printed material or merchandise produced in connection with IHSA State Series Events, must conspicuously display the IHSA name and at least one logo.
- IHSA marks and logos can only be utilized by those who are granted a license by the IHSA.
- Member schools contracting with an outside vendor to have programs or merchandise produced in connection with IHSA State Series Events must use an approved IHSA licensed vendor.
- IHSA licensed vendors can sell licensed material to any IHSA member school.
- IHSA licensed vendors cannot produce merchandise in conjunction with an IHSA State Final. The IHSA has an exclusive State Final Merchandise Vendor contract.
- Licensed publication vendors pay the IHSA a 5% royalty of gross advertising sales, and licensed merchandise vendors pay the IHSA an 8% royalty of gross merchandise sales (based on sale of the finished product) - Royalty Report.
- For unlimited events, vendors can be licensed by the IHSA and utilize the IHSA name and logos for an entire year for a \$500 annual fee; or
- For limited events, vendors can be licensed by the IHSA and can utilize the IHSA name and logos for a single event, up to three events in a year, for \$50 per event or \$100 for three events.

Applying to be an IHSA Licensed Vendor (unlimited events):

1. Submit a completed Licensed Vendor Application for approval;
2. Once approved, sign the IHSA Vendor License Agreement; and
3. Pay the annual licensing fee of \$500.

Applying to be an IHSA Licensed Vendor (limited events):

1. Contact the IHSA office for approval;
2. Once approved, sign the IHSA Limited Use Vendor License Agreement; and
3. Pay the single event fee of \$50 or \$100 for three events.

For additional information regarding Licensing and Royalty, contact Brandi Waters at 309-663-6377 ext. 17, or visit the IHSA website at <http://www.ihsa.org/school/vendors.htm>.



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	Vault	Unevens	Beam	Floor
4 Team				8 Team			
1	3	2	4	1	5	8	4
2	4	3	1	2	6	7	3
3	1	4	2	3	7	2	6
4	2	1	3	4	8	1	5
<hr/>				5	1	4	8
5 Team				6	2	3	7
1	3	2	5	7	3	6	2
2	4	1	4	8	4	5	1
3	5	5	3	<hr/>			
4	1	4	2	9 Team			
5	2	3	1	1	5	4	9
<hr/>				2	6	3	8
6 Team				3	7	2	7
1	4	3	6	4	8	1	6
2	5	2	5	5	9	9	5
3	6	1	4	6	1	8	4
4	1	6	3	7	2	7	3
5	2	5	2	8	3	6	2
6	3	4	1	9	4	5	1
<hr/>				<hr/>			
7 Team				10 Team			
1	4	3	7	1	6	5	10
2	5	2	6	2	7	4	9
3	6	1	5	3	8	3	8
4	7	7	4	4	9	2	7
5	1	6	3	5	10	1	6
6	2	5	2	6	1	10	5
7	3	4	1	7	2	9	4
<hr/>				8	3	8	3
				9	4	7	2
				10	5	6	1
				<hr/>			



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

(B) 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

(D) 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

(F) 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

(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

(D) Team
1 Competitor
2 Competitor
3 Competitor
4 Competitor
5 Competitor

(E) Team
1 Competitor
2 Competitor
3 Competitor
4 Competitor
5 Competitor

(F) Team
1 Competitor
2 Competitor
3 Competitor
4 Competitor
5 Competitor

(G) Team
1 Competitor
2 Competitor
3 Competitor
4 Competitor
5 Competitor

(H) Team
1 Competitor
2 Competitor
3 Competitor
4 Competitor
5 Competitor

(A) 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

(F) Team
1 Competitor
2 Competitor
3 Competitor
4 Competitor
5 Competitor

(G) Team
1 Competitor
2 Competitor
3 Competitor
4 Competitor
5 Competitor

(H) Team
1 Competitor
2 Competitor
3 Competitor
4 Competitor
5 Competitor

(A) Team
1 Competitor
2 Competitor
3 Competitor
4 Competitor
5 Competitor

(B) Team
1 Competitor
2 Competitor
3 Competitor
4 Competitor
5 Competitor

(C) 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

(H) Team
1 Competitor
2 Competitor
3 Competitor
4 Competitor
5 Competitor

(A) Team
1 Competitor
2 Competitor
3 Competitor
4 Competitor
5 Competitor

(B) Team
1 Competitor
2 Competitor
3 Competitor
4 Competitor
5 Competitor

(C) Team
1 Competitor
2 Competitor
3 Competitor
4 Competitor
5 Competitor

(D) Team
1 Competitor
2 Competitor
3 Competitor
4 Competitor
5 Competitor

(E) Team
1 Competitor
2 Competitor
3 Competitor
4 Competitor
5 Competitor

(F) Team
1 Competitor
2 Competitor
3 Competitor
4 Competitor
5 Competitor



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.