



# 2006-2007 IHSA Journalism Terms and Conditions

In accordance with Section 1.450 of the IHSA Constitution, the Board of Directors has approved the Terms and Conditions governing the 2006-2007 IHSA Journalism Tournament Series.

## I. SCHOOL CLASSIFICATION

Competition in the Journalism series will be held for all member schools without classification.

## II. DATES AND SITES

### A. Dates for contests are:

Sectional: Saturday of IHSA Week 42 - Saturday, April 21, 2007

State Final: Saturday of IHSA Week 43 - Saturday, April 28, 2007

**B.** The state shall be divided into sectionals. The number of competing schools, travel distance, geographical location, and the number of entries shall be the primary factor in the determination of number and boundary lines for these sectionals. Sites for sectional contests shall be posted on the IHSA website. The State Final Contest will be held at Eastern Illinois University in Charleston, Illinois.

## III. ON-LINE ENTRIES, WITHDRAWAL PROCEDURES, ELIGIBILITY, AND ON-LINE LIST OF PARTICIPANTS

The policy for Original Entry Deadlines, Late Entries, and Late Withdrawals shall be the policies and procedures regarding entry for all IHSA-sponsored sport/activities included in the 2006-2007 Entry Policies and Procedures.

### A. On-line Entries

All member schools must enter their school into the state series competition through the IHSA School Center on the IHSA Website at [www.ihsa.org](http://www.ihsa.org). The deadline for entry is February 1, 2007. All member schools should have received, in the mail in April of 2006, a 2006-2007 Entry Policies and Procedures that outlines the on-line procedures for all IHSA-sponsored tournaments.

The IHSA Board of Directors eliminated the entry fees for all sports and activities starting with the 2005-2006 school year.

### B. Late Entries

Any attempt to enter a sport or activity on-line after the established deadlines will be denied. Schools that wish to enter after the deadline will be considered late. To be considered for late entry, the Principal/Official Representative must contact the IHSA administrative officer in charge of that

sport/activity. The penalty for late entry shall be a payment of \$100.00.

## C. Breach of Contract By-law 6.041 (Withdrawal Procedure)

1. To withdraw without penalty, the Principal must notify the IHSA office, in writing, of a school's team withdrawal from the Journalism State Series prior to March 26, 2007. Withdrawal after March 26, 2007 will result in a school being assessed a \$100.00 late withdrawal penalty and it shall be liable for payment of its Event Fees.

2. If a school withdraws one or more event categories after March 26, 2007, it shall be liable for payment of its Event Fees for those categories entered.

3. If a school does not officially withdraw prior to sectionals and/or does not show up for competition, the school will be assessed the penalties in "1" and "2" above and if applicable, the school may be charged for any additional financial loss sustained by the offended schools or the Association as a result of such breach (Judges fees if applicable).

## D. Eligibility

All member schools in good standing may enter an individual(s) or a team under the provisions of IHSA By-law 4.071. The principal is the official representative of his/her school in all interscholastic activities, and the responsibility for seeing that all students from his/her school entered in Journalism contests are eligible under the rules shall rest with the principal. All correspondence with the IHSA Office must be conducted through the principal.

In each contest in which a school is represented, the principal shall have present an adult, preferably a member of the faculty, who shall supervise and be responsible for the conduct of the participants and other persons from the school. A school's failure to comply with this provision shall result in disqualification of its students.

## E. On-Line List of Participants

### List of Participants Deadline:

Each school must complete the On-line List of Participants by the deadline date of March 26, 2007. The entry is submitted online at [IHSA.org](http://IHSA.org) through the Schools Center. School's online entries will be released to the Sectional Managers prior to the Sectional Contest. It is recommended that each school print a copy of its online entry to bring to the sectional site. If a school does not submit the On-line List of Participants by the deadline, coaches/advisers and/or participants from the school are subject to sanctions that could include, but not be limited to being ruled ineligible to coach or compete in the State Series.

Schools shall be permitted one entry in each category. The same student may enter one category in Block A and one category in Block B (with the exclusion of Photography).

## IV. HOST FINANCIAL ARRANGEMENTS

### A. Sectional Event Fees:

For each Journalism Contest Event in which a school has participants in the Sectional Contest, an event fee of ten (\$10) dollars per event shall be paid at the sectional site during registration. All checks should be made payable to the IHSA. No contestant from a school will be permitted to participate in the Sectional contest if Event Fees (\$10 per event entered to sectional managers) are not paid.

### B. State Final Event Fees:

For each Journalism Contest event in which a school advances an entry from Sectional to State Final competition, an event fee of ten (\$10) dollars per event shall be paid at the State Final site for students advancing to the state competition. All checks should be made payable to the IHSA. No contestant from a school will be permitted to participate in the Sectional contest if Event Fees (\$10 per event entered to sectional managers) are not paid.

### C. Judges Compensation:

#### Judges Fees:

Judges fees shall be paid as follows:

Sectional \$50.00 per category

State Final \$75.00 per category

Each group of entries for which a judge completes a scoring rubric will be considered a category.

Any judge who drives more than 100 miles round trip to the site of a Sectional or State Final Contest shall be reimbursed a travel allowance of \$.25 per mile in excess of 100 miles round trip. Reimbursement shall be directly from the IHSA office, upon the judges' submission of a travel report form to be provided by the IHSA through the contest managers.

## V. TOURNAMENT ASSIGNMENTS

Sectional Assignments can be found on-line at [www.ihsa.org](http://www.ihsa.org) after Feb. 1.

## VI. TOURNAMENT STRUCTURE AND TIME SCHEDULES

### A. Events Dependent upon Entries:

1. Competition in individual categories shall be held at the Sectional contests in all events in which there are at least two entries.

2. At State Final contests there shall be competition in all events for which entries have been made.

### B. Contest Management:

1. Designation of manager: In all cases in which a nearby university or member school is elected as a contest site, the principal of the high school shall automatically assume entire responsibility for the contest. The principal or the IHSA designated manager at a college/university may delegate the authority to manage the contest to another staff member.

2. Sectional Contest Managers Meeting: A meeting may be held at the IHSA office for Sectional contest managers. Specific instructions for contest management shall be the subject of the meeting. Dates and times of the meeting will be sent to Sectional managers.

3. Authority of Contest Manager and Contest personnel:

#### a. Sectional Contests

The Contest manager shall be authorized to conduct the contest under the provisions of these Terms and Conditions. If a situation develops in which there is an apparent unfairness to a contestant, and which is determined to be the result of an administrative or judge's error, the manager shall consult with his Contest personnel and determine the manner in which the situation shall be resolved. However, managers shall not have the authority to advance students affected by unfairness to the succeeding contest. Resolution of such matters must be within the framework of each individual contest. In addition, the manager shall be responsible to resolve questions of rules interpretation, to arbitrate disputes and to apply penalties for violations of contest rules. In all cases, the manager shall consult with the Contest personnel prior to making a decision in any such matter. Decisions of the contest manager in all cases herein described shall be final.

The authority and responsibility of the contest manager and his/her Contest personnel shall end when results are announced at the contest awards assembly. Any question relative to contest rules or any aspect of the contest, which arises following the announcement of results, shall be referred directly by the principal of the school involved to the IHSA Office. The IHSA Office will give consideration to questions relative to administrative and/or clerical matters only, and will do so only through the end of the first Monday following the completion of the contest involved. In compliance with IHSA By-law 6.033, protests or challenges relative to the decision of any judge will not be considered.

#### b. State Final Contest.

The State Final Contest personnel shall be authorized to conduct the contest under the provisions of these Terms and Conditions. If a situation develops in which there is an apparent unfairness to a contestant, and which is determined to be the result of an administrative or judge's error, the State Final Contest personnel shall determine the manner in which the situation shall be resolved. In addition, the State Final Contest personnel shall be responsible to resolve

questions of rules interpretation, to arbitrate disputes and to apply penalties for violations of contest rules. Decisions of the State Final Contest Manager in all cases herein described shall be final.

### C. Material:

1. Prompts for each category will be provided for competing students. Prompts will be the same at every Sectional contest.

2. Creation of the prompts will be compiled by the IHSA.

### D. Time Schedule:

1. Entries will compete in two time blocks following the schedule below with the exception of the Photography Contest, which will be held during both blocks.

2. Following is a suggested time schedule for Sectional contests. Local managers, with the majority approval of their contest committees, may alter this schedule to meet judging needs during the contest day.

3. The same order will apply to all Sectionals and to the State Final.

9:00-10:00	Registration
10:00-10:30	Opening Session
10:30-12:00	First Competition Block A (*Feature Photography, News Writing, Review Writing, Advertising, *Yearbook Layout: Double Page Spread, Copy Editing, *Newspaper Design, Editorial Cartooning, Editorial Writing)
12:15-1:45	Second Competition Block B (*Feature Photography, Feature Writing, *Headline Writing, Newspaper Sports Writing, *Info Graphics, Yearbook Theme Development, Yearbook Copy Writing)
2:00	Block A Awards
3:00	Block B Awards
	Team Awards- ASAP
	* Computer lab will be used for event

### E. Timekeeping

Contest managers will engage a proctor for each category. The proctor will be responsible for time keeping and ensuring that students adhere to the guidelines for their individual contest.

## VII. ADVANCEMENT OF WINNERS

A. The winners of first, second and third places in each Journalism Contest Event Category shall be advanced from the Sectional to the State Final.

B. In the event there is a tie for a place that qualifies for advancement, all tied students shall be advanced.

### C. Determination of Winners

#### 1. Tabulation procedure

Following the completion of the contest, ballots from each judge shall be returned to contest headquarters. Contest managers shall cross check ballot cards with critique forms to ensure the accuracy of rankings and to identify the stu-

dent to whom the identification numbers on the winning entries belong. In the event any error or other question is identified, the judge(s) involved shall be contacted immediately to resolve the matter.

#### 2. Individual Winners

a. Sectional: After the judges' ballots have been registered and tabulated, a summation of the rankings of each contestant must be made. The contestant with the first ranking in each Journalism Contest Event Category is the winner. The contestant with the second ranking is second, and the contestant with the third ranking is third, etc.

#### b. State Final:

After the judges' ballots have been registered and the rankings for each contestant in each contest have been processed, a summation of the rankings must be made.

#### 3. Team Scoring

At both the Sectional and State Final a team champion will also be declared. Points shall be awarded on the basis of the following scale for each Journalism Contest Event Category: First: 6 points, Second: 5 points, Third: 4 points, Fourth: 3 points, Fifth: 2 points, Sixth: 1 point. The team with the highest number of points will be declared the champion; the team with the second largest number of points the runner-up and the team with the third largest total receiving third.

## VIII. TOURNAMENT RULES

A. **Categories:** Contests will be held in the following individual categories:

### Block A Events

#### \*1. Feature Photography (Block A and B)

Using a digital camera, students will complete a photo assignment on a given topic. All cameras are to be checked to ensure that no pre-existing photos are stored in the memory. After completing their assignment, students will return to the computer lab to download and enhance their three best photos for judging. Only cameras that do not require special software for downloading may be used in the contest. Participants must remain on foot at the tournament site to take photos.

#### 2. News Writing

Students will receive interview information selected by IHSA and then write a story based on the material. Stories will be judged on leads, clarity and accuracy of details, and proper style and mechanics in addition to writing and organization.

#### 3. Review Writing

Students will either hear a musical selection or view a short videotape and write a review suitable for publication in their high school newspaper. Advisers will be notified on the IHSA website of the genre of material to be reviewed.

#### 4. Advertising

Students will be given two business sheets from which they will design ads to fit certain sizes. Students may bring rulers, pens, pencils or black felt-tipped pens. They will not be allowed to use color. All artwork in the ad must be original. Entries will be judged based on originality, readability, and the use of a dominant element that grabs attention and sells the product or service.

#### \*5. Yearbook Layout: Double Page Spread

Students will create a layout for a double-page spread using elements supplied at the contest site. Entries will be judged on good use of and variety of sizes and shapes of all elements, a design that is appropriate for the theme and audience, and use of dominant element and readability of text. Information regarding the platform and available programs will be found on the IHSA website.

#### 6. Copy Editing

Students will be provided a newspaper story that they will edit for AP style, accuracy, attribution, correct paragraphing, grammar, spelling and redundancy. Students will be asked to locate and correct all errors. Students may use a current AP Stylebook and dictionary for this contest.

#### \*7. Newspaper Design

Students will design a front and inside page of a five column, 16-inch tabloid newspaper. Elements will be provided at the contest site. Entries will be judged on a well-balanced design that is appealing to the eye and incorporates basic design rules such as multiple points of entry and good use of headline size. Stories chosen should reflect good news judgment. Information regarding the platform and available programs will be posted on the IHSA website.

#### 8. Editorial Cartooning

Students will be given the same information as those in the editorial writing contest. After reading the material, they will be asked to design an editorial cartoon supporting or opposing the proposition. Judges will look at a simple and clear editorial statement as well as evidence of artistic ability and a creative approach. Students may bring rulers, pens, pencils or black felt-tipped pens, but final entries must be submitted in black ink and all artwork must be original.

#### 9. Editorial Writing

Students will be given information on a topic of general interest. After reading the material, students will write an editorial on the topic using their ideas to support or oppose the proposition. Entries will be judged on the quality of the arguments and writing, organization, and proper style and mechanics.

#### Block B Events

#### 10. Feature Writing

Students will receive interview information and then write a feature story based on the information provided. In addition to well written and organized articles, judges will look for the use of an interesting lead, accurate details about the

information provided by the subject, and proper style and mechanics.

#### \*11. Headline Writing

Students will be provided information blocks for three stories to write headlines for, with specific word counts, fonts, and sizes. They will be judged on headline rules, creativity, and accuracy.

#### 12. Sports Writing

Students who compete in the sports writing contest will have interview information on a person who is involved in sports selected by IHSA and then write a story based on the material. In addition to well-written and organized articles, judges will be looking for the use of an interesting lead that pulls the reader into the story, accurate details about the information given by the subject, and proper style and mechanics.

#### \*13. Info Graphics

Students will be required to create a graphic to illustrate a given set of statistics for a story that will be provided to them. Entries will be judged on originality, readability, clarity, and adherence to aesthetic control principles. Information regarding the platform and available programs will be posted on the IHSA website.

#### 14. Yearbook Theme Development (Duo or Single Event)

Students will be given a theme provided at the contest site from which they will develop a cover and title page with graphics for a high school yearbook. Information regarding the platform and available programs will be posted on the IHSA website. Entries will be judged based on basic design principles and creativity.

#### 15. Yearbook Copy Writing

Students will be provided a fact sheet from which they will write a copy block suitable for a high school yearbook. In addition to a well-written and organized copy, judges will look for accurate details, and proper style and mechanics.

\* Computer lab will be used for this event.

#### B. Timekeeping

Students will have ninety (90) minutes to complete their category (with the exception of Photography). Contest managers will engage a proctor for each category. The proctor will be responsible for time keeping and ensuring that students adhere to the guidelines for their individual contest.

#### C. Special Rules and Limitations

1. Violations of these Terms and Conditions are subject to penalty by the Board of Directors under the provisions of IHSA By-laws and any special provisions contained therein.

2. Protests and challenges may be filed with the contest manager by any adviser or judge. Other persons wishing to file such a protest or challenge shall do so through an adviser or judge at the contest.

3. General Penalty for Violations by Students: Unless otherwise specified in the rules, the penalty for violations in any round of competition throughout the entire contest series shall be

that the student's ranking the round where the violation occurs be changed to last and the ranks of other students will be adjusted as necessary.

4. Absence or Tardiness: Students must be present when the contest is scheduled to begin as printed in the program prepared and provided by the contest manager. In the event a student cannot for any reason comply with the printed schedule, he or she must personally consult the contest manager to be excused. Only if the manager or a member of the Contest Event Committee gives the student written permission may any student enter a contest area after the contest has begun. Students failing to comply with the printed schedule without written excuse shall be disqualified.

5. Feature Photography Event: Students participating in the photography category may only compete exclusively in photography.

6. Equipment: Students may bring only the supplies and equipment specified in the category descriptions. Students whose materials are not in compliance with the guidelines will be disqualified.

7. Late Discovery of Violation: If a violation is not discovered until after the close of the contest in which the violation occurred, the following procedure shall be followed:

a. The student shall be disqualified and advancement to the State Final denied if the violation is reported to the IHSA Office by Tuesday preceding the State Final. If the violation is not reported until after Tuesday, no action shall be taken and the matter shall be considered closed.

b. The rankings of other students in the event shall be revised upward.

c. The students shall be advanced on the basis of the revised rankings.

d. If the disqualified individual or school has won any awards, such awards shall be returned to the IHSA Office. An attempt will then be made to redistribute these awards on the basis of the revised rankings.

#### IX. TOURNAMENT POLICIES

##### A. Damage to Property or Equipment

If students or people from any school entered in a state series are found guilty of carelessness or maliciously breaking, damaging or destroying property or equipment belonging to the host school, such school shall be held responsible for costs incurred in replacing or repairing such property or equipment.

##### B. Tobacco Products:

No coach, student or any other person connected with a school shall be permitted to use tobacco products during the contest, either during preparation times or performances.

##### C. Use of Inhalers:

A student with asthma may possess and use his or her medication during an IHSA competition, while under the supervision of school personnel, provided the school meets the outlined

procedure of self-administration in the Illinois School Code.

**D. Alcoholic Beverages and IHSA State Series Events:**

The possession, distribution, sale and or consumption of alcoholic beverages are prohibited at the site and on any affiliated property of any 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. Violation of this policy by an event host will subject the host to a penalty for violation of IHSA By-law 2.020. Such penalty may include but not necessarily be limited to prohibition against subsequent event hosting assignments. Violation of this policy by a non-hosting member school will subject the school to penalty for violation of IHSA By-law 2.020. Patrons of any IHSA state series contest determined to be in violation of this policy will be removed from the premise, and law enforcement officials will be called as warranted.

**E. Special Report Forms and SAWA Reports:**

Special report forms have been developed to facilitate schools reporting any matter concerning High School programs that merit the attention of the High School Principal. These forms can be used for reporting any incidents or problems with a competitor, adviser, director or spectator. The forms may also be used to report errors in applying rules or any phase of judging in which a judge should immediately attempt to improve. The SAWA Report form should be used for reporting any instances where an adviser, director, participant, judge or spectator has done an exemplary job of Sporting A Winning Attitude. These forms may be found on-line at the IHSA Web Site ([www.ihsa.org](http://www.ihsa.org)). Under downloadable forms click Special Report Forms.

**F. Responsibility for theft or other losses:**

The IHSA will not be responsible for loss or theft of any personal or school property during the course of a contest.

**X. AWARDS**

**A. Sectionals:** Medals shall be given to first, second and third place winners in each Journalism Contest Event Category. A plaque shall be given to the team that represents the school with the most points.

**B. State Final:** In the state final tournament, the top six finalists in each Journalism Contest Event Category shall receive medallions. First, second and third place team awards will be presented to the winning schools along with individual medallions for the qualifying state competitors of the top three teams. In addition, one superintendent's medallion, one Principal's medallion and one Adviser's medallion for each of the top three teams will be awarded.

**C.** The school winners will be determined in accordance with the point system. Duplicate awards will be presented by the IHSA in case of ties.

**XI. JUDGING**

**A.** Selection: Local managers shall select experienced judges to employ who are located as near the contest site as possible. Contest personnel assigned to work with the tabulation of results should not be used as judges except in emergency situations, and with the approval of the State Final Contest Manager.

Judges may be media professionals, college journalism professors, yearbook representatives, former high school advisers or collegiate journalists.

**C. Duties of Judges**

1. It shall be the duty of each judge to rank all students in their category. Judges may not award the same ranking to more than one (1) individual.

2. Judges shall confer with no one other than tournament officials prior to the submission of the ballot to the contest manager. A judge shall not change or revise the ballot after it has been signed and placed in the hands of the contest manager. Judges shall not reveal their decisions to anyone prior to the announcement of results by the contest manager. No one may ques-

tion a judge's ballot or confer with a judge concerning decisions unless it is necessary to do so because the ballot is not intelligible or the decisions or ranking were not made in conformity with the rules.

3. In all events, at all contests, judges will use a scoring rubric provided by the IHSA that indicates areas of strength and weakness. These rubrics will be made available to advisers following the announcement of winners.

4. The same judge will adjudicate all students within a category during a given contest.

**D. Number**

1. In Sectional contests, two (2) judges shall be used in each Journalism Contest Event Category.

2. In the State Final, two (2) judges shall be used in each Journalism Contest Event Category.

3. The number of hired judges will be determined by the contest manager within the framework of the budget for the contest approved by the IHSA office. Advisers may provide names of potential judges to the contest manager.

**E. Judges Compensation:**

Judges Fees:

Judges fees shall be paid as follows:

Sectional \$50.00 per category

State Final \$75.00 per category

Each group of entries for which a judge completes a scoring rubric will be considered a category.

Any judge who drives more than 100 miles round trip to the site of a Sectional or State Final Contest shall be reimbursed a travel allowance of \$.25 per mile in excess of 100 miles round trip. Reimbursement shall be directly from the IHSA office, upon the judges' submission of a travel report form to be provided by the IHSA through the contest manager.