



2008-09

***Boys/Girls Water Polo
Manual for Schools***

2008-09
Boys/Girls Water Polo School Manual and Forms

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Revision History

School Information Letter



ILLINOIS HIGH SCHOOL ASSOCIATION

P.O. Box 2715 • Bloomington, IL 61702-2715

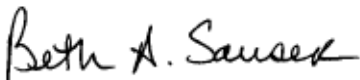
• www.ihsa.org • Phone: 309-663-6377 • Fax: 309-663-7479 •

To All School's entered in the 2009 Boys and Girls Water Polo Tournament Series:

1. Dates and Places: Boys and Girls Sectional Water Polo games will be held the week of Monday, May 11 through Saturday, May 16. A list of schools assigned to the Boys and Girls Water Polo Sectional is located on the IHSA Boys and Girls Water Polo web page.
2. Terms and Conditions: Please download and read the Terms and Conditions for the 2009 Boys and Girls Water Polo Series which are located on the IHSA Boys and Girls Water Polo web page.
3. State Final Program Pictures: All team photos submitted to the IHSA for program publication requires athletes to wear team warm-ups, t-shirts and shorts or school uniform. Teams submitting a photo without the required apparel will not be printed in the program.
4. Sectional Seeding Meeting: **All Seeding Meetings will be conducted on-line in the IHSA Schools Center. Refer to the Season Summary Form Instructions and Seeding Information located in this manual.**
5. Filming/Videotaping by Schools/Spectators: Please see Item IX-H of the Terms and Conditions.
6. No Children Allowed on Deck: No Children will be allowed on deck at the Sectionals or State Finals. **NO EXCEPTIONS!**
7. Special Note: Each principal/official representative is reminded that in accordance with the provisions of IHSA By-law 2.020, an accredited faculty representative must be appointed to be present and responsible for the conduct of the competitors and persons from their school at all times during their participation or attendance at the Sectional and/or State Final Meets.
8. Assignment of Officials: IHSA will hire 4 officials for all state series matches prior to the State Final. Host schools will be notified of those assigned officials. The IHSA will hire a total of 8 officials for the Boys and Girls State Finals.
9. Water Polo General Reminders:
 - High School players may not compete on non-school teams 5 days after the first high school practice or tryout.
 - High School athletes may not attend a coaching school, camp or clinic beginning Monday of Week 49 through Sunday of Week 5 in the IHSA standardized calendar.
 - High school teams may not compete against non-high school teams during the season or school year.
 - Tournament games count toward the 30 game contest limitation during a season.
 - Advantage Rules: Referee does not call a foul when the advantage is away from the team in possession of ball has an opportunity to score.
 - The shot clock changes when the possession changes.
 - Lost of possession occurs when the other team clearly has possession.
 - Feet first entry.
10. Inquiries: Please direct all inquiries about the IHSA Boys and Girls Water Polo to my assistant, Tina Brown, or myself.

11. *Pre-Sectional Meeting Checklist:*
 - Review Terms and Conditions.
 - Tattoo Non-Permanent is Illegal; Permanent cannot be objectionable
 - Room for officials to get down sides of pool
 - Warm-ups – Warm-up time is 15 minutes prior to each game in competition pool. Note: If a separate warm-up area is available to all schools, then each team must have equal access.
 - No Foreign Materials in the Pool Without Referee Specific Permission
12. *Sectional Note:* Preliminary Round games shall be held at the highest seeded school if facilities meet NFHS specifications. If not, a mutually agreed site shall be chosen.
13. *State Final Note:* For the quarterfinal and semifinal games held on Thursday, May 21 and Friday, May 22, the ticket booth and doors will open at 3:30 p.m.

Sincerely,



Beth Sauser
Assistant Executive Director

IMPORTANT DEADLINES AND STATE SERIES DATES

Boys/Girls Water Polo

April 8-22	Schools Must Complete and Submit the <i>Season Summary Form</i> On-Line by 8:00 a.m. on Wed., April 22
April 22 (Wed.)	View and/or Print Season Summary Forms
April 22 (Wed.)	Submit Seeds On-Line in IHSA Schools Center by 8:00 a.m. on Thurs., April 23
May 11-14 (Mon.-Thurs.)	Sectional Preliminaries and Quarterfinals
May 15 (Fri.)	Sectional Semifinals
May 16 (Sat.)	State Final Program Information Due On-Line and Program Pictures Emailed to tbrown@ihsa.org
May 16 (Sat.)	Sectional Finals
May 18 (Mon.)	Up-to-date Statistics due to IHSA Office by 10:00 a.m.
May 21 (Thurs.)	State Final (Girls Quarterfinal Games)
May 22 (Fri.)	State Final (Boys Quarterfinal Games)
May 23 (Sat.)	State Final (Girls/Boys Semifinal Games)
May 23 (Sat.)	State Final (Girls/Boys Consolation & Title Games)

Do What's Right!

Sportsmanship

Coaches and Participants:

1. Set a good example for spectators to follow.
2. Respect the integrity and judgment of game officials, 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! Represent your team, school and community with dignity.

Spectators:

1. During the National Anthem, students, participants and fans should remove any hats, face the flag, not talk, place the right hand on the heart, and remain still until the end of the anthem.
2. During the National Anthem, when singing, follow the music and lyrics precisely.
3. Show respect for opposing players, coaches, spectators, and support groups.
4. Respect the integrity and judgment of game officials and accept their decisions graciously.
5. Show respect for members of the coaching staff and team.
6. Display modesty in victory and graciousness in defeat.
7. Recognize and show appreciation for outstanding plays by either team.
8. Use only cheers that are positive in support of their team.
9. Encourage coaches, players, and other fans to Do What's Right!

Acceptable Behavior...

- Applause during introduction of players, coaches and officials.
- Players shaking hands with opponents while both sets of fans recognize player's performance with applause.
- Accept all decisions of game officials.
- Spirit Participants lead fans in positive support.
- 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, chants, songs or gestures.
- Booing or heckling an official's decision.
- Criticizing officials in any way; displays of temper with an official's call.
- Yells that antagonize opponents.
- Refusing to shake hands or give recognition for good performances.
- Blaming the loss of the game on officials, coaches or participants.
- Laughing or name calling to distract an opponent.
- Use of profanity or displays of anger that draw attention away from the game.
- Doing own yells instead of following the lead of spirit participants.





Guidelines for Return to Activity

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

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

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

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

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

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

****IMPORTANT****
**SEASON SUMMARY FORM INSTRUCTIONS/
SEED MEETING INFORMATION**

Schools entered into the state series will be required to submit a *Season Summary Form* on-line in the IHSA Schools Center. Failure to do so by the designated date and time, will result in a school forfeiting its opportunity to participate in the seeding process. The *Season Summary Form* can be found in the IHSA Schools Center. Each school who completes the *Season Summary Form* by 8:00 a.m. on Wednesday, April 22, shall have one (1) vote in the seeding process. No school shall vote for their own team. Seeding will occur at the sectional level. The state final shall not be seeded. Once the seeds have been finalized, the IHSA will post those on-line. Managers and coaches are prohibited from releasing the results of their seeding to media.

SEASON SUMMARY FORM DEADLINE:

8:00 A.M. - WEDNESDAY, APRIL 22

ON-LINE SEEDING DEADLINE:

8:00 A.M. – THURSDAY, APRIL 23



Schools are Required to Submit State Final Program Information Online

Dear Coach or Athletic Director:

As your team gets close to qualifying for the State Final Tournament, you will be required to complete the State Final Program Information form on-line. This form provides the IHSA with most of the information (everything except statistics) printed in the state final souvenir program. You are required to provide this information once you have qualified for the Boys or Girls Water Polo Tournament.

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

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

The information you will provide online includes administration, coaching staff, coaching history, season record, and roster. Up-To-Date Statistics must be submitted on the printed form included in this manual and faxed to the IHSA Office no later than 10:00 a.m. on Monday, May 18.

INSTRUCTIONS FOR EMAILING PICTURES

1. Submit pictures electronically through e-mail following these directions **no later than Midnight, Saturday, May 16, 2009.**
 - A. DIGITAL PHOTOGRAPHS:
We greatly prefer digital photographs over scans.
 - 1) Select the highest resolution possible for your camera.
 - 2) Make sure you take the photo in a well-lit area without any dark shadows.
 - 3) Get as close as you can to the subject, filling the entire frame. For an individual photo, focus on the head and torso only.
 - 4) Try one photo with flash and one without flash to see which gives you the best result.
 - 5) When taking photos of baseball and softball teams outdoors, beware of the shadow cast by the bill of the cap, which often makes faces unrecognizable. If caps are worn, try not to take the picture when the sun is high in the sky.
 - B. SCANNED PHOTOGRAPHS:
If you must scan a photo, and you are not sure what “resolution” and “pixels” mean, please talk to someone on your technical staff.
 - 1) Scan the photograph at a high resolution. The resolution required for printed photographs is much higher than that used on a computer screen.
 - 2) For team photos, your scan should be at least 2,000 pixels (dots) wide – much wider than your computer screen.
 - 3) For individual photos, your scan should be at least 500 dots wide.
2. Cutlines (identification of each person in the picture) need to be emailed with each picture.
3. **Give your photograph a file name that indicates exactly what it is. For example: “John Doe of Aledo” or “Aledo Football Team”.**
4. Save the file with a .JPEG (.JPG) or .TIF extension
5. Due to the high volume of pictures that we receive, **we greatly prefer that you email all pictures and cutlines in one email if possible** (Superintendent, principal, athletic director, head coach, and team). **Please include your school name and the corresponding sport in the subject line of the email.**
6. Email to.... tbrown@ihsa.org

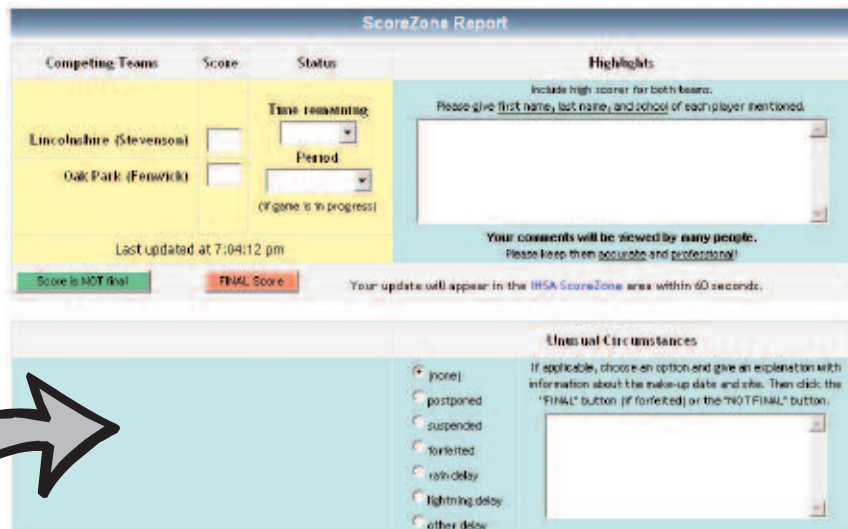
ScoreZone Reporting Procedures for 2008-09

Managers: Please read the following page carefully. If you have any questions, please call Scott Johnson or Tina Brown at the IHSA Office (309-663-6377).

How to Submit ScoreZone Final Scores

1. Log on to the IHSA Schools Center using your 4-digit school ID and password (www.ihsa.org).
2. Look for the "Tournament Management" chart. Click on the "ScoreZone" link. You will be shown a list of state series contests hosted by your school.
3. Find the game you want and click on "Edit".
4. Fill out the score and other appropriate information and click the button labeled "FINAL" to submit.

Please note: Your score must be submitted online. It will appear on the ScoreZone page moments after you submit it.



A sample of the page in the IHSA Schools Center where you will submit Water Polo scores.

It is the responsibility of each tournament manager to:

- Submit the final score of each contest you host.
- Submit the final score as soon as possible after the conclusion of each contest.

For more information, check out the ScoreZone page at www.ihsa.org/scores

Interactive ScoreZone means live updates!

Submitting scores online means being able to submit scores during the contest. Imagine being able to track scores from dozens of hot games around the state — as they happen. The technology is here. All we need now is your help.

How to Submit "Live Updates"

1. Log on to the IHSA Schools Center and find the contest you want to report (as outlined above).
2. Submit the score and the status of the contest (the inning, or the time remaining in the quarter or the half).
3. Submit the score as often as you like (including, of course, the final score).

Think it's a great idea, but need help? Remember, you can give the ScoreZone password to a trusted student or adult. The ScoreZone password gives access only to the ScoreZone area of the Schools Center. Live updates can be posted from the site of the contest, or even from home while listening to the radio.

No obligation: You are not required to submit "live updates" — but you just might want to!

Water Polo Tournament Series Time Schedule

Thursday, May 21, 2009

Girls Quarterfinals

Ticket Booth and Doors Open	3:30 p.m.
Game 1	4:30 p.m.
Game 2	5:45 p.m.
Game 3	7:00 p.m.
Game 4	8:15 p.m.

Friday, May 22, 2009

Boys Quarterfinals

Ticket Booth and Doors Open	3:30 p.m.
Game 5	4:30 p.m.
Game 6	5:45 p.m.
Game 7	7:00 p.m.
Game 8	8:15 p.m.

Saturday, May 23, 2009

Girls Semifinals

Ticket Booth and Doors Open	8:00 a.m.
Game 9	9:00 a.m. - Winner Game 1 vs. Winner Game 2
Game 10	10:15 a.m. - Winner Game 3 vs. Winner Game 4

Boys Semifinals

Game 11	11:30 a.m. - Winner Game 5 vs. Winner Game 6
Game 12	12:45 p.m. - Winner Game 7 vs. Winner Game 8

Saturday, May 23, 2009

3rd Place and Championship

Ticket Booth and Doors Open	3:00 p.m.
Game 13	3:30 p.m. - Loser Game 9 vs. Loser Game 10 (Girls Third Place)
Game 14	5:00 p.m. - Loser Game 11 vs. Loser Game 12 (Boys Third Place)
Game 15	6:30 p.m. - Winner Game 9 vs. Winner Game 10 (Girls Championship)
Game 16	8:00 p.m. - Winner Game 11 vs. Winner Game 12 (Boys Championship)

Hotel Information

PARTICIPATING SCHOOLS:

For Teams requiring hotel accommodations, please contact **Tina Brown or Beth Sauser** at the IHSA Office 309-663-6377 **by 11:30 a.m., Monday, May 18, 2009** at the IHSA Office for hotel information.

FAMILY AND FRIENDS:

Following is a list of hotels in Lincolnshire. **You** will be responsible for making your own hotel reservations during the Water Polo State Series Tournament. However, when calling any of these hotels, make sure to let them know that you will be with the **IHSA Water Polo State Series Tournament**. If you would like more information concerning these hotels, other hotels in the Lincolnshire area and/or any restaurants, please contact the Lake County Convention and Visitors Bureau at 1-800-LAKE-NOW, or by logging onto www.lakecounty.org.

Courtyard by Marriott

505 Milwaukee Ave.
Lincolnshire, IL 60069
Phone: 847-634-9555
www.courtyard.com

Hampton Inn & Suites

1400 Milwaukee Ave.
Lincolnshire, IL 60069
Phone: 847-478-1400
www.hamptoninn.com

Homewood Suites

10 Westminster Way
Lincolnshire, IL 60069
Phone: 847-945-9300
www.homewoodsuites.com

SpringHill Suites by Marriott Lincolnshire

300 Marriott Dr.
Lincolnshire, IL 60069
Phone: 847-793-7500
www.marriot.com

IHSA PASS GATE

THE FOLLOWING ARE THE ONLY PERSONS REPRESENTING A MEMBER SCHOOL TO BE ADMITTED FREE TO THIS CONTEST. THE TOP SEVEN (7) CATEGORIES WILL BE ADMITTED FOR THE ENTIRE TOURNAMENT. ROSTERED PLAYERS WILL ONLY BE ADMITTED ACCOMPANIED BY THE COACH.

PARTICIPATING SCHOOLS MUST COMPLETE THIS FORM AND RETURN IT TO THE TOURNAMENT MANAGER PRIOR TO THE START OF THE EVENT.

HOST SCHOOL: _____

LEVEL: _____ REGIONAL _____ SECTIONAL _____ SUPER-SECTIONAL

YOUR SCHOOL: _____

(The top 7 are allowed to have one guest)

ADMINISTRATION

1. _____

2. _____

3. _____

4. _____

5. _____

6. HEAD VARSITY COACH: _____

7. ASSISTANT COACH: _____

ASSISTANT COACH: _____

ASSISTANT COACH: _____

ASSISTANT COACH: _____

8. MANAGER: _____

9. SCOREKEEPER: _____

10. VIDEO/CAMERA OPERATOR: _____

11. BUS DRIVER: _____

12. ATHLETIC TRAINER: _____

13. ALL ROSTERED PLAYERS ACCORDING TO THE TERMS AND CONDITIONS

ALL OTHER REPRESENTATIVES FROM YOUR SCHOOL MUST PAY TO ATTEND AN IHSA TOURNAMENT.

IN CASE OF AN EMERGENCY OR NEED TO COMMUNICATE CHANGES:

CONTACT PERSON: _____

CELL PHONE: _____ E-MAIL _____

CONTACT PERSON: _____

CELL PHONE: _____ E-MAIL _____

Request To Purchase Duplicate Illinois High School Association State Series Awards

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

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

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

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

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