

**2013-14**

***Boys Baseball***

**Manual for  
Managers**



# Boys Baseball Manual for Managers Table of Contents

|              |   |       |
|--------------|---|-------|
| <b>I.</b>    | <b>Table of Contents</b>                                      |       |
| <b>II.</b>   | <b>Terms &amp; Conditions</b>                                 |       |
|              | Boys Baseball .....   | 1-5   |
| <b>III.</b>  | <b>Manager Information</b>                                    |       |
|              | a. Important Deadlines and Dates .....                        | 6     |
|              | b. Manager Information Letter .....                           | 7     |
|              | c. Do What's Right! Sportsmanship Criteria .....              | 8     |
|              | d. Press Box Priority List .....                              | 9     |
| <b>IV.</b>   | <b>Manager's Checklists</b> .....                             | 10-11 |
|              | a. School's Responsibilities Towards Hosting Officials .....  | 12-13 |
| <b>V.</b>    | <b>Playing Rules</b>  |       |
|              | a. Prevention of Heat Illness Guidelines .....                | 14-15 |
|              | b. IHSA Severe Weather Safety Guidelines .....                | 16    |
|              | c. IHSA Protocol for Concussions .....                        | 17    |
|              | d. Return to Play (RTP) Policy .....                          | 18    |
| <b>VI.</b>   | <b>Baden Ball Distribution</b> .....                          | 19    |
| <b>VII.</b>  | <b>ScoreZone Reporting Procedures</b> .....                   | 20    |
| <b>VIII.</b> | <b>Award Distribution</b>                                     |       |
|              | a. Awards Delivery Information .....                          | 21    |
|              | b. Assembly Instructions for IHSA State Series Trophies ..... | 22    |
|              | c. Duplicate Awards Form .....                                | 23    |
| <b>IX.</b>   | <b>Required PA Announcements</b> .....                        | 24-26 |
| <b>X.</b>    | <b>Licensed Vendors</b>                                       |       |
|              | Licensed Vendor Information .....                             | 27    |
| <b>XI.</b>   | <b>Financial Reports</b> .....                                | 28    |
| <b>XII.</b>  | <b>Miscellaneous Forms</b>                                    |       |
|              | Pass Gate .....   | 29    |

## Revision History



# 2013-14 Boys Baseball Series Terms and Conditions

In accordance with Section 1.450 of the IHSA Constitution, the Terms and Conditions governing the 2013-14 IHSA Class 1A, 2A, 3A, and 4A Boys Baseball Tournament Series have been approved by the Board of Directors.

## I. SCHOOL CLASSIFICATION

Competition in the IHSA Boys Baseball Tournament Series will be determined on an enrollment basis.

**A.** The classification of a school shall be determined on the basis of its total student enrollment figure reported to the Illinois State Board of Education in its Fall Housing Report on September 30 of the preceding school year. Non-boundaried schools will have their total student enrollment multiplied by 1.65.

**B.** For classification purposes, the total student enrollments for one-year high schools, two-year high schools, three-year high schools and high schools which enroll boys only or girls only shall be calculated as follows:

1. For one-year high schools, the total student enrollment figure reported shall be quadrupled.

2. For two-year high schools, the total student enrollment figure reported shall be doubled.

3. For three-year high schools, one-third of the total student enrollment figure shall be added to the total student enrollment figure reported.

4. For schools which enroll boys only or girls only, the total student enrollment figure reported shall be doubled.

**C.** A multiplier of 1.65 will be added to all non-boundaried schools.

**D.** Schools participating in sports and activities operating under the four-class system shall be classified as follows:

1. Schools with enrollments of 285 and below will be Class 1A.

2. Schools with enrollments of 286-614 will be Class 2A.

3. Schools with enrollments of 615-1540 will be Class 3A.

4. Schools with enrollments of 1541-above will be Class 4A.

## II. DATES AND SITES

**A. Class 1A & 2A** – In the Sectional Complex, Regional play shall begin on Monday, May 19, 2014. All play will follow the schedule below, as determined by the number of teams in a respective bracket.

Regional Preliminaries: Monday, May 19, 2014  
(If necessary, at the site of the highest seed.)

Regional Quarterfinals: Tuesday, May 20, 2014  
(If necessary, at the site of the highest seed.)

Regional Semifinals: Wednesday, May 21, 2014  
& Thursday, May 22, 2014

Regional Finals: Saturday, May 24, 2014

**The Sectional Semifinal games shall be played on Wednesday and Thursday, May 28 & 29. The Sectional Final (Championship) shall be played on Saturday, May 31st. The Super-Sectional games shall be played on Monday, June 2nd.**

**Note:** When playing facilities allow teams to play semi-final games as double headers in the regional and sectional, this is recommended.

**Note:** When the Memorial Day holiday interrupts the Super-sectional game, **play shall be required on the holiday.**

Sites for Regional, Sectional, and Super-Sectional games shall be announced at a later date. The Class 1A & 2A State Final tournament will be held on Friday, June 6 & Saturday, June 7. The tournament will be held at Dozer Park, located at 730 S.W. Jefferson in downtown Peoria, IL.

**B. Class 3A & 4A** – Regional play shall begin on Monday, May 26, 2014. All play will follow the schedule below, as determined by the number of teams in a respective bracket.

Regional Preliminaries: Monday, May 26, 2014  
(If necessary, at the site of the highest seed.)

Regional Quarterfinals: Tuesday, May 27, 2014  
(If necessary, at the site of the highest seed.)

Regional Semifinals: Wednesday, May 28, 2014  
& Thursday, May 29, 2014

Regional Finals: Saturday, May 31, 2014

**Note:** When the Memorial Day holiday interrupts the Regional tournament, **play shall be required on the holiday.**

**The Sectional Semifinal games shall be played on Wednesday and Thursday, June 4 & 5. The Sectional Final (Championship) shall be played on Saturday, June 7. The Super-Sectional games shall be played on Monday, June 9.**

**Note:** When playing facilities allow teams to play semi-final games as double headers in the regional and sectional, this is recommended.

Sites for Regional, Sectional, and Super-Sectional games shall be announced at a later date. The Class 3A & 4A State Final tournament will be held on Friday June 13 and Saturday, June 14. The tournament will be held at Silver Cross Field, located at One Mayor Art Schultz Drive, Joliet.

## III. ONLINE ENTRIES, WITHDRAWAL PROCEDURES, ELIGIBILITY, AFFIRMATIVE ACTION AND ONLINE 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 2013-14 Entry Policies and Procedures.

### A. Online Entries

All member schools must enter their school into the state series competition through the IHSA Schools Center on the IHSA Website at [www.ihsa.org](http://www.ihsa.org). The deadline for entry in boys baseball is February 1, 2014. The 2013-14 Entry Policies and Procedures outlining the online entry procedures for all IHSA-sponsored tournaments can be found in the Schools Center on the IHSA Website.

**B. Late Entries:** Any attempt to enter a sport or activity online 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 or activity. The penalty for late entry shall be a payment of \$100.00 for that sport/activity by the school.

**C. Breach of Contract By-law 6.041 (Withdrawal Procedure)** To withdraw without penalty, the Principal must notify the IHSA Office, in writing, of the school's withdrawal from the respective sport prior to the seeding meeting date and/or the date the List of Participants is due for that sport.

If a school withdraws after the seeding meeting date/List of Participants due date but before the first competition, the school will be charged a \$100 penalty and, if applicable, the cost of game officials and the host school guarantee provided for in the Terms & Conditions.

If a school does not officially withdraw prior to the first competition and/or does not show up for competition, the school will be charged a \$100 penalty, the cost of game officials and the host school guarantee according to the Terms & Conditions for the respective sport.

**D. Eligibility:** All member schools in good standing may enter one team under the provisions of IHSA By-law 3.054. (By-law 4.071 for activities)

**E. Affirmative Action:** Only boys shall be permitted to participate in the state series except as provided in the IHSA Affirmative Action Policy.

#### IV. HOST FINANCIAL ARRANGEMENTS

##### A. Preliminary and Quarterfinal Regional Games:

1) The Preliminary and Quarterfinal game of the Regional tournament are financially independent. The host school shall pay all local expenses and issue checks to game officials. If admission is charged, the host school will receive 100 percent of the gate receipts. IHSA will reimburse the school for the cost of the game officials.

##### B. Semifinal and Final Regional Games:

1) Host school shall pay all local expenses and issue checks to game officials. The host school shall receive a flat fee of \$550.00 for hosting the semifinal and final game of regionals, the cost of the game officials and retain 20% of net income. If admission is not charged, the host school shall forfeit the guarantee.

##### C. Sectional Tournaments:

1) Host school shall pay for all local expenses and issue checks to the game officials. Host school shall receive a flat fee of \$560.00 for hosting the sectional games, the cost of game officials and retain 20% of net income. If admission is not charged, the host school shall forfeit the host guarantee.

##### D. Super-Sectional Tournaments:

1) Host school shall pay for all local expenses and issue checks to the game officials. Host school shall receive a \$200.00 host guarantee, the cost of the game officials and retain 20% of the net income. If admission is not charged, the host shall forfeit the guarantee.

##### E. Admission Prices (1A, 2A, 3A, 4A):

- 1) Regional, \$4.00 per session (if admission is charged)
- 2) Sectional, \$5.00 per session
- 3) Super Sectional, \$5.00 per session
- 4) State Final, \$6.00 per session
- 5) **Baby in Arms** Free Admission to all Tournament Levels of Competition

**Note:** Season Ticket Prices for Regional/Sectional Tournaments: Local managers of Regional and/or Sectional tournaments in which two (2) or more sessions are conducted may sell season tickets along with session tickets. In the event a manager exercises this option, the season ticket price will be the session ticket price times the number of sessions.

##### F. Rights Fees for TV and Radio:

See the IHSA web site ([www.ihsa.org](http://www.ihsa.org)) for the fees to be charged by Local Managers and/or the IHSA for television and cable broadcasts and radio originations.

#### V. TOURNAMENT ASSIGNMENTS AND SEEDING MEETINGS

**A. Class 1A and Class 2A:** In Class 1A and 2A, all state tournament series will begin in Regionals. Regionals will be used for all 1A and 2A assignments. Geography again being the factor used in the assignment. Regionals will seed with a 1 vs. 4, 2 vs. 3 concept.

**B. Class 3A and 4A Chicago Suburban Area:** In Class 3A and 4A, all state series tournaments in the Chicago suburban area will begin with a sectional complex. The sectional complex will utilize true seeds unless conflicts arise from the seeds of the pre-determined hosts.

**C. Class 3A and 4A Outside the Chicago Suburban Area:** In Class 3A and 4A, all state series tournaments outside of the Chicago suburban area will begin with traditional geographic regionals. Generally, the Chicago suburban area will be defined as the following counties – Cook, Northern Will, DuPage, Kane, and Lake. By Policy, in sectionals that have a large geographic representation, a designated pairing may be used to reduce travel in that sectional.

**D. Tournament Series:** The successive tournament series shall be designated respectively as regional, sectional, super-sectional and state final. The IHSA Office will select all regional, sectional and super-sectional host sites. All schools including the Chicago Public Schools entered in the state series will be assigned to a regional, or sectional complex based on geography.

**E. Seeding and Pairings:** The seeding shall be done on Tuesday, May 6, 2014 for Class 1A & 2A and on Tuesday, May 13, 2014 for Class 3A & 4A. The seeding will be done online in the Schools Center by all coaches. All coaches will be required to fill out the online data form which contains information about their team. Information on all schools in your tournament will be available for each coach to review prior to making their seeds online. Pairings will be released on the IHSA website. Pairings for the first round of games of the State Final Tournament(s) will be made by chance drawings at the Spring Sports Drawing.

It is the responsibility of each competing school entered in the state series to complete the IHSA Season Summary Sheet prior to the seeding of schools. The school must complete their school form online in their Schools Center no later than 8:00 a.m. on the day that the online seeding is conducted. Non-compliance may result in IHSA review and possible sanctions imposed upon the school.

#### VI. TOURNAMENT STRUCTURE AND TIME SCHEDULES

##### A. Time Schedule:

1) Local managers will not be permitted to change the order in which games are played unless given permission by the IHSA Office. Regional or Sectional managers, upon consultation with the IHSA Office, shall alter the playing schedule to accommodate the regularly scheduled graduation ceremonies of a competing school.

**Note:** If the host school is equipped to play night baseball and if facilities are adequate, a twilight double-header or single night games may be played provided anticipated gate receipts will cover the cost of lighting the field. Furthermore, that the participating schools involved agree to play under the lights. If during a day game it seems advisable to turn on the lights, it will be the responsibility of the host manager to make this decision.

2) Starting times for all games will be announced by the local manager, but in the Regional and Sectional tournaments, games should not be played during school hours. The following starting times are recommended to the host schools: 4:30 p.m. for weekday games, 7:00 p.m. for night games, and 10:00 a.m. for Saturday games. Tournament managers should notify the IHSA Office and participating teams of scheduled game times.

3) State Final Schedule will be as follows:

##### *Class 1A & 2A State Final Tournament Friday, June 6, 2014*

##### **Session 1 (Class 1A Semi-Finals)**

Game 1—10:00 a.m.  
Game 2—Noon (Approx.)

##### **Session 2 (Class 2A Semi-Finals)**

Game 3—3:00 p.m.  
Game 4—5:00 p.m. (Approx.)

##### **Saturday, June 7, 2014**

##### **Class 1A Finals Session**

Game 5—9:00 a.m.—Loser Game 1 vs. Loser Game 2 (Consolation Game)  
Game 6—The championship game will begin immediately after the conclusion of the third place game and awards. Winner Game 1 vs. Winner Game 2 (1A Championship)

##### **Class 2A Final Session**

Game 7—3:00 p.m.—Loser Game 3 vs. Loser of Game 4 (Consolation Game)  
Game 8—The championship game will begin immediately after the conclusion for the third place game and awards.—Winner Game 3 vs. Winner Game 4 (2A Championship)

On Saturday of the State Finals, in Game 7 (Consolation Game), no inning will begin after 5:30 p.m.

**Note 1):** Game 7 will be scheduled to start at 3:00 p.m. If the game cannot be started by 4:00 p.m., it will not be played.

**Note 2):** A 20-minute break is scheduled between Game 6 and 7. This means that Game 7 may not start at 3:00 p.m., but as soon after as possible.

**Note 3):** If Game 6 ends after 3:40 p.m. and before 4:00 p.m., the 20-minute period referred to in 2) above will be reduced so that Game 7 will begin no later than 4:00 p.m.

**Note 4):** Each scheduled playing day must be completed as in the schedule listed above, or Game 7 will not be played.

**Note 5):** If the time limits listed above are reached and the Game 7 score is tied, or if Game 7 is not played, both teams will be awarded semi-finals trophies and medallions. If Game 7 is started and at the end of the 5th inning the time limit is reached, the team leading the game at that point will be awarded the 3rd place trophy and medallions, and the trailing team would receive fourth place trophy and medallions.

### **Class 3A & 4A State Final Tournament Friday, June 13, 2014**

#### **Session 1 (Class 3A Semi-Finals)**

Game 1—10:00 a.m.

Game 2—Noon (Approx.)

#### **Session 2 (Class 4A Semi-Finals)**

Game 3—3:00 p.m.

Game 4—5:00 p.m. (Approx.)

### **Saturday, June 14, 2014**

#### **Class 3A Finals Session**

Game 5—9:00 a.m.—Loser Game 1 vs. Loser Game 2 (Consolation Game)

Game 6—The championship game will begin immediately after the conclusion of the third place game and awards. Winner Game 1 vs. Winner Game 2 (3A Championship)

#### **Class 4A Final Session**

Game 7—3:00 p.m.—Loser Game 3 vs. Loser of Game 4 (Consolation Game)

Game 8—The championship game will begin immediately after the conclusion of the third place game and awards. Winner Game 3 vs. Winner Game 4 (4A Championship)

On Saturday of the State Finals, in Game 7 (Third Place Game), no inning will begin after 5:30 p.m.

**Note 1):** Game 7 will be scheduled to start at 3:00 p.m. If the game cannot be started by 4:00 p.m., it will not be played.

**Note 2):** A 20-minute break is scheduled between Game 6 and 7. This means that Game 7 may not start at 3:00 p.m., but as soon after as possible.

**Note 3):** If Game 6 ends after 3:40 p.m. and before 4:00 p.m., the 20-minute period referred to in 2) above will be reduced so that Game 7 will begin no later than 4:00 p.m.

**Note 4):** Each scheduled playing day must be completed as in the schedule listed above, or Game 7 will not be played.

**Note 5):** If the time limits listed above are reached and the Game 7 score is tied, or if Game 7 is not played, both teams will be awarded semi-finals trophies and medallions. If Game 7 is started and at the end of the 5th inning the time limit is reached, the team leading the game at that point will be awarded the 3rd place trophy and medallions, and the trailing team would receive fourth place trophy and medallions.

## **VII. ADVANCEMENT OF WINNERS**

**A.** The thirty-two (32) Regional champions shall advance to one of eight (8) Sectional tournaments.

**B.** The winners of the eight (8) Sectional tournaments shall be assigned to four (4) Super-Sectional games.

**C.** The winners of the four (4) Super-sectional games shall be entered in the State Final Tournament.

## **VIII. TOURNAMENT RULES**

**A. Determining Home Team:** The home team in tournament games shall be determined according to the following procedure:

1) The highest seeded team in each Regional and Sectional round game shall be the home team and shall bat last. The Regional and/or Sectional Host management shall determine the team benches (dugout). If no sectional complex has been used in that sectional, home team will be determined by a flip of the coin with the bottom team in the bracket calling the flip.

2) In the Super-Sectional game, the team from the bottom bracket shall call the coin flip. The Super-Sectional host management shall determine the team benches (dugout).

3) In the state final tournament, at a meeting of the coaches of the teams participating in the state final tournament, home team privileges shall be determined by a coin flip. Home team privileges for all state final tournament games shall be determined at this meeting. The visiting team shall occupy the first base team bench (dugout) and the home team shall occupy the third base team bench (dugout). In the event the coach of the participating team(s) is not in attendance at this meeting, the state final manager shall conduct the appropriate coin flip(s) to determine home team for all state final tournament games.

**B. Rules of Play:** The current National Federation Rules Book is adopted as the official rules of play for the series of tournaments.

1) National Federation speed-up rules shall be used in each state series game.

2) Any game in the tournament series in which one team has a lead of ten (10) or more runs at the end of the fifth (5th) inning (at the end of 4-innings if the team in the lead is at bat in the last half of the inning) or at the end of any inning thereafter, shall be terminated by the umpire.

3) The decisions of the game umpires are final in matters pertaining to the National Federation Baseball Rules. The IHSA Board of Directors will not review decisions of umpires, whether alleged errors are due to faulty judgment or misinterpretation of the rules.

## **C. Playing Regulations:**

1) All tournaments will be conducted on a single elimination basis. Tournament games, including the final game in all the tournaments, will be scheduled for seven-innings.

2) A player may not pitch more than nine innings in any one day, except, if a pitcher is pitching in the game when the score is tied at the end of the regulation period of play, the pitcher shall be permitted to continue pitching until he is relieved or the conclusion of the game, whichever occurs first. Penalty for violation shall be forfeiture of the game.

a) If a pitcher pitches to one or more batters in an inning, he shall be charged with having pitched a full inning.

## **D. Postponement of Games:**

1) If a game in any tournament must be postponed because of rain or wet grounds, or if a game is called by the umpires because of rain, darkness, or other reasons that are in accordance with the National Federation Baseball Rules, it is ruled a "suspended game and shall be continued from the point of suspension at a later time" unless provisions of Rule 4-2-3 have been met making it a regulation game. Any game that is not an official game will be considered a suspended game.

2) Postponed or called game(s) in opening round game(s) must be rescheduled for the next day, excluding Sundays.

3) If a coin toss has been made and the game does not begin and is rescheduled, the original coin toss shall stay in effect.

4) In all cases where postponements are necessary, tournament games must take precedence over all games.

5) It is recommended that no start or continuation of a suspended game shall begin later than 10:00 p.m.

6) The local manager will be in charge of all site assignments for the tournament, including postponed or called games.

7) The local manager shall keep the IHSA informed during bad weather situations.



### **E. Bad Weather Guidelines for Regional Play:**

Should bad weather force a postponement or suspension of a game(s) the following guidelines shall be followed:

- 1) Games shall be played in bracket order.
- 2) Double-headers may be played if both coaches agree.
- 3) If both coaches do not agree then the game must be scheduled the following day, excluding Sundays.
- 4) All regional games must be completed before the Sectional games can begin.
- 5) It is recommended that no game start or continuation of a suspended game begin later than 10:00 p.m.
- 6) The local manager shall keep the IHSA informed during the bad weather.
- 7) In the event that the games cannot be completed then the highest seeded team remaining shall advance to the Sectional. The local manager should contact the IHSA prior to this determination.

### **F. Bad Weather Guidelines for Sectional Play:**

- 1) Games shall be played in bracket order.
- 2) Double headers may be played if both coaches agree.
- 3) It is recommended that no game start or continuation of a suspended game begin later than 10:00 p.m.
- 4) The local manager shall keep the IHSA informed.
- 5) In the event that the Sectional game(s) cannot be completed, the highest seeded team remaining shall advance to the Super-sectional in sectional complexes. In sectionals that started with only regionals, a flip of the coin between the remaining schools would be conducted.

### **G. Bad Weather Guidelines for Sites at the Regional and Sectionals:**

- 1) If play cannot continue at the predetermined site any playable site can be used to complete play.

### **H. Bad Weather Guidelines for Super-sectional Play:**

- 1) Super-sectional games can be played up to the start of the first game at the state tournament.
- 2) It is recommended that no game start or continuation of a suspended game begin later than 10:00 p.m.
- 3) The local manager shall keep the IHSA informed.
- 4) In the event that the Super-sectional game cannot be completed, a coin toss will determine which team advances to the state tournament.

### **I. Guidelines for Play at the State Tournament in Case of Bad Weather:**

- 1) The first priority is to crown a champion.
- 2) If the consolation game cannot be played, a tie will be awarded to both teams.
- 3) If the tournament can only be played on one day due to bad weather, then five inning games will be played and warm up time will be determined by the state final manager and the IHSA.
- 4) In the event of delays, the Championship game and the Consolation games may be reversed.

## **IX. TOURNAMENT POLICIES**

### **A. Authority:**

By authority of the IHSA Constitution and By-laws, the Board of Directors shall interpret and enforce the Terms and Conditions.

### **B. Players in Team Uniform:**

In each of the tournaments, no school shall have in uniform more than twenty-seven (27) players. Only those player(s) or coach(s) in uniform may serve as coaches at first and third base and participate in **pre-game activities** on the playing field or warm up pitchers.

### **C. Players Bench:**

A maximum of thirty (30) individuals officially connected with the school shall be permitted to occupy the players' bench.

### **D. Baseballs:**

The Baden Perfection 3B-PPRO is required to be used in all boys' state baseball tournament series games. There can be no substitution of a ball manufactured by another company.

- 1) Regional Sites: Each school hosting the regional semi-final and final games will be supplied with at least 1 dozen balls. Four new balls should be used in each game. Disposition of the balls at the end of the tournament is at the discretion of the host. If additional balls are needed, it is the responsibility of the host school to provide them.

- 2) Sectional Sites: Each school hosting the semifinals and championship game will be supplied with a dozen balls. Four new balls should be used in each game. Disposition of the balls at the end of the tournament is at the discretion of the host. If additional balls are needed, it is the responsibility of the host school to provide them.

- 3) Super-Sectional: Each venue hosting a Super-sectional game will be supplied with 1 dozen balls. Disposition of the balls at the end of the game is at the discretion of the host. If additional balls are needed, it is the responsibility of the host school to provide them.

### **E. Conduct of Coaches and Players:**

- 1) A coach, player or other person officially connected with the team shall not be permitted to smoke, or chew tobacco on the

bench or playing field either during practice or while a game is in progress.

- 2) No coach or other school official shall during the progress of the game, be allowed on the field of play except by permission of the game umpires.

- 3) Except for the coaches or eligible players who may be serving as coaches at first and third base, and players legally in the "on-deck" circle, all other coaches, managers, substitutes and players waiting their turn at bat shall remain on the player's bench. Umpires will be instructed to enforce this rule vigorously.

- 4) The captain and the head coach shall be the official spokesmen and the sole representative of their team in all communications with the umpires.

- 5) Abusive remarks to game umpires by coaches or players shall be regarded as unsportsmanlike conduct and shall be punishable under the provisions of By-Law 2.010.

### **F. Signs and Banners:**

The display of signs, banners, placards or similar items at IHSA State series events is permitted, provided:

- 1) they are in good taste and reflect good sportsmanship in their message and use;
- 2) they reflect identification and encouragement to participants and their school/community;
- 3) they are not displayed on the field of play or in a manner, which interferes with play;
- 4) they do not obstruct the view of participants or spectators; and
- 5) they are not safety hazards.

### **G. Damage to Property or Equipment:**

If contestants 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.

### **H. Media Requirements:**

- 1) Provide Space:  
Space shall be set aside to provide for news media representatives covering the state series whether they are from newspapers, radio stations, commercial television stations and/or cable television stations.

- 2) Radio and TV Originators:  
It is the responsibility of the Local Manager to accept applications, approve requests to originate radio broadcasts, which will be processed according to the IHSA Broadcast Policy. It is the responsibility of the Local Manager to direct requests to televise play-by-play of a game to the IHSA Office, which will be processed according to the IHSA Television Policy.

- a) Television rights fees for all levels of competition shall be paid to the IHSA Office and shall become part of the revenue to

be shared by the member school(s) and the Association according to the financial terms stipulated in these Terms and Conditions.

b) Radio broadcast rights fees are not required for any level of competition in this series (except State Final). Local Managers shall permit radio play-by-play originations of the competition.

c) Television stations or cable systems and/or radio stations which do not apply in advance, or which do not pay required rights fees prior to the start of competition in each respective levels in this state series, shall not be given credentials nor allowed access to the facility to originate.

3) Required Reports:

Reporting information to the news media and/or the IHSA Office, including ScoreZone information for the [www.ihsa.org](http://www.ihsa.org), as stipulated in instructions to local Managers, shall be the responsibility of each Local Manager and is required.

**I. Facilities:**

In the Regional, Sectional, Super-Sectional and State Final tournament, the hosting schools shall not make the facilities available to the incoming teams for practice, other than customary scheduled batting practice and infield just prior to game time.

**J. Tobacco Products:**

No coach, player or any other person connected with a team shall be permitted to use tobacco products in the competition area, either during practice or while a contest is in progress.

**K. Use of Inhalers:**

A student with asthma may possess and use his/her medication during an IHSA competition, while under the supervision of school personnel, provided the school meets the outlined procedures of self administration in the Illinois School Code.

**L. 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 enforce-

ment officials will be called as warranted. No ticket refunds will be granted in such cases.

**M. Prayer at IHSA State Series Contests:**

Prayer at an IHSA state series contest that takes place over the public address system is **prohibited**.

**N. State Series Expenses:**

1) Each school participating in the tournament series will be responsible to pay any and all expenses related to the team at the regional, sectional level and super-sectional levels.

2) In the State Final Tournament, the teams participating in the tournament shall be reimbursed in accordance with the following:

| Round Trip Mileage | Flat Rate  | Reimbursement |
|--------------------|------------|---------------|
| 0-150 miles        | \$ 500.00  | \$2.00/mile   |
| 151-300 miles      | \$1,000.00 | \$2.00/mile   |
| 301-over miles     | \$1,500.00 | \$2.00/mile   |

3) Neither the State Association nor the tournament management will assume responsibility for unusual or extraordinary expenses. Individual schools entering the tournament series must be ready themselves to assume responsibility for unusual expenses due to accident, inclement weather, fire, theft or any other extraordinary cause.

**X. AWARDS**

1) Team awards will be provided by the IHSA for the winning team at each Regional Tournament.

2) Team awards will be provided by the IHSA for the winning team at each Sectional Tournament.

3) Team awards will be provided by the IHSA for the winning team at each Super-Sectional Tournament.

4) Team awards and thirty (30) individual medallions will be presented to the first, second, third, and fourth place teams at the State Final.

In addition, trophies will be awarded to the first, second, third and fourth place teams at the state final tournament.

**XI. OFFICIALS**

**A. General**

Umpires for all tournaments must be licensed by the IHSA.

**B. Regional Assignments**

Umpires (two per game) for all Regional games shall be appointed by the IHSA Office. If a regional game is postponed due to inclement weather, every effort will be made to use the same umpiring crew. If an umpire(s) is unavailable on the rescheduled date, the local manager will appoint a replacement in conjunction with

the IHSA Office. Coaches of participating schools and registered officials will have an opportunity to assist the IHSA Office in ranking officials who are being considered for this assignment. The hosting school may use a third umpire at their own expense. The host school must notify the IHSA and a third licensed official will be appointed. Each official will be paid a fee of \$57.50 per game.

**C. Sectional Assignments**

Umpires (three per game) for the Sectional games will be assigned by the IHSA Office. If a Sectional game is postponed due to inclement weather, every effort will be made to use the same umpiring crew. If an umpire(s) is unavailable on the rescheduled date, the IHSA Office will appoint the replacement umpire(s) in conjunction with the local manager. Coaches of participating schools and registered officials will have an opportunity to assist the IHSA Office in ranking officials who are being considered for this assignment. Each official will be paid a fee of \$71.50 per game.

**D. Super-Sectional Assignments**

Umpires (three per game) for the Super-sectional games will be assigned by the IHSA Office. If a Sectional game is postponed due to inclement weather, every effort will be made to use the same umpiring crew. If an umpire(s) is unavailable on the rescheduled date, the IHSA Office will appoint the replacement umpire(s) in conjunction with the local manager. Coaches of participating schools and registered officials will have an opportunity to assist the IHSA Office in ranking officials who are being considered for this assignment. Each official will be paid a fee of \$97.00 per game.

**E. State Final Assignments**

Umpires for the State Final Tournaments will be assigned by the IHSA Office. Coaches of participating schools and registered officials will have an opportunity to assist the IHSA Office in ranking officials who are being considered for this assignment. Each official will be paid a \$510.00 flat fee and Head Official \$125 per day plus up to three nights lodging at a hotel designated by the IHSA Administrator and 30 cents per mile for each mile over 70 miles for one round trip.

**F. Mileage Policy**

In the state series, to assist officials for out-of-pocket expenses, a voucher system will be used to compensate officials when they actually drive in excess of 70 miles round trip per contest. Payment will be made through the IHSA Office, after completion of the tournament series, at a rate of thirty cents per mile for all mileage in excess of 70 miles round trip. No compensation will be permitted for trips of less than 70 miles round trip.

# 2013-14 BOYS BASEBALL IMPORTANT DEADLINES AND STATE SERIES DATES

## CLASS 1A & 2A BOYS BASEBALL SCHEDULE

|                             |  |
|-----------------------------|--|
| May 5 (Mon.) by 10:00am     | <b>Schools <u>complete online</u> <i>Season Summary Sheet</i> located in the school center</b>         |
| May 6 (Tues.) by 12:00 noon | <b>Complete online seeding</b>   |
| May 9 (Fri.)                | Boys Baseball Class 1A & 2A Regional Pairing available online  |
| May 19-20 (Mon. - Tues.)    | Boys Baseball Class 1A & 2A Regional Quarterfinals   |
| May 21-22 (Wed. - Thurs.)   | Boys Baseball Class 1A & 2A Regional Semifinals  |
| May 24 (Sat.)               | Boys Baseball Class 1A & 2A Regional Finals  |
| <b>May 27(Tues.)</b>        | <b>Class 1A &amp; 2A Team Data Form due in IHSA office (<i>Complete and send online</i>)</b>           |
| <b>May 27 (Tues.)</b>       | <b>Class 1A &amp; 2A Program Pictures due in IHSA office</b>   |
| May 28-29 (Wed. - Thurs.)   | Class 1A & 2A Sectional Semifinals   |
| May 31 (Sat.)               | Class 1A & 2A Sectional Finals   |
| June 2 (Mon.)               | Class 1A & 2A Super-Sectionals   |
| <b>June 3 (Tues.)</b>       | <b>Class 1A &amp; 2A Up-to-date Statistics due in IHSA office (<i>Download, complete, and fax</i>)</b> |
| June 6 (Fri.)               | Class 1A & 2A State Final (Semifinal Games)  |
| June 7 (Sat.)               | Class 1A & 2A State Final (Consolation & Title Games)  |

## CLASS 3A & 4A BOYS BASEBALL SCHEDULE

|                              |  |
|------------------------------|--|
| May 12 (Mon.) by 10:00am     | <b>Schools <u>complete online</u> <i>Season Summary Sheet</i> located in the school center</b>         |
| May 13 (Tues.) by 12:00 noon | <b>Complete online seeding</b>   |
| May 16 (Fri)                 | Boys Baseball Class 3A & 4A Regional Pairing available online  |
| May 26-27 (Mon.-Tues.)       | Boys Baseball Class 3A & 4A Regional Quarterfinals   |
| May 28-29 (Wed.-Thurs.)      | Boys Baseball Class 3A & 4A Regional Semifinals  |
| May 31 (Sat.)                | Boys Baseball Class 3A & 4A Regional Finals  |
| <b>June 3 (Tues.)</b>        | <b>Class 3A &amp; 4A Team Data Form due in IHSA office (<i>Complete and send online</i>)</b>           |
| June 3 (Tues.)               | <b>Class 3A &amp; 4A Program Pictures due in IHSA office</b>   |
| June 4-5 (Wed. - Thurs.)     | Class 3A & 4A Sectional Semifinals   |
| June 7 (Sat.)                | Class 3A & 4A Sectional Finals   |
| June 9 (Mon.)                | Class 3A & 4A Super-Sectionals   |
| <b>June 10 (Tues.)</b>       | <b>Class 3A &amp; 4A Up-to-date Statistics due in IHSA office (<i>Download, complete, and fax</i>)</b> |
| June 13 (Fri.)               | Class 3A & 4A State Final (Semifinal Games)  |
| June 14 (Sat.)               | Class 3A & 4A State Final (Consolation & Title Games)  |





# Boys Baseball



This manual includes pertinent information related to this year's state baseball series. There may be changes due to the new 4-class system. Please read the Terms and Conditions, which can be found on our website, to understand those changes.

**School Manuals:** The school manual will be posted online each year. Effective this year, no hard copies will be sent to participating schools. Schools will use the Boys Baseball website to access general information and the IHSA Schools Center to manage the state series.

**Managers Manual:** Included on the website is a manual for managers. Please read the Boys Baseball Terms and Conditions, which can be found on the IHSA website thoroughly.

**Forms:** All school and manager forms are included in the manual.

**Season Summary Sheet:** All coaches must fill out the Season Summary Form online in the Schools Center no later than 10:00 a.m. the Monday prior to the seed meeting (Classes 1A and 2A by May 5 and Classes 3A and 4A by May 12). Non-compliance may result in IHSA review and possible sanctions imposed upon the school.

**Seeding Meetings:** There will be no seed meetings. Schools must complete the online seeding process in the Schools Center on May 6 for 1A and 2A and May 13 for 3A and 4A.

**Regional Sites:** Regional Preliminary and Quarterfinal games (if necessary) will be played at the site of the highest seeded team. Semi-Final and Final Games shall be played at the pre-determined regional host site.

**Baden Balls:** The IHSA will provide official Baden balls for each game.

**Regional Winners:** Schools winning their Regional are **required** to complete the on-line State Final Program Information. This will help us to achieve accuracy and timeliness of the information. Managers: Please remind your regional winners to complete the State Final Program Information.

## Financial Information:

**Regional games:** The IHSA will assign a crew of two (2) umpires to each Regional site. The regional host site may request a third (3<sup>rd</sup>) umpire at their own expense. Each official will be paid a fee of \$57.50 per game. The host shall pay for all local expenses and issue checks to game officials.

**Sectional games:** The IHSA will assign a crew of three (3) umpires to each Sectional site. Each official will be paid a fee of \$71.50 per game. The host shall pay for all local expenses and issue checks to game officials.

**Super-Sectional games:** The IHSA will assign a crew of three (3) umpires to each Super-Sectional site. Each official will be paid a fee of \$97.00 per game. The host shall pay for all local expenses and issue checks to game officials.

**State Final:** Each official will be paid a flat fee of \$510.00 and Head Official \$125 per day plus up to three nights lodging at a hotel designated by the IHSA Administrator.

## Officials Fee for Suspended or Postponed Contest:

Officials will receive the fees listed above except for the following conditions:

1. An official is notified before arriving at the site—No compensation.
2. An official arrives at the site and the contest is suspended/cancelled before it begins—A show up fee is provided to the officials, which is one half of the game fee.
3. Contest is started, and then is suspended until the next day—Official gets full fee for the started game and then a full fee for the completion of the game the next day.

## Admission Prices:

The Board of Directors has established the following ticket prices for all Regional, Sectional, Super-Sectional, and State Final tournament games:

Regionals: \$4.00 per session

Sectionals: \$5.00 per session

Super-Sectionals: \$5.00 per session

State Final: \$6.00 per session

If you have questions concerning your tournament, please don't hesitate to call our office and speak with Craig Anderson.

# Do What's Right!

## Sportsmanship

### DWR! EXPECTATIONS

- ❖ *Represents their school and community well with positive interaction with opposing fans and players.*
- ❖ *Uses positive yells, chants, songs or gestures.*
- ❖ *Display modesty in victory and graciousness in defeat*
- ❖ *Respect and acknowledge the integrity/judgment of officials.*
- ❖ *Exhibit positive behavior with opponents and fans before, during and after the contest.*

### Acceptable Behavior...

- 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.
- 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 the 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 the team.
- Encourage surrounding people to display 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.





## IHSA State Series Press Box Priority List

IHSA State Series hosts that utilize a Press Box for its contests will need to follow the IHSA State Series Press Box Priority List Policy (Policy 37-C-1) for postseason contests, including football playoff games. Please note that this is a procedure that was passed by the IHSA Board of Directors via a recommendation from the IHSA News Media Advisory Committee.

The order below is the preference that should be given when allowing entry and seating to the Press Box for IHSA postseason contests, including football playoff games:

### **IHSA Press Box Priority List**

1. Official Timer
2. Scoreboard Operator
3. Public Address Announcer
4. Public Address Spotter
5. Official Scorer (if applicable)
6. Coaches
7. Home Radio (priority given to season-long coverage or # of games covered  
2 individuals per station unless space allows for more)
8. Visitor Radio (priority given to season-long coverage or # of games covered)  
2 individuals per station unless space allows for more)
9. Television/Internet Streaming (if approved by IHSA/host)
10. Other radio (2 individuals per station unless space allows for more)
11. Print Media
12. VIPs, fans, boosters, parents, etc.

*\* Schools may provide media of any kind who have covered their team for all contests throughout the season priority after Coaches (6) and ahead of Home Radio (7). In these instances, home and visiting radio must still be offered press box access, although they can then be limited to one member per station if space dictates.*

*\*\*Special areas adjacent or connected to the press box that have been built or functioned specifically as seating for booster clubs or other fans can continue to be used as such. An area in the working press box cannot be designated as a booster/fan area if all of the other members of the Press Box Priority List have not yet been accommodated.*

*\*\*\*The IHSA Press Box Priority List is not applicable for regular-season contests.*

Please contact IHSA Media Relations liaison Matt Troha (mailto:mtroha@ihsa.org) with any questions.

# Boys Baseball Managers Checklists

## REGIONAL MANAGERS ONLY

1. As soon as possible after receiving the Regional Assignments, please contact all of the schools in your Regional. Information provided should include the following:
  - \_\_\_ Place and time of games.
  - \_\_\_ Directions to the game site.
  - \_\_\_ Remind coaches to review the Terms and Conditions.
  - \_\_\_ Softball Only: Remind coaches of the IHSA adoptions which apply also in the state series.
  - \_\_\_ Baseball Only: Remind coaches that the Speed-Up Rules apply in the state series, too.
  - \_\_\_ Contact Assigned Officials
2. Post-Game
  - \_\_\_ ScoreZone Report entered online on the IHSA website immediately following the game
  - \_\_\_ ScoreZone and other results faxed to local media
  - \_\_\_ Financial Report completed and sent to the IHSA Office
  - \_\_\_ Remind Regional Final Winner to enter their team data form information online on the IHSA website and email all photos to the IHSA Office immediately

## SECTIONAL MANAGERS ONLY

1. Post-Game
  - \_\_\_ ScoreZone Report entered online on the IHSA website immediately following the game
  - \_\_\_ Requested results faxed to local media
  - \_\_\_ Financial Report completed and sent to the IHSA Office
  - \_\_\_ Remind Sectional Final Winner to enter their team data form information online on the IHSA website and e-mail all photos overnight to the IHSA Office immediately
1. Post-Game
  - \_\_\_ Remind Super-Sectional Final Winner to fax Up-To-Date Stats to IHSA Office by 9:00 a.m. June 3 (Class 1A & 2A), June 10 (Class 3A & 4A)
  - \_\_\_ Financial Report completed and sent to the IHSA Office

## ALL MANAGERS: REGIONAL—SECTIONAL—SUPER-SECTIONAL

1. Facilities
  - \_\_\_ Field (filled in, weeded, grass proper length, bases level)
  - \_\_\_ Fence (checked for holes through or under)
  - \_\_\_ Add bleachers, if needed
  - \_\_\_ Check light bulbs on scoreboard
  - \_\_\_ Check PA system for working condition
  - \_\_\_ Music for pre-game, between innings and between games
  - \_\_\_ Copy required PA Announcements from IHSA Office for local announcer (downloadable)
  - \_\_\_ Tape recorder or CD Player (for National Anthem and other uses)
  - \_\_\_ Clear parking area for event date
  - \_\_\_ Extra garbage cans around field for spectators
  - \_\_\_ Restroom Facilities
  - \_\_\_ Determine infield crew
  - \_\_\_ Press Coverage area set up
2. Sports Information
  - \_\_\_ Press Coverage Area
  - \_\_\_ Photographer Area and regulations
  - \_\_\_ Designated Media Area on Field (pre and post game use)
  - \_\_\_ Contact local Newspapers (pre-tournament publicity and coverage needs)
  - \_\_\_ Contact Schools
  - \_\_\_ Contact local radio and television stations (pre-tournament publicity and coverage needs)
  - \_\_\_ Collect team rosters, pictures and other pertinent information for programs
  - \_\_\_ Designate person responsible to enter ScoreZone Reports on IHSA website immediately after game.
3. Umpires
  - \_\_\_ Locker Room Area Assignments
  - \_\_\_ Schedule Assignments
  - \_\_\_ Payment
  - \_\_\_ Get phone numbers in case of rain
4. Concession Stand
  - \_\_\_ Coordinate Workers
  - \_\_\_ Menu
  - \_\_\_ Cash Box
  - \_\_\_ Garbage Cans

5. Signs
  - IHSA Signs (as required or provided)
  - Ticket Price Signs
  - Concession Signs
  - Team Seating Locations
  - Restroom Signs
  - Parking
6. Ticket Sales (sold through 4 ? innings)
  - Workers Hired
  - Cash Box with change
  - Set-up and take down schedule
7. Trainer
  - Pre-game Schedule
  - Phone Number of Hospital and Ambulance Service
  - Training Room Open and Location
  - Training Room Services
8. Other Workers
  - Supervisors
  - Scorer
  - Scoreboard Operator
  - Public Address Announcer
  - Music/DJ
  - Ball Shaggers
9. Other
  - Licensed Merchandise sales (see Royalty Policy in IHSA Official Handbook)
  - Direction of field and important phone number sent to competing schools
  - Get phone number, bus times, coaches names of competing schools in case of rain
  - Review Bad Weather Guidelines in Terms and Conditions
  - American Flag and Tape of National Anthem (unless it is to be played by the band)

## GAME DAY

1. Field/Equipment
  - Line the Field
  - Rakes Available
  - Scoreboard turned on
  - Scoresheets and pencils available
  - PA System hooked up
  - Wilson Game balls including extra
  - Wet rags for balls
  - Diamond Dry (or other)
  - Coin for flip
  - Raise American Flag
  - Tape or CD of National Anthem
2. Tournament Game Schedule
  - Game 1: Pre-Game Warm-up
  - Game 1: Time
  - Field Preparation Time
  - Game 2: Pre-Game Warm-up
  - Game 2: Time
3. Other
  - Washrooms available
  - Tables and chairs for ticket sellers
  - Concession area prepared
  - Water in dugouts
  - Water for Umpires
  - Terms and Conditions Available
  - NF Rule Book and IHSA State Adoption Rules



# SCHOOL'S RESPONSIBILITY TO AN OFFICIAL PRIOR TO THE SEASON

1. Send a reminder card or email to the officials after you have them scheduled.
2. Reminder should include date of contest, time, level, location and sport.

Even though many schools and conferences have assignment chairpersons, sending a reminder is highly recommended. When an official does not show, people in your community won't know who the assignment chairperson is, but they do know the athletic director. **Avoid embarrassment.**

3. Have a standard wage scale set for your different sports and levels and a method in place to raise the pay periodically.
4. If possible, let the working officials know who their partner(s) will be.
5. Hire police and security along with medical assistant or athletic trainer coverage for events whenever possible.
6. Set a policy with your school board on fan, coach and player behavior.
7. Make sure all officials have a contract that is signed by your school—preferably by the principal or IHSA Official Representative.

## SCHOOL'S RESPONSIBILITY TO AN OFFICIAL PRIOR TO THE CONTEST

1. Prior to the contest, provide the officials with directions and inform them of any special activities that might be occurring (i.e., Homecoming, Senior Night, etc.)
2. Give the official a number they can call in case of an emergency or postponement due to weather.
3. Have competent workers assigned at all contests (scorers, announcers, chain crew, etc.). These people are of great assistance to the official during the contest.
4. Have a host assigned to meet the officials as they arrive. The host should do the following for the officials:
  - A) Provide a reserved parking space.
  - B) Meet officials and take them to the dressing room.
  - C) Have refreshments available for halftime and postgame.
  - D) Ask for any additional needs.
  - E) Introduce the officials to those game workers pertinent to the contest (i.e., scorer, announcer, chain gang, etc.).
  - F) Get the proper pronunciation of officials' names so they are correct when given by the public address announcer.
5. Athletic director should discuss with the officials any special events, conference rules, national anthem time, etc. that would affect the game.
6. Provide the officials with the name of the adult supervisor for that contest and where that person can be found in the event a challenging situation should occur.
7. Make officials aware of location of an athletic trainer or other first responders during the contest. Have a doctor on site when possible (especially at football contests).
8. Make sure all bench personnel are properly attired.
9. Do a check on game scoreboards and lighting systems prior to the game or contest.
10. Make sure the playing area is properly marked and meets National Federation guidelines for that contest.
11. Provide appropriate secured dressing area and hot water showering facilities.



# SCHOOL'S RESPONSIBILITY TO AN OFFICIAL DURING THE CONTEST

1. Insist coaches display good sportsmanship and are proper examples for your players and crowd.
2. Have your public address announcer or cheerleader read the IHSA sportsmanship statement and remain unbiased during contest.
3. Make sure the event supervisor understands the duties and responsibilities pertinent to that contest.
4. Make sure the playing area is maintained during halftime of each contest. For wrestling, make sure the mat is properly cleaned and washed.
5. Help with adverse weather conditions; monitor accordingly.
6. Make sure proper crowd control is visible and in place. Good administrative control can prevent difficult situations.
7. Observe the crowd during the contest and prevent any disturbances that may occur.
8. Work with the official during the game regarding crowd control.
9. Retrieve the game ball at the end of the contest.
10. Escort the officials back to the dressing room at halftime and at the conclusion of the contest.

## SCHOOL'S RESPONSIBILITY TO AN OFFICIAL AFTER THE CONTEST

1. Escort the officials safely back to the dressing room and parking lot.
2. Do not allow unauthorized persons in the dressing room after the game. This includes coaches.
3. Have refreshments available for the officials after the contest.
4. Be sure to thank the officials for their time and effort, regardless of the outcome of the game.
5. Make sure arrangements for paying the officials have been completed. It is preferable to pay the official the day of contest.
6. Ensure that officials are not confronted by anyone after the contest.



# Heat Stress and Athletic Participation

Practices are conducted in very hot and humid weather in many parts of the United States. There are no excuses for heat stroke deaths if the proper precautions are taken. During hot weather, the athlete is subject to the following:

The following is by Dr. Frederick O. Mueller, University of North Carolina

**Heat Cramps** - painful cramps involving abdominal muscles and extremities caused by intense, prolonged exercise in the heat and depletion of salt and water due to profuse sweating.

**Heat Syncope** - weakness, fatigue and fainting due to loss of salt and water in sweat and exercise in the heat. Predisposes to heatstroke.

**Heat Exhaustion (Water Depletion)** - excessive weight loss, reduced sweating, elevated skin and core body temperature, excessive thirst, weakness, headache and sometimes unconsciousness.

**Heat Exhaustion (Salt Depletion)** - exhaustion, nausea, vomiting, muscle cramps, and dizziness due to profuse sweating and inadequate replacement of body salts.

**Heat Stroke** - an acute medical emergency related to thermoregulatory failure. Associated with nausea, seizures, disorientation, and possible unconsciousness or coma. It may occur suddenly without being preceded by any other clinical signs. The individual is usually unconscious with a high body temperature and a hot dry skin (heat-stroke victims, contrary to popular belief, may sweat profusely).

It is believed that the above mentioned heat stress problems can be controlled provided certain precautions are taken. According to the American Academy of Pediatrics Committee on Sports Medicine, heat related illnesses are all preventable. (Sports Medicine: Health Care for Young Athletes, American Academy of Pediatrics, 1991). The following practices and precautions are recommended:

1. Each athlete should have a physical examination with a medical history when first entering a program and an annual health history update. History of previous heat illness and type of training activities before organized practice begins should be included. State High School Association's recommendations should be followed.
2. It is clear that top physical performance can only be achieved by an athlete who is in top physical condition. Lack of physical fitness impairs the performance of an athlete who participates in high temperatures. Coaches should know the **physical condition** of their athletes and set practice schedules accordingly.
3. Along with physical conditioning, the factor of acclimatization to heat is important. Acclimatization is the process of becoming adjusted to heat and it is essential to provide for **gradual acclimatization to hot weather**. It is necessary for an athlete to exercise in the heat if he/she is to become acclimatized to it. It is suggested that a graduated physical conditioning program be used and that 80% acclimatization can be expected to occur after the first 7-10 days. Final stages of acclimatization to heat are marked by increased sweating and reduced salt concentration in the sweat.
4. The old idea that water should be withheld from athletes during workouts **has no scientific foundation**. The most important safeguard to the health of the athlete is the replacement of water. Water must be on the field and readily available to the athletes at all times. It is recommended that a minimum of 10-minutes should be scheduled for a water break every half hour of heavy exercise in the heat. **Water should be available in unlimited quantities**. Check and be sure athletes are drinking the water. Cold water is preferable. Drinking ample water before practice or games has also been found to aid performance in the heat.
5. Salt should be replaced daily. Modest salting of foods after practice or games will accomplish this purpose. Salt tablets are not recommended. **Attention must be directed to replacing water - fluid replacement is essential**.
6. Cooling by evaporation is proportional to the area of the skin exposed. In extremely hot and humid weather reduce the amount of clothing covering the body as much as possible. **Never use rubberized clothing**.
7. Athletes should weigh each day before and after practice and **weight charts checked**. Generally a 3 percent weight loss through sweating is safe and over a 3 percent weight loss is in the danger zone. Over a 3 percent weight loss the athlete should not be allowed to practice in hot and humid conditions. Observe the athletes closely under all conditions. Do not allow athletes to practice until they have adequately replaced their weight.
8. Observe athletes carefully for signs of trouble, particularly athletes who lose significant weight and the eager athlete who constantly competes at his/her capacity. Some trouble signs are nausea, incoherence, fatigue, weakness, vomiting, cramps, weak rapid pulse, visual disturbance and unsteadiness.
9. Teams that encounter hot weather during the season through travel or following an unseasonably cool period should be physically fit but will not be environmentally fit. Coaches in this situation should follow the above recommendations and substitute more frequently during games.
10. Know what to do in case of an emergency and have your emergency plans written with copies to all your staff. Be familiar with immediate first aid practice and pre-arranged procedures for obtaining medical care, including ambulance service.

**HEAT STROKE: THIS IS A MEDICAL EMERGENCY - DELAY COULD BE FATAL.** Immediately cool body while waiting for transfer to a hospital. Remove clothing and place ice bags on the neck, in the axilla (armpit), and on the groin area. An increasing number of medical personnel are now using a treatment for heat illness that involves applying either alcohol or cool water to the victim's skin and vigorously fanning the body. The fanning causes evaporation and cooling. (Source - the First Aider - September 1987)

**HEAT EXHAUSTION: OBTAIN MEDICAL CARE AT ONCE.** Cool body as you would for heat stroke while waiting for transfer to hospital. Give fluids if athlete is able to swallow and is conscious.

**SUMMARY:** The main problem associated with exercising in the hot weather is water loss through sweating. Water loss is best replaced by allowing the athlete unrestricted access to water. Water breaks two or three times per hour are better than one break an hour. Probably the best method is to have water available at all times and to allow the athlete to drink water whenever he/she needs it. Never restrict the amount of water an athlete drinks, and be sure the athletes are drinking the water. The small amount of salt lost in sweat is adequately replaced by salting food at meals. Talk to your medical personnel concerning emergency treatment plans.

# Prevention of Heat Illness Guidelines

Athletes participating outdoors in hot, humid weather or indoors, in non-air conditioned or poorly ventilated gyms are susceptible to heat related illness. While it is the responsibility of each school participating in an IHSA contest to allow adequate acclimatization to the heat prior to the contest, it is the authority of the local manager to adjust or alter a contest based on the environment. Managers should check the environment one-hour before the scheduled contest.

If a high risk is present, the manager has the authority to alter game conditions. Athletes should drink one to two cups of water in the hour preceding competition and continue drinking during the activity every 15-20 minutes. If conditions become severe, the manager may suspend or alter the contest. Altering the contest may include stoppage of play for a mandatory drink period, stopping play for a rest period where gear and clothing may be loosened to allow heat loss, stopping play to allow for removal of outer clothing, socks and or shoes or even postponing the contest.

Local Managers should refer to the Heat Index Table below if the host school does not have a plan or means to assess both the temperature and humidity prior to the contest. This heat index can be used to define caution, extreme caution, danger and extreme danger risk conditions. Additional heat and hydration information can be found by accessing the Sports Medicine link on the IHSA web site at [www.ihsa.org](http://www.ihsa.org).

## Heat Index Chart

Heat Index in °F (°C)

| Temp in °F/°C | Relative Humidity (%) |          |          |          |          |          |          |          |          |          |          |          |          |
|---------------|-----------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|
|               | 40                    | 45       | 50       | 55       | 60       | 65       | 70       | 75       | 80       | 85       | 90       | 95       | 100      |
| 110 (47)      | 136 (58)              |          |          |          |          |          |          |          |          |          |          |          |          |
| 108 (43)      | 130 (54)              | 137 (58) |          |          |          |          |          |          |          |          |          |          |          |
| 106 (41)      | 124 (51)              | 130 (54) | 137 (58) |          |          |          |          |          |          |          |          |          |          |
| 104 (40)      | 119 (48)              | 124 (51) | 131 (55) | 137 (58) |          |          |          |          |          |          |          |          |          |
| 102 (39)      | 114 (46)              | 119 (48) | 124 (51) | 130 (54) | 137 (58) |          |          |          |          |          |          |          |          |
| 100 (38)      | 109 (43)              | 114 (46) | 118 (48) | 124 (51) | 129 (54) | 136 (58) |          |          |          |          |          |          |          |
| 98 (37)       | 105 (41)              | 109 (43) | 113 (45) | 117 (47) | 123 (51) | 128 (53) | 134 (57) |          |          |          |          |          |          |
| 96 (36)       | 101 (38)              | 104 (40) | 108 (42) | 112 (44) | 116 (47) | 121 (49) | 126 (52) | 132 (56) |          |          |          |          |          |
| 94 (34)       | 97 (36)               | 100 (38) | 103 (39) | 106 (41) | 110 (43) | 114 (46) | 119 (48) | 124 (51) | 129 (54) | 135 (57) |          |          |          |
| 92 (33)       | 94 (34)               | 96 (36)  | 99 (37)  | 101 (38) | 105 (41) | 108 (42) | 112 (44) | 116 (47) | 121 (49) | 126 (52) | 131 (55) |          |          |
| 90 (32)       | 91 (33)               | 93 (34)  | 95 (35)  | 97 (36)  | 100 (38) | 103 (39) | 106 (41) | 109 (43) | 113 (45) | 117 (47) | 122 (50) | 127 (53) | 132 (56) |
| 88 (31)       | 88 (31)               | 89 (32)  | 91 (33)  | 93 (34)  | 95 (35)  | 98 (37)  | 100 (38) | 103 (39) | 106 (41) | 110 (43) | 113 (45) | 117 (47) | 121 (49) |
| 86 (30)       | 85 (29)               | 87 (31)  | 88 (31)  | 89 (32)  | 91 (33)  | 93 (34)  | 95 (35)  | 97 (36)  | 100 (38) | 102 (39) | 105 (41) | 108 (42) | 112 (44) |
| 84 (29)       | 83 (28)               | 84 (29)  | 85 (29)  | 86 (30)  | 88 (31)  | 89 (32)  | 90 (32)  | 92 (33)  | 94 (34)  | 96 (36)  | 98 (37)  | 100 (38) | 103 (39) |
| 82 (28)       | 81 (27)               | 82 (28)  | 83 (28)  | 84 (29)  | 84 (29)  | 85 (29)  | 86 (30)  | 88 (31)  | 89 (32)  | 90 (32)  | 91 (33)  | 93 (34)  | 95 (35)  |
| 80 (27)       | 80 (27)               | 80 (27)  | 81 (27)  | 81 (27)  | 82 (28)  | 82 (28)  | 83 (28)  | 84 (29)  | 84 (29)  | 85 (29)  | 86 (30)  | 86 (30)  | 87 (31)  |

| Category        | Heat Index                            | Possible heat disorders   |
|-----------------|---------------------------------------|---|
| Extreme Danger  | 130° F or higher<br>(54° C or higher) | Heat stroke or sunstroke likely   |
| Danger          | 105°-129° F<br>(41°-54° C)            | "Sunstroke, muscle cramps, and/or heat exhaustion likely. Heatstroke possible with prolonged exposure and/or physical activity. |
| Extreme Caution | 90°-105° F<br>(32°-41° C)             | "Sunstroke, muscle cramps, and/or heat exhaustion possible with prolonged exposure and/or physical activity.                    |
| Caution         | 80°-90° F<br>(27°-32° C)              | Fatigue possible with prolonged exposure and/or physical activity.  |

• reproduced from NWS, Birmingham, AL

# IHSA Severe Weather Safety Guidelines

To be used during any IHSA state series contest

When thunder is heard, or a cloud-to-ground lightning bolt is seen, the thunderstorm is close enough to strike your location with lightning. Take shelter immediately.

Lightning is one of the most consistent and underrated causes of weather-related deaths or injury in the United States. Nearly all lightning-related injuries occur between the months of May and September and between the hours of 10:00 a.m. and 7:00 p.m. Therefore, the greatest concern for injuries in an outdoor contest appears to be during that time, though it can happen any time of year.

It is essential that local managers, competing schools, and contest officials establish dialogue in advance of contests or events to ensure that all involved are aware of what the plan will be in determining whether or when to suspend play. Local managers are encouraged to share their plan with competing schools and assigned contest officials *prior to the start of the tournament/event*.

## Advance Planning:

Local Managers should have a documented plan in place, designated people who are responsible for monitoring the weather and a qualified person (typically a trained manager and/or officials) to make the decision to suspend play. In state series competitions, the local tournament manager or official(s), if assigned, can make the decision to suspend play.

## Monitoring Weather:

Local Managers during the contest should be aware of any potential thunderstorms that may form during the competition; if an evacuation is needed, managers should also know how long it would take teams to get to their safest location. Monitoring the weather with a weather alert radio, or with lightning detection systems, or any other available means, is recommended.

If competing schools have portable devices they will be bringing to a contest/event and/or have specific policy or directions from their administration that they must follow, the school must communicate those to the tournament manager. Tournament managers must know the policies of each school assigned to their tournament or event prior to its start.

## Lightning Awareness

Generally speaking, it is felt that anytime a cloud-to-ground strike of lightning can be seen, or thunder heard, risk is already present. It is time to seek shelter.

## Criteria for Suspending Play

If the local management does not have commercial weather warning equipment at the site or an efficient method of making an accurate, timely decision on location, listening for thunder is the best way to mitigate the danger. If thunder is heard, or lightning is seen hitting the ground, the thunderstorm is close enough to strike in your location. According to the National Weather Service, lightning can strike 10 miles away from the parent thunderstorm. When thunder roars, go indoors! It is important that local manager monitor not only how far away the lightning is but also how fast it is approaching. Thunderstorms can form and move quickly and danger can arrive quickly.

Either tournament/event management or assigned contest officials have the authority to suspend or cancel interscholastic contests. It is recommended that those groups work together in making such determination and use any and all available information in doing so. Participating schools with concerns at particular events should direct those to tournament/event management or assigned contest officials.

The following guidelines should be followed in determining when to suspend an event:

1. Anytime a cloud-to-ground strike of lightning can be seen, or thunder heard, risk is present, and a contest should be suspended. At that point, the 30 minute rule for resumption should go into effect.  
*NOTE: Due to the layout of some outdoor facilities, contest officials or tournament managers may not be able to see lightning actually "strike the ground." However, whenever lightning is seen moving out of clouds towards the ground, it can be assumed that the lightning is, in fact, striking the ground somewhere, and, as a result, the contest should be suspended.*
2. If lightning or thunder is not present but the weather is starting to become ominous, tournament management and/or contest officials should use all available information to determine if and when a contest should be suspended. Care for both participants and spectators should be taken into account at this point. If in doubt, contest officials or tournament managers are encouraged to exercise caution and suspend play. At such a point, tournament officials should be ready to implement their emergency plans. However, competing schools who pull their teams or athletes off a field of competition prior to a contest or event's suspension do so at the risk of forfeiture or disqualification from the game or event.
3. Suspended contests or events should be resumed at a time when the weather and/or field conditions allow for resumption.

## Evacuation Plan

**Safe Areas:** All personnel, athletes and spectators should be clearly informed of available safe structures or shelters in the event a thunderstorm approaches. A safe structure is any fully enclosed building frequently used by people. In absence of that – athletes and spectators should go to any vehicle with a hard metal roof. Roll up the windows and do not touch the sides of the vehicle. If no safe structure or vehicle is available, find a thick grove of small trees surrounded by taller trees or a dry ditch. Assume a crouched position on the ground with only the balls of your feet touching the ground. Wrap your arms around your knees and lower your head. Minimize contact to the ground since lightning often travels through the ground.

**Avoid:** Tall trees or objects like light poles or flagpoles, individual trees, standing pools of water and open fields. Also avoid being the highest object on the field. Do not take shelter under trees. Avoid bathrooms if another building is available, and do not use a land-line telephone. A cellular phone or portable phone is a safe alternative if in a secure shelter or vehicle.

## Resuming Activity

The NSSL (National Severe Storms Laboratory) recommends that everyone should wait at least 30 minutes after the last flash of lightning or sound of thunder before returning to the field or activity.



ILLINOIS HIGH SCHOOL ASSOCIATION

2715 McGraw Drive • Bloomington, IL 61704

• [www.ihsa.org](http://www.ihsa.org) • Phone: 309-663-6377 • Fax: 309-663-7479 •

## IHSA Protocol for Implementation of NFHS Sports Playing Rule for Concussions

**“Any athlete who exhibits signs, symptoms, or behaviors consistent with a concussion (such as loss of consciousness, headache, dizziness, confusion, or balance problems) shall be immediately removed from the contest and shall not return to play until cleared by an appropriate health care professional.”**

The above language, which first appeared in all National Federation sports rule books for the 2010-11 school term, reflects a strengthening of rules regarding the safety of athletes suspected of having a concussion, but not a revision in primary responsibilities in these areas. Previous rules required officials to remove any athlete from play who was “unconscious or apparently unconscious.” This revised language reflects an increasing focus on safety, given that the vast majority of concussions do not involve a loss of consciousness. However, the revised language does not create a duty that officials are expected to perform a medical diagnosis. The change in rule simply calls for officials to be cognizant of athletes who display signs, symptoms, or behaviors of a concussion from the lists below and remove them from play.

**NOTE: The persons who should be alert for such signs, symptoms, or behaviors consistent with a concussion in an athlete include appropriate health-care professionals, coaches, officials, parents, teammates, and, if conscious, the athlete him/herself.**

### Definition of a Concussion

A concussion is a traumatic brain injury that interferes with normal brain function. An athlete does not have to lose consciousness (be “knocked out”) to have suffered a concussion.

### Behavior or signs observed indicative of a possible concussion

- Loss of consciousness
- Appears dazed or stunned
- Appears confused
- Forgets plays
- Unsure of game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Shows behavior or personality changes
- Can’t recall events prior to or after the injury

### Symptoms reported by a player indicative of a possible concussion

- Headache
- Nausea
- Balance problems or dizziness
- Double or fuzzy vision
- Sensitivity to light or noise
- Feeling sluggish
- Feeling foggy or groggy
- Concentration or memory problems
- Confusion

This protocol is intended to provide the mechanics to follow during the course of contests/matches/events when an athlete sustains an apparent concussion. For the purposes of this policy, appropriate health care professionals are defined as: physicians licensed to practice medicine in all its branches in Illinois and certified athletic trainers.

1. During the pre-game conference of coaches and officials, the official shall remind the head coaches that a school-approved appropriate health care professional will need to clear for return to play any athlete removed from a contest for an apparent head injury.
2. The officials will have no role in determining concussion other than the obvious situation where a player is unconscious or apparently unconscious as is provided for under the previous rule. Officials will merely point out to a coach that a player is apparently injured and advise the coach that the player should be examined by the school-approved health care provider.
3. If it is confirmed by the school’s approved health care professional that the student did not sustain a concussion, the head coach may so advise the officials during an appropriate stoppage of play and the athlete may re-enter competition pursuant to the contest rules.
4. Otherwise, if an athlete can not be cleared to return to play by a school-approved health care professional as defined in this protocol, that athlete may not be returned to competition that day and is then subject to the IHSA’s Return to Play (RTP) Policy before the student-athlete can return to practice or competition.
5. Following the contest, a Special Report shall be filed by the contest official(s) with the IHSA Office through the Officials Center.
6. In cases where an assigned IHSA state finals event medical professional is present, his/her decision to not allow an athlete to return to competition may not be over-ruled.

Additional information regarding concussion has been made available to IHSA member schools and licensed officials and can be accessed on the IHSA Sports Medicine website at <http://www.ihsa.org/Resources/SportsMedicine.aspx>.



## Return to Play (RTP) Policy

**Background:** With the start of the 2010-11 school term, the National Federation of State High School Associations (NFHS) implemented a new national playing rule regarding potential head injuries. The rule requires “any player who exhibits signs, symptoms, or behaviors consistent with a concussion (such as loss of consciousness, headache, dizziness, confusion, or balance problems) shall be immediately removed from the game and shall not return to play until cleared by an appropriate health care professional.” In applying that rule in Illinois, it has been determined that only certified athletic trainers and physicians licensed to practice medicine in all its branches in Illinois can clear an athlete to return to play the day of a contest in which the athlete has been removed from the contest for a possible head injury.

**Policy:** In cases when an athlete is not cleared to return to play the same day as he/she is removed from a contest following a possible head injury (i.e., concussion), the athlete shall not return to play or practice until the athlete is evaluated by and receives written clearance from a licensed health care provider to return to play.

For the purposes of this policy, licensed health care providers consist of physicians licensed to practice medicine in all its branches in Illinois and certified athletic trainers working in conjunction with physicians licensed to practice medicine in all its branches in Illinois.

## 2013-14 Required Use of the Baden Baseball

The Baden ball is required to be used in all boys' state baseball tournament series games. There can be no substitution of a ball manufactured by another company, nor can you substitute a different legal Baden ball for this one, which incorporates the registered mark of the IHSA in its construction, until the designated supply has been exhausted. If your supply becomes exhausted, you must use the designated Baden ball and obtain it locally.

The IHSA Official Ball Game Plan for boys' baseball is reproduced below.

If you have any questions regarding "official ball" use, please contact the IHSA Office.

### **Class 1A, 2A, 3A, 4A Boys' Baseball (Baden Perfection 3B-PPRO)**

- 1) Semi-final and final Regional Sites:** Each school hosting will be supplied with at least a dozen balls. Four new balls should be used in each game. Disposition of the balls at the end of the tournament is at the discretion of the host.
- 2) Sectional Sites:** Each school hosting will be supplied with a dozen balls. Four new balls should be used in each game. Disposition of the balls at the end of the tournament is at the discretion of the host.
- 3) Super-Sectional Sites:** Each host site will be supplied up to a dozen balls. Disposition of the balls at the end of the tournament is at the discretion of the host.

### **Requirement for Baseball Bats**

Any solid (one-piece) wood baseball bat

Any aluminum or composite NFHS Approved BBCOR baseball bat



# ScoreZone Reporting Procedures for 2013-14

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

## How to Submit ScoreZone Final Scores

1. Log on to the IHSA Schools Center using your Login ID and password ([www.ihsa.org](http://www.ihsa.org)).
2. Look for the "IHSA State Series Hosting & ScoreZone" icon. 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 Baseball and Softball 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](http://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!



## *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 Lowery at the IHSA office at (309) 663-6377.

Thank you very much for your cooperation.

Ron McGraw  
Asst. Executive Director



# Assembly Instructions for IHSA State Series Trophies

(please use caution when assembling the trophies)

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

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

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

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

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

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

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

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

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

**2013-2014 IHSA Tournament Manager Duplicate Medal Order Form for Ties**

---

**Tournament Site:** \_\_\_\_\_ **Level Of Competition:** \_\_\_ Regional \_\_\_ Sectional

**Sport/Activity:** \_\_\_\_\_ **Gender:** \_\_\_ Girls \_\_\_ Boys

**Print Tournament Manager's Name:** \_\_\_\_\_

**Tournament Manager's Phone Number:** \_\_\_\_\_

**Classification (circle one):** 1A 2A 3A 4A 5A 6A 7A 8A Class A Class AA Unclassified

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

Immediately following the **Regional and/or Sectional** tournament, please **fax this order form** to **A & M Products at (815) 879-0400**. The medals will be sent directly from A & M Products to the School listed. Tournament Managers must use this form to place orders. This form can be duplicated, if necessary.

**\*Event Name** ie-Pole Vault, Discus, Diving, 100-yd. Butterfly, Singles, Doubles, 102 lb., Speech: IE, etc.

---

◆ **Recipient Town/School (Must supply both):** \_\_\_\_\_

**Name of Recipient:** \_\_\_\_\_ **Place:** \_\_\_\_\_

**I=Individual Medal/Event Name\*** \_\_\_\_\_

---

◆ **Recipient Town/School (Must supply both):** \_\_\_\_\_

**Name of Recipient:** \_\_\_\_\_ **Place:** \_\_\_\_\_

**I=Individual Medal/Event Name\*** \_\_\_\_\_

---

◆ **Recipient Town/School (Must supply both):** \_\_\_\_\_

**Name of Recipient:** \_\_\_\_\_ **Place:** \_\_\_\_\_

**I=Individual Medal/Event Name\*** \_\_\_\_\_

---

◆ **Recipient Town/School (Must supply both):** \_\_\_\_\_

**Name of Recipient:** \_\_\_\_\_ **Place:** \_\_\_\_\_

**I=Individual Medal/Event Name\*** \_\_\_\_\_

---

◆ **Recipient Town/School (Must supply both):** \_\_\_\_\_

**Name of Recipient:** \_\_\_\_\_ **Place:** \_\_\_\_\_

**I=Individual Medal/Event Name\*** \_\_\_\_\_

---



# Required Public Address Announcements

The following announcements are required to be made over your public address system each day/night of competition in the state baseball tournament series hosted by your school. Thank you.

## **(ANNOUNCE BEFORE THE START OF EACH GAME EACH SESSION)**

Good people make good sports. Sport A Winning Attitude today. Welcome to today's/tonight's I-H-S-A Baseball tournament game. Sports A Winning Attitude by practicing Good Sportsmanship. Remember, Add A. Tude is for everyone.

## **(ANNOUNCE BEFORE THE START OF EACH GAME AND AT THE END OF EACH GAME)**

Make plans today to bring the family to the:

### **(Announce the correct match-up)**

- a) Class 1A & 2A Boys State Baseball Tournament at Dozer Park in Peoria held June 6 and June 7.
- b) Class 3A & 4A Boys State Baseball Tournament at Silver Cross Field in Joliet held June 13 and 14.

(Continue on with the following):

There will be four games each day. Semi-finals will be played each Friday with the consolation and championship games set for Saturday. You can just walk right up to the ticket window when you get there. We guarantee you'll have lots of fun at the old IHSA state final ball park.

## **(ANNOUNCE BEFORE THE START OF EACH GAME AND IN THE FOURTH INNING)**

Baden Sports, Inc. 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 eleven different Illinois High School Association state series tournaments, from the very first competition in the Regionals all the way through the state championship.

## **(ANNOUNCE DURING THE FIRST INNING OF EACH GAME)**

The 21<sup>st</sup> annual Illinois High School Association All-State Academic Team presented by Caterpillar will be honored the evening of April 21<sup>st</sup> during a banquet at the DoubleTree 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 IN THE SIXTH INNING)**

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 TWICE DURING EACH GAME)**

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 DURING THE DAY)**

Hey sports fans! Sports Authority is proud to be the official Sporting Goods Retailer of the Illinois High School Association. And when it comes to all of your sporting needs, Sports Authority is where you'll find everything you need for training, team sports, track & field and so much more.

**(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?

**(ANNOUNCE BETWEEN EACH GAME)**

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)**

The IHSA and the Illinois State Police wish to remind you that Illinois law states - Everyone must buckle up regardless of their age. Seatbelts save lives, always wear your seatbelt.

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

The IHSA and the Illinois State Police wish to remind you that texting while driving is illegal. Cell phone use while driving is responsible for over 3,000 deaths and over 30,000 injuries across United States each year.

**(ANNOUNCE BEFORE THE START OF EACH GAME)**

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 THE START OF EACH GAME)**

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 IN 2ND INNING)**

Participation in interscholastic activities generates values that make the athletes better citizens. Here's a challenge for all of you here at the meet. 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 GAME)**

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

**(ANNOUNCE BETWEEN EACH GAME)**

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.

## 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/Resources/Merchandise/LicensedVendors.aspx>.

## 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. 125, or visit the IHSA website at <http://www.ihsa.org/Resources/Merchandise/LicensedVendors.aspx>.

**Royalty Report:** For a downloadable pdf of the Royalty Report go to [http://www.ihsa.org/documents/forms/State\\_Tournament\\_Series\\_Royalty\\_Report.pdf](http://www.ihsa.org/documents/forms/State_Tournament_Series_Royalty_Report.pdf)





## **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 User ID and password. On the main menu of the Schools Center, under the heading "IHSA State Series Hosting", 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.



SAMPLE FORM

# IHSA Pass Gate List

Illinois High School Association  
 2715 McGraw Dr., Bloomington, IL 61704  
 Phone: 309-663-6377  
 Fax: 309-663-7479

The fields in this form will accept a cursor and can be filled out prior to printing.

**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.**

**Sport/Activity:**

**Host School:**

**Level:**    Regional            Sectional            Super-Sectional

**Your School:**

The top seven (7) are allowed to have one (1) guest.

**Administration**

|  |                      |       |                      |
|--|----------------------|-------|----------------------|
| 1.   | <input type="text"/> | Guest | <input type="text"/> |
| 2.   | <input type="text"/> | Guest | <input type="text"/> |
| 3.   | <input type="text"/> | Guest | <input type="text"/> |
| 4.   | <input type="text"/> | Guest | <input type="text"/> |
| 5.   | <input type="text"/> | Guest | <input type="text"/> |
| 6. <b>Head Varsity Coach</b>   | <input type="text"/> | Guest | <input type="text"/> |
| 7. <b>Assistant Coach</b>  | <input type="text"/> | Guest | <input type="text"/> |
| <b>Assistant Coach</b>   | <input type="text"/> |       |                      |
| <b>Assistant Coach</b>   | <input type="text"/> |       |                      |
| <b>Assistant Coach</b>   | <input type="text"/> |       |                      |
| 8. <b>Manager</b>  | <input type="text"/> |       |                      |
| 9. <b>Scorekeeper</b>  | <input type="text"/> |       |                      |
| 10. <b>Video/Camera Operator</b>                                       | <input type="text"/> |       |                      |
| 11. <b>Bus Driver</b>  | <input type="text"/> |       |                      |
| 12. <b>Athletic Trainer</b>  | <input type="text"/> |       |                      |
| 13. <b>All rostered players according to the terms and conditions.</b> |                      |       |                      |

**All other representatives from your school must pay to attend an IHSA tournament.**

**In case of emergency or need to communicate changes to your school:**

|                        |                      |                        |                      |
|------------------------|----------------------|------------------------|----------------------|
| <b>Contact Person:</b> | <input type="text"/> | <b>Contact Person:</b> | <input type="text"/> |
| <b>Cell Phone:</b>     | <input type="text"/> | <b>Cell Phone:</b>     | <input type="text"/> |
| <b>Email:</b>          | <input type="text"/> | <b>Email:</b>          | <input type="text"/> |