

March Madness™ Information



TO: Principal, Athletic Director and Head Coach
FROM: Beth Sauser, IHSA Assistant Executive Director
DATE: February, 2015
RE: State Final Information

Congratulations on qualifying for the 2015 IHSA Girls Basketball State Final! This is a tremendous accomplishment for your school, team, and community in which you should be very proud.

Attached are documents designed to assist you during this exciting and busy week. In addition, each Super-Sectional Winner's packet contains other important materials including hotel and ticket information. It is imperative for you to review all of this information and contact us if you have any questions. The following items can be found in this packet:

- Special Instructions Bulletin
- Banquet Information
- ISU parking map
- "Do What's Right" Sportsmanship Expectations
- Drug Testing Notice
- Student Media/Video Taping Instructions

On **Thursday** evening of the State Finals, there will be a meeting for head coaches and school administrators at **6:15 p.m. at the DoubleTree** hotel in Bloomington, just prior to the March Madness Team Celebration Banquet. This will enable you to meet with tournament and BNCVB personnel, and myself to obtain tournament materials and get any questions answered.

Again, congratulations! Our staff and the Redbird Arena tournament management and volunteers are looking forward to working with your school this weekend.

2015 IHSA CLASS 1A, 2A, 3A and 4A GIRLS BASKETBALL STATE FINAL TOURNAMENT

SPECIAL INSTRUCTIONS BULLETIN FOR COMPETING SCHOOLS

1. Tournament Inquiries and State Final Contacts:

IHSA Office – Beth Sauser, Assistant Executive Director, Administrator of Girls Basketball or LeAnna Mutchler, Administrative Assistant (309) 663-6377

State Final Manager – Leslie Van Dyke, ISU (309) 438-3637

Ticket Manager – Sara Hogan, Redbird Arena Ticket Office (309) 438-3638

Emergency Calls - during the tournament (309) 438-8266

ISU Police (309) 438-8631

ISU Parking – (309) 438-8391

Press Credential/Information – Matt Troha, Assistant Executive Director (309) 663-6377

Bloomington-Normal Convention & Visitors Bureau – 800-433-8226

2. Enclosed In the Super Sectional Box Are:

- A. Principal's Letter
- B. Special Instructions Bulletin for Competing Schools
- C. Basketball Terms and Conditions
- D. Sportsmanship Criteria Form and Letter
- E. Housing Information Letter
- F. Competing Teams "For Sale" Tickets
- G. Banquet Information
- H. School Media Press Credential Request Form
- I. School Information Sheet
- J. Tournament General Time Schedule
- K. ISU Information Packet
- L. Bloomington/Normal Visitor Guide and Map

3. Housing Accommodations:

A. The IHSA will reserve for each team that qualifies for the State Final Basketball Tournament a block of thirteen (13) rooms for Thursday, Friday and Saturday at the DoubleTree Hotel, located at 10 Brickyard Drive, Bloomington, IL. All room charges, including taxes, phone calls, food, etc. will be at the expense of the competing school.

B. In cooperation with the DoubleTree Hotel, we are asking that all team personnel check into the hotel as a group. Additionally, each team must present the name of an adult in the group who will be responsible for all personnel in the group. This responsibility will include unauthorized expenses, damage to the rooms, behavior, unnecessary noise, etc. and generally being the chaperone. We appreciate your cooperation and assure you the IHSA and the Doubletree Hotel will do everything we can to make your stay in Bloomington as enjoyable as possible.

4. Administrator Meeting/Team Banquet:

The **6:15 pm** Thursday evening Administrator and Head Coach Meeting will be held at the Double Tree Hotel prior to the 7:00 pm March Madness Team Celebration Banquet.

Note: Business Casual attire at the banquet

5. Team Expenses:

A. In the State Final Tournament, the teams participating in the tournament shall be allowed transportation expenses at the rate of \$5.00 per mile per team for the first 50 miles and \$3.00 per mile per team for each mile over 51 miles to and from the site where the tournament will be played. In addition, each school will receive a reimbursement to cover some of the costs incurred by schools at the State Final. Hotel rooms at the State Final Tournament will be reserved by the IHSA. Any expenses or costs associated or charged to the rooms will be at each school's expense.

Round Trip Mileage To State Final Site:	Flat Rate Reimbursement
0-150 miles	\$2,500.00
151-300 miles	\$3,600.00
301-over miles	\$4,400.00

6. Player Numbers, Uniforms:

A. The list of the girls who will constitute your playing squad in the tournament is already in the hands of the printer and will appear in the official program. Please be conscientious about having the players wearing the numbers that were submitted for the official program. **Please note that teams may have a maximum of fifteen (15) players in uniform for each game. Only seventeen chairs will be provided for team use in the bench area. Do not ask for exceptions. Rostered players may change from game to game.**

Note: A manager or scorekeeper may sit behind the team bench. This person may not cheer or coach, and may use a Team Personnel pass. If they do not have this pass, they must purchase a ticket to enter the arena.

B. It is especially important that each of the competing teams take two complete sets of uniforms to the tournament. Both jerseys and trunks of one of these sets should be white in color and the other dark. Teams will be instructed prior to each game as to which set of uniforms to wear.

7. Fan and Team Bus Parking, Parking Permits:

A. **Team Bus Parking** – Team buses will unload at the

Loading Dock area at the South end of the Arena. After unloading, the team buses will proceed to the designated parking area. An ISU parking official will direct you to this area. Team buses should have a sign placed in the front window indicating TEAM BUS.

Note: After each game, the home team will load their bus at the South Entrance. The visiting team will load their bus at the North Circle.

B. Fan Bus Unloading and Parking - Fan buses will unload in the North circle drive of Redbird Arena. It will be important that the fan buses unload quickly and proceed immediately to the designated bus parking area. An ISU parking official will be at the fan bus unloading area to give additional instructions for the fan bus parking.

C. Parking Permits (*Passes will be distributed at the Administrators/Head Coaches Meeting*) - Three parking passes for automobiles will be issued to representatives of participating schools. These will allow parking in the lot designated on the pass. Fan parking will be available in the areas designated on the enclosed map. If persons from your school park in unauthorized areas, they can expect to be ticketed and/or towed.

8. Locker Rooms:

A. Hosts - A Host will be assigned for each team. The Host will meet the team she/he is assigned at the Pass Gate at the Southwest corner of Redbird Arena. The Host will escort the team to its assigned locker room. This Host is a representative of tournament management and has been instructed to lend any assistance necessary to the team to which she/he has been assigned.

B. Locks - Participants are required to furnish their own locks for lockers.

C. Towels - 20 towels will be furnished by tournament management. However, a school shall be responsible to pay for any missing towels.

D. Access - Only players, coaches and team personnel with the "Participant or Team Personnel" Pass" will be allowed in the team locker room. No exceptions. The Superintendent/President, Principal and Athletic Director with the "Administrative Pass" will be allowed in the team locker room, entry to the Arena and access to floor for the awards ceremony.

E. Security - Participants are responsible for their own valuables. The locker rooms will be locked whenever they are not occupied. However, neither tournament management, Redbird Arena, nor the IHSA will assume responsibility for any losses or injuries while on the premises.

NOTE: Team locker rooms are to be vacated **not later than 30 minutes after the teams' game is finished.** Each team is

asked to make sure the locker rooms are straightened up before leaving the locker room. These locker rooms will be used again and the next team does not want to arrive to a messy locker room.

F. Teams are to remain in their assigned locker rooms until they are escorted to the playing court for their pre-game warm-ups for their respective game by the team host and/or IHSA representative.

G. Immediately after a game is over, please leave the team bench area and return to the team locker room. Your cooperation with this is appreciated.

H. Players are not to go into the stands before, during or after the games from the floor.

9. Practice, Pre-Game Warm-Ups:

A. Practice - A team may practice in the Redbird Arena facility only during its allotted pre-game warm-up period immediately prior to a game as well as its assigned team shoot around time on Thursday afternoon. (A school is permitted to make arrangements with local area facilities for practice during the days of the tournament.) The Arena will be open (At Participant Pass Gate) 1 1/2 hours prior to the first game each day and will remain open all day. Ice and water will be available during practice session. There will be NO athletic trainer on duty during this time.

NOTE: During the Thursday shoot around, only school approved apparel may be worn. The practice is open to the public and representatives from the media will also be in attendance. Teams will have time to change after pictures into school approved practice gear.

B. Home and Away Teams - The team listed on the top line of the playing bracket (or first) is the Home team and will wear light uniforms. The team listed on the bottom line of the playing bracket is the Visiting team and will wear dark uniforms. Team benches will be as follows: Home team shall sit on the south end; visiting team shall sit on the North end.

C. Please **do not** bring basketballs. Balls will be provided by Wilson Sporting Goods for game warm-up and for team shoot around.

D. The warm-up clock will start even if teams are not ready to take the court. Teams will be escorted to the playing court for their pre-game warm-ups for their respective game by the team host and/or IHSA representative.

10. Introductions:

A. Semifinal Game Introductions:

1. Visiting team: non-starters in numerical order are introduced. Add-A-Tude will be present to wish players good luck.

2. Home team: non-starters in numerical order are introduced. Add-A-Tude will be present to wish players good luck.

NOTE: As non-starters are introduced, they assemble in the free-throw circle in front of their team bench. They remain in the circle until all non-starters for their team have been introduced. Then all players return to team bench for the introduction of the starters. Add-A-Tude will be present to wish players good luck.

3. **Visitor - Home Players:** starting line-ups in alternating manner by F-F-C-G-G are introduced. Add-A-Tude will be present to wish players good luck.

4. **Visitor - Home Coaches:** Head Coach and Assistants are introduced.

Note: Each head coach and his or her won-lost record at the school will be announced. Following that information each school's varsity assistant coaches will be announced. All coaches will remain on the team bench during the introductions, but should step onto the hardwood floor when their name is announced.

5. **Officials:** Floor officials are introduced.

6. **After introductions, teams will line up across the free throw line extended for the National Anthem. After the National Anthem is finished both teams will meet at half court to shake their opponents hand and wish them good luck. Head Coaches will also meet at half court to shake hands. The teams will return to their respective benches for brief final instructions.**

After the introductions, if no National Anthem, teams will line up across the free throw line extended both meet at half court to shake their opponents hand and wish them good luck. Head Coaches will also meet at half court to shake hands. The teams will return to benches for brief final instructions.

NOTE: National Anthem will be played for games 1 and 3 on Friday.

B. 3rd Place and Championship Game Introductions:

Only the starting line-ups and head coaches will be introduced.

1. **Visitor-Home:** starting line-ups in alternating manner by F-F-C-G-G are introduced. Add-A-Tude will be present to wish players good luck.

2. **Visitor-Home Coaches:** Head Coaches are introduced.

NOTE: Each head coach and his or her won-lost record at the school will be announced. Head coaches will remain on the team bench during the introductions, but should step onto the hardwood floor when their name is announced.

3. **Officials:** Floor officials are introduced.

NOTE: As starters are introduced, they assemble in the free throw circle in front of their team bench. They remain in the circle until the starting line-up has been completely introduced.

4. **After introductions, teams will line up across the free throw line extended for the National Anthem. After the National Anthem is finished both teams will meet at half court to shake their opponents hand and wish them good luck. Head Coaches will also meet at half court to shake hands. The teams will return to their respective benches for brief final instructions.**

After the introductions, if no National Anthem, teams will line up across the free throw line extended both meet at half court to shake their opponents hand and wish them good luck. Head Coaches will also meet at half court to shake hands. The teams will return to benches for brief final instructions.

NOTE: National Anthem will be played for games 6 and 8 on Saturday.

11. Post-Game Press Interview Sessions:

A. A press conference involving the head coach of each of the participating teams, as well as players from both teams who played outstanding games and/or figured prominently in the outcome of the game, will be conducted in the Press Interview Room. Television may conduct an on-court interview following a game, but print media may not.

B. The head coaches and players from both teams have an obligation to "meet the press" in the Press Interview Room following each game. It is expected that even if a team loses a game, the head coach and players from that team will remain in Redbird Arena and carry through with their time to "meet the press" in the Press Interview Room at the scheduled time.

C. The Winning team head coach and players will meet the press first. This formal session will last approximately ten (10) minutes. Following the conclusion of the game, members the winning team will be escorted back to the locker room. A press attendant will indicate to the team hostess/host when the head coach and players from the winning team are to report to the Press Interview Room at the appropriate time.

D. The Losing team coach and players will meet the press second. This formal session will last approximately ten (10) minutes. The losing team and coaches will be escorted back to the team locker room for a “cooling down” time. A press attendant will indicate to the Team Hostess/Host when the head coach and players from the losing team are to report to the Press Interview Room.

E. Coaches are advised that news media representatives may want a one-on-one interview with them and/or specific players following the formal press conference.

F. After the championship game, short interviews will be conducted on court prior to awards ceremony.

12. Complimentary Tournament Programs:

A. The IHSA will provide each team with 25 complimentary copies of the State Final Official Tournament Program. These will be distributed to each team before their scheduled Thursday practice when the team arrives for the first time at Redbird Arena by the team host/hostess.

B. No additional copies of the program will be available without charge, but may be purchased from vendors in Redbird Arena.

13. **Announcements:** Announcements to inform those who came on a particular bus that they should return to it for the trip home will be made on the Public Address System by the Announcer. A note to that effect on school stationery, signed by the school’s principal should be presented to the Public Address Announcer at the Scorer’s bench well enough in advance of departure time to allow the announcement to be made during a lull in the activity of the game being played.

NOTE: The microphone will not be made available for use by a principal; the above procedures must be followed.

14. Presentation of Awards on Saturday:

A. Coaches and players are asked to cooperate with tournament management by immediately going to the designated area on the court for the awards presentations. Coaches and players are asked to assist tournament management in seeing that fans and unauthorized persons do not come onto the playing court following a game. Only 20 team/school representatives, plus the superintendent, principal, athletic director, and athletic trainer, may participate in the awards presentation.

B. All team personnel need to stay on the court immediately following the game and not go into the stands. This causes security and safety issues.

NOTE: After the championship awards ceremony is over, fans may NOT come on the court.

15. Passes: (Participant, School Administrator, Student Media):

NOTE: The following is a description of the passes needed by your team, cheerleaders and other school personnel. Please be reminded that it is the responsibility of the representatives of the competing schools to maintain possession of their passes. Replacement passes will not be issued. If passes are lost or given to others, you must buy a ticket to Redbird Arena and contact Beth Sauser inside the Arena to be admitted to the floor area.

A. Participant Passes (22) (Passes will be distributed at your shoot-around) – Each school advancing to the State Final Tournament, according to Terms and Conditions, will be issued up to 22 participant passes for use by the 15 team members and 7 team personnel. A maximum of 22 Participant Passes will be issued to each team. Please distribute these passes to your players for them to wear as they enter the Arena. If you bring more than 22 people, you must purchase additional tickets at the North ticket office of Redbird Arena. **Participant passes for players will be collected upon entry to the arena. After the team completes their game, the participant passes will be returned to the coach before leaving the arena.**

Participant and School Administrator Passes are good for all Tournament Sessions - A Participant Pass is good for all tournament sessions of your respective tournament. Only Team Personnel with a Participant Pass are permitted in the team’s locker room, in the hallway outside the team locker rooms or in the South West tunnel. Players in uniform will be admitted to the playing court during their contest, but they must present their Participant Pass at all other times to be admitted to the authorized team areas of the Redbird Arena. Other bench personnel must have participant passes visible at all times.

1. Pass Gate:

The Pass Gate is located at the Southwest lower corner of Redbird Arena. All tournament teams must enter Redbird Arena at the Pass Gate. A person who does not have a Participant/Team Personnel Pass will not be permitted to enter at the Pass Gate. There will be no exceptions.

2. Participant Pass Seating:

A. Participant/Team Personnel Pass When a team is not participating in a game during a session, a team should sit in the Participant Pass seating area which is located at the South end of the playing court in **Sections F & G**. A Participant/Team Personnel Pass entitles players and personnel **only** to sit in this special seating area.

B. Administrative Passes (3) (Passes will be distributed at the Administrator/Head Coach Meeting) – Each school

will be issued three Administrative Passes for use by the Superintendent/President, Principal, and Athletic Director. This pass will allow entrance to the Arena and on the floor for the awards ceremony on Saturday night.

C. Parking Passes (3) (*Passes will be distributed at the Administrator/Head Coach Meeting*) - Each school will be issued three Parking passes for use in the Turner Lot on the east side of the arena.

D. Student Media Credential (3) - Each school has an opportunity to request three Student Media Credentials. (see document later in this manual) Students must show their student ID at the Media Pass Gate in order to obtain their pass for the tournament. If a school wishes to hire a yearbook company or professional photographer then those non-students must request a Press Credential through Matt Troha.

16. Cheerleaders (*Passes will be distributed at the Administrator/Head Coach Meeting*):

A. If a school's cheerleaders accompany the team to the State Final Tournament, the school is responsible to provide each cheerleader with a proper pass (a maximum of 12). Additional passes will be provided for one (1) Cheerleading Coach and one (1) dressed mascot. These passes may only be used by cheerleaders and mascots in proper uniform and only by the school's official cheerleaders.

B. If you are bringing cheerleaders, the cheerleading coach must contact Shaunda Brown at the IHSA office (309-663-6377) on Wednesday, February 25 (for Class 1 and 2A) and Wednesday, March 4 (for Class 3 and 4A) between 9:00 am and 2:00 pm. If contact is not made, then cheerleaders may not be allowed to participate.

C. Cheerleaders will be allowed to cheer on the Northeast and the Southwest corners of the court, and must stay behind the dotted lines. Cheerleaders will only be allowed on the court in proper uniforms and shoes.

D. Cheerleaders should be in uniform when they arrive. There will be no locker room provided and they are discouraged from changing in the restrooms.

E. Cheerleaders may enter only at the southwest entrance.

F. There will be no on-court activity at half-time of the Championship games due to the 3rd and 4th place award presentations.

17. Team Bench: Only the players and team personnel who have been issued the 22 passes are allowed to sit on the team bench. In accordance with the Terms and Conditions, a maximum of 15 girls shall be in uniform and be on the team bench during a game. Anyone seated on the team bench must have a Participant Pass or Team Personnel Pass. **There will be no exceptions.** If listed in the State Final Program

Information, one certified athletic trainer will receive an Athletic Trainer pass and sit behind the team bench.

18. Medical Arrangements:

A. A doctor and ambulance service will be available "on call" at all times.

B. An athletic trainer appointed by tournament management will be on duty at courtside during the tournament and will attend to participating players provided their coach is present at all times during evaluation.

C. Only water and ice will be available on Thursday for the shoot arounds.

D. A First Aid Room will be available during the tournament for other emergencies.

19. Disabled Patrons:

A. Parking is available in the lot east of Redbird Arena. A state issued parking sticker is required. Seating areas are located on the concourse in Sections H, Q, and T, with entrance to the Arena through the North Lobby. For special accommodations, call (309) 438-8000.

20. Laundry Services

A. If your team is interested in uniform laundry service, please notify your host. This service will be provided to quarterfinal winners and participants in remaining games. This is for team uniforms only - no undergarments, t-shirts, etc.

21. Video Taping:

See ISU Information Letter in Super-Sectional Packet.

22. Timeouts during the State Finals:

A. One full timeout each quarter is provided for television and they are not charged to the teams.

B. Each team may have three charged full timeouts, and two 30-second timeouts as allowed by the NFHS Basketball Rules.

23. Saturday Fan Tickets:

Instructions concerning fan ticket distribution will be discussed by Leslie Van Dyke from ISU at the 6:15 p.m. meeting on Thursday evening.

24. Alcohol:

Alcoholic beverages may not be brought into Redbird Arena.

25. Containers:

Bottles, cans, coolers or other plastic containers are specifically prohibited from Redbird Arena.

26. Fan Conduct:

A. Patrons using foul language or appearing to be in a drunken condition may be ejected from the arena. If someone is interfering with the enjoyment of others, please contact the Redbird Arena security immediately. Artificial and mechanical noisemakers as well as confetti are prohibited from Redbird Arena.

B. School Administrators are responsible for their fans behavior and actions while at Redbird Arena. ISU security and volunteers are there to assist you in making the state tournament an unforgettable experience for your team and fans.

C. Please review the “**Do What’s Right**” Expectations which are located in your Basketball Manual for Schools. Sportsmanship judges will be present at all of the games to determine which schools may qualify for an IHSA Sportsmanship Banner. The banner criteria rubrics can be found at this link:

<http://www.ihsa.org/documents/sportsmanship/DWR%20State%20Final%20Rubric%20NEW.pdf>

NOTE: Prior to arriving at ISU each Administrator should designate:

1. A fan bus coordinator from your school to assist all students on and off the buses.
2. Staff members to act as school security in the stands. Prepare them to work with students and parents in the stands before, during and after the game.

27. Lost and Found:

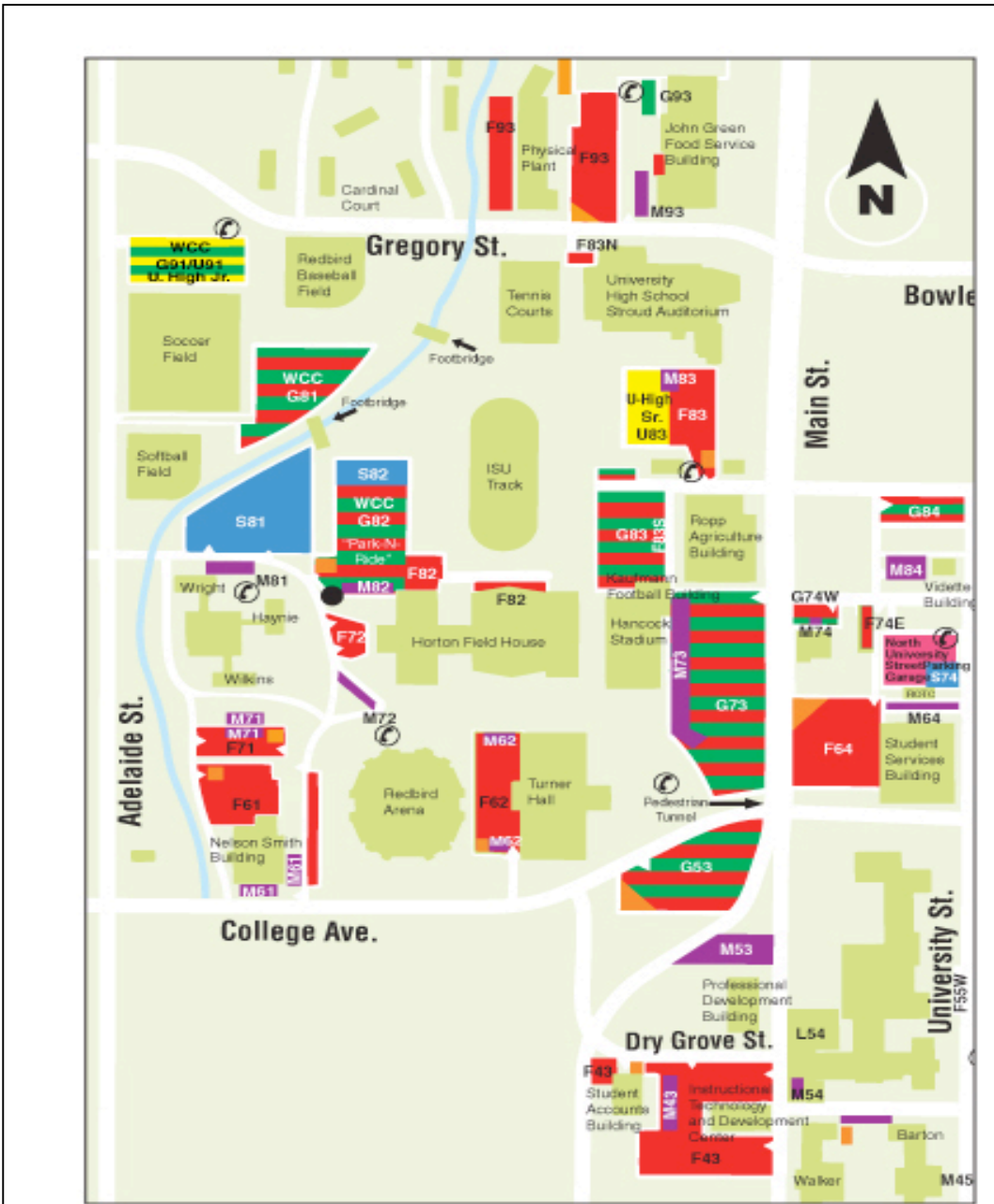
To claim or report lost items, go the arena office located behind Section D on the concourse level.

28. Smoking:

In accordance with the Illinois State University Smoking Policy and State Law, smoking is prohibited in Redbird Arena. A designated smoking area has been established 15 feet away from the south entrance on the concourse level. If individuals wish to leave to smoke, their hand will be stamped, and they will have to present both the ticket stub and the stamped hand to re-enter.

29. Merchandise:

Merchandise stands are located on the South concourse level and offer a variety of apparel items.



IHSA Fan Parking
Friday
 G-53
 G-82
 G-73,
 G-81
 G-83
 G-91

IHSA Fan Parking
Saturday
 U-83
 G-82
 F-61
 G-73
 G-81
 F-71
 G-83
 G-91
 F-43
 G-53,
 F-93
 F-64 &

North
University St.
Parking Garage

- Faculty/Staff
- Commuter
- Guaranteed student storage
- Reserved Areas
- Meters/Pay lots
- Motorcycle/Moped
- University High School
- Lot entrance
- Emergency telephone
- Courtesy drop box

Do you have a question about parking?
 Office of Parking and Transportation
 (309) 438-8391
 University Police
 (309) 438-8631
 Recorded information
 (309) 438-PARK
www.parking.ilstu.edu
www.redbirdride.ilstu.edu

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.

Sports Medicine



Drug Testing Notice

Congratulations on having competitors in this year's Girls Basketball State Final. This is a tremendous accomplishment in which your school should be proud.

Please note that, in accordance with the policy adopted by the IHSA Board of Directors, performance-enhancing drug testing may take place at the state finals. Any student-athlete who competes during the state finals is eligible for testing. When testing occurs during any IHSA state series competition, schools will need to provide assistance to the IHSA and Drug-Free Sport staff to ensure that any student(s) from your school selected for testing reports to the test site by established time. Additional notification regarding testing will be provided to those schools that have student-athletes selected for testing. School officials and coaches are encouraged to keep that notification confidential and not inform those selected student-athletes prior to their competition in the state finals.

As a reminder, selected individuals who fail to report for post-competition testing will be in violation of the IHSA's Performance-Enhancing Drug Testing Policy and be subject to the appropriate penalties.

State Final Student Media/Video Taping



Contact: Matt Troha • mtroha@ihsa.org • Phone: 309-663-6377 • Fax: 309-663-7479

STUDENT MEDIA CREDENTIALS FOR PARTICIPATING SCHOOLS

Congratulations on qualifying for an IHSA state final in a team sport. In order to provide the best possible coverage of this event for your school newspaper, yearbook and AV club, etc. you are entitled to have up to three students receive credentials to cover this event as official media members. In the event that you have less than three students, an adult sponsor may be included on this list. To apply for student media credentials, please have your Athletic Director or an individual involved with the aforementioned programs email Matt Troha (mtroha@ihsa.org) at the IHSA with the following information:

- 1) The names of individuals attending
- 2) Whether they are students or adults
- 3) If the attending individuals will serve as reporters, photographers, videographers, etc.

Student media who are registering for credentials are expected to maintain a level of professionalism while covering this event. That includes no cheering while in the press box or game coverage area. Proper attire is also required. Wearing school shirts and colors is acceptable, but students wearing face paint, costumes, carrying props, etc. will be required to change before receiving credential clearance.

The individual applying for student media credentials will receive specific information on credential pick-up and media regulations at the event via email in the days leading up to the state final.

Please note that student media credentials are only available for state final events in team sports. Due to the sheer volume of schools who qualify in individual sports, our press facilities would be unable to accommodate student media from all participating schools in individual sports. Student media are also welcome to cover IHSA state final activities. Credentials are not required for these events, but please have your students check-in with state final personnel upon arrival for media coverage regulations.

VIDEO TAPING STATE FINALS FOR COACH FILM BREAKDOWN

Each school will be eligible to receive a pass for an individual attending the state final event to shoot game film that is for the sole purpose of being used by the coaching staff for postgame breakdown. Passes for videographers shooting highlight videos, documentaries, etc. should be included in student media application reference above. Additional passes for videotaping purposes will need to come from the allotment of state final passes given to school/head coach at or prior to the state final event.

To apply for a credential to shoot video, please have your Athletic Director email Matt Troha (mtroha@ihsa.org) at the IHSA with the name of the individual who will be taping and whether they are an adult or a student.

Please contact Matt Troha (309-663-6377) at the IHSA for any questions related to this document.