2011-12

Boys/Girls Bowling

Manual for Managers

Girls and Boys Bowling

ILLINOIS HIGH SCHOOL ASSOCIATION
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Revision HIstory

2011-12 Girls and Boys State Bowling Series Terms and Conditions

In accordance with Section 1.450 of the IHSA Constitution, the Board of Directors has approved the Terms and Conditions governing the 2011-12 IHSA Boys and Girls Bowling State Series.

I. SCHOOL CLASSIFICATION

Competition in the IHSA Boys and Girls Bowling Tournament Series will be held for all member schools without classification.

II. DATES AND SITES

A. Boys Sectionals: Boy's sectional tournaments will be held on Saturday, January 21, 2012, at twelve (12) sites.

B. Girls Sectionals: Girl's sectional tournaments will be held on Saturday February 4, 2012, at twelve (12) sites.

C. Sectional sites and school assignments will be announced at www.ihsa.org through each respective bowling web site.

D. Boys State Final: The Boy's State Final tournament will be held on Friday and Saturday, January 27-28, 2012, at St. Clair Bowl in O'Fallon. O'Fallon High School will serve as the host school.

E. Girls State Final: The Girls State Final tournament will be held on Friday and Saturday, February 10-11, 2012, in Rockford at Cherry Bowl Lanes. Plainfield South High School will serve as the host school.

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

The policy for Original Entry Deadlines, Late Entries, and Late Withdrawals shall be the policies and procedures regarding entry for all IHSA-sponsored sport/activities included in the 2011-12 *Entry Policies and Procedures.*

A. On-Line 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). The deadline for entry is November 1. The 2011-12 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 on-line after the established deadlines will be denied. Schools that wish to enter after the deadline will be considered late. To be considered for late entry, the Principal/Official Representative must contact the IHSA administrator 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 date the *List of Participants* is due for the sport.

If a school withdraws after the *List of Participants* due date or does not show up for competition, the school will be charged a $100 penalty. If applicable, the school may be charged for any additional financial loss sustained by the offended school(s) or the Association as a result of such breach.

D. Eligibility: All member schools in good standing may enter one team under the provisions of IHSA By-law 3.054.

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

F. List of Participants: Each school must complete the *List of Participants* through their school center by the deadline date. If a school does not submit the *List of Participants* by the deadline, coaches and/or participants from the school are subject to sanctions which could include, but not be limited to, being ruled ineligible to coach or compete in the State Series. The Boys Bowling *List of Participants* is due online by January 17, 2012. The Girls Bowling *List of Participants* is due online by January 31, 2012. Managers will receive the LOPs via their school center after the LOPs are due.

IV. HOST FINANCIAL ARRANGEMENTS

A. Host School and Tournament Expenses: The host shall receive a guarantee of $250.00 and must submit scores via the internet. Host shall retain 20% of the net income and submit the remainder to the IHSA. In the event of a negative balance, the host shall be reimbursed for the entire deficit. If admission is not charged, the host school shall forfeit the guarantee. Neither the IHSA nor the sectional tournament management will assume responsibility for any additional expenses.

B. Admission: Admission to the sectional tournament will be $5.00. Daily admission to the State Finals will be $10.00. Baby in arms is free for the sectional and state final tournaments.

C. Sectional and State Final Lane Fees: Schools participating in the sectional competition will be responsible to pay any lane fees or fees for rental of shoes which might be assessed by the host bowling establishments. Schools participating in the State Finals will not be responsible for lane fees. They will be paid by the IHSA. Shoe rental or lane fees for practice on Thursday will be the responsibility of the participating school.

D. Rights Fees for TV and Radio: See the IHSA web site (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

A. Team Roster and Substitutions: Each school may enter the names of their 8 eligible bowlers participating at the sectional or the state finals. Substitutions are allowed to the team roster prior to the start of the sectional tournament or at the start of the state finals. The sectional manager should be notified of any substitutions to the sectional roster. The IHSA should be notified of any changes to the state final roster from the winner report, immediately after the sectional.

B. Sectional Tournament Structure:

1) Assignment of schools to the sectional tournaments will be made primarily on the basis of the distances the competing teams must travel to host sites.

2) Each school entering a team shall be assigned to one of twelve (12) sectional tournaments.

3) The sectional manager shall determine starting times for the sectional tournament.

4) Sectional tournaments will consist of two (2) rounds of competition. All teams entered in the sectionals will bowl both rounds. A round shall consist of a three (3) game series.

5) All bowling balls used in the series must adhere to Interscholastic High School Bowling Rules.

C. State Final Tournament Structure:

1) The state final tournament will consist of four (4) rounds of competition. A round shall be a three game series.

2) The state series tournaments will recognize team honors and individual honors.

3) Teams and individuals will qualify to advance from Friday's rounds to Saturday's rounds.

VI. TOURNAMENT STRUCTURE AND TIME SCHEDULES

The Boys State Final time schedule is as follows:

Friday

8:30 a.m.	Doors open for teams and individual competitors and their coaches.
8:45 a.m.	Doors open to the general public
9:00 a.m.	Coaches Meeting (Head and/or Assistant Coaches only)
9:15 a.m.	Opening Ceremonies
9:30 a.m.	Warm up for Round 1
9:45 a.m.	First Round (24 teams and 30 individuals)
12:15 – 12:45 p.m.	30 minute lunch period
12:45 p.m.	Warm up for Round 2
1:00 p.m.	Second round begins (24 teams and 30 individuals)
3:15 p.m.	Second round completed

Saturday

8:30 a.m.	Doors open for 2nd day qualifying teams, individuals and their coaches.
8:45 a.m.	Doors open to the general public
9:00 a.m.	Coaches Meeting (Head and/or Assistant Coaches only)
9:15 a.m.	Introductions
9:30 a.m.	Warm up for Round 3
9:45 a.m.	Third Round (12 teams and 30 individuals)
12:15-12:45 p.m.	30 minute lunch period
12:45 p.m.	Warm up for Round 4
1:00 p.m. approx.	Fourth round (12 teams and 30 individuals)
4:00 p.m. approx.	Awards ceremony (immediately following round 4)

The Girls State Final Tournament time schedule is as follows:

Friday

8:30 a.m.	Doors open for teams and individual competitors and their coaches.
8:45 a.m.	Doors open to the general public
9:00 a.m.	Coaches Meeting (Head and/or Assistant Coaches only)
9:15 a.m.	Opening Ceremonies
9:30 a.m.	Warm up for Round 1
9:45 a.m.	First Round (24 teams and 30 individuals)
12:15-1:15 p.m.	60 minute lunch period
1:15-1:30 p.m.	Warm up for Round 2
1:30 p.m.	Second Round begins (24 teams and 30 individuals)
3:30 p.m.	Second Round completed

Saturday

8:30 a.m.	Doors open for 2nd day qualifying teams, individuals and their coaches.
8:45 a.m.	Doors open to the general public
9:00 a.m.	Introductions
9:15 a.m.	Warm up for Round 3
9:30 a.m.	Third Round (12 teams and 30 individuals)
12:15-1:00 p.m.	45 minute lunch period
1:00-1:15 p.m.	Warm up for Round 4
1:15 p.m. approx.	Fourth Round (12 teams and 30 individuals)
4:00 p.m. approx.	Awards ceremony (immediately following round 4)

VII. ADVANCEMENT OF WINNERS

A. Sectional Team Advancement: At each sectional competition, the two (2) teams with the highest pin count for both rounds (round one score added to round two score) shall be the winners and advance to the state final tournament.

B. Sectional Team Tie Breaker: In case of a team tie for the last qualifying spot advancing from the sectional competition, a tiebreaker will be implemented on a neutral pair of lanes. A two-frame roll off will take place beginning with the 9th frame and concluding with the 10th frame. If the score is still tied after the first tiebreaker, a second tiebreaker will be conducted using the same format. Teams will be allowed in the first tiebreaker, one practice ball per lane with no re-racks. Teams will begin their 9th frame tiebreaker on the same lane they competed on in their last game. The open substitution rule will apply to all tiebreakers. The best score shall advance.

C. Sectional Individual Advancement: At each sectional competition, the top two (2) individuals who are not a part of a qualifying team shall advance to the state meet.

D. Sectional Individual Tie Breaker: In the case of a tie for the last individual qualifying spot, a tiebreaker will be implemented. A two-frame roll off will take place beginning with the 9th frame and concluding with the 10th frame. The individuals involved in the tie breaker will begin their roll-off on the lane the player finished. If the score is still tied after the first tiebreaker, a second tiebreaker will be conducted using the same format. Individuals in the first tiebreaker will be allowed one (1) practice ball per lane.

E. Individual At-large Qualifiers: Six (6) at-large qualifiers will be selected by the IHSA. The IHSA shall survey all the sectionals and determine the 6 bowlers who are the least pins behind the last qualifying spot in the sectional. In the case of a tie, the tie breaker will be broken by the bowler with the highest series. It the tie still is not broken then the bowler with the best 6th game shall advance.

F. At-Large Notification: At-large qualifiers will be posted on the Monday following the sectionals via the IHSA website.

G. State Final Team Advancement to Saturday: All teams at the State Final shall bowl round one (1) and round two (2), six (6) games, on the first day of competition. The twelve (12) teams with the highest total pin count for two (2) rounds (round 1 score added to round 2 score) shall advance to the third (3rd) round and fourth (4th) rounds. Ties for the last qualifying team spot will use the same tie breaker used in the sectionals.

H. State Final Individual Advancement to Saturday: All individuals competing in the state tournament shall be eligible for individual honors. All individual qualifiers will bowl round one (1) and round two (2) on the first day of competition. The thirty (30) individuals that are not a part of a team with the highest total pin count for two (2) rounds (round 1 score added to round 2 score) shall advance to the third (3rd) round and fourth (4th) round. Ties for the last qualifying spot shall be broken using the sectional tiebreaker on neutral lanes. A neutral pair of lanes is defined as any lanes the competition did not bowl on for game 6 or round 2.

VIII. TOURNAMENT RULES

A. Rosters and Lineup

1) Team Entry: Any member school in good standing with the IHSA is eligible to enter one (1) team in the sectional tournaments provided they have competed in six (6) interscholastic contests prior to the start of section-

als. A team shall consist of five bowlers. Pacer teams or individual entries are not allowed in the state series.

2) Team Roster: A school shall have no more than eight (8) eligible participants entered for either the sectional tournament or the state final tournament. A team roster may not be changed following the start of either level. The *List of Participants* entry at the sectional will be considered the entry for the state tournament unless the IHSA is notified by the school of a change. It is recommended that schools notify the IHSA Office with changes to the roster by the Monday following the sectional meet. While substitutions can be made prior to the state finals competition, the *List of Participants* will be considered the team roster unless otherwise changed.

B. Player Equipment and Uniform

1) Uniforms: Team competitors shall appear in appropriate matching tops and bottoms for their schools bowling uniform. All players and coaches shall conform to the dress code provisions. Slacks, shorts, turtlenecks, sports shirts with collars, T-shirts with a commercially lettered school name and logo, nice jeans and/or skirts are acceptable team apparel. Unacceptable team apparel includes but is not limited to tank tops, cut offs, T-shirts that advertised alcohol, drugs or explicit material, jeans with holes or patches, hats or headgear and/or boxer type shorts, and lettering or graphics across the back of the pants.

2) Glitter: Participants are prohibited from wearing spray glitter.

3) Electronic Devices: Competitors and coaches are prohibited from playing music with or without headphones, using cell phones, electronic devices or any unusual equipment that might be distracting or assist a bowler in receiving outside coaching or instruction at anytime including during warm ups.

4) Ball Certification: Bowling ball certification should be done prior to the state series competition. All bowling balls must meet USBC specifications. A bowling certification form can be found in the school manual. The ball name, series number, weight and governing standard will be measured for certified. Coaches should carry the IHSA Certification Form to the sectional and state finals in case of a questionable ball. Any bowling ball that does not meet the specifications will be removed from the sectional or state final competition until the ball meets the legal specifications. If it is shown that the bowler had prior knowledge of violating the specifications, the bowler shall be ejected for unsportsmanlike conduct. Note: A charge of $4.00 per bowling ball will be assessed bowlers at the state final to certify a bowling ball.

5) Bowling Ball Alteration: In accordance with USA Interscholastic Bowling Rules, bowlers are allowed to alter the surface of the ball during warm-ups and between rounds by using abrasives such as sandpaper, scotch brights, liquid abrasive, and polishing machines. During play, bowlers will be limited to applying approved USBC cleaning agents such as rubbing alcohol although abrasives and polishing machines are prohibited.

C. The Competition Area

1) Players in Competition Area: Six (6) players from a team will be allowed in the competition area. The penalty for players exceeding the six (6) player participants rule will be for the first offense – 10 pin team deductions, the second offense – 50 pin team deductions, the third offense – 100 pin team deductions and the fourth offense is team disqualification. No warning shall be made prior to the assessment of the penalty.

2) Coaches in Competition Area: In each of the games, a participating school, which has a team competing, may have no more than two (2) coaches in the competition area. Two (2) coaches' passes will be provided to schools that have a team competing. In each of the games, a participating school that has only individuals competing may have no more than one (1) coach in the competition area. One (1) coaches' pass will be provided to schools that have individual(s) competing. Coaches who are coaching shall remain in or behind the competitors seating area during the competition.

The tournament management will assess penalties when violations occur. Penalties will accumulate for the tournament. Penalties for violation of coaches in competition area are: first offense - 10 pin team deduction, second offense - 50 pin team deductions, third team offense - 100 pin team deductions, and fourth team offense - team disqualification.

D. Conduct

1) Conduct of Coaches and Players: The captain and the coach shall be the official representatives of their team in all communications with the scorers and the tournament officials. The coach(es), the six (6) bowlers participating in a round and the official scorer (if used) are the only persons authorized to be in the area immediately surrounding the scorers' table. Unsportsmanlike conduct of bowlers, scorekeepers, coaches or fans shall be in violation of By-laws 3.141, 6.011 and 6.012.

E. The Game: The Standard tenpin scoring format will be used. Unless otherwise specifically provided in the IHSA printed instructions, the USA Interscholastic High School Bowling Rules and the IHSA Terms and Conditions shall govern equipment and competition in all rounds.

1) Bowling Practice and Warm-ups: None of the bowling lanes within the bowling establishment shall be used for practice on the day of the sectionals or the state finals. This includes any individual or team members (starters or non-starters) on the day(s) of tournament play. A scheduled fifteen minutes will be allowed for practice balls during the tournament with seven and a half minutes on each lane. The penalty for bowling prior to this schedule is disqualification of the team or individual from the tournament.

a) In an Uneven Sectional: During practice time your first bowler cannot bowl on the second lane until the fifth bowler is done.

2) Substitutions: Coaches may make a substitution in the middle of a game provided the frame is complete. Once the substitution has taken place the bowler who was removed may not re-enter that game or substitute for any other position in that game until the next game. Multiple substitutions for a position are allowed. Individuals who have been substituted are no longer eligible for individual honors in the sectional or state final competitions.

The coach making the substitution shall notify the coach who is on the same pair of lanes of the substitution. The frame and the position in which the substitution was made shall be noted on the score sheet along with the name of the substitute.

In the event of an illegal substitution, a 30 pin deduction from the individuals score shall be assessed for each of the frame(s) the illegal substitute bowled. The overall penalty shall not to exceed the bowler's actual score.

3) Time Between Rounds: There shall be a minimum of thirty (30) minutes between rounds of tournament competition.

4) Official Score: Coaches shall sign the score sheet to accept the score of teams and/or individuals as official. Addition errors or errors that can be verified may be corrected without penalty.

5) Open Lane: (See Lane Assignment and Conditions)

F. Lane Assignments and Conditions

1) Sectional and State Final Lane Conditions: It is <u>required</u> that at the sectionals, the lanes be oiled with a house league/house shot condition. At the state finals, lanes will be oiled for round one (1) on Friday and Round three (3) on Saturday and at no other time.

2) Sectional Seeding Information: At the sectionals, teams will not be seeded. Teams will be placed in their lanes based on the luck of the draw.

3) Sectional Lane Rotation: All bowlers will rotate one pair of lanes after each game. The bowlers starting on the even numbered lanes will rotate one pair of lanes to the right. The bowlers starting on the odd lanes will rotate one pair of lanes to the left.

4) Open Lane at Sectionals: In the event of uneven teams assigned to a sectional, a lane will be open. Once bowling begins, the team competing on an open lane will have its

lead off bowler wait until the last bowler on the team has completed his/her frame to begin bowling. Pacer teams are not allowed.

5) Lane Breakdown: In the event of a lane breakdown that takes more than 15 minutes, the bowlers shall move to an open pair of lanes to the right of their block. In the event of a hard break, pins should be re-set at the time of the break on the new lanes. One practice ball on each new lane will be allowed for each bowler as a warm up. The round must be finished on the new lanes regardless of the original pair being repaired.

6) State Final Round 1 and Round 2 Blocks: 6 lanes make up a block. 24 teams will be assigned to one of 5 blocks. 30 individual qualifiers will also be assigned to one of the 5 blocks. When two "Individual Teams" are placed in a block, they shall be assigned to the same pair of lanes. Round 1 and Round 2 assignments are based on the luck of the draw. Note: Individual qualifiers from the same school will stay together for Rounds 1 and 2 but not for Rounds 3 and 4. A true seed will be used for Rounds 3 and 4 and therefore no accommodation shall be made for individuals from the same school.

7) State Final Round 1 and 2 Rotation: Teams will rotate within their block after each game. Bowlers initially starting on the even numbered lane will rotate one pair of lanes to the right within the block. The bowlers starting on the odd numbered lane will rotate one pair of lanes to the left within the block. Following Round 1 teams initially assigned to an even lane will rotate two blocks to their right to start Round 2. Teams that were initially assigned to odd lanes will rotate two blocks to their left to start Round 2.

8) State Final Round 3 and Round 4 Blocks: The top 4 teams and top 10 individuals will be placed in one block. The next 4 teams and next 10 individuals will be placed in a new block followed by the remaining 4 teams and remaining 10 individuals placed in the final block using the same format. The seeds will be placed in the block of lanes so that the best seeds will be next to each other for the final game of the round. After Round 3 and for Round 4 the seeded blocks will rotate so that the seeded positions are rotated to new blocks.

IX. TOURNAMENT POLICIES

A. State Final Passes: A maximum of eight (8) passes will be issued to competitors from qualifying teams whose names are listed on the *List of Participants*. In addition, a maximum of three (3) coach's passes will be issued for coaches of qualifying teams whose names are listed on the *List of Participants*. In addition, for the purpose of access into the competition area, two (2) pit passes will be provided to teams.

One (1) pass will be issued for each individual qualifier and up to two (2) coaches passes will be issued to a school with individual qualifiers. In addition, for the purpose of access into the competition area, one (1) pit pass will be provided to a school with individual qualifier(s).

School Administrators may pick up their passes at the state final. Administrative passes will be available at the pass gate before the competition begins or in tournament central after competition begins.

B. Competitor Pass Gate: Only coaches and competitors who have been issued a pass shall be allowed through the pass gate and bowling center early on Friday. Following the Friday cuts, only coaches and bowlers who qualify for Saturdays finals shall be allowed through the pass gate or bowling center early. Individuals who do not qualify for the Saturday finals will be allowed entrance into the tournament with the general public at no charge.

C. Artificial Noisemakers: Horns, whistles and artificial noisemakers that are disruptive to the tournament management are prohibited during competition.

D. Signs, Banners, and Placards: The display of signs, banners, placards or similar items at the IHSA state series events is permitted, provided they are in good taste and reflect good sportsmanship in their message and use; they reflect identification and encouragement to participants and their school/community; they are not displayed on the field of play or in a manner, which interferes with play; they do not obstruct the view of participants or spectators and they are not hazardous.

E. 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 site, such school shall be held responsible for costs incurred in replacing or repairing such property or equipment.

F. 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, collect proper rights fees payment (where required) and make cancellation refunds for television and/or radio play-by-play origination's, according to the IHSA Television and/or IHSA Radio Broadcast Policy.

a) Television Rights Fees for all levels of competition below the State Final level shall be paid to the host school 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 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 level in this state series shall not be given credentials nor allowed access to the facility to originate. Sponsors of the originations for television and radio shall be only those so stipulated in the respective IHSA Television and Broadcast policies.

G. Cameras, Video Equipment: No cameras with flashes can be used during the competition. Only hand held video cameras will be permitted.

H. Photographer Access: During the sectional or state final warm up period, photographers will be allowed to take pictures from the lanes. A flash camera can be used. Once the competition begins, no flash cameras can be used and in addition, no photographers will be allowed in the competition area. During the final session of the state tournament, if blinds are set up, photographers who have been issued an IHSA media pass will be allowed access to the blinds for the purpose of photographing or televising competitors. The blinds located on the outside of the lanes will not have any restrictions to when they are used. The blinds set up in the middle of the competition lanes will have limited access. Once the competition begins, photographers using the middle blind must either leave the blind or remain in the blind until the round is completed.

I. Tobacco Products: No coach, player or any other person connected with a team shall be permitted to use tobacco products in the house or competition area, either during practice or while a contest is in progress. The State Final Bowling Tournament and any practice rounds are designated as a smoke free environment.

J. 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.

K. Prayer at IHSA State Series Contest: Prayer at an IHSA state series contest that takes place over the public address system is ***prohibited***.

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

X. AWARDS

A. Sectional

1) Individual Awards: The top 4 placing individuals will be awarded a medal when round one score is added to round two score.

2) Team Awards: A plaque will be presented to the winning school in each sectional.

3) Duplicate individual awards shall be given at the sectional and state final tournaments for the last eligible spot.

B. State Final

1) Individual Awards: A medallion will be awarded to the twelve bowlers in the state final individual competition who score the highest total pin fall count (round one score added to round two score added to round three score added to round four score).

2) Team Awards: A trophy will be presented to the first, second and third place school winners. Medallions will be presented to the first, second and third place team members. In addition, a Principals medallion and an Athletic Directors medallion will be presented to the first, second and third place teams.

3) Duplicate school awards for the state final will be presented in case of a tie for the last spot.

C. Administrative Awards: Medallions will be awarded to the superintendent, principal, and athletic director of the first through third place teams at the state final.

XI. OFFICIALS

A. Scorekeeper: Each participating school team shall furnish its own scorekeeper at the sectional tournament if the house does not have automatic scoring. The official scorekeepers will be a head or assistant coach, a bowling team member or a designated faculty representative.

B. Games Committee: A games committee at the Sectional will be composed of one coach from each participating school. The state final manager, an IHSA representative, the bowling proprietor, an IHSA rule interpreter and other designee shall make up the games committee for the State Final Tournament.

IHSA Bowling Calendar

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2011-12 Boys Bowling Calendar

Oct. 24	Boys Bowling Season Begins
Nov. 1	State Series Entry Deadline
Nov. 1	Online Rules Meeting Open
Nov. 7	1st Contest May be Held
Dec. 2	Sectional Bowling Assignments Posted
Dec. 5	Online Rules Meeting Closed
Jan. 17	List of Participants Due Online From Coaches
Jan. 17	IHSA Withdrawal Deadline (no penalty)
Jan. 17	Team Pictures due to the IHSA
Jan. 19	List of Participant posted on School Center for Managers
Jan. 20	Bowling Ball Certification Deadline
Jan. 21	Sectionals
Jan. 26	State Final Practice Round
Jan. 27-28	State Finals
Jan. 28	Season Ends

2011-12 Girls Bowling Calendar

Nov. 1	State Series Entry Deadline
Nov. 1	Online Rules Meeting Open
Nov. 7	Girls Bowling Season Begins
Nov. 21	1st Contest May be Held
Dec. 2	Sectional Bowling Assignments Posted on Website
Dec. 5	Online Rules Meeting Closed
Jan. 31	List of Participants Due Online From Coaches
Jan. 31	IHSA Withdrawal Deadline (no penalty)
Jan. 31	Team Pictures due to the IHSA
Feb. 2	List of Participant posted on School Center for Managers
Feb. 3	Bowling Ball Certification Deadline
Feb. 4	Sectional
Feb. 9	State Final Practice Round
Feb. 10-11	State Finals
Feb. 11	Season End

Do What's Right!
Sportsmanship

Coaches and Participants:

1. Set a good example for spectators to follow.
2. Respect the integrity and personality of the individual athletes and coaches.
3. Display modesty in victory and graciousness in defeat.
4. Show respect for opponents before, during, and after contests.
5. Do What's Right! as you represent your team, school and community.

Spectators:

1. Show respect for opposing players and coaches
2. Show respect for members of the coaching staff and team.
3. Display modesty in victory and graciousness in defeat.
4. Recognize and show appreciation for outstanding play.
5. Encourage coaches, players, and other fans to Do What's Right!

Acceptable Behavior…

- Players shaking hands with opponents while both sets of fans recognize player's performance with applause.
- Accept all decisions of the rules committee.
- Handshakes between participants and coaches at the end of contests, regardless of the outcome.
- Treat competition as a game, not a war.
- Coaches/players search out opposing participants to recognize them for outstanding performance or coaching.
- Applause at the end of the meet for performance of all.
- Encourage surrounding people to display only sportsmanlike conduct.

Unacceptable Behavior…

- Disrespectful or derogatory yells or gestures.
- Refusing to shake hands or give recognition for good performances.
- Blaming the loss of the meet on someone else.
- Use of profanity or displays of anger that draw attention away from the game.

Manual/DWR Criteria AD

ILLINOIS HIGH SCHOOL ASSOCIATION

CHECKLIST FOR COACHES AND TOURNAMENT DIRECTORS

1. Participating Teams

_____ Complete the LOP through the IHSA Schools Center
_____ Find sectional assignments for the state series on the IHSA Bowling Website
_____ Download the *IHSA Girls' and Boys' School & Manager Manual* from the IHSA bowling website.
_____ Download the *Boys' and Girls' Terms and Conditions* from the IHSA bowling website.
_____ Complete and have on file the *Bowling Certification Forms*
_____ Review Sectional bowling information from your sectional manager
_____ Complete and have on file the Drug Testing form
- _____ Obtain arrival time
- _____ Coaches' meeting arrangements
- _____ Starting time
- _____ Practice times at lanes and the cost (no practice day of contest)
- _____ Parking
- _____ Bad weather plans
- _____ Provide a local map and directions
- _____ Lane Assignments
- _____ Provide a list of host phone numbers

2. Tournament Director

_____ Follow the LOP deadline, make lane assignments based on Terms and Conditions
_____ Send information to participating schools
- ____ Starting times
- _____ Coaches' meeting arrangements
- _____ Practice times at lanes and the cost (no practice day of contest)
- _____ Parking
- _____ Bad weather plans
- _____ Provide a local map and directions
- _____ Lane Assignments
- _____ Provide a list of host phone numbers
- _____ Remind coaches of ScoreZone and check results and name spellings

Coordinate Workers

_____ Meet Manager
_____ Ticket Taker
_____ Runners
_____ Tournament central scorers
_____ Games Committee (see T&C)

Bowling Establishment

_____ Lane Conditions Refer to Terms and Conditions recommendations
_____ Spectator area roped off
_____ Smoking and Alcohol prohibited in roped area
_____ Parking
_____ Ticket area
_____ Signage
_____ Concessions

Coaches' Meeting

Coordinate a time and place convenient for conducting a coaches' meeting.

Coaches' Meeting Agenda

_____ Collect the school line-ups and line up changes
_____ Review how to handle odd number of teams competing, if applicable
1) the first bowler of a team cannot begin their next frame until the #5 bowler has completed their first ball of the previous frame; 2) pacer teams are not allowed; 3) no exceptions
_____ Review rotation and new rule changes of the Terms & Conditions. (All changes have been shaded.)
_____ Review pre-game protocol – intro of teams
_____ Review sportsmanship and conduct expected by coaches, participants, and fans. (Include the no smoking and alcohol policies for competition and practices.)
_____ Review procedures for paying for lanes
_____ Review any medical or safety procedures
_____ Review procedures for security of belongings
_____ Select the games committee
_____ Go over any playing conditions

3. Following Meet-Sectional Manager

_____ Report results on the ScoreZone (same day)
_____ Complete financial report (online)
_____ Report any schools that did not show up for the sectional

4. Results and State Final Qualifiers

_____ ScoreZone will post unofficial results of each sectional following the meet
_____ IHSA will post team qualifiers and individual qualifiers including at-large qualifiers

5. State Final Qualifiers

_____ State final information for qualifiers posted online
_____ At-large qualifiers posted online
_____ Team pictures to IHSA
_____ Check pre-assigned lane assignments for Friday's Round
_____ Contact Bowling Center for Thursday practice round
_____ Make hotel reservations

U:Bowling Manager Manual/Checklist--Managers

2011-2012 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: __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*_____

the future plays here!™
Illinois High School Association

2011-12
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

IHSA Licensed Vendor

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

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: Click link for downloadable pdf of the Royalty Report

Financial Reports Must Be Filed Online

The final phase of your hosting responsibilities is to file a financial report with the IHSA. The financial report forms are available in the password-protected Schools Center area of the IHSA Web site.

Log in to the Schools Center with your school ID and an administrator password. On the main menu of the Schools Center, under the heading "Tournament Management", you will find a link to the financial report. Please fill out the one-page form and press the submit button to file your report.