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2015-16

Boys/Girls  
Cross Country

Manual for Managers



# Cross Country Manual for Managers

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## Revision History



# 2015-2016 Boys/Girls Cross Country 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 2015-2016 IHSA Boys/Girls Cross Country Tournament Series.

### I. SCHOOL CLASSIFICATION

Competition in the IHSA Cross Country 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 Cross Country operating under the three-class system shall be classified as follows:

1. Schools with enrollments of 0-712.00 will be Class 1A (40.00% of the membership).

2. Schools with enrollments of 712.01-1662.00 will be Class 2A (30.00% of the membership).

3. Schools with enrollments of 1662.01 and-above will be Class 3A (30.00% of the membership).

### II. DATES AND SITES

**A.** Regional meets will be held on Saturday, Oct. 24 for Class 1A, 2A and Class 3A between the hours of 10:00 a.m. and 3:00 p.m.

**B.** Sectional meets will be held on Saturday, Oct. 31 for Class 1A, 2A and 3A between the hours of 10:00 a.m. and 3:00 p.m.

**C.** The State Final meet will be held at Detweiller Park, Peoria, on Saturday, November 7. Peoria High School will host the State Final Meet.

### III. SCHOOLS AND OFFICIALS CENTER INFORMATION, ON-LINE ENTRIES, RULES MEETING PRESENTATION, WITHDRAWAL PROCEDURE, ELIGIBILITY, AFFIRMATIVE ACTION AND REGIONAL/SECTIONAL ONLINE LIST OF PARTICIPANTS

**A.** The policy for Original School Entry Deadlines, Late Entries, and Late Withdrawals shall be the policies and procedures regarding entry for all IHSA-sponsored sport/activities. For complete instructions, please login to the IHSA Schools & Officials Center with your Official Representative USER ID and Password. Click on the activity tracker and click the button to add sports for the upcoming year. Sports Entry Deadlines are Sept. 11 (fall), Nov. 1 (winter) and Feb. 1 (spring).

#### **B. On-Line School Entries**

All Official Representatives must login to the IHSA School Center; click on "Sport & Activity Tracker"; click on "enter your teams". There you will select the sports and activities your school team or individuals will participate in during the 2015-2016 school term. After the Fall entry deadline (September 11), the IHSA will assign all schools to Regional and Sectional levels in the Cross Country State Series.

**C. Late On-Line School Entries: Schools that wish to enter after September 11 will be considered late.** To be considered for late entry, the Principal/Official Representative must email Ron McGraw (rmcgraw@ihsa.org) for approval. The penalty for late entry shall be a payment of \$100.00 for that sport/activity by the school.

**D. Six Contest Verification (Team entries only):** When completing the Regional/Sectional Online List of Participants, only schools entering a team must check the Six Contest Verification box to be eligible to compete for team honors. By **checking the Six Contest Verification box** in the Regional/Sectional Online List of Participants, schools are verifying that the school's boys or girls interscholastic Cross Country team has participated in six boys or girls interscholastic

Cross Country meets during the current Boys and Girls Cross Country season and is thereby eligible to compete for team honors at the state meet series in accordance with IHSA By-law 3.054.

**Individuals:** Schools with only individuals competing **do not check the Six Contest Verification box** as they are not required to meet this requirement. Individual entries are not eligible to compete for team honors in the state series meets.

**E. RULES MEETING PRESENTATION (Schools entering as Teams and Individual Entries):** The Cross Country **On-Line Rules Video presentation begins August 11, 2015 and ends on September 15, 2015 (schools and officials)**. Each participating school must have each **HEAD COACH** view and receive credit for the 2015-2016 cross country rules video. Track and Field Officials opting to participate in the Cross Country State Series must also view the on-line video. To receive credit the coach/official must view the video in their respective IHSA School/Officials Center. See the On-Line Cross Country Bulletin located on the IHSA Cross Country page for specific instructions.

**NOTICE:** After you have viewed the video presentation once and have been given credit: If you coach at two different schools or you are a coach and an official, you must contact Cheryl Lowery at the IHSA Office (clowery@ihsa.org), she will manually give you credit. **If you view the presentation and it doesn't give you credit (within 24 hours) the first time, contact Cheryl Lowery at the IHSA Office.**

Below are a few options to assist you in viewing the rules video presentation once you have tried and have failed.

1. Try again on a different computer, preferably in a different location (home instead of school, etc.) Sometimes these files download badly. Going to a different computer/location is the easiest way to get a fresh start.

2. Go back to where you clicked on the link to start the presentation, and **INSTEAD** click on the link below to view the LITE version, which has no video content. Flash video can be an issue for some computers, and the lite version takes this out of the equation.

3. **Do not use a tablet or iPad for viewing Rules Meetings. Our software is not capable for giving credit for people using a tablet or iPad.**

#### **F. Breach of Contract By-Law 6.041 (Withdrawal Procedure)**

**You must withdraw by notifying the IHSA Office, not the Regional/Sectional Manager.**

To withdraw without penalty, the Official Representative must email Tammy Craig (tcraig@ihsa.org) at the IHSA Office, notifying IHSA of the school's withdrawal from Cross Country prior to the List of Participants deadline.

If a school withdraws after the List of Participants deadline and/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.

#### G. Eligibility

All member schools in good standing may enter an individual(s) or a team under the provisions of IHSA By-law 3.054.

In accordance with By-law 3.050, schools are subject to entering eligible student-athletes.

**H. Affirmative Action Policy:** Only boys may participate in the boys competition in the meet series and only girls may participate in the girls competition in the meet series, except as provided in the Illinois High School Association Affirmative Action Policy.

**I. Regional/Sectional Online List of Participants: PLEASE READ THIS SECTION CAREFULLY!!** Each school entering the state series (whether entering a team or individuals) must submit its Regional/Sectional Online List of Participants via the Internet through the IHSA Schools and Officials Center Web Site. The Regional/Sectional Online List of Participants must be received in the IHSA Office by **noon on Tuesday, October 20, 2015**. If a school does not submit the Regional/Sectional Online 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. Schools which do not submit their school's Regional/Sectional Online List of Participants and are consequently ruled ineligible for the State Final Series must formally withdraw (see Withdrawal Procedures/Breach of Contract above in section III-C). The Regional/Sectional Online List of Participants will provide space for up to a maximum of 12 runners (coaches may not fill in empty spaces later, **put 12 runners in now!!!**). The runners listed on the Regional/Sectional Online List of Participants are the only runners the school may use during the state series, beginning with the regional. Substitutions at the sectional and/or state final must come from the list of 12 runners on the Regional/Sectional Online List of Participants. Coaches are encouraged to bring the computer generated copy of their Regional/Sectional Online List of Participants to the Regional and Sectional sites the day of the meet. This list must be printed (ctrl+P) on your keyboard prior to the On-line List of Participant deadline. **The option to print will not be available after that deadline.** The schools center

will indicate deadline passed once the deadline approaches. It does not mean your school didn't complete it. IHSA has to close the site at this point to recover the data submitted and to transfer the data to site managers. **THIS IS YOUR PROOF TO THE HOST IN CASE CONFLICTING INFORMATION IS ACCIDENTLY PROVIDED TO THE TOURNAMENT HOST. WITHOUT THIS DOCUMENT TO USE IN CASE OF CONFLICTS ON RACE DAY, THE HOST CAN NOT ALLOW RUNNERS NOT LISTED ON HIS LIST TO PARTICIPATE!! MAKE A COPY AT THE TIME YOU GO ON-LINE TO ENTER YOUR 12 PARTICIPANTS.** IHSA will utilize the name spellings and year in school data from the Regional/Sectional Online List of Participants and coaching staff submitted by each school entered into the State Series for publication in the State Final Program. If you notice an error in the List of Participants after the on-line deadline, please email (clowery@ihsa.org) or contact Cheryl Lowery at (309) 663-6377 at the IHSA Office. Names and year in school data will not be utilized from the Regional or Sectional Winner Reports.

**COACHES NAMES:** If a coach on your coaching staff doesn't appear in the drop down menu in the List of participants, check the following under the Staff Responsibility page:

- 1) Has he/she been designated as the Head coach or an assistant coach?
- 2) Does it indicate how the coach is Certified to Coach?
- 3) Does your coach have a completion date listed for the PES Examination?
- 4) Has your coach completed the Concussion Exam requirement?

If any of the above information is missing from your IHSA Schools, he/she will not be able to add their name to the online List of Participants and/or issued coaching credentials during the state final.

**Confirmation of receipt of Regional/Sectional Online List of Participants:** Schools should login to their School Center site on the IHSA website. The Activity Tracker will show "Completed", if you have checked the "Certify & Submit" page indicating you have finished with your report. If it doesn't indicate "Completed", then you must go back into your schools List of Participants and check the "Certify & Submit" page on the Regional/Sectional Online List of Participants indicating you are finished.

#### IV. HOST FINANCIAL ARRANGEMENTS

##### A. Regional Hosts:

Regional host schools shall receive \$305.00 for hosting the boys and \$305.00 for the girls meet, and must submit its results via the Internet to the IHSA Office. Computer scoring is preferred. Host school is to pay for all local expenses and issue checks to the officials. IHSA will reimburse the host school \$35.00 per race for the Meet Referee and \$25.00 per race for Clerk/Starter official fees, upon receiving the completed Financial Report. Regional host

schools must complete their Financial report, even if gate is not charged at your meet. In addition, all Regional meets shall abide by the IHSA Royalty Policy included in the current IHSA Official Handbook and/or the IHSA Web Site.

##### B. Sectional Hosts:

Sectional host schools shall receive \$365.00 for hosting the boys and \$365.00 for the girls meet, and must submit its results via the Internet to the IHSA Office. Computer scoring is preferred. Host school is to pay for all local expense and issue checks to the officials. IHSA will reimburse the host school \$35.00 per race for the Meet Referee and \$25.00 per race for Clerk/Starter official fees, upon receiving the completed Financial Report. Sectional host schools must complete their Financial report, even if gate is not charged at your meet. In addition, all Sectional meets shall abide by the IHSA Royalty Policy included in the current IHSA Official Handbook and/or the IHSA Handbook.

**C. State Final Parking Fee:** PLEASE REMEMBER TO INFORM YOUR PARENTS AND FANS Admission fees will be collected at each of the parking lots in or adjacent to Detweiller Park. The fees for Cars = \$10.00; Van (extended 15 passenger type) = \$15.00; Bus = \$25.00. The IHSA encourages spectators to take advantage of this admission price. Obviously it is far more economical to share the ride with others attending this event. The admission price is the same for a car containing four people or only one person. The prices are per vehicle, not the number of people in the vehicle. Schools, coaches and athletes are encouraged to share this information with their fans.

**D. Contestant Expenses:** Neither the State Association nor the local tournament management will assume responsibility for any contestant expenses of any kind.

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

1. Television Rights Fees to be charged by Local Managers and/or the IHSA are contained in the IHSA Television Policy.
2. Radio Fees, which shall be charged, are:
  - a) Regional Contest = No Charge
  - b) Sectional Contest = No Charge
  - c) State Final = No Charge
3. Policies regarding media requirements for each Local Manager are contained in the Policy Section of the current IHSA Official Handbook and/or on the IHSA Web Site. When using the IHSA Web Site, look under the Departments section on the home page. Click on the People and Policies link, then in the Constitution and By-laws (Eligibility) section click on the Official Handbook link and finally the Policies link. Scroll to the proper Policy.

## V. TOURNAMENT ASSIGNMENTS

On or about September 18, Regional and Sectional Cross Country Assignments will be posted on the IHSA Cross Country Activity Web Page under the State Series Information & Results link. The Cross Country Manual for Schools will also be posted online on the respective cross country activity pages and in the IHSA Schools Center.

### A. Class 1A Series

A total of fifteen (15) regional meets will be created with three (3) regional meets assigned to a correlated sectional.

There will be five (5) 1A sectionals.

### B. Class 2A Series

A total of fifteen (15) regional meets will be created with three (3) regional meets assigned to a correlated sectional.

There will be five (5) 2A sectionals.

### C. Class 3A Series

A total of fifteen (15) regional meets will be created with three (3) regional meets assigned to a correlated sectional.

There will be five (5) 3A sectionals.

## VI. TOURNAMENT STRUCTURE AND TIME SCHEDULES

### A. Regional and Sectional Meet Time Schedules:

All Local Managers will schedule regional meets on Saturday, October 24, and sectional meets on Saturday, October 31 between the hours of 10:00 a.m. and 3:00 p.m. In some instances where courses are at a premium, managers can request a waiver in the starting time of their meet by contacting [rmcgraw@ihsa.org](mailto:rmcgraw@ihsa.org).

### B. Regional-Sectional Data Exchange:

Each Regional Manager may obtain a text file with the eligible List of Participants for each school assigned to their regional from the Schools and Officials Center on the IHSA Web Page beginning Wednesday at 4:00 p.m. of the week preceding the regional. Each regional manager must complete the winner report on-line in the Schools and Officials Center on the IHSA Web Page ([www.ihsa.org](http://www.ihsa.org)). Sectional Managers should obtain the data they need to administer their meet from the Schools and Officials Center. Each Regional Manager must complete the **winner report and upload their complete result files** on-line in the Schools and Officials Center no later than 4:00 p.m. after the conclusion of the regional. Each Regional manager must also email a set of complete results to Ron McGraw immediately following their meet ([rmcgraw@ihsa.org](mailto:rmcgraw@ihsa.org)).

### C. Sectional-State Final Data Exchange:

Each Sectional Manager may obtain a text file with the eligible List of Participants for each school entered in the Cross Country

State Series. The eligible List of Participants will be available for all schools entered in the state series beginning Monday afternoon around 4:00 p.m. the week of the Sectional. Sectional Managers should obtain the data they need to administer their meet from the Schools and Officials Center. Each Sectional Manager must complete the **winner report and upload their complete result files** on-line in the Schools and Officials Center no later than 4:00 p.m. after the conclusion of the sectional. Each Sectional manager must also email a set of complete results to Ron McGraw immediately following their meet ([rmcgraw@ihsa.org](mailto:rmcgraw@ihsa.org)).

### E. 2015 State Final Meet

1. Practice: Friday, November 6, 2015 at 1:00 pm: Head Coaches may pick-up their school's team/individual packets all day at the course. Bibs/RFID computer tags will be included in the team packet. The course will be open for practice for all qualified contestants, weather permitting, until dark. Additional school vehicle parking pass requests will be considered at this time.

2. Coaches Meetings: **Friday, November 6, 2015 at 2:00 p.m. and 3:00 p.m.**

A coach from each participating school is required to attend a coaches meeting sometime prior to their team or individual's race. It is recommended that coaches attend one of the meetings conducted on Friday at the times listed above. However, a meeting will also be conducted just prior to the girls race in each class on Saturday (see schedule below).

### Saturday, November 7, 2015

#### Class 1A Girls

8:00 a.m.  
Course will be open to all Class runners.

8:15 a.m.  
Head Coaches and Referees meeting at the finish line (B & G Class 1A)

8:30 a.m.  
National Anthem/Honorary Referee Presentation

8:35 a.m.  
Inspection of runners by Clerk of the Course

8:50 a.m.  
The course will be closed for warm-ups

8:55 a.m.  
Final starting instructions at the Team Boxes

9:00 a.m.  
Class 1A Girls State Final Race.

11:00 a.m.  
Class 1A Awards Ceremony

#### Class 1A Boys

Course will be open for Class 1A Boys immediately following the finish of the Class 1A Girls race

8:15 a.m.  
Head Coaches and Referees meeting at the finish line

9:35 a.m.  
Inspection of runners by Clerk of the Course

9:50 a.m.  
The course will be closed for warm-ups

9:55 a.m.  
Final starting instructions at the Team Boxes

10:00 a.m.  
Class 1A Boys State Final Race.

11:00 a.m.  
Class 1A Awards Ceremony

#### Class 2A Girls

Course will be open for all Class 2A runners immediately following the finish of the Class 1A Boys race

10:30 a.m.  
Head Coaches and Referees meeting at the finish line (B & G Class 2A)

10:35 a.m.  
Inspection of runners by Clerk of the Course

10:50 a.m.  
The course will be closed for warm-ups

10:55 a.m.  
Final Starting Instructions at the Team Boxes

11:00 a.m.  
Class 2A Girls State Final Race.

1:00 p.m.  
Class 2A Awards Ceremony

#### Class 2A Boys

Course will be open for Class 2A Boys runners immediately following the finish of the Class 2A Girls race

10:30 a.m.  
Head Coaches and Referees meeting at the finish line (B & G Class 2A)

11:35 a.m.  
Inspection of runners by Clerk of the Course

11:50 a.m.  
The course will be closed for warm-ups

11:55 a.m.  
Final Starting Instructions at the Team Boxes

12:00 p.m.  
Class 2A Boys State Final Race.

1:00 p.m.  
Class 2A Awards Ceremony

#### Class 3A Girls

Course will be open for all Class 3A runners immediately following the finish of the Class 2A Boys race

12:30 p.m.  
Head Coaches and Referees meeting at the finish line (B & G Class 3A)

12:35 p.m.  
Inspection of runners by Clerk of the Course

12:50 p.m.  
The course will be closed for warm-ups

12:55 p.m.

Final Starting Instructions at the Team Boxes

1:00 p.m.

Class 3A Girls State Final Race.

3:00 p.m.

Class 3A Awards Ceremony

### Class 3A Boys

Course will be open for all Class 3A boys immediately following the finish of the Class 3A Girls race

12:30 p.m.

Head Coaches and Referees meeting at the finish line (B & G Class 3A)

1:35 p.m.

Inspection of runners by Clerk of the Course

1:50 p.m.

The course will be closed for warm-ups

1:55 p.m.

Final Starting Instructions at the Team Boxes

2:00 p.m.

Class 3A Boys State Final Race.

3:00 p.m.

Class 3A Awards Ceremony

## VII. ADVANCEMENT OF WINNERS

### A. Regional to Sectional:

In **Class 1A** the first seven (7) placing teams and the first five (5) runners who are not members of the advancing teams in each regional will advance to sectional competition at the site to which they are assigned. In addition, in the event the 6th, 7th or 8th place overall individual finisher in the regional is not on a qualifying team, such 6th, 7th or 8th place overall finisher in the individual race shall advance from the regional to the sectional meet.

In **Classes 2A and 3A** the first six (6) placing teams and the first five (5) runners who are not members of the advancing teams in each regional will advance to sectional competition at the site to which they are assigned. In addition, in the event the 6th, 7th or 8th place overall individual finisher in the regional is not on a qualifying team, such 6th, 7th or 8th place overall finisher in the individual race shall advance from the regional to the sectional meet.

**Sectional to State Final:** The first five (5) placing teams and the first seven (7) runners who are not members of the first five (5) placing teams in each Sectional will advance to the State Final meet. In addition, in the event the 8th, 9th or 10th place overall individual finisher in the sectional is not on a qualifying team, such 8th, 9th or 10th place overall finisher in the individual race shall advance from the sectional to the state final meet.

**C. Regional/Sectional Team Ties:** For purposes of advancement of teams from regional to sectional and sectionals to the State

Final, if a tie occurs at the last qualifying spot, the teams tied advance. Note: In the State Finals, team ties for the first three places will be broken by comparing the 6th runner from each of the teams involved in the tie.

## VIII. TOURNAMENT RULES

**A. Substitution:** Teams shall be considered to consist of a minimum of five (5) up to a maximum of twelve (12) runners, each of whose names must appear on the Regional/Sectional Online List of Participants. Seven (7) runners may be entered at any level in the state series. Any runner listed on the Regional/Sectional Online List of Participants, and only those listed on the Regional/Sectional Online List of Participants, may be used as one of the seven (7) in the regional, sectional and/or state final. Note: No substitutions may be made by a team (coach) after a tag has been issued to any runner from that team at the starting line.

### B. Scoring:

**1. Team Scoring:** The scores of the first five (5) runners from each school to finish the race will be counted in determining the team's score. Runners from these schools will be eligible for team awards. Schools that enter fewer than five (5) runners and/or schools that have fewer than five (5) runners finish the race at any level in the series will not be eligible for team honors. Schools that are not in compliance with by-law 3.054 are not eligible for team scoring.

**2. Individual Scoring:** Runners from all schools may earn individual awards as provided in section X. Awards A-B-C.

**3. Regional/Sectional Video Review:** The host school conducting all regional and sectional events must provide some form of video review of the finish line. This video review can be as simple as one video camera and one monitor (television or computer, etc.) or as sophisticated as the host school chooses. Placement of this camera is critical. Please consider its placement (height, angle, etc.) carefully. Meet managers must consult the Meet Referee as the decision regarding camera placement is considered. Only the video of the meet management may be used to review the finish of any race. The Meet Referee will review the video of the finish of race to facilitate accurate scoring of each race. Only the referee and meet management may view the finish line video (the games committee may also view the video, **but only if invited to do so by the meet referee**).

**C. Length of Course:** Courses for the regional, sectional and state final meets in either the boys/girls series shall be no more than 3.12 miles (5K) nor less than 2.75 miles in length. Every effort should be made to run on three mile courses. The length of the course for the respective boys/girls Class 1A, 2A and 3A state final will be 3.0 miles.

**D. Practice on Course:** Practice on the course may be closed if the weather jeopardizes the conditions of the regional, sectional or state final meet course. Weather permitting, practice at the state finals will be allowed beginning at 1:00 p.m. on Friday afternoon.

**E. Uniforms:** Contestants in the complete meet series shall wear school issued regulation uniforms that meet NFHS rules and the IHSA interpretations that follow:

**1. NFHS Rule 9-6:** All competitors will wear a school issued uniform (shorts, jersey, or bodysuit; one or two-piece, and shoes). Refer to the online rules video for clarification.

**2. NFHS Rule 9-6-1b:** Competitors are permitted to wear bodysuits (unitards) in competition. Previously, shorts were required at meets. The bodysuits must still meet other NFHS uniform restrictions, including logo restrictions. They can be either one or two-piece suits.

**3. NFHS Rule 9-6-4:** Each team member shall wear the same color and design school issued uniform (shorts, jersey, or body suit; one or two piece). Same means "similar" or varying shades of the same color. The printing, design, and or lettering on the jersey or body-suit must be such that each runner can be easily identified, so that as a person views the runner's uniforms together, they appear similar and the team is easily identified. Sleeve length and printing on undergarments do not need to be identical, but need to be similar in color. It is legal for a team to wear more than one undergarment but all team members wearing undergarments must wear the same undergarments.

**4.** All participants will be issued a numbered bib to be worn on both the front and back of their jersey. The bib must be placed high on the jersey. This will help ensure numbers will be visible upon video review.

**5.** Once the race has started, there will be no disqualification for an improper uniform (**unless the uniform is altered after being approved at the starting line by an official**). It is the responsibility of the clerk of the course and or the referee/starter to inspect each competitor's uniform prior to the start of a race. They are not to allow a runner to compete in an illegal uniform. If the clerk is unsure of the uniforms compliance with the rules, they will request a ruling from the referee/starter prior to the start of the race. Any runner that alters their uniform after being approved by a clerk of the course will be disqualified for unsporting conduct (this would include but not be limited to, rolling the top up which could expose the midriff).

**6.** Removable arm sleeves, calf sleeves and wrist sweat bands are legal to wear in competition.

**F. Jewelry:** Contestants wearing jewelry will be permitted to compete. Narrow headbands, to keep the hair from interfering with a contestant's vision will be permitted. Contestants with painted bodies or faces as

well as any costumes will not be permitted to compete nor participate in awards ceremonies.

**G. State Series Rules:** All meets will be conducted in accordance with the Track and Field and Cross Country Running rules published in the current National Federation Track and Field Rule Book (or Illinois interpretation of said rules).

1. **Finish Line:** In the regional meets, sectional meets and at the state final, runners will finish each race at the mouth of the chute (the wide mouth chute is required for regional/sectional/state meets and is highly recommended for all races conducted during the season). This is the front end (wide part-front end) of the chute and not the neck (narrow part-back end) of the chute. The width of the finish line at the State Final Meet will be 15 feet. That is also the minimum width for the finish line for races at the regional and sectional. It is recommended the depth of the chute at the regional and sectional be 15-25 feet. Coaches need to practice their runners finishing races by running past the finish line approximately 15-20 feet in practice and during the regular season. Runners should be taught to run through the finish line just like in races on the track.

2. The races in the regional, sectional and state final meets will finish at the "mouth" of the chute.

3. At the state final meet, computer scoring will be used. The (RFID) computer tag will be attached to the front bib. The bib/chip will be attached with 4 safety pins high on the front of each competitor's uniform. The bib/chip will not be returned to meet management. Competitors must be careful not to bend the front bib as this may damage the computer chip which is attached to the bib. **Essentially the chip is used as a timing device and the torso will be used for scoring (NFHS 9-3-2). Video review will be used as the primary tool for scoring the meet. It is important to note that Illinois interprets this differently than the NFHS in rule 9-3-3.**

**H. Ergogenic Aids:** The use of oxygen, glucose gel, inhalers, water or other prescribed medication that is not a performance enhancer shall be allowed without prior approval.

**I. Timing Devices/Watches:** Competitors will be allowed to use/wear watches of any type during IHSA cross country competition.

**J. Spiked Shoes:** The use of spiked shoes will be permitted in the IHSA Cross Country Series; however, it is recommended that spikes not exceed 5/8 inch in length.

**K. Starting Boxes** & the area in front of the starting line used for run outs: the only persons allowed in the starting boxes & the area in front of the starting line used for run outs will be the competitors and coaches. Coaches must leave the boxes prior to the start of competition. Once teams and individuals have been called to the starting line by the announcer for

final instructions, no further run-outs shall be permitted (NFHS Rule 9-4-4). Starting boxes should be between 4 and 6 feet in width. Starting box assignments for the state finals will be determined by a blind draw. The box assignments will be drawn and posted on the IHSA cross country web page following the sectional competition.

**L. Finish Line:** Meet managers must make every effort to clearly define the finish line. The use of brightly colored cones placed on the outside ends of the actual finish line are recommended.

**M. Ethics of Competition and Sportsmanship:** Unethical and unsportsmanlike conduct by competitors, coaches and spectators will be penalized under the provisions of By-laws 6.011 and 6.012.

**N. The Games Committee:** A games committee as described in the National Federation Track & Field rules 3-2-1, through 3-2-8 will be appointed by the meet Manager. This committee shall act as a jury of appeals (3-5-1). The committee may also be called to meet to discuss the suspension of play due to hazardous weather conditions (Note that either the Meet Referee or Meet Management may make the decision to suspend competition as a result of severe weather). Selected individuals can include school representatives. **NO IHSA OR NFHS RULE MAY BE SET ASIDE OR IGNORED BY THE GAMES COMMITTEE/JURY OF APPEALS.**

**O. Posting of State Final Results:** Results of the individual races and team scores will be posted for the coaches at a designated area following each race. The final results showing individual and team scoring will be also posted for the general public.

**P. Posting of Regional/Sectional/State results: Regional/Sectional/State race results will not be posted by meet management or their designee until the results have been evaluated and approved (signed) by the IHSA meet referee.**

## IX. TOURNAMENT POLICIES

### A. State Final Passes

**Participants:** Participants will not be issued passes. Each qualifier who advances to the state final will receive a set of two bibs (chips enclosed) and two hip numbers. Runners are to pin the larger bib to the front of their school uniform singlet and the smaller bib to the back of their uniform singlet. The bibs are to worn high on their school uniform singlet (for the purpose of aiding in the accurate video review of each race). Do Not bend or crease bibs or it may deactivate the chip.

**Coaches of Individuals:** One coach's pass will be issued (if the coaches name appears on the Regional/Sectional Online List of Participants, prior to the Online deadline).

**Team Coaches:** a maximum of two passes will be issued (if two coaches names are listed on the Regional/Sectional Online List of Participants, prior to the deadline.)

**Note:** the two coaches who are listed on the Regional/Sectional Online List of Participants will be issued a coaches pass. However, those coaches must meet all IHSA Coaching By-law Requirements and its subsections. (By-law 2.070). Coaches who do not meet By-law 2.070 are not eligible and cannot coach or be entered on the Regional/Sectional Online List of Participants and are not eligible to receive a pass.

**B. Signs, Banners and Mechanical Noisemakers:** 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 competition (this will be determined by Meet Management);
- 4) they do not obstruct the view of participants or spectators; and,
- 5) they are not safety hazards (as determined by meet management).

**State Final Signs and Banners are the property of the IHSA. IHSA and Peoria High School will prosecute those caught attempting to vandalize the Fence of Fame and the starting box numbers that hang above the team boxes at the starting line.**

**C. Pets:** Individuals are prohibited from bringing any type of pet to the State Final, with the exception of service and seeing-eye dogs. Please share this information with your parents and fans.

**D. Cooking Grills:** By order of the fire marshal, cooking grills operated by the general public are not allowed in the park on the day of the cross country state final meet.

**E. State Final Practice:** Friday, November 6, 2015 at 1:00 p.m.

### F. Media Space Requirements:

1) Space shall be set aside to provide for news media representatives covering the state series from newspapers, news gathering Internet sites, radio stations, commercial television stations and/or cable television stations, according to the IHSA Policies and Procedures Regarding News Media Credentials and Working Assignments for IHSA State Series.

2) Radio and TV Applications & Fees: It is the responsibility of the Local Manager to accept applications, approve requests to originate, collect proper rights fees payments (where required) and make cancella-

tion refunds for television, according to the IHSA TV 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. Local Managers shall permit radio play-by-play originations of the competition according to the IHSA Broadcast Policy.

c) Television and/or Radio Stations which do not apply in advance, or 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. Video Replay and Television Monitoring Equipment:

Use of video replay or television monitoring equipment other than the official equipment approved by the IHSA (or meet manager) shall not be used to make decisions related to the state series meets. Only IHSA state meet officials, including the games committee (when called upon by the meet referee to do so), will have the authority to review official video results. It is also required for the host to have available a finish line camera for the purpose of "**required official video review**" at all regional and sectional meets. Video review **will** be used as the **primary** method of determining the outcome of all races at the regional, sectional and state final meets. The Meet Referee and IHSA officials **will** review the finish line video of each regional, sectional and state final race to facilitate accurate scoring of each race.

At regional and sectional events elaborate, multi-camera systems are not necessary. A single, **well positioned** camera should be satisfactory. Host schools must consult the meet referee to determine the appropriate position and angle of the finish line camera.

### H. Tobacco/Liquid Nicotine Products:

The use of tobacco or liquid nicotine products in any competition area, either during a practice or while a contest is in progress, or affiliated property of any IHSA state series contest by any coach, player, any other person connected with a team, or fan shall be prohibited. 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, tobacco/liquid nicotine free zones on the date or dates of any IHSA event being held at the site.

### I. 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.

### J. 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. Regional:

1) Individual: Medals will be awarded to the first five (5) placing runners.

2) Team: A plaque will be awarded to the first place team.

3) **Duplicate Awards for Hosts in case of ties:** Managers can find a Duplicate Awards order form in the online Cross Country Manual for Managers.

4) **School Duplicate Awards:** Schools can find a Duplicate Awards order form in the online Cross Country Manual for Schools (for lost or teams/schools part of a Coop).

### B. Sectional:

1) Individual: Medals will be awarded to the first ten (10) placing runners.

2) Team: A plaque will be awarded to the first place team.

3) **Duplicate Awards for Hosts in case of ties:** Managers can find a Duplicate Awards order form in the online Cross Country Manual for Managers.

4) **School Duplicate Awards:** Schools can find a Duplicate Awards order form in the online Cross Country Manual for Schools (for lost or teams/schools part of a Coop).

### C. State Final:

1) Individual: Medallions will be awarded to the first twenty-five (25) placing runners.

2) Team: Trophies will be awarded to the first, second and third place teams. 18 total team medallions will be awarded to each of the top three teams. Twelve (12) medallions will be presented to runners of each placing team. Two (2) coaches medallions and one (1) Athletic Trainer medal will be presented to coaches of each placing team. In addition, one (1) Superintendent, one (1) Principal and one (1) Athletic Director's medallion will be presented to each of the placing teams. Coaches and administrator's medallions are not packaged separately and are included with the team medallions. It is the coaches responsibility to deliver administrator's medallions to the appropriate recipients.

3) Ties: If a team tie occurs for the first, second or third place, NFHS Rule 9-2-4 **will** be used to break the tie. (Compare the 6<sup>th</sup> place runner from the tying teams). Team ties for the top three team places **must be** broken.

4) **School Duplicate Awards:** Schools can find a Duplicate Awards order form in the online Cross Country Manual for Schools (for lost or teams/schools part of a Coop).

## XI. OFFICIALS

**A. Appointments and Fees:** **Regional and Sectional managers are required to hire and use TWO IHSA licensed track and field officials (that has viewed the online cross country rules video AND passed the cross country rules examination) as Meet Referee (\$35.00 Stipend per race) and as the Clerk/Starter (\$25.00 Stipend per race).** The official used must be selected from the list of IHSA Licensed Cross Country Officials which can be found through the IHSA Schools and Officials Center. Click on "Officials and Body Fat Testers" to get a list for the licensed officials for your area. **IHSA will reimburse host schools for the cost of hired officials, even if there are not gate fees charged at your meet. Fees can't be reimbursed to hosts without submission of their Financial report to the IHSA Office.**

**B. State Final Official Fees:** Meet Referee, Asst. Meet Referee and Coordinator of Officials (\$100.00). Each Starter (\$25.00)

**C. Mileage Reimbursement Policy:** IHSA will pay mileage to Regional and Sectional Meet Referees and Clerk/Starter upon receipt of a mileage voucher submitted to the IHSA Office within 30 days of the contest. The Referee/Starter will receive \$.30 cents per mile for every mile over 70 miles for each round trip. Contact Cheryl Lowery (clowery@ihsa.org) for a Regional/Sectional Mileage voucher to be emailed to you.

State Final Officials will have their mileage included in their State Final Officials paycheck issued by the IHSA Office at the State Final.

**Note:** Mileage is determined to and from the official's home to the site of the competition, unless prior approval has been given from the administrator in charge of the sport/activity.





## Cross Country Important Dates

| Wk. # | Cross Country Important Dates  | Deadline |
|-------|--|----------|
| 6     | Required Online Rules Meeting begins (Schools & Officials) (Tues.)   | 8/11     |
| 6     | Season Begins (Wed.)   | 8/12     |
| 8     | 1st Contest (Mon.)   | 8/24     |
| 9     | Team/Ind. School Entries (Fri.)                                      | 9/11     |
| 11    | Required Online Rules Meeting Deadline (Schools & Officials) (Tues.) | 9/15     |
| 16    | Online List of Participants (Tues.) - Noon                           | 10/20    |
| 16    | Team/Ind. Withdrawal Deadline (Tues.) - Noon                         | 10/20    |
| 16    | Regionals (Sat.)   | 10/24    |
| 17    | Sectionals (Sat.)  | 10/31    |
| 18    | State Final (Sat.)   | 11/7     |
| 18    | Season Ends (Sat.)   | 11/7     |
| 21    | Written Advisory Committee Recommendations Deadline @ IHSA (Mon.)    | 11/23    |
| 22    | Advisory Committee Mtg. (Wed.)                                       | 12/9     |

## Important Contacts

### At IHSA

- Ron McGraw, Assistant Executive Director (309) 663•6377 rmcgraw@ihsa.org
  1. Rules regarding Cross Country
  2. Regional or Sectional Problems

—Or—

- Cheryl Lowery, Cross Country Administrative Asst. (309) 663•6377 clowery@ihsa.org
  1. List of Participant Questions or Problems
  2. Regional or Sectional Winner Report Questions or Problems
  3. Regional or Sectional errors in results posted on the IHSA Web Site
  4. Name spellings, year in school corrections submitted after the On-line List of Participants deadline

**Do Not call Peoria High School Meet personnel for additional school vehicle parking pass(es).** Personnel from the host school will be available at Detweiller Park on Friday, November 6 to assist your school with parking and other requests.

**Peoria Area Convention and Visitors Bureau** ([www.peoria.org](http://www.peoria.org)): Housing or traveling information.

**Address: 456 Fulton Street, Suite 300; Peoria, IL 61602**

Phone: 800•747•0302 or Fax: 309•676•8470



## Regional and Sectional Managers Important Reminders



• [www.ihsa.org](http://www.ihsa.org) • [rmcgraw@ihsa.org](mailto:rmcgraw@ihsa.org) or [clowery@ihsa.org](mailto:clowery@ihsa.org) • Phone: 309-663-6377 • Fax: 309-663-7479 •

Thank you for your willingness to host an IHSA Boys and Girls Cross Country Meet. Contained in this manual is information for you to refer to as a participating school as well as hosts of Regional and/or Sectional Cross Country Meets. Cross Country Managers should make themselves familiar with this manual for the conduct of this event along with the IHSA Handbook with Illustrations (IHSA television/media and royalty policies).

**Meet Referee Checklist:** <http://www.ihsa.org/documents/cc/Meet%20Referee%20Checklist.pdf>

**Officials:** Regional and Sectional managers are required to hire and use TWO IHSA licensed track and field officials (that has viewed the online cross country rules video AND passed the cross country rules examination) as Meet Referee (\$35.00 Stipend per race) and as the Clerk/Starter (\$25.00 Stipend per race). A list of eligible officials will be available through the IHSA Schools Center. Login to the Schools Center; Click on Officials & Body Fat Testers; Click the options on this page to download a file of the eligible officials in you're area. Once you have finalized the details with the hired officials for your meet, please email the list to [clowery@ihsa.org](mailto:clowery@ihsa.org). This is needed so we may contact your officials prior to your meet and they will have access to forms in their officials center for their expenses (i.e. mileage). Please do so one week prior to your meet. IHSA will reimburse hosts for officials upon submission of the financial report.

• **Course and Equipment:** We trust that you will do everything possible to see that your course and equipment meet rules specifications. Be sure to double-check your poles and other pieces of equipment to ensure the safety of all participants. Pad poles that runners could come into contact with. Information on marking the course is in the handbook. The IHSA appreciates the time it takes to have the equipment and course in readiness for your races.

### Regional Managers

**Class 1A:** Advancing from the Regional to the sectional will be the first seven (7) teams and the first five (5) individual finishers who are not members of an advancing team. In addition, in the event the 6th, 7th and/or 8th place overall individual finisher in the regional is not on a qualifying team, such 6th, 7th, or 8th place overall finisher in the individual race shall advance from the regional to the sectional meet.

A regional may send as few as five (5) individual runners and as many but not more than 8, depending on the placing of runners from advancing teams in the top 8 individual places. If three (3) or more of the top eight runners are from advancing teams, then only the first five who are not members of advancing teams will advance from the regional to the Sectional Meet.

**Class 2A & 3A:** Advancing from the Regional to the sectional will be the first six (6) teams and the first five (5) individual finishers who are not members of an advancing team. In addition, in the event the 6th, 7th and/or 8th place overall individual finisher in the regional is not on a qualifying team, such 6th, 7th, or 8th place overall finisher in the individual race shall advance from the regional to the sectional meet.

A regional may send as few as five (5) individual runners and as many but not more than 8, depending on the placing of runners from advancing teams in the top 8 individual places. If three (3) or more of the top eight runners are from advancing teams, then only the first five who are not members of advancing teams will advance from the regional to the Sectional Meet.

### Sectional Managers

• **State Final Participant Packets:** Sectional Managers will receive two sets of envelopes (boys and girls) to be distributed to each team and individual qualifier from your sectional. Please issue them following the completion of competition at your site. In the event there is a tie for 5th place team, and 8th, 9th or 10th place individuals not competing on a team, the sectional managers must notify the IHSA Office the Monday following the Sectional of the school(s) who qualified under those circumstances, so a packet can be mailed to the qualifying school on time for the State Final.

• **How to Determine Individual Qualifiers from Sectionals:** Please review the advancement of winners section in the Terms & Conditions with your staff, your scorers, your referee/starter and other officials.

The following procedure applies only to advancement from the sectional to the state final. It DOES NOT APPLY to advancement from the regional to the sectional. See VII-A in the Terms and Conditions.

Advancing from the sectional to the state final will be the first seven (7) individual finishers who are not members of an advancing team. If an individual runner finishes in the 8th, 9th and/or 10th place in the individual race, and seven other individuals (non-team runners) finished ahead of them in the individual race, the respective 8th, 9th and/or 10th place individual finisher also will advance to the state final.

A sectional may send as few as seven (7) individual runners and as many but not more than 10, depending on the placing of runners from advancing teams in the top 10 individual places. If four (4) or more of the top ten runners are from advancing teams, then only the first seven who are not members of advancing teams where you find them in the individual results will advance from the sectional to the state final.

**Examples follow:**

| <b>Seven + 3<br/>Place-Status<br/>All 10 "I" Advance</b> | <b>Seven + 2<br/>Place-Status<br/>Only 9 "I" Advance</b> | <b>Seven + 1<br/>Place-Status<br/>Only 8 "I" Advance</b> | <b>Only Seven<br/>Place-Status<br/>Only 7 "I" Advance</b> |
|--|--|--|---|
| 1-I  | 1-I  | 1-I  | 1-T   |
| 2-I  | 2-I  | 2-I  | 2-I   |
| 3-I  | 3-I  | 3-I  | 3-I   |
| 4-I  | 4-I  | 4-I  | 4-I   |
| 5-I  | 5-I  | 5-I  | 5-T   |
| 6-I  | 6-I  | 6-I  | 6-T   |
| 7-I  | 7-I  | 7-I  | 7-I   |
| 8-I  | 8-T  | 8-T  | 8-I   |
| 9-I  | 9-I  | 9-I  | 9-T   |
| 10-I   | 10-I   | 10-T   | 10-I  |
|  |  |  | 11-I  |

# 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 School Center Website Login Instructions

## Sport/Activity Tracker Information

### Access to Cross Country Web Page – not password protected

#### Please follow the steps below:

1. On the World Wide Web Go to: [www.ihsa.org](http://www.ihsa.org)
2. Click on the pull down menu under Sports & Activities.
3. Click on Girls and/or Boys respective sports page.

#### Click on State Series Information and Results to access (upper left hand corner):

- Regional/Sectional Sites
- Regional/Sectional Assignments
- Regional/Sectional Results
- State Final Information.

#### Under Resources on the Cross Country Sport page, you will find (Center of Sport webpage):

#### State Final Meet Information

**Class 1A, 2A & 3A:** Sat., Nov. 7, 2015

**Site:** Detweiller Park, Peoria | [Directions](#) | [Course Layout](#)

**Lodging:** Peoria Area Convention and Visitors Bureau

**Apparel & Souvenirs:** Minerva

#### Announcements

5-Year Regional Site Rotation: Class 1A, Class 2A, Class 3A

#### Resources

Quick Facts

State Series Information & Results

Terms & Conditions

Terms & Conditions for Athletes with Disabilities

Rules Meeting Information/Bulletin

Manual for Schools

Manual for Managers

Meet Referee Checklist

Box Assignments: Starting box assignments for the state finals will be determined by a blind draw. The box assignments will be drawn and posted on the IHSA cross country web page following the sectional competition.

Rules Presentation

State Final Qualifier Information

### State Final Time Schedule

### Access to IHSA Schools Center -- Password Protected

To access the IHSA Schools Center, the User ID (5 digits, a letter followed by 4 numbers). Your school is required to generate and email each coach a User ID and password specific to their coaching responsibilities. A coach will be issued their own unique ID and password. If a coach password is misplaced or forgotten, the coach should contact their school administration to reset their password through the IHSA Schools Center. An active/frequently used email address must be on file at the high school for coaches to access their password.

#### Coaches can Access the Schools Center with their unique Coaches password by following the steps below:

1. On the World Wide Web Go to: [www.ihsa.org](http://www.ihsa.org)
2. Click on School's and Officials Center login
3. Enter your User ID (5 digits, a letter followed by 4 numbers)
4. Enter the password assigned to them
5. The following information is located under the Sport & Activity Tracker. With the coaches password login, coaches will be able to view and **complete** items and **watch for important deadlines** to keep teams/individuals eligible to compete in any IHSA sport/activity.
  - a) Rules Bulletin (contains Important Information and Rules changes for the current season)
  - b) Rules Presentation/Video (required yearly)
  - c) PES Examination (required, one time)
  - d) Concussion Examination (required every two years by the State of Illinois)
  - e) Online List of Participants (yearly)
6. State Final Information
7. Manual for Schools

### Sport and Activity Tracker within the Schools Center

Once logged-in to your Schools Center, you will notice important dates and deadlines pertaining to coaching responsibilities.

**Important:** There is no qualifying tournament to be eligible to compete in the first qualifying level of any IHSA State Series Tournament. Once deadlines pass, the Sport and Activity Tracker will show if your school has met the required Sport/Activity deadlines. It will show:

1. Entry Status (indicates if your school team/individuals are signed up to participate in the current sport(s)/activity(s))
2. View/Interact during the Online Rules Presentation to get credit
3. Check to see if your school was given credit for watching the Rules Presentation
4. Program Status (whether your school is on probation or suspension)
5. Review/print the Manual for Schools for the respective Sport/Activity (this should be reviewed by all coaches)
6. Participation Survey
7. Top 15 List (If applicable)
8. Deadline dates for Required Forms for the respective Sport/Activity and verification that those reports have been sent to the IHSA Office.
9. Rating Officials (If applicable)

Enter user ID:

Enter password:

Log in



## Welcome to the IHSA Schools & Officials Center

To log in, please type your user ID in the upper box and your password in the lower box, then click the button.

Forgot your password? You can [reset your password](#) via email.

**SCHOOL PERSONNEL:** If you don't know your ID or password, please contact your athletic director or AD's assistant.

Have a question about clinics or rules meetings or other Officials Center items? Contact the [IHSA Officials Department](#).

The Schools & Officials Center is closed every morning between 3 and 4 am Central Time.

Please report problems to the [IHSA Technology Department](#).

Log out  
Scott Johnson  
A0000

IHSA (Test School)

MAIN MENU



jackie

Enter new selection:

Find

Admin

### Departments

|  |  |
|--|--|
| <b>T</b> Sport & Activity Tracker                  | <b>L</b> Staff Responsibilities & Logins     |
| <b>I</b> School Information & Facility Maps        | <b>E</b> Eligibility Requests & Rulings      |
| <b>V</b> Voting & Town Meetings                    | <b>R</b> Special/SAWA Reports & Yellow Cards |
| <b>H</b> IHSA State Series Hosting & ScoreZone     |  |
| <b>O</b> Officials & Body Fat Testers              | <b>D</b> Open Dates                          |
| <b>PES</b> Performance-Enhancing Substance Program | <b>CON</b> Concussion Risk Program           |
| <b>A</b> All-Time Records                          | <b>S</b> Student Recognition                 |
| <b>W</b> Webinars                                  | <b>F</b> Forms & Other Resources             |
| <b>P</b> Personal Information                      |  |

### Quick Links

[Write a promotion recommendation for an official](#)

### Office Shortcuts

**LDP:** GOG GOB TNG CCG CDG CCB CDB SWG SDG  
DAC CHC BWB BDB BWL BDG CT IE GYG SWB SDB WR DB DGI  
JRN BSF GYB BAD TRG TDG TRB TDB TNB **Sched:** FB

**SUM:** SOB VBG FB WR BKG BKB SCB  
WPG WPS VBB SOG SBG BA

**SFI:** SOB VBG FB xGYG WR BKG BKB SCB  
WPG WPS xGYB VBB SOG SBG BA

[View an overview of the new concussion exam requirement](#)

### Message Center

If you're interested in hosting IHSA State Series events, now is a good time to revisit your [facilities](#) and [host availability](#) surveys.

6 days ago

[2014-2015 All-School Mailing](#)

One week ago

[Concussion Course now available](#)

[Concussion Course for Coaches update](#)

[View older messages →](#)

**8/5 2014-2015 All-School Mailing**

High School Administrators:

As of this afternoon the All-School Mailing has left our Bloomington office and should be arriving at your school within the next week. Please be on the look out

Log out

Scott Johnson  
A0000

IHSA (Test School)

MAIN MENU



jackie

Enter new selection:

Find

Admin

### IHSA Sport & Activity Tracker

**TRACKER:** [Action items only](#) | [Fall sports](#) | [Winter sports](#) | [Spring sports](#) | [Activities](#) | [All sports & activities](#)  
[Entry form](#) | [Coop teams](#) | [Emerging sports](#) | [Participation summary](#) | [Ratings summary](#)

This page tracks the progress your sport and activity programs have made in completing items required for IHSA State Series.  
**Red cells** indicate action items. It is your responsibility to **get the red out!**

You may still [enter your programs](#) in IHSA state series for the current school term. In some cases a late penalty may apply.

|  | Status of Head Coach   | Status in IHSA State Series                       | Status of Program                         | Online Forms                                    | Rating of Officials | Documents, Printed Forms and Other Information |
|--|--|---|---|---|---------------------|--|
| <b>BOYS GOLF</b>                             | <b>Scott Johnson</b>   | <a href="#">enter your school deadline is 9/5</a> | probation                                 | Participation Survey has not yet been submitted |                     | <a href="#">Terms and Conditions</a>           |
| <b>Class 3A</b>                              | coaching qualification: ISBE certification<br>PES exam passed on 8/12/13 |   | view rules video starting 8/12 until 9/16 |   |                     |  |
| <a href="#">email task reminder to coach</a> | concussion exam passed on 8/1/14   |   |   |   |                     | <a href="#">Case situations</a>                |

|  | Status of Head Coach | Status in IHSA State Series                       | Status of Program                         | Online Forms  | Rating of Officials | Documents, Printed Forms and Other Information |
|--|----------------------|---|---|---|---------------------|--|
| <b>GIRLS TENNIS</b>                          |                      | <a href="#">enter your school deadline is 9/5</a> | probation                                 | Participation Survey should be submitted on fifth day of practice                         |                     | <a href="#">Terms and Conditions</a>           |
|  |                      |   | view rules video starting 8/12 until 9/16 |   |                     | <a href="#">School Manual</a>                  |
| <a href="#">email task reminder to coach</a> |                      |   |   | Lists of Participants from sectional schools will be available morning after LOP deadline |                     | <a href="#">Case situations</a>                |

|  | Status of Head Coach   | Status in IHSA State Series                       | Status of Program                         | Online Forms  | Rating of Officials | Documents, Printed Forms and Other Information |
|--|--|---|---|---|---------------------|--|
| <b>BOYS SOCCER</b>                           | <b>Wilfred Jamieson</b>  | <a href="#">enter your school deadline is 9/5</a> | probation                                 | Participation Survey should be submitted on fifth day of practice |                     |  |
| <b>Class 3A</b>                              | coaching qualification: ISBE certification<br>PES exam passed on 7/23/14 |   | view rules video starting 8/12 until 9/16 |   |                     |  |
| <a href="#">email task reminder to coach</a> | concussion exam is expired and must be                                   |   |   |   |                     | <a href="#">Case situations</a>                |



## Regional and Sectional Managers Winner Report Instructions



• [www.ihsa.org](http://www.ihsa.org) • [rmcgraw@ihsa.org](mailto:rmcgraw@ihsa.org) or [clowery@ihsa.org](mailto:clowery@ihsa.org) • Phone: 309-663-6377 • Fax: 309-663-7479 •

The IHSA Schools Center Web site will enable managers to connect from any location that has an internet connection.

All Regional and Sectional Managers for the Cross Country State Series are **required** to complete the Regional and Sectional Winner Reports on-line, no later than 4:00 p.m. the day of the meet and email a copy of the complete results to [rmcgraw@ihsa.org](mailto:rmcgraw@ihsa.org). This will allow IHSA to verify meet results and to address any errors reported by the public without contacting the manager after their meet is over.

### **Regional & Sectional Managers:**

Schools are required to complete their On-Line List of Participants on-line, by noon on Tuesday October 20, 2015. **Important:** Do not request rosters from schools prior to this deadline. IHSA will supply each Manager the official rosters from each school assigned to their meet. The file supplied by the IHSA Office is the Official File and is the only file to be used for the meet.

**A school in violation of the deadline will not be included in the Official File sent from the IHSA Office to managers and are ineligible to run in your meet, unless approved by Ron McGraw at the IHSA Office.**

Managers must login to the IHSA School's Center using their respective school User ID (5 digits, a letter followed by 4 numbers) and password (noon, Wednesday of Week 16). See #4 below. **An email will be sent from the IHSA Office to all Regional Managers when the file is available to be downloaded.**

### **Log-In Instructions for Access to the School's Center and filing Winner Reports**

1. On the World Wide Web Go to: [www.ihsa.org](http://www.ihsa.org)
2. Click on Schools & Officials Center login
3. Enter your schools User ID number (5 digits, a letter followed by 4 numbers)
4. Enter your Athletic Director, Official Representative or Tournament Manager password. These are the only passwords that will allow the link to appear. A coaches password will not give access unless you add them as the "Tournament Manager" in the IHSA Schools Center under their job responsibilities/coaching profile.
5. Click on the respective Winner Report link
6. Complete the online form as prompted by the directions on the web page.
7. Email a set of complete results to [rmcgraw@ihsa.org](mailto:rmcgraw@ihsa.org). and upload your results to the IHSA website (the last function of the winner report).



# Regional and Sectional Managers Meet Responsibilities

**1. Communication:** Send a letter of communication to the schools entered in your regional or to the schools advancing to your sectional. Provide them with the following information:

- a. Location, description and/or diagram of course and chute
- b. Special ground rules or irregular terrain
- c. Time of competition (check in advance on potential ACT conflicts)
- d. Time Schedule of races
- e. Practice days and times course is available
- f. Parking for buses and fans
- g. T-shirt sales, costs and licensed vendors
- h. Availability of restrooms
- i. Names and phone numbers of school personnel
- j. Get phone numbers, bus times, and coaches names of competing schools in case of emergency
- k. Spectator viewing areas and location
- l. Determination of games committee in accordance with NF rules
- m. Check-in times and locations
- n. Computer availability for reporting results
- o. Make sure you have informed coaches of the procedures for tornadoes or severe weather.
- p. Have plans for emergency situations if an ambulance is needed. Inform coaches in advance as to who is responsible for the payment of the ambulance service or other medical needs. Coaches may want to have names and phone numbers on file to use in an emergency situation.
- q. Finish/chute procedures must be sent to participating schools in advance

## 2. Facilities

- a. Secure Facilities
- b. Clear parking area for event
- c. Prepare directional signs for teams, spectators, officials, news media
- d. Make arrangements for hospitality: concessions, merchandise sales, officials, media, tournament workers (if applicable)
- e. Prepare signs and flags for marking the course
- f. Prepare Finish/chute area for finish at the "mouth" (front) of the chute.
- g. Clearly mark finish line (bright cones desired)
- h. Starting boxes should be 4-6 feet (when space is available.)

## 3. Equipment/Supplies Needed

- a. Air horn and portable hand-held speaker for starter
- b. Check video equipment
- c. Check computer program
- d. Check PA system for working condition
- e. Pre-meet music and post-meet music
- f. Tape recorder or CD player
- g. Extra garbage cans in areas
- h. American and State of Illinois Flag
- i. Inspect awards upon arrival from A & M Products, contact Cheryl Mitchell at the IHSA Office if there are any problems with awards.

- j. **Select and assign IHSA Licensed Officials:** Regional and Sectional managers are required to hire and use TWO IHSA licensed track and field officials (that has viewed the online cross country rules video AND passed the cross country rules examination) as Meet Referee (\$35.00 Stipend per race) and as the Clerk/Starter (\$25.00 Stipend per race). A list of

eligible officials will be available through the IHSA Schools Center. Login to the Schools Center; Click on Officials & Body Fat Testers; Click the options on this page to download a file of the eligible officials in you're area. Once you have finalized the details with the hired officials for your meet, please email the list to clowery@ihsa.org. This is needed so we may contact your officials prior to your meet and they will have access to forms in their officials center for their expenses (i.e. mileage). Please do so one week prior to your meet. IHSA will reimburse hosts for officials upon submission of the financial report.

- k. Prepare checker sheets and numbers for contestants. If safety pins are needed, make arrangements
- l. Numbers for runners
- m. Check List of Participants
- n. Prepare awards ceremony

## 4. Signage

- a. IHSA signs
- b. Sportsmanship signs
- c. Souvenir sales signs
- d. Rest room signs
- e. Parking signs
- f. Concession signs

## 5. Sports Information

- a. Collect List of Participants, pictures and other pertinent information
- b. Contact local media in advance of meet to arrange coverage (newspaper, radio, TV, Cable TV)
- c. Place information on school web site
- d. Press area on course (to cover meet and interview runners/coaches after meet)
- e. Photographers area on course
- f. Must Post Results via Internet to IHSA
- g. May fax results of the regional to the correlated Sectional Manager.

## 6. Concession Stand

- a. Coordinate workers
- b. Menu
- c. Cash box responsibilities
- d. Garbage cans

## 7. Select and Assign Officials/Meet Personnel

- a. Meet Referee (\$35.00) and Clerk/Starter (\$25.00)
- b. Finish Line Judges (be sure to have sufficient numbers to pick places of the runners at the "mouth" of the chute.
- c. Games Committee (the members on this committee must be selected before the race begins)
- d. Other meet personnel, you should contact schools assigned to your meet to supply additional workers to help conduct your meet
- e. Get phone numbers of officials in case of emergency

## 8. Other Workers

- a. Assistant starter
- b. Finish judge
- c. Chute inspector
- d. Caller
- e. Checkers
- f. Course inspector
- g. Timers
- h. Public Address Announcer

## 9. Trainer

- a. Phone number of hospital and ambulance service
- b. Training room open and location
- c. Training room services

## 10. Other

- Review IHSA Terms and Conditions

# Cross Country Manager's Responsibilities/Checklist Race Day

## 1. Course and Equipment

- a. Check course markings, including finish line (Be sure of safety)
- b. PA announcements
- c. PA system hooked up
- d. Video set up
- e. Computer program set up
- f. Area Identified for games committee
- g. Areas identified for reporters and photographers

**Coaches Meeting:** Coaches packets and General Information about the meet takes place about 40 minutes before the first race. The referee is present at this meeting and answers any questions.

## 2. Meet Time Schedule

### Race 1 — Practice time

- a. Participants allowed on course
- b. Head Coaches & Referees meeting at Finish Line
- c. Participants line up for the identification by the Clerk of the Course
- d. Instructions from the meet referee
- e. Race 1 begins

### Race 2 — Practice time

- a. Participants allowed on course
- b. Head Coaches & Referees meeting at Finish Line
- c. Participants line up for the identification by the Clerk of the Course
- d. Instructions from the meet referee
- e. Race 2 begins
- f. Award ceremony

## 3. Others

- a. Washrooms available
- b. Scorer area prepared
- c. Tables for souvenir sales from an IHSA Licensed Vendor
- d. Concession area prepared
- e. Water for teams
- f. Terms and Conditions available
- g. NFHS Track and Field Rules Book available

## 4. Post Race Day

- a. Regional & Sectional Managers must file their winner Report to the IHSA Office via the internet on the IHSA Schools Center Web Site ([www.ihsa.org/schoolscenter](http://www.ihsa.org/schoolscenter)) by 4:00 p.m. the day of the race. Regional managers must email complete results to the correlated sectional manager and Ron McGraw ([rmcgraw@ihsa.org](mailto:rmcgraw@ihsa.org)). This will allow IHSA verification of meet results and to address any errors reported by the public without contacting the manager after their meet is over.
- b. Pay officials
- c. File Interactive Financial report via the internet on the IHSA Schools Center Web Site.
- d. **Sectional Mgr. Only**— Distribute State Final Qualifier Packets to schools and individuals that qualify for the State Meet
- e. If needed complete and fax the Duplicate Award order form for any ties that may have occurred during your races. The Manager's form is included in this manual.
- f. Email complete results to Ron McGraw ([rmcgraw@ihsa.org](mailto:rmcgraw@ihsa.org)). This will allow IHSA verification of meet results and to address any errors reported by the public without contacting the manager after their meet is over.

# Preparation of the Cross Country Course

## Flags:

- The course should be marked by signs or flags clearly visible for a distance of 100 feet. These flags should be at least 6 feet above the ground.
- Flag Designations:**
  - a red flag indicates a turn to the left;
  - a yellow flag indicates a turn to the right;
  - a blue flag indicates a course straight ahead.

## Lines:

- Turns and guidelines should be indicated by a line on the ground drawn with White Athletic Field Marker (Non-Caustic). The NFHS allows that the course be marked by a set of two parallel lines if meet management chooses to do so. Remember that if flags are also used in conjunction with two lines, it is always the flags that take precedent when defining the actual course. The time and effort put into the marking and placing of proper guides on the course will result in a better understanding by the coaches and runners.

## Safety:

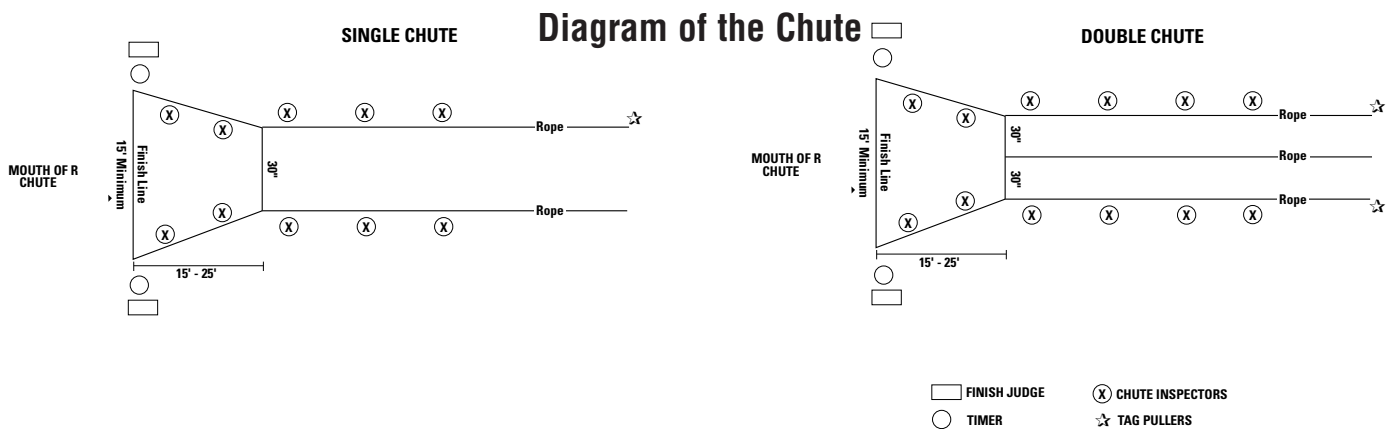
- It is recommended that in the interest of safety:
  - use rigid poles that are padded;
  - place the poles near natural boundaries such as trees and bushes;
  - have an official stationed by the flags and poles;
  - protect all metal chute posts with padding or wrap.
- Obstructions on the ground that might cause tripping should be removed from the path of the runners. These obstructions may result in serious fall and possible injuries.

## Starting Line:

- The starting line should be placed so that there is a long straight-away before a turn is reached. A minimum of 300 yards should be available to the runners before there is a gradual narrowing. This allows the runners to become spread out before the turn. The straight-away at the start should be wide enough to accommodate all the teams and individual runners.
- The starting line should be drawn with White Athletic Field Marker (Non-Caustic), 2 inch wide, and placed at a right angle to the direction for the starting straight-away. It should extend a distance that provides that starting boxes are between 4 and 6 feet wide. If a number of single entries are in the meet, additional space on the starting line should be provided.

## Finish Line:

- The finish should be at the end of a straight-away extending a distance of at least 150 yards. The finish line should be at the “mouth” of a rope funnel leading into a rope chute. The mouth of the funnel should be at least 15 feet wide. The chute should be 15-foot wide at the mouth and narrow down at least 15-25 deep. Give the runners ample space in the chute. The rope should be supported by stakes place approximately 20 feet apart. The stakes at each end should be driven in to ground or set in post holes. They should be solid enough to permit the rope to be drawn tight. They should be padded. **It is a requirement to have at least one camera set up to capture the finish of each regional/sectional race.**



**Length of chute:** 15-25 feet or more

**Width of chute:** 15 feet down to 30 inches

**Height of rope:** 40 inches

**Width of chute mouth:** 15 feet

Posts at the finish line should be well padded.

Rope on each side of finish line for a distance of approximately six feet beyond the finish line should be wrapped to prevent rope burns.

Posts should be placed approximately 20 feet apart.



# Regional and Sectional Meet Officials Duties



• [www.ihsa.org](http://www.ihsa.org) • [rmcgraw@ihsa.org](mailto:rmcgraw@ihsa.org) or [clowery@ihsa.org](mailto:clowery@ihsa.org) • Phone: 309-663-6377 • Fax: 309-663-7479 •

Make an inventory of the help needed and then proceed to organize the help. Do not hesitate to call upon other schools assigned to your meet to supply workers.

All officials and workers should be made thoroughly familiar with the duties and responsibilities. Typewritten instruction sheets, prepared in advance and placed in their hands, will remove the necessity of last-minute instructions.

**Note:** IHSA Cross Country Officials registered with the IHSA are required based upon availability.

## Officials Needed on the Course

Referee (required)  
Starter/Clerk (required)  
Finish Judges  
Caller  
Checkers  
Chute Inspectors  
Course Inspectors  
Timers

## Meet Referee/Starter

1. place the teams in proper position on the starting line after they have drawn for position by lot;
2. start the race;
3. act as referee of all decisions in the conduct of the race;
4. disqualify any runner for unsportsmanlike conduct or for any flagrant violation of the rules;
5. instruct the runners before the start of the race.
6. The referee must review the video of the finish of each race to score the event.

## Assistant Starter

1. assist the Starter;
2. assist at the starting line

## Finish Judge

1. stand at the finish line and determine the proper order of contestants as they cross the finish line; have final authority on the order of finish.

The Finish Judges and the Chute Judges are responsible in seeing fairness prevail. It can get hectic when a jam-up occurs. The video cameras prevail most creditably in these circumstances. Use another official (assistant referee) to read the videos should a conflict arise. (This eliminates any time delays for the next race.)

## Chute Inspector

1. supervise the runners in the chute. Any runner after crossing the finish line is entitled to his/her position in the line;
2. assist in every way possible to see that each runner is properly checked in the order of his/her finish.  
The **"CHUTE" INSPECTORS** gather at the Finish Line and go over all finish procedures. Nothing is left to chance — the officials should be experienced in their duties. Track and Field officials registered with the IHSA are preferred.

## Caller

1. be located in such a position at the finish line that he/she can clearly see the number of each contestant as they cross the finish line;
2. call the numbers of each contestant in the order of their alignment at the finish. The caller's voice should be of a quality that can be clearly understood by the checkers recording the finish. In the event more than one finisher crosses the finish line at the same time, the Finish Judge will determine the placing of the runners.

## Procedures at the "End of the Chute"

1. You may consider using a "Caller" with a cellular phone that reads the competitors number when they reach the end of the chute. The cellular connects with an official inside the school building (where it is warm and quiet). This is the "Primary Method" for scoring.
2. Back-up systems are as follows:
  - a. The "Caller" has a tape recorder that identifies finishers.
  - b. Assistant to the "Caller" writes down the competitor's number.
  - c. Video Review in some form is required at all regional and sectional meets.
3. At the State Final, the "Timing Tape" is a back-up taken and recorded.

## Checkers

It shall be the duty of the Checkers to record the order of the finish as given to them by the caller and/or finish judge(s). In case of a conflict in records, if two are in agreement, their records shall be recorded as official. If an agreement cannot be reached, the final decision shall be made by the referee.

## Course Umpire

1. observe the conduct and course of the runners during the race;
2. record the numbers of contestants that are in violation and report the infractions to the referee.

**It shall be the duty of the Timers to time the winner of the race.**

## Numbers

Numbers may be prepared from sign cloth, white window blind material or any other material durable enough to prevent safety pins from pulling out.

The manager should assign a number to each team and each runner on the team should be assigned a number in the order of his/her ability.

## Example:

A team is assigned number 3. Then each runner on the team will bear the team number and, in addition, his/her number on the team. The members of the team, in order of their ability, would bear the following numbers on both the front and back:

3-1, 3-2, 3-3, 3-4, 3-5, 3-6, 3-7

This system of numbering simplifies the scoring at the end of the meet.

# IHSA SECTIONAL CROSS COUNTRY MEET BOX ASSIGNMENT SUGGESTIONS FOR ALL CLASSES THREE REGIONALS PER SECTIONAL

1. Based on the adopted format of advancing runners from Regional Meets, the maximum number of boxes required should be 26 for 1A sectional meets and 23 for 2A and 3A sectional meets.

### CLASS 1A

|  |          |
|--|----------|
| 3 Regionals x 7 teams                                    | 21 boxes |
| 3 Regionals x 5 individuals<br>(5 + individuals per box) | 3 boxes  |
| Total  | 24 boxes |

Using 6 foot boxes, the maximum length of the starting line should be 156 feet. At some sites, smaller boxes might be required.

### CLASSES 2A and 3A

|  |          |
|--|----------|
| 3 Regionals x 6 Teams                                    | 18 boxes |
| 3 Regionals x 5 Individuals<br>(5 + individuals per box) | 3 boxes  |
| Total  | 21 boxes |

Using 6 foot boxes, the maximum length of the starting line should be 144 feet. At some sites, smaller boxes might be required.

2. **Boxes assigned should be centered on the line.**

For Class 1A, boxes 2 through 25 should be used.

Boxes at either end may be used to accommodate team ties. Individual ties should be added to the individual boxes.

For Classes 2A and 3A, boxes 2 through 22 should be used.

Boxes at either end may be used to accommodate team ties. Individual ties should be added to the individual boxes.

3. **Empty boxes between assigned boxes should be avoided.**
4. **Boxes containing individuals should be interspersed evenly among boxes containing teams.**
5. **Please refer to the following chart to determine placement of individual and team boxes.**

# IHSA SECTIONAL CROSS COUNTRY MEET

## 1A - BOX ASSIGNMENTS

| BOX | ✓ | 7? | SCHOOL OR RUNNER       | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
|-----|---|----|------------------------|---|---|---|---|---|---|---|
| 1   |   |    | Reserved for Team Ties |   |   |   |   |   |   |   |
| 2   |   |    | Team 1                 |   |   |   |   |   |   |   |
| 3   |   |    | Team 2                 |   |   |   |   |   |   |   |
| 4   |   |    | Team 3                 |   |   |   |   |   |   |   |
| 5   |   |    | Team 4                 |   |   |   |   |   |   |   |
| 6   |   |    | Individuals A          |   |   |   |   |   |   |   |
| 7   |   |    | Team 5                 |   |   |   |   |   |   |   |
| 8   |   |    | Team 6                 |   |   |   |   |   |   |   |
| 9   |   |    | Team 7                 |   |   |   |   |   |   |   |
| 10  |   |    | Team 8                 |   |   |   |   |   |   |   |
| 11  |   |    | Team 9                 |   |   |   |   |   |   |   |
| 12  |   |    | Team 10                |   |   |   |   |   |   |   |
| 13  |   |    | Team 11                |   |   |   |   |   |   |   |
| 14  |   |    | Individuals B          |   |   |   |   |   |   |   |
| 15  |   |    | Team 12                |   |   |   |   |   |   |   |
| 16  |   |    | Team 13                |   |   |   |   |   |   |   |
| 17  |   |    | Team 14                |   |   |   |   |   |   |   |
| 18  |   |    | Team 15                |   |   |   |   |   |   |   |
| 19  |   |    | Team 16                |   |   |   |   |   |   |   |
| 20  |   |    | Team 17                |   |   |   |   |   |   |   |
| 21  |   |    | Team 18                |   |   |   |   |   |   |   |
| 22  |   |    | Individuals C          |   |   |   |   |   |   |   |
| 23  |   |    | Team 19                |   |   |   |   |   |   |   |
| 24  |   |    | Team 20                |   |   |   |   |   |   |   |
| 25  |   |    | Team 21                |   |   |   |   |   |   |   |
| 26  |   |    | Reserved for Team Ties |   |   |   |   |   |   |   |

## IHSA SECTIONAL CROSS COUNTRY MEET 2A and 3A - BOX ASSIGNMENTS

| BOX | ✓ | 7? | SCHOOL OR RUNNER       | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
|-----|---|----|------------------------|---|---|---|---|---|---|---|
| 1   |   |    | Reserved for Team Ties |   |   |   |   |   |   |   |
| 2   |   |    | Team 1                 |   |   |   |   |   |   |   |
| 3   |   |    | Team 2                 |   |   |   |   |   |   |   |
| 4   |   |    | Team 3                 |   |   |   |   |   |   |   |
| 5   |   |    | Team 4                 |   |   |   |   |   |   |   |
| 6   |   |    | Team 5                 |   |   |   |   |   |   |   |
| 7   |   |    | Individuals A          |   |   |   |   |   |   |   |
| 8   |   |    | Team 6                 |   |   |   |   |   |   |   |
| 9   |   |    | Team 7                 |   |   |   |   |   |   |   |
| 10  |   |    | Team 8                 |   |   |   |   |   |   |   |
| 11  |   |    | Team 9                 |   |   |   |   |   |   |   |
| 12  |   |    | Team 10                |   |   |   |   |   |   |   |
| 13  |   |    | Individuals B          |   |   |   |   |   |   |   |
| 14  |   |    | Team 11                |   |   |   |   |   |   |   |
| 15  |   |    | Team 12                |   |   |   |   |   |   |   |
| 16  |   |    | Team 13                |   |   |   |   |   |   |   |
| 17  |   |    | Team 14                |   |   |   |   |   |   |   |
| 18  |   |    | Individuals C          |   |   |   |   |   |   |   |
| 19  |   |    | Team 15                |   |   |   |   |   |   |   |
| 20  |   |    | Team 16                |   |   |   |   |   |   |   |
| 21  |   |    | Team 17                |   |   |   |   |   |   |   |
| 22  |   |    | Team 18                |   |   |   |   |   |   |   |
| 23  |   |    | Reserved for Team Ties |   |   |   |   |   |   |   |

**CLASS 1A — SAMPLE RANDOM DRAW (2A and 3A would use the same process but there would only be 6 teams per regional qualifying on to the sectional meet.)**

| <b>Regional/Team Place</b> | <b>Girls</b> | <b>Boys</b> |
|----------------------------|--------------|-------------|
| Regional 1-1               | 4            | 25          |
| Regional 1-2               | 25           | 16          |
| Regional 1-3               | 21           | 17          |
| Regional 1-4               | 8            | 5           |
| Regional 1-5               | 9            | 20          |
| Regional 1-6               | 19           | 24          |
| Regional 1-7               | 12           | 9           |
| Regional 1 Individuals     | 14           | 6           |
| Regional 2-1               | 16           | 21          |
| Regional 2-2               | 10           | 7           |
| Regional 2-3               | 2            | 23          |
| Regional 2-4               | 15           | 8           |
| Regional 2-5               | 20           | 18          |
| Regional 2-6               | 18           | 3           |
| Regional 2-7               | 7            | 15          |
| Regional 2 Individuals     | 22           | 14          |
| Regional 3-1               | 17           | 10          |
| Regional 3-2               | 11           | 13          |
| Regional 3-3               | 13           | 12          |
| Regional 3-4               | 24           | 19          |
| Regional 3-5               | 3            | 2           |
| Regional 3-6               | 5            | 4           |
| Regional 3-7               | 23           | 11          |
| Regional 3 Individuals     | 6            | 22          |



# 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.



# 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.

# Bad Weather Policy

*(Approved by the IHSA Board of Directors)*

The games committee and meet manager will determine any hazardous condition of the course due to bad weather. The coaches shall be alerted to pending bad weather conditions. At a pre-race meeting with coaches, they should be informed of the bad weather guidelines and recommended procedures should a race be interrupted due to hazardous weather conditions. Coaches will be asked to follow these guidelines. (Please refer to the new IHSA Lightning Policy.)

If a race is in progress an air horn shall be used to notify runners and coaches.

Coaches should get runners off the course and into a safe area. If there is lightning, seek shelter in the bus, vehicle or nearby shelter. Do not go under a tree or under tents with metal poles.

If the race is stopped with the lead runner *less than half way* through the course, then there will be a one-hour rest period before restarting the race.

If the race is stopped with the lead runner *more than half way* through the course, then there will be a two-hour rest period before restarting the race.

If the last runners do not affect the results of the top teams or individual qualifiers that advance, then the results stand.

If the race cannot be completed on the scheduled day, then the race will be run on the first Monday following the canceled race.

**Note:** Every effort to complete the race should be made for the benefit of the conduct of the series. The State Finals will not be rescheduled.



## **Unmanned Aerial Vehicle (Drone) Policy**

### **For IHSA Tournaments**

**Effective February 18, 2015**

The use of unmanned aerial vehicles (“UAV”), also known as drones, is prohibited for any purpose by any persons at IHSA tournament venues. Tournament management shall refuse admission or entry to anyone attempting to use a UAV; and if necessary, tournament management shall remove anyone attempting to use a UAV and/or confiscate the UAV until the event has been completed.

For purposes of this policy, a UAV is any aircraft without a human pilot aboard the device.

An exception to this policy may be made in specific cases for IHSA broadcast partners, provided the management of the tournament facility permits the presence of UAVs for broadcast purposes under the control of the IHSA.



## **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

**2015-2016 IHSA Regional/Sectional Manager  
Duplicate Awards 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 medal/plaque for participants who earned them at the Regional or Sectional Tournament whose medal/plaque 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/plaque 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.

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◆ **Recipient Town/School (Must supply both):** \_\_\_\_\_  
**Name of Recipient:** \_\_\_\_\_ **Place:** \_\_\_\_\_  
**TM=Team Plaque:** (    ) check here

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◆ **Recipient Town/School (Must supply both):** \_\_\_\_\_  
**Name of Recipient:** \_\_\_\_\_ **Place:** \_\_\_\_\_  
**I=Ind. Medal/Event Name\*** \_\_\_\_\_

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◆ **Recipient Town/School (Must supply both):** \_\_\_\_\_  
**Name of Recipient:** \_\_\_\_\_ **Place:** \_\_\_\_\_  
**I=Ind. Medal/Event Name\*** \_\_\_\_\_

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◆ **Recipient Town/School (Must supply both):** \_\_\_\_\_  
**Name of Recipient:** \_\_\_\_\_ **Place:** \_\_\_\_\_  
**I=Ind. Medal/Event Name\*** \_\_\_\_\_

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◆ **Recipient Town/School (Must supply both):** \_\_\_\_\_  
**Name of Recipient:** \_\_\_\_\_ **Place:** \_\_\_\_\_  
**I=Ind. Medal/Event Name\*** \_\_\_\_\_

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## 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.