

PLAY SMART.  **PLAY HARD.™**

2015-16

Boys/Girls
Cross Country

Manual for Schools



Cross Country Manual for Schools

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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.

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). 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).

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).

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 6th 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): Housing or traveling information.

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

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

Important Procedures for Participating Schools To remain Eligible to Compete In the IHSA State Series

This following guideline is an attempt to help keep schools and/or its participants eligible to compete in the Cross Country State Series. It is not intended to replace the Terms and Conditions or the Manual for Schools. It is the coaches responsibility to check their online Activity Tracker for information and to meet all required deadlines. To be fully informed, coaches must make themselves familiar with **the Online Manual for Schools**. **PLEASE DO SO!**

If you receive an email from the IHSA office, please do not ignore it. If you are not the person responsible, please forward the email immediately to the appropriate person for follow up with our office. This is a “Red Flag” that IHSA needs important information from your school. If you are not the person, contact the school to remove your email from their list of school personnel.

A. What: Enter school into the Cross Country State Series

Who: Principal or Official Representative

When: By September 11

Where: IHSA.org

How: Go to www.ihsa.org

Click on IHSA Schools & Officials Center Login

Enter your User ID (5 digit ID, a letter followed by 4 letters) and Official Representative or Principal password

Click on Sport & Activity Tracker

Click on “enter your programs”

Click all applicable sports your school will participate in for 2015-2016

Why: This data is what IHSA uses to assign schools to their Regional and/or Sectional sites.

B. What: Staff Compliance in the IHSA Schools Center

Who: Principal, Official Representative, Athletic Director

When: By September 11

Where: IHSA.org

How: Go to www.ihsa.org

Click on IHSA Schools & Officials Center Login

Enter your User ID (5 digit ID, a letter followed by 4 letters) and Official Representative or Principal password

Click on Staff Compliance

Why: This page is very important because if any information is missing from the coaching profile, the coach will not be able to add his/her name to their list of coaches on their List of Participants and will not be issued credentials at the State Final. This page indicates:

Who has been listed as coaches for your school

How each coach on your staff is certified to coach

If the coach has completed the PES Exam (one time requirement)

If the coach has passed the Concussion Exam (every two years)

(To make changes to this information you should click on the “Staff Logins & Roster” link and click the name of the person you want to edit and make necessary changes.)

C. What: Review the Online Manual for Schools

Who: Coach and/or Athletic Director

When: Mid August

Where: The Manual for Schools **will be posted on the respective IHSA Cross Country Activity Page and in the Schools and Officials Center (by logging in):**

How: Go to www.ihsa.org

1) Click on “Activity Tracker”

2) Click on Manual for Schools (If the Cross Country Manual for Schools doesn’t appear, you are not listed as the coach and/or

your school isn’t entered to participate this year).

Why: This manual has information for coaches and athletic directors as to what is necessary in order for their athletes to participate in the Girls and/or Boys Cross Country State Series. Failure of coaches and athletic directors to become familiar with these details often results in the student athletes and/or coaches from their schools being denied the opportunity to compete.

D. What: Online Rules Video Presentation for Girls and Boys Cross Country

Who: All schools entering cross country must have each Head Coach view the online rules video. **By-Law 2.120** requires schools entering a sport as teams or individuals must view the online rules video

When: Available August 11 through September 15. A \$50.00 penalty will be assessed after the deadline and placed on probation the first year and/or suspended the second year for failure of redeeming credit for online rules video.

How: Go to www.ihsa.org

- 1) Click on "School & Officials Center Login"
- 2) **Boys & Girls Head Coaches:** Enter your User ID (5 digit ID, a letter followed by 4 digits) and your boys or girls Cross Country Coaches password.
- 3) Click on "Rules Video" next to Girls or Boys Cross Country
- 4) View the online Rules Video to view, interact and receive credit.

Why: This is a yearly requirement for **EVERY HEAD BOYS AND GIRLS CROSS COUNTRY COACH** (TEAM & INDIVIDUAL ENTRIES)

E. What: Entering Participants into the State Series Meets: "Online List of Participants"—Do not wait until the last minute, you can always make changes up until the deadline.

Who: Coach

When: Deadline is Noon, October 20 - If a school does not submit their Online List of Participants by the deadline, coaches and/or participants from that school are subject to sanctions, which could include but not be limited to being ruled ineligible to compete in the State Series. Schools which do not do so and are consequently ruled ineligible for the State Final Series and must email tcraig@ihsa.org a letter indicating they are withdrawing from the Cross Country State Series by noon on the day of the Online List of Participants deadline or a \$100.00 penalty will be assessed to your school.

Where: Go to www.ihsa.org

- 1) Click on "School & Officials Center Login"
- 2) Enter your "User ID" (5 digits, a letter followed by a number) and the password issued to you by your school. All of this information was emailed to you by your school. IHSA login ID and your unique Cross Country Coaches password (Boys and Girls Coaches have different passwords), issued through your school administration through the IHSA Schools Center.
- 3) Click on Sport & Activity Tracker
- 4) Click on the "List of Participants" link
- 5) Type in the requested information and save your page(s).
- 6) **Certify & Submit your Form**
- 7) **PRINT EACH PAGE (ctrl key+P) on your keyboard. After the deadline, you will not be able to do so.**

Why: This is how the IHSA knows the names of the participants and coaches. This information will later be used in the State Final Program. It will be used as it is presented so please double check spellings for accuracy.

Reasons for the "Red Box" to appear in the Sport/Activity Tracker:

- ❖ Schools would not verify to have competed in at least 6 Contests (team honors only).
- ❖ School hasn't completed the "Certify & Submit" page.

Verification of IHSA Receiving List of Participants:

- ❖ Print a copy of your entries as stated in #7 before the deadline. This is verification of your entries to take with you to the Coaches Meeting.
- ❖ Make sure you click the "CERTIFY & SUBMIT" link, so you will not receive unnecessary reminders from our office about not receiving your List of Participants.

Once the process is complete and the deadline date approaches, the Schools Center Activity Tracker will show that the deadline has passed. This does not mean your school didn't complete it. It means the IHSA Office has imported all rosters and is in the process of preparing the files for the host of your Regional/Sectional Managers.

After Certifying & Submitting the *Online List of Participants*, print a copy of each page (ctrl key+P) on your keyboard for your records. You will not have access to this page, if you try to print it after the deadline.

F. What: Withdrawal from Cross Country after being entered

Who: Principal or Official Representative

When: Prior to Noon, October 20

Where: IHSA Office

How: Email Tammy Craig (tcraig@ihsa.org) a letter indicating the desire to officially withdraw.

Why: Schools that fail to participate after entering and who fail to formally withdraw will be fined \$100.00 (additional penalties may apply, refer to Terms and Conditions). The fine is necessary to encourage schools to make us aware of their intent not to participate. When schools do not show up it adversely affects the balance in the numbers of teams assigned to each Regional and/or Sectional. This can create situations that are unfair to others. When you become aware that your school will not participate in the State Series, please withdraw immediately!

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
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
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:



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](#).

Scott Johnson
A0000

IHSA (Test School)

MAIN MENU

Jackie
Enter new selection:

Admin

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

Quick Links

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

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
BOYS GOLF	Scott Johnson	enter your school deadline is 9/5	probation	Participation Survey has not yet been submitted		Terms and Conditions
Class 3A	coaching qualification: ISBE certification PES exam passed on 8/12/13		view rules video starting 8/12 until 9/16			
email task reminder to coach	concussion exam passed on 8/1/14					Case situations

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

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

Schools Are Required to Use the Internet to File ONLINE LIST OF PARTICIPANTS

Deadline is Noon, October 20 - If a school does not submit their Online List of Participants by the deadline, coaches and/or participants from that school are subject to sanctions, which could include but not be limited to being ruled ineligible to compete in the State Series. Schools which do not do so and are consequently ruled ineligible for the State Final Series and must email tcraig@ihsa.org a letter indicating they are withdrawing from the Cross Country State Series by noon on the day of the Online List of Participants deadline or a \$100.00 penalty will be assessed to your school.

Go to www.ihsa.org

- 1) Click on "School & Officials Center Login"
- 2) Enter your "User ID" (5 digits, a letter followed by a number) and the password issued to you by your school. All of this information was emailed to you by your school. IHSA login ID and your Cross Country Coaches password (Boys and Girls Coaches have different passwords), issued through your school administration through the IHSA Schools Center.
- 3) Click on Sport & Activity Tracker
- 4) Click on the "List of Participants" link
- 5) Type in the requested information and save and print all page(s).
- 6) **Certify & Submit your Form**
- 7) **PRINT EACH PAGE OF REPORT: (ctrl key+P) on your keyboard. After the deadline, you will not be able to do so.**

This is how the IHSA knows the names of the participants and coaches. This information will later be used in the State Final Program. It will be used as it is presented so please double check spellings for accuracy.

List of Participant Troubleshooting

Problem pulling in coaches names from the drop-down menu?

If a coach on your coaching staff doesn't appear in the drop down menu in the List of participants, check the following in the IHSA Schools Center 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.

Reasons for the "Red Box" to appear in the Sport/Activity Tracker:

Schools would not verify to have competed in at least 6 Contests (team honors only).
School hasn't completed the "Certify & Submit" page.

Verification of IHSA Receiving List of Participants:

- 1) Print a copy of your entries as stated in #7 before the deadline. This is verification of your entries to take with you to the Coaches Meeting.
- 2) Make sure you click the "CERTIFY & SUBMIT" link, so you will not receive unnecessary reminders from our office about not receiving your List of Participants.

Once the process is complete and the deadline date approaches, the Schools Center Activity Tracker will show that the deadline has passed. This does not mean your school didn't complete it. It means the IHSA Office has imported all rosters and is in the process of preparing the files for the host of your Regional/Sectional Managers.

After Certifying & Submitting the *Online List of Participants*, print a copy of each page (ctrl key+P) on your keyboard for your records. You will not have access to this page, if you try to print it after the deadline.

(If you experience any problems, please call the IHSA Office and ask for Cheryl Lowery.)

**LIST OF PARTICIPANT DEADLINE:
Tuesday, October 20, 2015 @ 12:00 p.m. (noon)**

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.



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.



Emergency Action Plan (EAP)

In accordance with By-law 2.150, a school shall have on file for each student that participates (including practice) in interscholastic athletics a certificate of physical fitness issued by a licensed physician, physician's assistant or nurse practitioner as set forth in the Illinois State Statutes not more than 395 days preceding any date of participation in any such practice, contest or activity. As this By-law addresses pre-participation certification only, there is not a guideline or By-law in place to address release to interscholastic activity following an injury, with the exception of head injury/concussion. With the understanding that schools throughout the state have different needs and services available to them, this document was produced to provide guidelines on an athlete's return to activity following an injury.

Each school should have a written Emergency Action Plan (EAP) in place to address medical emergencies among athletes, staff, officials, and spectators, regardless of severity, occurring during a practice or competition. The plan should also address severe weather, fire, electrical failure, bomb threat, criminal behavior, or other possible emergencies. This plan should be developed to address the unique needs of the individual sport and venue.

EAP's should consist of the following components:

- Personnel
- Communication
- Equipment
- Emergency Medical Care
- Player Medical Information
- Game-day Responsibilities (includes appropriate sideline preparedness)
- Catastrophic Incident Plan

While each school's sports medicine/medical service needs and availability are different, guidelines should also be developed to assist the coaching staff on what injuries should be allowed to return to competition without a medical release. It is not practical to identify every situation or injury; however the following guidelines should assist the school/coaching staff on determining if the athlete should be allowed to return to activity without a release.

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

Please remember that the majority of high school athletes are a minor. If there is a question as to their injury and ability to participate, the parents/guardian should be consulted.

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

A proper plan establishes accountability, should be comprehensive, yet flexible, practical, and easily understood. The written EAP must be revised, approved, distributed, and should be rehearsed regularly prior to every athletic season. The athletic department, administration, and sports medicine team share the responsibility to establish, practice, and execute the EAP.

A sample venue-specific is included as a part of this document, which was developed from portions of the third and fourth editions of National Federation of State High School Associations Sports Medicine Handbook. Persons interested in purchasing this handbook can do so at the following location: <http://www.nfhs.org/resources/publications/>



Venue-Specific Action Plan

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

Sport:

Location:

Emergency Personnel

Present:

On-Call:

Emergency Equipment Location On-Site

Nearest AED:

First Aid Kit:

Items for proper care of blood-borne pathogens:

Ice or chemical ice packs, water and towels:

Player Medical Information:

Other equipment as deemed necessary by local circumstances and qualifications of available personnel:

Communication

Access to 911:

Access to on-call emergency medical personnel:

Role of First on the Scene:

1. Control scene (gain access to athlete)
2. Initial assessment (to determine breathing, consciousness, pulse status)
3. Detailed assessment (to determine extent of injury/illness)
4. Send designated coach to summon help if needed:
 - a. EMS: Call 911
 - b. Athletic Trainer: Call Athletic Training Room or Cell:
5. Initiate immediate care to the sick or injured athlete

EMS Access:

If EMS is called provide directions/access to scene

Directions to site/location:

Open access gates
Designate individual to meet EMS at entrance

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.

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 (54° C or higher)	Heat stroke or sunstroke likely
Danger	105°-129° F (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 (32°-41° C)	"Sunstroke, muscle cramps, and/or heat exhaustion possible with prolonged exposure and/or physical activity.
Caution	80°-90° F (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.

ILLINOIS HIGH SCHOOL ASSOCIATION

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IHSA Protocol for Implementation of NFHS Sports Playing Rule for Concussions

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

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

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

Definition of a Concussion

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

Behavior or signs observed indicative of a possible concussion

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

Symptoms reported by a player indicative of a possible concussion

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

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

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

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

ILLINOIS HIGH SCHOOL ASSOCIATION

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Concussion Information

Return to Play (RTP) Policy

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

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

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

Mandatory Concussion Course for Coaches

House Bill 5431 went into effect for the 2014-15 school year. The legislation requires ALL high school coaches and athletic directors to receive a certificate of completion every two years for an online concussion awareness and education program developed by the IHSA.

The program includes a presentation and other supplementary materials that ALL high school coaches and athletic directors need to review prior to taking a required exam over the curriculum. Individuals will be required to demonstrate proficiency on the exam by scoring at least 80% in order to serve as an athletic coach at an IHSA member school. The legislation also requires student-athletes to watch the association-developed video presentation portion of the over-all curriculum each year.

The program includes information on concussion awareness training, concussion recognition, best practices for avoiding concussions, return to play guidelines, and sub-concussive head trauma. Coaches will be able to access the program after logging into the IHSA Schools Center and clicking on the “CON” tab, which will be located under the ‘Departments’ heading on the Schools Center homepage.



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.



State Final Information



• www.ihsa.org • rmcgraw@ihsa.org or clowery@ihsa.org • Phone: 309-663-6377 • Fax: 309-663-7479 •

State Final Date: State Final Boys and Girls Cross Country Meets will be held on Saturday, November 7, 2015 at Detweiller Park on Illinois Highway 29, north of Peoria.

State Final Time Schedule: Please refer to the current Cross Country Terms and Conditions on the Cross Country web page.

Directions to Detweiller Park: Teams and officials can enter Detweiller Park off of Route 40 (Knoxville Ave.) or off of Route 29. The Peoria Park Police will direct vehicles to the proper parking areas. Team vehicles must display the parking pass. There will be no other reserved parking areas for team vehicles.

Housing Opportunities: The vast majority of the hotels/motels in the Greater Peoria area are cooperating with IHSA and the Peoria Area Convention and Visitors Bureau to provide good team rates for the weekend of the State Final Meet. Visit the IHSA Web Site (www.ihsa.org) and click on boys or girls Cross Country in the upper right corner of the home page. Then click on housing in Peoria.

Spectator/State Final Parking Fee: Admission fees will be collected at each of the parking lots in or adjacent to Detweiller Park for those who do not have a parking pass.

Fees: Cars=\$10.00; Vans (extended 15 passenger type)=\$15.00; Buses=\$25.00

Team Parking at Detweiller: Team buses and/or vans will be provided passes for parking. They are supplied in the State Qualifier Packet after your school has qualified for the state final. State Meet Personnel will be on site for Friday's practice to assist you with additional parking requests. Parking is at a premium, therefore we ask for your cooperation when determining your school's transportation needs. **Do not call Peoria High School personnel for additional school vehicle parking pass(es).**

First Aid: Doctors, nurses, athletic trainers and a rescue unit will be located at two locations in the finish line chute.

Spectators: Every effort is being made to assure that your runners will not have interference during the race. Coaches, instruct your non-competing runners and spectators to stay behind the restraining fences at the finish and within the designated spectator areas during the races.

Pets: Individuals are prohibited from bringing any type of pet to the State Final, with the exception of service and seeing-eye dogs. Schools should inform their parents and fans.

Cooking Grills: At the direction of the Fire Marshal there will be no cooking grills of any type allowed in the park during the Cross country State Final event. This is for everyone's safety and we appreciate your cooperation.

Fence of Fame: The Fence of Fame and all IHSA Banners have been a delightful addition to the color and pageantry of the event. Unfortunately, portions of the fencing and banners with the four-color photos of runners have been cut from the fence and stolen in recent years. Please advise your students and fans that IHSA and host 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.

Results: Official Results will be posted at Detweiller Park after each race. When official, results will be posted on the IHSA web site at www.ihsa.org and the official race results will be posted on the results display boards adjacent to the Peoria Area Convention and Visitors Bureau tent and the concession stand. These boards are located on the west side of the road in Detweiller Park. Official race results will be posted on the IHSA Cross Country website under State Series Information and results once verified for schools and media. **Hard copies will not be made available to coaches, fans or the media.**

CROSS COUNTRY CLERKING DETAILS FOR THREE CLASSES IHSA STATE MEET

The following tables present the details used by the Clerks of the Course at the IHSA State Cross Country Meet to check in competitors for the six races at the State Meet in a timely manner with a minimum of disruption to pre-race preparations.

TIME SCHEDULE

	Class 1A Girls	Class 1A Boys	Class 2A Girls	Class 2A Boys	Class 3A Girls	Class 3A Boys
Teams Report	8:35	9:35	10:35	11:35	12:35	1:35
Final Instructions	8:55	9:55	10:55	11:55	12:55	1:55
Start	9:00	10:00	11:00	12:00	1:00	2:00

The Clerks of the Course have divided the starting boxes into five sections. The following chart lists the first box each clerking crew will check in. They will then proceed in order through each section. If competitors are assigned to the first box listed, they will be checked at the report time listed above. If your runners are not assigned to the first box listed, plan on about two or three minutes to check in each team, and be ready when the clerks reach your starting box.

FIRST BOXES

Clerking Crew	Class 1A Girls	Class 1A Boys	Class 2A Girls	Class 2A Boys	Class 3A Girls	Class 3A Boys
A	2	2	2	2	2	2
B	9	9	9	9	9	9
C	16	16	16	16	16	16
D	23	23	23	23	23	23
E	30	30	30	30	30	30

Thank you in advance for your cooperation.



State Final Meet Procedures



• www.ihsa.org • rmcgraw@ihsa.org or clowery@ihsa.org • Phone: 309-663-6377 • Fax: 309-663-7479 •

Team Packet Distribution

- 1) Each school will pick up their packets either on Friday or Saturday morning.
- 2) The packet will include meet information, bib numbers, hip numbers, safety pins, qualifier pins etc. Coaches are not to issue the bib numbers to their athletes until the team arrives at the course on Saturday. Replacing lost or broken bibs is a time consuming process and you're athlete could miss the start of their race. Wait until you arrive at the park to distribute!
- 3) Each runner will be assigned the following items:
 - a) 2 Bib numbers (front and back, 4 pins for each bib). **The computer chip will be attached to the front bib (DO NOT BEND THIS BIB! It will ruin the computer chip and will not be read by the electronic readers on the course or at the finish line).**
- 4) No runner will be allowed to start a race without both bibs held in place by 4 pins (per bib) and hip numbers. The clerks will check in the runners for each race.
- 5) **Pre-race meeting:** All head coaches will attend a meeting, 30 minutes before the start of the girls race in each class, with the referee, assistant referee, or the head meet official to discuss check in, starting, and finish line procedures. If a coach attended one of the meetings on Friday afternoon (2:00 or 3:00 p.m.) he/she does not need to attend the meeting held prior to the start of the race on Saturday.

Finish Line Procedure

- 1) **Finish Line Area:** Will be set up as a large fenced in area, able to hold all officials, vans, cameras, timers, first aid workers, etc.
- 2) **Finish Line:** The actual line will be 15 feet wide and will be located on the inner edge of the first of two sensor coils. The area around the finish line will be restricted both in front and behind the line by at least 5 feet.
- 3) **Finish:** Each runner will finish the race when the torso crosses the finish line.
- 4) **Time/Place:** The tag will activate the time for each runner as they cross the sensor coils. The place will be determined by video review.
- 5) **Time Backup:** Two timers will be located at the finish line to serve as backup timing.
- 6) **Place Backup:** Multiple Cameras will be used as a backup along with finish line judges. Two finish line judges will be in place at the finish line to confirm the order of finish for each race.
- 7) **Chute:** The chute will be open at least 25 feet wide at the finish line and expanded to at least 30-40 feet wide after the finish line. The length of the chute will be at least 50-75 feet long and angled toward the southeast corner of the finish line area as it leads the runners out of this area.
- 8) **Refreshments:** Liquid refreshments will be available in the area at the end of the chute as it leads the runners out of the chute.
- 9) **Scoring:** The tag will activate the time and place for each runner on the computer and it will print a copy of the results after all runners have finished. A copy will be made for the film review to confirm tied times.
- 10) **Film Review-** All races will be reviewed to confirm the placement of each runner. When the finish is confirmed, the referee will be notified.
- 11) **Scoring Certification-** After the referee receives the results, confirms the team scores and the placement of each runner, checks for any disqualifications, they will certify, sign, and post the time the results become official.
- 12) **Posting Results-** The results will be posted after the results have been certified on the boards at the Peoria Area and Convention and Visitors Bureau booth located near the refreshment stand on the west side of the course. Unofficial results will not be posted.

Scoring Procedures

- 1) As the runners cross the sensor coils, the tags attached to each runner will activate, giving each runner the time. The torso will be used for the actual finish of each runner.
- 2) As the runner crosses the finish line, a camera will record the runner's bib number for review and confirmation of each runners place.
- 3) When the video reviews have been completed, and adjustments made as needed, the referee will sign the results indicating that they are officially approved.
- 4) The official results will then be posted on the IHSA Cross Country Website under State Series Information and results; in the coaches area and in the park for review by the coaches.



State Final Awards Ceremony Procedures



• www.ihsa.org • rmcgraw@ihsa.org or clowery@ihsa.org • Phone: 309-663-6377 • Fax: 309-663-7479 •

Site: Peoria Park District stage, located in the open area west and around the corner from the finish line at Detweiller Park.

All times listed below are approximate. Results will not be posted, until they have been verified according to the Scoring Procedures outlined in this manual.

Class 1A

Report to staging area: 10:30 a.m.

Ceremony Begins: 11:00 a.m.

Class 2A

Report to staging area: 12:30 p.m.

Ceremony Begins: 1:00 p.m.

Class 3A

Report to staging area: 2:30 a.m.

Ceremony Begins: 3:00 p.m.

Award Winner Staging Area: The award winners should assemble behind the Peoria Park District Stage no later than 20 minutes prior to the start of their respective Awards Ceremony.

Official Photos: Visual Image Photography (VIP) is the exclusive official photographer for all Illinois High School Association (IHSA) State Final events. Action, feature and/or individual award photographs taken by VIP may be ordered after the Awards Ceremony at Detweiller Park or at any other time via the Internet. Fans may stop by the VIP booth in Detweiller Park before they return home today and place their order. The VIP booth is located on the west side of the course near the Concession Tent and the PACVB booth. Fans also may order from the VIP Web Site @ www.vipis.com

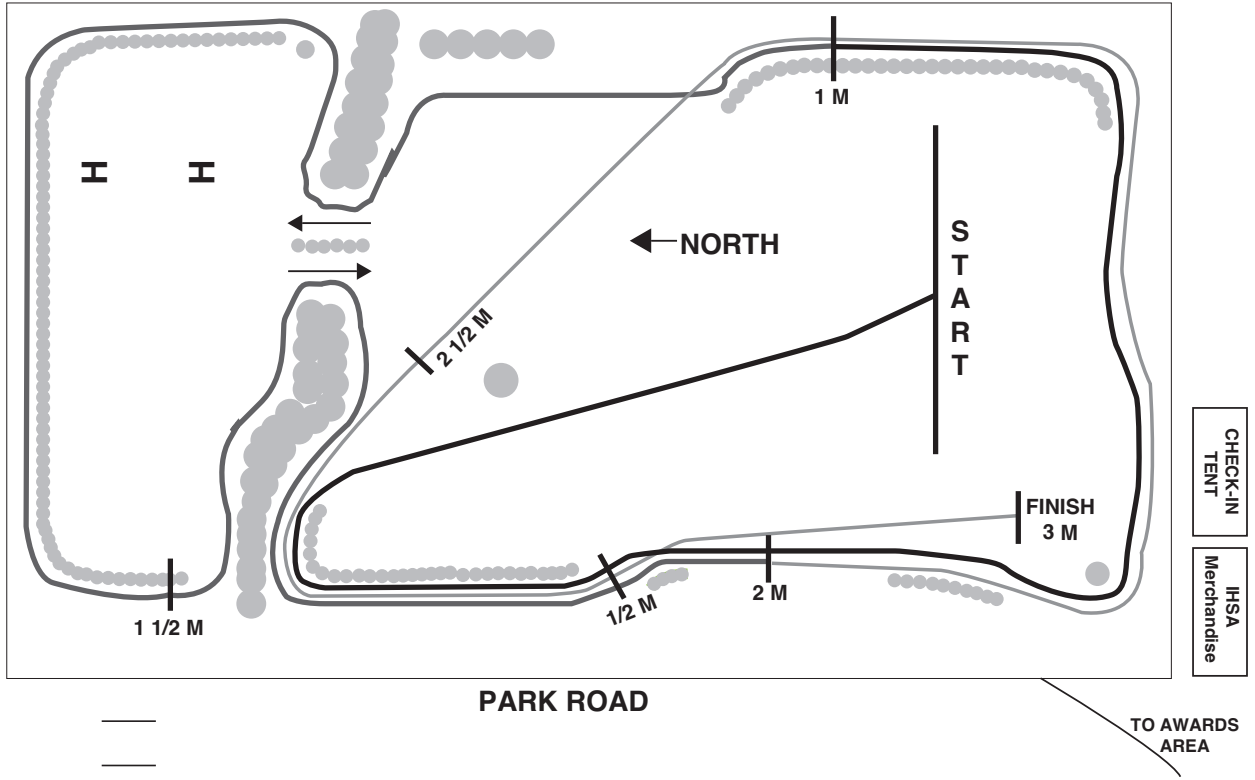
Fan Photos: Spectators will have access to a photo area in front of the stage during and after the respective individual and team awards presentations. A total of approximately four (4) minutes will be set aside for fans to take team photographs. It is strongly recommended that fans use the VIP service. Fans are not permitted access to the area inside the ropes behind the awards stage.

Award Winner Instructions

- 1) Individual Place Winners and Placing Team members report to the back of the Peoria Park District Stage located in the open space west of the course by the shelter at least 20 minutes prior to the scheduled start of their respective Awards Ceremony. The boys and girls awards will be done separately. Individuals receiving medallions will be placed in reverse order of finish from 25th to 1st. The Coaches and members of the top 3 placing teams will be placed by team according to the order provided by the school on their Team Award Information confirmed at the time they pick up their team packet. The medallions and trophy will be presented to the schools in reverse order of finish (3-2-1).**
- 2) Award winners must assemble at the correct time, and, once all have checked in, final instructions will be given.
- 3) Each medallion winner will be introduced and enter the stage from the designated side. Proceed to the middle of the stage to the awards presenter, have the medallion draped over the recipient's head, and walk to the other side of the stage and wait there until all 25 individuals have been recognized. The top 25 should remain on stage together until instructed to leave the stage. Group photos will be taken by fans at this time. The order will be 25th place girl, 24th place girl etc. for the individuals. The team order will be 3rd place girls team, 2nd place girls team, 1st place girls team.
- 4) After each individual and team member receives their medallion, they should move to the other side of the stage and wait until all 25 individuals or their team members are present for a group photo on-stage.**
- 5) Official photographers from Visual Image Photography (VIP) will take the official photo of each person (individual finisher and/or team member) receiving an award. It will be taken as an individual portrait with the state medallion draped on the person after they received the medallion. In addition, a group photograph (top 25 individuals as a group or each of the top three teams as a team) will be taken after the medallions have been presented. These photographs will be taken behind the stage (or in the shelter in the case of inclement weather) after the medallion(s) has been presented on the stage. VIP photographers may take additional photos during the actual presentation ceremony.
- 6) Following the session with the VIP photographers, the Public Address Announcer will notify the award winners required to participate in the press conference when they are to report to the shelter. The shelter is approximately 20 yards northwest of the stage. The top 3 Individuals, plus the head coach and all members of the top 3 placing teams, in each of the six races, will leave the stage area and report as a group for the required press conference. This is in addition to any interview sessions with the media by individual runners and coaches at Detweiller Park earlier in the day.

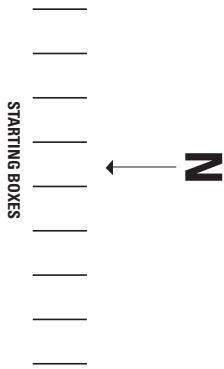
Detweiller Park - Peoria State Final Course

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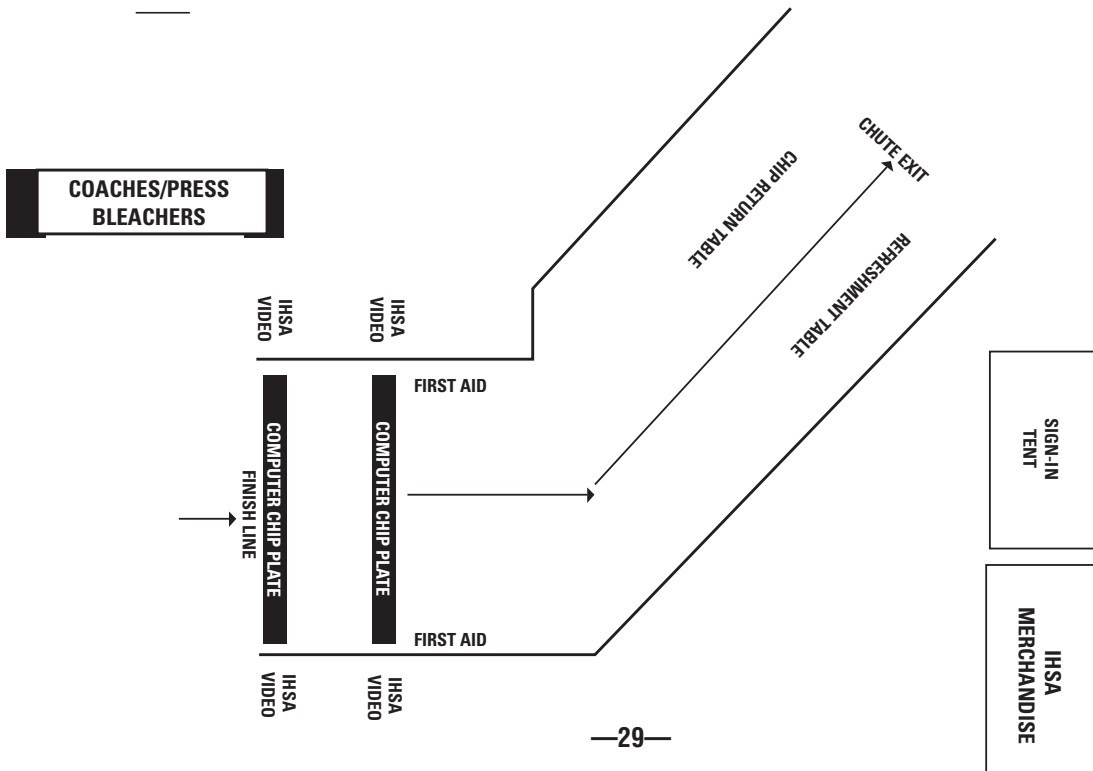


PARK ROAD

TO AWARDS AREA



STATE CROSS COUNTRY MEET FINISH AREA



2015-2016 IHSA Request To Purchase Additional/Replacement State Series Awards

- ◆ **Tournament Managers/Hosts** who need to request duplicate awards due to ties at their tournament/meet must complete the form in the Online Manual for Managers and send it directly to the awards company– **Do Not Use the form above.**
- ◆ **Trophy Letters:** Schools who need replacement letters for trophies, please contact A & M Products direct at 815-875-2667.

Extra Medal Pricing for Schools:

<u>Qty:</u>	<u>Finish</u>	<u>State Medallion</u>	<u>Reg./Sect Medal</u>	<u>Shipping</u>
1 – 5	Goldtone (1 st)	\$4.45	\$3.95	\$6.50
	Nickel Silver (2 nd)	\$4.95	\$4.45	
	Bronze (3 rd)	\$4.60	\$4.15	
6 – 12	Goldtone (1 st)	\$4.20	\$3.70	\$7.00
	Nickel Silver (2 nd)	\$4.70	\$4.20	
	Bronze (3 rd)	\$4.35	\$3.85	
13 – 24	Goldtone (1 st)	\$3.95	\$3.45	\$7.50
	Nickel Silver (2 nd)	\$4.45	\$3.95	
	Bronze (3 rd)	\$4.10	\$3.65	
25 or more	Goldtone (1 st)	\$3.70	\$3.20	\$8.00
	Nickel Silver (2 nd)	\$4.20	\$3.70	
	Bronze (3 rd)	\$3.85	\$3.40	

Extra Plaque/Trophy Pricing for Schools (Shipping included):

Regional Champion Plaque	\$50.00
Sectional and Super-Sectional Champion Plaque	\$66.00
Third/Fourth place trophy	\$269.00
Champion/Runner-Up	\$297.00

Gold figure Replacement Pricing (\$10.00 shipping per figure)

Oxidized bronze finish pre 2008-09 school year, call for pricing and availability

<u>Gold</u> State Champion-top figure (#1)	\$51.00
<u>Gold</u> State Champion-side figure (#1)	\$51.00
<u>Gold</u> State Runner-up-top figure (#1)	\$51.00
<u>Gold</u> State Runner-up-side figure (#1)	\$51.00
<u>Gold</u> State 3rd/4th Place-top figure (#1)	\$51.00

Gold figures and plate replacement pricing

Oxidized bronze finish pre 2008-09 school year, call A&M for pricing and availability

State 3 rd /4 th Place Gold-side figure (#2)	\$33.00, plus \$10.00 shipping
Girls Soccer – Gold-side figure 3 rd /4 th Place (#3)	\$27.00, plus \$10.00 shipping
Music Lyre – Gold-side figure 3 rd Place (#3)	\$27.00, plus \$10.00 shipping
Badminton Gold shuttlecock and/or riser	\$27.00, plus \$10.00 shipping
Repl. Trophy Plate w/lasering names	\$30.00, plus \$10.00 shipping
Repl. Black Plate for SF Trophy w/o lasering	\$12.00, includes shipping
Bat, Tennis, Golf Club Replacement for All Figurine	\$16.00, includes shipping

Orders will be **processed upon Receipt of Full Payment.** Please allow three (3) weeks for delivery. Thank you.