

2011-12

***Boys/Girls
Cross Country***

**Manual for
Managers**



Cross Country Manual for Managers

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Revision History



2011-2012 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 2011-2012 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:

BOYS

1. Schools with enrollments of 0-760.00 will be Class 1A (40.00% of the membership).

2. Schools with enrollments of 761.00-1687.00 will be Class 2A (30.00% of the membership).

3. Schools with enrollments of 1688.00 and-above will be Class 3A (30.00% of the membership).

GIRLS

1. Schools with enrollments of 0-788.00 will be Class 1A (40.00% of the membership).

2. Schools with enrollments of 789.00-1687.00 will be Class 2A (30.00% of the membership).

3. Schools with enrollments of 1688.00 and-above will be Class 3A (30.00% of the membership).

II. DATES AND SITES

A. Regional meets will be held on Saturday, Oct. 22, 2011, 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. 29, 2011, for Class 1A, 2A and 3A between the hours of 10:00 a.m. and 3:00 p.m.

C. The 2011-2012 State Final meet will be held at Detweiller Park, Peoria, on Saturday, November 5, 2011. Peoria High School will host the State Final Meet.

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

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. Directions: Login to the Schools Center (Official Representative or Principal Password is required to perform this task), Enter your School ID and Password, go to the activity tracker and click the button to add sports for the upcoming year. Sports Entry Deadlines are Sept. 1 (fall), Nov. 1 (winter) and Feb. 1 (spring).

IMPORTANT NOTICE: The Cross Country On-Line Rules Interpretation Meeting begins **August 9, 2011 and ends on September 6, 2011.** Each participating school must have one member of the coaching staff view and receive credit for the 2011-2012 cross country rules interpretation. Track and Field Officials opting to participate in the Cross Country State Series must also view the on-line presentation. To receive credit the coach/official must view the presentation 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: If you are a coach at two different schools or you are a coach and an official, you must contact Cheryl Lowery at the IHSA Office. She will give you credit. You must be listed as the coach at both schools in the respective Schools Center for the schools you are coaching for.

A. On-Line School Entries

All member schools must enter their school into the state series competition through the IHSA School Center on the IHSA Website at www.ihsa.org to compete at the Regional and/or Sectional level in the Cross Country State Series. Do not confuse On-Line School Entries with entering your School's "On-Line List of Participants."(III-F) They are two different processes. On-Line School Entries are used to enter your school into State Series Competition in order for IHSA to assign your school to a Regional and Sectional Meet. The deadline for school entry is September 1, 2011, (for all Fall Sports).

Six Contest Verification (Team entries Teams:

When completing the Online List of Participants, team entries must check the Six Contest Verification box to be eligible to compete for team honors. By checking the Six Contest Verification box in the 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.

B. Late On-Line School Entries:

Any attempt to enter a sport or activity on-line after the established deadlines will be denied. Schools that wish to enter after the deadline will be considered late. To be considered for late entry, the Principal/Official Representative must contact the IHSA administrative officer in charge of that sport or activity. The penalty for late entry shall be a payment of \$100.00 for that sport/activity by the school.

C. Breach of Contract By-Law 6.041 (Withdrawal Procedure)

To withdraw without penalty, the Principal must fax or email a signed letter to Tammy Craig at tcraig@ihsa.org 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.

D. 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.

E. 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.

F. On-Line List of Participants: PLEASE READ THIS SECTION CAREFULLY!! Each school entering the state series (whether entering a team or individuals) must submit its On-Line List of Participants via the Internet through the IHSA Schools Center Web Site to the IHSA Office. The On-Line List of Participants must be received in the IHSA Office by **noon on Tuesday, October 18th, 2011**. If a school does not submit the On-Line 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 On-Line 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 On-line 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 On-Line 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 On-Line List of Participants. Coaches are encouraged to bring the computer generated copy of their On-Line List of Participants to the Regional and Sectional sites the day of the meet. This list must be printed prior to the On-line List of Participant deadline. The option to print will not be available after that deadline. **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 On-Line List of Participants submitted by each school entered into the State Series for publication in the State Final Program. If you notice an error 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.

Confirmation of receipt of Online List of Participants: Schools should login to their School Center site on the IHSA website and go to the Activity Tracker. The Activity Tracker will show "Completed", if you have checked the button 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 button on the 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 respective boys/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 \$25.00 per race for official's fees, upon receiving the completed Financial Report. Schools must complete a 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 respective boys/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 \$25.00 per race for official's fees, upon receiving the completed Financial Report. Schools must complete a 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 1, Regional and Sectional Cross Country Assignments will be posted on the respective IHSA Cross Country Activity Web Page. A manual outlining the state cross country meet series will also be posted online at the cross country page on the IHSA website. No school or official will receive any IHSA manuals via the mail. Coaches and Athletic Directors must visit IHSA.org to view the cross country school and manager's manuals.

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 22, and sectional meets on Saturday, October 29 between the hours of 10:00 a.m. and 3:00 p.m.

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 Center on the IHSA Web Page beginning Wednesday of the week preceding the regional. Each regional manager must complete the winner report on-line in the Schools Center on the IHSA Web Page (www.ihsa.org). Sectional Managers should obtain the data they need to administer their meet from the Schools Center. Each Regional Manager must complete the winner report on-line in the Schools Center no later than 4:00 p.m. after the conclusion of the regional.

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 Wednesday of the week of the regional. Sectional Managers should obtain the data they need to administer their meet from the Schools Center. Each Sectional Manager must complete the winner report on-line in the Schools Center no later than 4:00 p.m. after the conclusion of the sectional.

D. All Regional and Sectional Meet Managers must submit a copy of their complete results by 4:00 P.M. on the Monday following their regional or sectional meet. Fax or email the results to Ron McGraw at the IHSA office. rmcgraw@ihsa.org or 309-663-7479

E. 2011 State Final Meet

1. Practice: Friday, November 4, 2011 at 1:00 pm: Head Coaches may pick-up their school's team/individual packets all day at the course. Tags will be available at the Start/Finish Line, just prior to each race. 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 4, 2011 at 2:00; 3:00 and 4:00 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).

F. 2011 State Final Meet: Saturday, November 5, 2011 Class 1A Girls

8:00 a.m.
Course will be open to all Class runners.
8:25 a.m.
Tag distribution at the start line
8:30 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

8:30 a.m.
Head Coaches and Referees meeting at the finish line
9:25 a.m.
Tag distribution at the start 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

10:25 a.m.
Tag distribution at the start line

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)
11:25 a.m.
Tag distribution at the start line.
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

12:25 p.m.
Tag distribution at the start line.
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 a.m.

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

1:25 p.m.

Tag distribution at the start line.

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: The first seven (7) placing teams and the first five 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.

B. Sectional to State Final: The first five placing teams and the first seven runners who are not members of the first five 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. 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.

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 On-line List of Participants. Seven (7) runners may be entered at any level in the state series. Any runner listed on the On-line List of Participants, and only those listed on the On-line 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. 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. Only the video of the meet management may be used to review the finish of any race.

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 print-

ing, 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 bands are legal to wear in competition.

F. Jewelry: Contestants wearing billed caps, jewelry of any kind, including earrings, adornments such as medallions, will not be permitted to compete. Narrow headbands, bobby pins and small plain hair clips to keep the hair from interfering with a contestant's vision will be permitted. If religious medals are worn, they shall be taped to the body under the uniform. Medical medals can be worn but must be taped to the body and the alert must be visible. 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 tags will be attached one onto each shoe by using twist ties. **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 to assist in scoring the meet. It is important to note that Illinois interprets this differently than the NFHS has (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: Competitors will not 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.

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 must be in place before the

beginning of the meet. This committee shall act as a jury of appeals (3-5-1). The committee may also meet to suspend 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.

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. Tag Return: The two tags issued to each competitor must be returned to meet management by the coach at the designated area immediately following each race. Failure to return competitors chips prior to leaving the park will result in the school being charged \$20.00 per chip.

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 and two hip numbers along with two (RFID) computer tags to be attached one to each shoe by using the twist ties also provided (tags will be distributed at the starting line and are not included in the coaches packet). 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).

Coaches of Individuals: One coach's pass will be issued (if the coaches name appears on the On-line 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 On-line List of Participants, prior to the deadline.)

Note: the two coaches who are listed on the On-line 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 On-line 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:

a) they are in good taste and reflect good sportsmanship in their message and use;

b) they reflect identification and encouragement to participants and their school/community;

c) they are not displayed on the field of play or in a manner which interferes with competition (this will be determined by Meet Management);

d) they do not obstruct the view of participants or spectators; and,

e) 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 4, 2011 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 cancellation 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 (meet manager) shall not be used to make decisions related to the meet. 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 "official video review" at the regional and sectional level. Video review is not to be used as a primary method of determining the outcome of the race at the regional and sectional level of competition. Regional and Sectional Managers must provide some means of video review to use when the meet referee feels it is appropriate to review the results. Elaborate, multi-camera systems are not necessary. A single, well positioned camera should be satisfactory.

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

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. Managers Duplicate Awards: Managers can find a Duplicate Awards order form online in the online Managers Manual in the forms section.

4. School Duplicate Awards: Schools can find a Duplicate Awards order form in the online Cross Country School Manual (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: Managers can find a Duplicate Awards order form online in the online Managers Manual in the forms section.

4. School Duplicate Awards: Schools can find a Duplicate Awards order form in the online Cross Country School Manual (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 tie occurs for first, second or third place, both tied teams will receive the appropriate medallions and trophy.

4. Duplicate Awards: Schools can find a Duplicate Awards order form online in the online Schools Manual in the forms section.

XI. OFFICIALS

A. Appointments and Fees: Local managers are required to hire and use one IHSA licensed track and field official (that has viewed the online cross country rules video AND passed the cross country rules examination) as referee/starter of the race. The official used must be selected from the list of IHSA Licensed Track Officials which can be found through the IHSA Schools Center.

- Regional (1) - \$25.00 flat fee (per race)
- Sectional (1) - \$25.00 flat fee (per race)
- State Final (1) - \$25.00 flat fee (per race)

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 the Financial report to the IHSA Office.

B. Mileage Reimbursement Policy: The Referee/Starter will be paid mileage from the IHSA Office upon receipt of a mileage voucher submitted by the Referee/Starter 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. Mileage vouchers can be printed from the IHSA Web Site through the IHSA Officials Center.

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.



2011 Cross Country Important Dates

Wk. #	2011 Cross Country Important Dates	Deadline
6	Season Begins (Wed.)	8/10/2011
6	Required Online Rules Meeting Presentation begins (Tues.)	8/9/2011
8	1st Contest (Mon.)	8/22/2011
9	Team/Ind. School Entries (Tues.)	9/1/2011
10	Last Date of Required Online Rules Meeting Presentation (Mon.)	9/6/2011
16	Online List of Participants (Tues.) - Noon	10/18/2011
16	Team/Ind. Withdrawal Deadline (Tues.) - Noon	10/18/2011
16	Regionals (Sat.)	10/22/2011
17	Sectionals (Sat.)	10/29/2011
18	State Final (Sat.)	11/5/2011
18	Season Ends (Sat.)	11/5/2011
21	Written Advisory Committee Recommendations Deadline @ IHSA (Mon.)	11/21/2011
22	Advisory Committee Mtg. (Tues.)	11/29/2011

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 4 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



Regional and Sectional Managers Important Reminders



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

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

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

Regional Managers

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

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

Sectional Managers

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

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

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

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

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

Examples follow:

Seven + 3 Place-Status All 10 "I" Advance	Seven + 2 Place-Status Only 9 "I" Advance	Seven + 1 Place-Status Only 8 "I" Advance	Only Seven Place-Status Only 7 "I" Advance
1-I	1-I	1-I	1-T
2-I	2-I	2-I	2-I
3-I	3-I	3-I	3-I
4-I	4-I	4-I	4-I
5-I	5-I	5-I	5-T
6-I	6-I	6-I	6-T
7-I	7-I	7-I	7-I
8-I	8-T	8-T	8-I
9-I	9-I	9-I	9-T
10-I	10-I	10-T	10-I
			11-I

Do What's Right!

Sportsmanship

Coaches and Participants:

1. Set a good example for spectators to follow.
2. Respect the integrity and judgment of game officials, and accept their decisions graciously.
3. Respect the integrity and personality of the individual athletes and coaches.
4. Display modesty in victory and graciousness in defeat.
5. Show respect for opponents before, during, and after contests.
6. Do What's Right! Represent your team, school and community with dignity.

Spectators:

1. 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.
2. During the National Anthem, when singing, follow the music and lyrics precisely.
3. Show respect for opposing players, coaches, spectators, and support groups.
4. Respect the integrity and judgment of game officials and accept their decisions graciously.
5. Show respect for members of the coaching staff and team.
6. Display modesty in victory and graciousness in defeat.
7. Recognize and show appreciation for outstanding plays by either team.
8. Use only cheers that are positive in support of their team.
9. Encourage coaches, players, and other fans to Do What's Right!

Acceptable Behavior...

- 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 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 team.
- Encourage surrounding people to display only sportsmanlike conduct.

Unacceptable Behavior...

- Disrespectful or derogatory yells, chants, songs or gestures.
- Booing or heckling an official's decision.
- Criticizing officials in any way; displays of temper with an official's call.
- Yells that antagonize opponents.
- Refusing to shake hands or give recognition for good performances.
- Blaming the loss of the game on officials, coaches or participants.
- Laughing or name calling to distract an opponent.
- Use of profanity or displays of anger that draw attention away from the game.
- Doing own yells instead of following the lead of spirit participants.

IHSA School Center Website Login Instructions

Sport/Activity Tracker Information

Access to Cross Country Web Page

To access the Cross Country Web page, school password and ID number is not required.

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.

On this page, you will find:

Terms & Conditions
Manual for Schools
Manual for Managers
Advisory Committee Info.
5-year Season Calendar
Open Dates
Records
Quick Facts
Regional/Sectional Sites
Regional/Sectional Assignments
Regional/Sectional Results
State Final Information.

Access to IHSA Schools Center Web Page

To access the School Center, school password and ID number is required.

Note: The School's Center Web Site can only be accessed with your Schools Passwords and ID. Contact your Official Representative, Principal or Athletic Director for the current password. Certain areas of the School's Center can only be accessed with the Official Representative, Principal or Athletic Director password from your school.

Coaches can Access the Schools Center with their respective Fall/Winter or Spring 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 schools ID number (number is listed in the School Directory)
4. Enter your schools respective Fall/Winter/Spring Coaches password
5. With this access, coaches will have access to:
6. View and complete items and watch for important deadlines to keep your team/individuals eligible to compete in any IHSA sport/activity.
7. Sport/Activity Tracker
8. Rules Meeting Bulletin
9. Rules Meeting Video
10. Online List of Participants
11. Season Summary Form
12. Online Seeding
13. State Final Information
14. Manual for Schools

Sport and Activity Tracker within the Schools Center

Once logged-in to your Schools Center, you will notice the Sport and Activity Tracker. This is the section that Administrators and Coaches should check weekly for important dates and deadlines for any sport or activity your school is signed up to participate in to keep your school eligible to compete in the Sports the school is signed up to compete in.

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 the Rules Meeting Video and get credit
3. Check to see if your school was given credit for watching the Rules Meeting Video
4. Program Status of each Sport/Activity (whether your school is on probation or suspension)
5. Date when the Manual For schools will be available
6. Review/print the Manual for Schools for the respective Sport/Activity (this should be reviewed by all coaches)
7. Participation Survey
8. Top 15 List
9. Deadline dates for Required Forms for the respective Sport/Activity and verification that those reports have been sent to the IHSA Office.
10. Rating Officials (If applicable to that Sport/Activity)

Enter ID:

Enter password:

Log in



The new Schools Center passwords are now in effect.

Welcome to the IHSA Schools & Officials Center.

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

Forgot your password?

OFFICIALS: You should [request your password](#) to be sent via email. If all else fails, you may call the [Officials Department](#) and a new password will be generated for you.

SCHOOLS: Please call the IHSA Office at 309-663-6377.

Have a question about clinic or rules meeting attendance or other information in the Officials Center? E-mail [IHSA Officials Department](#).

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

Please report other problems to [Scott Johnson](#).

Log out



Admin

Schools

Officials

Enter new selection:

Find

SCHOOL INFORMATION

- General information
- Administrators
- Coaches
- Program photos

COACHES

- PES coaches ed program

OFFICIALS

- Find an official
- Officials directory
- Officials education

FORMS & REQUESTS

- Tournament entries
- Foreign exchange eligibility
- Open dates
- Special Report
- SAWA Report
- Report index
- W-L record/coach update
- All-State Academic Team nomination form (PDF)
- Other forms

REQUIRED REPORTS

- Ratings summary
- Financial report summary
- Participation survey
- Facilities survey
- Host availability survey
- Advisory committee survey

ONLINE RESOURCES

- IHSA school directory
- Documents index
- Case situations and notes:
 - BA BK CC FB GO GYB
 - GYG SB SO SW TR VB WP
 - WR

IT'S YOUR IHSA -- VOTE TODAY!

Nominations for IHSA Board of Directors and Legislative Commission (through 9/15)

MESSAGES more >>

8/11 PES site coordinators

Member schools are reminded to update or complete the link for Site Coordinators at your school for PES testing. The IHSA Board of Directors approved continuation of the association's PES testing program for the 2011-12 school term. Member schools ... more >>

8/8 PES testing program update

At their August 8, 2011, meeting, the IHSA Board of Directors approved a recommendation to continue with its Performance-Enhancing Substance Testing Program for the 2011-12 school term. The testing program will mirror in nature and scope the two pre... more >>

8/4 All School Mailing Information

The 2011-12 IHSA All-School Mailing has left the IHSA Office and is en route to each member school. Schools who have not received their mailing by August 10th should contact the IHSA Office. We'll assist in tracking the mailing for you. In the int... more >>

8/1 Concussion Management Resources available

Governor Quinn has signed into law House Bill 200, legislation that is aimed at protecting student athletes from concussions. Interested individuals can access the bill in its entirety by searching www.illinois.gov. The bill's signing will impact ... more >>

PERFORMANCE-ENHANCING SUBSTANCE PROGRAM

Use the links below to supervise your school's participation in the IHSA Performance-Enhancing Substance Testing Program.

Member School Representative & Testing Site Coordinators	Consent Form 2011-12 (PDF)	Site Coordinator Manual (PDF)	Testing Policy (PDF)	Banned Substance List (PDF)	Student-Athlete Listing Form (Excel)	Summary of Coaches Passing PES Exam
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TOURNAMENT MANAGEMENT

Where's the football ScoreZone link? For regular-season football games, go to the Sport & Activity Tracker, scroll down to "football" and read across. The link is in the next to last column.

Links in this table will become active as deadlines approach.

10/15/2011

Sport & Level	Manuals (PDF)	Seeding Meeting	Assigned Officials	List of Participants	Winner Reports	Financial Report
Girls Tennis -- Sectional	not yet posted	--	--	view participants (RTF)	submit winner report	submit financial report

Interested in hosting?

Review and update your facilities survey and host availability survey at least once per season.

SPORT & ACTIVITY TRACKER (2011-12) more >>

Red cells indicate action items. Get the red out!

You may also enter your teams in IHSA state series for the current school term.

Sport or Activity	Entry Status (Type)	Rules Meeting	Program Status	Manuals (PDF)	Participation Survey	Top 15 List	Required Data Forms	Ratings of Officials
Boys Golf	OK withdraw by 9/28	rules video not 10/6	OK if rules video viewed	not yet	not submitted	--	List of Participants: not yet	--
Girls Tennis	OK withdraw by 10/12	rules video not 10/6	OK if rules video viewed	not yet	OK	--	List of Participants: not yet	--
Boys Soccer	OK withdraw by 9/21	OK review rules video	OK	not yet	not submitted	OK	Season Summary Form & Online Seeding: (0 pgs.)	not yet



Regional and Sectional Managers Winner Report Instructions



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

The IHSA is excited to be able to provide the Schools Center Web Site as a service to your school. This site will enable you to connect to the Internet from your school or your home.

Regional and Sectional Managers for the Cross Country State Series are **required** to complete the Regional and Sectional Winner Reports on-line, no later than 4:00 p.m. the day of the meet.

Regional & Sectional Managers:

Schools are required to complete their On-Line List of Participants on-line, by noon on Tuesday October 18, 2011. **Important:** Do not request rosters from schools prior to this deadline. IHSA will supply each Manager a file with all the participants eligible to run in their meet. The file supplied by the IHSA Office is the Official File and is the only file to be used for the meet.

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

Managers must login to the IHSA School's Center using their respective school ID and password (noon, Wednesday of Week 16). **An email will be sent from the IHSA Office to all Regional Managers when the file is available to be downloaded.**

All Manager's are required to complete their Winner Reports on-line, no later than 4:00 p.m. on the day of their meet. This will allow Manager's for the next level of competition immediate access to the team and individual qualifiers for the next level of competition.

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

1. On the World Wide Web Go to: www.ihsa.org
2. Click on Schools & Officials Center login
3. Enter your schools ID number (number is listed in the School Directory)
4. Enter your schools password. The Athletic Director or Official Representative password is needed to access the tournament manager section of our website.
5. Click on the respective Winner Report link
6. Complete the online form as prompted by the directions on the web page.

Regional and Sectional Managers Meet Responsibilities

- 1. Communication:** Send a letter of communication to the schools entered in your regional or to the schools advancing to your sectional. Provide them with the following information:
 - a. Location, description and/or diagram of course and chute
 - b. Special ground rules or irregular terrain
 - c. Time of competition (check in advance on potential ACT conflicts)
 - d. Time Schedule of races
 - e. Practice days and times course is available
 - f. Parking for buses and fans
 - g. T-shirt sales, costs and licensed vendors
 - h. Availability of restrooms
 - i. Names and phone numbers of school personnel
 - j. Get phone numbers, bus times, and coaches names of competing schools in case of emergency
 - k. Spectator viewing areas and location
 - l. Determination of games committee in accordance with NF rules
 - m. Check-in times and locations
 - n. Computer availability for reporting results
 - o. Make sure you have informed coaches of the procedures for tornadoes or severe weather.
 - p. Have plans for emergency situations if an ambulance is needed. Inform coaches in advance as to who is responsible for the payment of the ambulance service or other medical needs. Coaches may want to have names and phone numbers on file to use in an emergency situation.
 - q. Finish/chute procedures must be sent to participating schools in advance
- 2. Facilities**
 - a. Secure Facilities
 - b. Clear parking area for event
 - c. Prepare directional signs for teams, spectators, officials, news media
 - d. Make arrangements for hospitality: concessions, merchandise sales, officials, media, tournament workers (if applicable)
 - e. Prepare signs and flags for marking the course
 - f. Prepare Finish/chute area for finish at the "mouth" (front) of the chute.
 - g. Clearly mark finish line (bright cones desired)
 - h. Starting boxes should be 4-6 feet (when space is available.)
- 3. Equipment/Supplies Needed**
 - a. Air horn and portable hand-held speaker for starter
 - b. Check video equipment
 - c. Check computer program
 - d. Check PA system for working condition
 - e. Pre-meet music and post-meet music
 - f. Tape recorder or CD player
 - g. Extra garbage cans in areas
 - h. American and State of Illinois Flag
 - i. Inspect awards upon arrival from A & M Products, contact Cheryl Mitchell at the IHSA Office if there are any problems with awards.
 - j. Select and assign IHSA Licensed Officials**
 - k. Prepare checker sheets and numbers for contestants. If safety pins are needed, make arrangements
 - l. Numbers for runners
 - m. Check List of Participants
 - n. Prepare awards ceremony
- 4. Signage**
 - a. IHSA signs
 - b. Sportsmanship signs
 - c. Souvenir sales signs
 - d. Rest room signs
 - e. Parking signs
 - f. Concession signs
- 5. Sports Information**
 - a. Collect List of Participants, pictures and other pertinent information
 - b. Contact local media in advance of meet to arrange coverage (newspaper, radio, TV, Cable TV)
 - c. Place information on school web site
 - d. Press area on course (to cover meet and interview runners/coaches after meet)
 - e. Photographers area on course
 - f. Must Post Results via Internet to IHSA
 - g. May fax results of the regional to the correlated Sectional Manager.
- 6. Concession Stand**
 - a. Coordinate workers
 - b. Menu
 - c. Cash box responsibilities
 - d. Garbage cans
- 7. Select and Assign Officials/Meet Personnel**
 - a. Starter and referee
 - b. Finish Line Judges (be sure to have sufficient numbers to pick places of the runners at the "mouth" of the chute.
 - c. Games Committee (the members on this committee must be selected before the race begins)
 - d. Other meet personnel, you should contact schools assigned to your meet to supply additional workers to help conduct your meet
 - e. Get phone numbers of officials in case of emergency
- 8. Other Workers**
 - a. Assistant starter
 - b. Finish judge
 - c. Chute inspector
 - d. Caller
 - e. Checkers
 - f. Course inspector
 - g. Timers
 - h. Public Address Announcer
- 9. Trainer**
 - a. Phone number of hospital and ambulance service
 - b. Training room open and location
 - c. Training room services
- 10. Other**

Review IHSA Terms and Conditions

Cross Country Manager's Responsibilities/Checklist

Race Day

1. Course and Equipment

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

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

2. Meet Time Schedule

Race 1 — Practice time

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

Race 2 — Practice time

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

3. Others

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

4. Post Race Day

- a. Regional & Sectional Managers must file their winner Report to the IHSA Office via the internet on the IHSA Schools Center Web Site (www.ihsa.org/schoolscenter) by 4:00 p.m. the day of the race. Regional managers may fax results to the correlated sectional manager.
- b. Pay officials
- c. File Interactive Financial report via the internet on the IHSA Schools Center Web Site.
- d. **Sectional Mgr. Only**— Distribute State Final Qualifier Packets to schools and individuals that qualify for the State Meet
- e. If needed complete and fax the Duplicate Award order form for any ties that may have occurred during your races. The Manager's form is included in this manual.

Preparation of the Cross Country Course

Flags:

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

Lines:

- Turns and guidelines should be indicated by a line on the ground drawn with White Athletic Field Marker (Non-Caustic). The time and effort put into the marking and placing of proper guides on the course will result in a better understanding by the coaches and runners.

Safety:

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

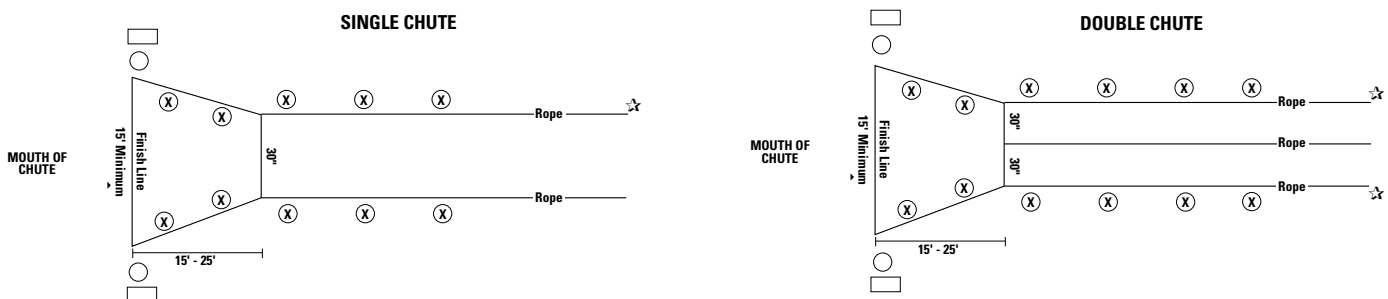
Starting Line:

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

Finish Line:

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

Diagram of the Chute



- Length of chute:** 15-25 feet or more
- Width of chute:** 15 feet down to 5 feet
- Height of rope:** 40 inches
- Width of chute mouth:** 15 feet

Posts at the finish line should be well padded.

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

Posts should be placed approximately 20 feet apart.



Regional and Sectional Meet Officials Duties



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

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

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

Note: Track and Field Officials registered with IHSA are required based upon availability.

Officials Needed on the Course

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

Referee/Starter

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

Assistant Starter

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

Finish Judge

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

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

Chute Inspector

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

Caller

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

Procedures at the "End of the Chute"

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

Checkers

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

Course Umpire

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

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

Numbers

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

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

Example:

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

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

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

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

1. The maximum number of boxes required should be 26.

Based on the adopted format of advancing runners from Regional Meets, 26 boxes should be more than enough, even allowing for ties.

ALL CLASSES

3 Regionals x 7 teams	21 boxes
3 Regionals x 5 individuals (5+ individuals per box)	3 boxes
Total	24 boxes

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

2. Boxes assigned should be centered on the line.

For All Classes, boxes 2 through 25 should be used.

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

3. Empty boxes between assigned boxes should be avoided.

4. Boxes containing individuals should be interspersed evenly among boxes containing teams.

5. Please refer to the following chart to determine placement of individual and team boxes.

IHSA SECTIONAL CROSS COUNTRY MEET ALL CLASSES - BOX ASSIGNMENTS

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

ALL CLASSES — SAMPLE RANDOM DRAW

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

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.



2011-12 Awards Delivery Information

To Managers of All IHSA Tournaments:

In an effort to better serve our tournament sites and the suppliers of our awards, we would like to have you read this bulletin carefully and then do what you can to expedite the instructions:

1. Be advised that at **Regional and Sectional Tournaments**, medals and plaques may be shipped separately and may not arrive at your tournament site on the same day. Please open boxes immediately to check contents, as medals **CAN** be in plaque boxes. **NOTE:** There are no medals given at Regional and/or Sectional Levels in the team sports of baseball, basketball, competitive cheerleading, football, soccer, softball and volleyball, and in the activities of Drama/Group Interpretation and scholastic bowl.

Our awards supplier, A and M Products of Princeton, IL, often ships Regional and/or Sectional medals in the box with the plaque. **PLEASE CHECK THE PLAQUE BOXES CAREFULLY AND DO NOT DISCARD THEM UNTIL YOU HAVE DETERMINED THE MEDALS ARE NOT THERE!!**

At State Final Tournaments, medallions and trophies may be shipped separately and may not arrive at your tournament site on the same day. Please open boxes immediately to check contents, as medallions can be in trophy boxes.

2. Awards will be shipped to the school sites directly from A & M Products via United Parcel Service.
3. Please inform whoever receives your United Parcel deliveries to expect awards to arrive up to two weeks prior to the tournament, and ask them to deliver the packages directly to you when they arrive.
4. It is very likely that some awards (particularly trophies) will arrive in two or more boxes and will need to be assembled. **They may not arrive on the same day, but should be opened as they arrive.**
5. Please check all trophies, plaques, etc., to see that they are in good condition and not damaged in any way. You should note that they are engraved with the proper sport, tournament level, year, etc.

If, after doing all of this, a problem develops, please contact Cheryl Lowery at the IHSA office at (309) 663-6377.

Thank you very much for your cooperation.

Ron McGraw
Asst. Executive Director

2011-2012 IHSA Tournament Manager Duplicate Medal Order Form for Ties

Tournament Site: _____ **Level Of Competition:** ___ Regional ___ Sectional

Sport/Activity: _____ **Gender:** ___ Girls ___ Boys

Print Tournament Manager's Name: _____

Tournament Manager's Phone Number: _____

Classification: ___ 1A ___ 2A ___ 3A ___ 4A ___ 5A ___ 6A ___ 7A ___ 8A ___ Class A ___ Class AA ___ Unclassified

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

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

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

◆ **Recipient Town/School (Must supply both):** _____
Name of Recipient: _____ **Place:** _____
I=Individual Medal/Event Name* _____

◆ **Recipient Town/School (Must supply both):** _____
Name of Recipient: _____ **Place:** _____
I=Individual Medal/Event Name* _____

◆ **Recipient Town/School (Must supply both):** _____
Name of Recipient: _____ **Place:** _____
I=Individual Medal/Event Name* _____

◆ **Recipient Town/School (Must supply both):** _____
Name of Recipient: _____ **Place:** _____
I=Individual Medal/Event Name* _____

◆ **Recipient Town/School (Must supply both):** _____
Name of Recipient: _____ **Place:** _____
I=Individual Medal/Event Name* _____



School Information:

Please read the entire Trademark Use and Royalty Policy for full disclosures.

- By virtue of membership, schools are granted a license to use the IHSA Trademarks on or in connection with IHSA State Series Events. Member schools may produce their own programs or merchandise in accordance with the terms of the Trademark Use and Royalty Policy.
- Any writing or merchandise produced in connection with IHSA State Series Events must conspicuously display the IHSA name and at least one logo.
- Member schools contracting with an outside vendor to have programs or merchandise produced in connection with IHSA State Series Events are required to use IHSA licensed vendors.
- Member schools advancing to an IHSA State Final and choosing to have merchandise produced in connection with that event, must use Minerva Sportswear. The IHSA has a contract with this company to be the exclusive IHSA State Final Merchandise Vendor.
- A member school may use any IHSA Licensed Vendor. To see the approved list, visit the IHSA website at <http://www.ihsa.org/Resources/Merchandise/LicensedVendors.aspx>.

Vendor Information:

Please read the entire Trademark Use and Royalty Policy for full disclosures.

- Any printed material or merchandise produced in connection with IHSA State Series Events, must conspicuously display the IHSA name and at least one logo.
- IHSA marks and logos can only be utilized by those who are granted a license by the IHSA.
- Member schools contracting with an outside vendor to have programs or merchandise produced in connection with IHSA State Series Events must use an approved IHSA licensed vendor.
- IHSA licensed vendors can sell licensed material to any IHSA member school.
- IHSA licensed vendors cannot produce merchandise in conjunction with an IHSA State Final. The IHSA has an exclusive State Final Merchandise Vendor contract.
- Licensed publication vendors pay the IHSA a 5% royalty of gross advertising sales, and licensed merchandise vendors pay the IHSA an 8% royalty of gross merchandise sales (based on sale of the finished product) - Royalty Report.
- For unlimited events, vendors can be licensed by the IHSA and utilize the IHSA name and logos for an entire year for a \$500 annual fee; or
- For limited events, vendors can be licensed by the IHSA and can utilize the IHSA name and logos for a single event, up to three events in a year, for \$50 per event or \$100 for three events.

Applying to be an IHSA Licensed Vendor (unlimited events):

1. Submit a completed Licensed Vendor Application for approval;
2. Once approved, sign the IHSA Vendor License Agreement; and
3. Pay the annual licensing fee of \$500.

Applying to be an IHSA Licensed Vendor (limited events):

1. Contact the IHSA office for approval;
2. Once approved, sign the IHSA Limited Use Vendor License Agreement; and
3. Pay the single event fee of \$50 or \$100 for three events.

For additional information regarding Licensing and Royalty, contact Brandi Waters at 309-663-6377 ext. 125, or visit the IHSA website at <http://www.ihsa.org/Resources/Merchandise/LicensedVendors.aspx>.

Royalty Report: Click link for downloadable pdf of the Royalty Report



Financial Reports Must Be Filed Online

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

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