



The IHSAA governs the equitable participation in interscholastic athletics and activities that enrich the educational experience.

To: Principal/Official Rep
From: Craig Anderson
Date: November 2013
Re.: State Final Information

Congratulations on having your school qualify for the IHSAA Boys' Football State Finals! After your Semifinal victory, your school should have been provided with a box from my office that contained some other important information. In that box, you should have received tickets and ticket information as well as Sideline and School Administrator passes.

On-line on our boys' football page, there is a link near the bottom of the page entitled "State Finals Qualifier Information". Please go there and print this pdf file. The following items are included in this packet:

- State Playoff Info from Northern Illinois University
- Trainer Pass Requests - **Fax to IHSAA by November 25**
- Student Media/Video Taping Credentials – **email mtroha@ihssa.org by November 26**
- 2013 IHSAA State Final Football Playoff Information - **Fax to IHSAA by November 25**
- Drug Testing Notice
- Cheerleading Info
- Band Directors Info

It is imperative that you print out copies of each – plus the IHSAA Boys' Football Manual for Schools and the Football Terms and Conditions – and review all these documents prior to coming to DeKalb.

If your school has student media personnel, you will need to e-mail mtroha@ihssa.org with the names of the students that will need the media passes by 3:00 p.m. November 26, 2013. They will be able to pick them up at Will Call (Ticket Gate 10) when they get to DeKalb. Will Call is located at the ticket office on the west side of Huskie Stadium.

If your school has a certified trainer and will need a pass for your trainer, please include this information on the Trainer Pass Request and the trainer's pass will be given to the coach when they get off the bus at the state finals.

A reminder that there will be a doctor on duty from Kish Health System. This doctor will have the ultimate control over a situation on the field. I know that some teams have physicians that travel with them and I wanted to make sure that everyone understands ahead of time that the assigned doctor from DeKalb will have control if we would have such an unfortunate situation develop. Additionally, the ruling on concussions of athletes will be determined by this doctor.

We would like to meet with the principal and athletic director of both schools with fifteen (15) minutes on the game clock in the north end zone – near the Huskie statue.

On behalf of our office, I'd again like to congratulate your school on this accomplishment.

2013 IHSA[®] State Football Championship Games at Northern Illinois University

Instructions for Competing Teams

School Officials of teams eligible to advance to the Championship Game in their class at Huskie Stadium on the campus of Northern Illinois University at DeKalb, are urged to thoroughly discuss this set of instructions with the school's coaches, administration, spectators, and media.

Be sure to complete and return the form enclosed with this set of instructions on or before noon on Wednesday, November 26, 2013. Because of possible delays in the U.S. Mail, it is imperative that all information on these forms be **faxed or scan/email** to Sue Hansfield at (815) 753-7700 or shansfield@niu.edu.

Table of Contents

Contact Guide	1
Team	2
Emergency Medical Care Programs Team Credentials Travel & Housing Arrangements Team Parking Game Day Up-to-Date Team Information Dressing Room Assignments Medical Arrangements Warm-Up Coach's Communication Pre-Game Game Video Media Time-Out Policy Tie-Breaker Policy Equipment Post Game Meals Press Conference	
Spirit	8
Emergency Medical Care Cheerleaders Marching Band Performance Terms and Conditions	
School Administration/Spectators	10
Emergency Medical Care Sportsmanship Alcoholic Beverages and IHSA State Series Events State Final Ticket Distribution Parking Fan Information	
Media	12
Post-Game Press Interview Session School Reporter/Photographer Credential How Credentials Are Issued Parking	
Game Timing Sheets–(1A–8A)	13
Post- Game Instructions	21
IHSA Football Playoff Medical/Equipment Request Form	22
IHSA Football Playoff Sample Letters (Buses, PA)	23
Seating Arrangement Map	Map 1
Parking and Bus Route Map	Map 2
Field Configuration for warm-ups	Map 3

Contact Guide

ADDRESSES:

IHSA Office
2715 McGraw Drive
Bloomington, IL 61702-2715

Sue Hansfield
IHSA Football Playoff
Northern Illinois University
Intercollegiate Athletics
1525 West Lincoln Hwy
DeKalb, IL 60115

PHONE:

<u>Position</u>	<u>Contact</u>	<u>Phone</u>
IHSA Office	Craig Anderson/Kurt Gibson/Matt Troha	(309) 663-6377
IHSA Office Cell	Craig Anderson	(309) 532-9848
IHSA Office Cell	Kurt Gibson	(309) 530-0915
IHSA Office Cell	Matt Troha	(309) 530-6143
Playoff Manager	Sue Hansfield, NIU	(815) 753-9544
Ticket Manager	Eric Schultz, NIU	(815) 752-6866
News & Publication	Donna Turner, NIU Athletics Media Relations	(815) 753-9513
Head Athletic Trainer	Phil Voorhis, NIU	(815) 753-0211
Equipment	Mike Valentine, Northern Illinois University	(815) 753-8407
Team Escort	Sgt. Jason Wright, Northern Illinois University Police	(815) 753-1212
Spirit Zone	Amy Miller, NIU	(815) 901-1895
Spirit Zone	Debbie Armstrong, DeKalb County Visitors Bureau	(815) 756-1336

TEAM

Emergency Medical Care:

Ambulance-DeKalb Fire Department will be maintained throughout the weekend of the Championship games. Should such service be necessary, all patients will be taken to Kishwaukee Community Hospital, located at:
Kishwaukee Community Hospital
One Kish Hospital Drive
DeKalb, IL 60115

Kishwaukee Community Hospital – (815) 756-1521

Directions to Kishwaukee Community Hospital from Huskie Stadium - Head north about 4 miles on Annie Glidden Road. Turn right on Bethany Road and continue about 2.5 miles. Turn right on Route 23/Sycamore Road and continue about 1/2 mile. The hospital will be on your right on Kish Hospital Drive.

Programs:

Media Information Requirements- Each team winning the quarterfinal round (November 15th or 16th games) is requested to send to the IHSA Office the enclosed "Football Team Data Form" which includes:

Community Information
A complete numerical team roster
Starting lineup material
Specialists by area
Game-by-game results
Coach's career record
Up-to-date statistics (after the Semifinal Round Game)
Properly identified photographs of the team, cheerleaders, and a total of five (5) school administration photos.

Participant Programs- In accordance with the Terms and Conditions, each team participating in the Championship games will be provided by the IHSA with a number of copies of the Playoff Program equal to the number of players dressed plus 15. The programs will be distributed when the team assembles in the locker room to which it has been assigned.

Additional copies (if available) may be purchased from vendors inside Huskie Stadium.

Team Credentials:

Quantity and Rules- Each school advancing to the Championship game, according to the Terms and Conditions, will be issued Sideline Passes (good for access to the team box and locker room) which were included in the packet of all tickets received by the principal (or designee) at the Semifinal Game. The Participant Passes will admit the bearer to enter Huskie Stadium as a general admission (unreserved) spectator throughout the Playoffs at any game. Sideline Passes will allow the bearer to accompany the team on the field **ONLY** during its game.

No one will be allowed to enter the stadium field without a Participant Pass unless in game football uniform.

Players in uniform will be admitted to the stadium field only during their contest. Players must be accompanied by their coach(es) at all other times in order to be admitted to the stadium.

Every member of a school's coaching staff, as well as other members of the school's designated sideline contingent, must wear (clearly displayed) an authorized Participant Pass tag while occupying the playing field or adjacent sideline area during the game in which their team is competing.

Persons not displaying a Participant Pass tag will be asked to leave the sidelines by the stadium security, and persistent disregard for this regulation will result in expulsion from the premises.

Travel & Housing Arrangements:

Each team advancing to the championship game(s) is responsible for arranging its own travel and housing (if needed). DeKalb County Convention and Visitors Bureau : <http://www.dekalbcountycvb.com/>

Hotel and motel rooms in the DeKalb area for the Playoffs have **NOT** been reserved for any competing teams. Schools must secure overnight lodging on their own.

Teams advancing to the Championship game will be reimbursed in amounts specified in the Terms and Conditions.

Team Parking (See Map pg 25):

Home 1A, 3A, 5A, 7A: Team buses carrying members of the school football squad have been assigned to the Huskie Stadium Room 107 for their locker room and shall discharge players and equipment on Stadium Drive South near the team locker rooms and warm-up area.

Visiting 1A, 3A, 5A, 7A: Team buses carrying members of the school football squad have been assigned to the Huskie Stadium Room 103 for their locker room and shall discharge players and equipment on Stadium Drive South near the team locker rooms and warm-up area.

Home 2A, 4A, 6A, 8A: Team buses carrying members of the school football squad have been assigned to the Huskie Stadium Room 111 for their locker room and shall discharge players and equipment on Stadium Drive South near the team locker rooms and warm-up area.

Visiting 2A, 4A, 6A, 8A: Team buses carrying members of the school football squad have been assigned to the Yordon Center for their locker room and shall discharge players and equipment on Stadium Drive South near the team locker rooms and warm-up area.

Team buses shall park according to directions received from the Northern Illinois University police officer or parking attendant at that time. When departing, buses shall pick up passengers and equipment at the same location.

NOTE: Team buses and equipment vehicles will be allowed onto Stadium Drive South to drop-off and unload. Team buses will be directed to park in Lot C3 of the Convocation Center after unloading and will be brought back to Stadium Drive South at the beginning of the 4th quarter.

Band, and Cheer buses will be allowed onto Stadium Drive South to drop-off and unload. These buses will be directed to park in Lot C3 of the Convocation Center after unloading and will be brought back to Stadium Drive South for pick up at the beginning of the 4th quarter.

(Please see map on page 25 for bus routes)

Game Day Up-to-Date Team Information:

A member of the IHSA Football Playoff Publicity Staff will make contact with the head coach of each competing team prior to each game to obtain the following information to be supplied to the public address announcer, the media, official statistician's crew and Playoff Television:

Any changes in numbers for player(s) and additions or subtractions in the roster

Any changes in starting assignments from what were reported to the IHSA Office for Flip Card purposes

Up-to-date information about players who are injured or absent

NOTE: Please make arrangements for delivery of copies of final statistics following conclusion of game, and reaffirm Post-game interview session procedures at this time.

Dressing Room Assignments:

(Class 1A, 3A, 5A, 7A)

Visiting Team-East Bench (Light Jerseys-Bottom Team in Bracket) will use the Locker Room #103 located in the back hallway of Huskie Stadium. Access to the locker room will be through the south doors of the West Stands. Buses will unload team and staff personnel on Stadium Drive South. The IHSA Liaison will meet the Coach and escort to the assigned locker room. After all equipment and personnel has been unloaded, the bus driver will be directed to a parking location by a Northern Illinois University police officer or parking attendant. Please note that locker rooms must be cleared one hour after the conclusion of the Championship. Post game meals are prohibited in team locker rooms.

Home Team-West Bench (Dark Jerseys-Top Team in Bracket) will use the Locker Room #107 located in the back hallway of Huskie Stadium. Access to the locker room will be through the south doors of the West Stands. Buses will unload team and staff personnel on Stadium Drive South. The IHSA Liaison will meet the Coach and escort to the assigned locker room. After all equipment and personnel has been unloaded, the bus driver will be directed to a parking location by a Northern Illinois University police officer or parking attendant. Please note that locker rooms must be cleared one hour after the conclusion of the Championship. Post game meals are prohibited in team locker rooms.

(Class 2A, 4A, 6A, 8A)

Visiting Team-East Bench (Light Jerseys-Bottom Team in Bracket) will use the NIU Football Locker Room located in the Yordon Center in the North end zone of Huskie Stadium. Buses will unload team and staff personnel on Stadium Drive South. The IHSA Liaison will meet the Coach and escort to the assigned locker room. After all equipment and personnel has been unloaded, the bus driver will be directed to a parking location by a Northern Illinois University police officer or parking attendant. Please note that locker rooms must be cleared one hour after the conclusion of the Championship. Post game meals are prohibited in team locker rooms.

Home Team-West Bench (Dark Jerseys-Top Team in Bracket) will use the Locker Room #111 located in the back hallway of Huskie Stadium. Access to the locker room will be through the south doors of the West Stands. Buses will unload team and staff personnel on Stadium Drive South. The IHSA Liaison will meet the Coach and escort to the assigned locker room. After all equipment and personnel has been unloaded, the bus driver will be directed to a parking location by a Northern Illinois University police officer or parking attendant. Please note that locker rooms must be cleared one hour after the conclusion of the Championship. Post game meals are prohibited in team locker rooms.

Dressing Room Accommodations- Whiteboards will be set up in the assigned locker rooms of each competing team for use during pre-game and half time of each game.

Locker rooms must be cleared of all personnel and equipment one hour after the conclusion of the competing team's game. Post game meals are prohibited in team locker rooms.

NOTE: A press contingent is expected, and although post-game interview sessions are scheduled for the head coaches and requested standout players, members of the media may wish to visit your dressing room after the game. If your policy during regular season has been not to allow the media into your dressing room, by all means continue that policy with an explanation when required.

Medical Arrangements:

Trainers- Athletic trainers on the Northern Illinois University staff and local volunteer certified athletic trainers will be available prior to each game to assist in the taping of participants, and will be available for sideline duty if a school so desires. The head coach (or designee) of each competing team should make requests for help in taping and/or sideline duty from Northern Illinois University training staff if desired. This request shall be made in advance by returning the enclosed "Football Playoff Medical-Equipment Request Form on page 22 to Sue Hansfield, Playoff Manager before noon on Wednesday, November 27. This form may be returned by fax to (815) 753-7700 or scan/email to shansfield@niu.edu.

Doctors- A licensed physician from Kish Health System, Dr. Stephen Goldman will be in attendance during each game. Medical staff will be instructed to meet the head coach prior to the game(s). In addition, they will visit the dressing room at half-time to provide any service that may be needed and again following the game. DeKalb EMS protocols will be followed for EMS care.

Should a team bring its own licensed team physician, schools may choose to issue one of its allotted Sideline Passes or provide the physician with a paid ticket for admission for a seat in the stands. Should a school choose the latter, the principal of the school is responsible for informing the usher in the doctor's seating area of the physicians location and to obtain procedure for getting the doctor to the team's player box in case of emergency.

Warm-Up:

Practice Facility (available ninety (90) minutes prior to scheduled game time)- The Chessick Practice Center (CPC) or the East Practice Fields are available for team warm-ups prior to the playing surface of Huskie Stadium being available. Home teams will be assigned the east half of the building for warm-up and visiting teams must use the west half of the building. Home teams will be assigned the south half of the outdoor fields and visiting teams will be assigned the north half if warm-ups are conducted on the east grass. A large net will divide the CPC building into halves. Food and beverage with the exception of water are prohibited in the CPC. Only team members in uniform and coaches/administrators with field access passes will be allowed on the playing surface of the CPC or on the East Practice Fields. The playing surface in the indoor facility is FieldTurf, and is similar to the Huskie Stadium playing surface.

*****Due to NIU Football practice the CPC Indoor Football Practice Facility may not be available at all times on Friday and Saturday. If CPC Indoor is not available teams will be instructed to use the East Practice Fields for warm-up.***

Huskie Stadium- There will be a minimum of 20 minutes warm-up practice on the artificial turf allotted to competing teams. The coin flip will take place approximately 20 minutes before the start of each game, (10 minutes into the warm-up) at midfield with the captain(s) of each competing team and game officials involved.

Coaches' Communication:

Sidelines- Each team's sideline will be equipped with 12 dry lines that are terminated with modular RJ14 jacks which are adaptable to both RJ14 and RJ11 lines. You will also have two ring down lines. Each team's pre-game warm-up area will be assigned and posted in the locker room. Please see the Map 3 for specifications. **Neither the IHSA nor Northern Illinois University will be responsible for furnishing sideline or press box headsets or any necessary cables and adapters.**

Booths- Coaches' booths are located the Press Box on level 3 in the west stands. Per the IHSA Football Terms and Conditions, each school is allowed 3 spotters in their booth. Only those coaches with the field passes marked "Spotter" will be allowed access to the elevator and booth. Access to the Press Box is via the elevator located on the West Side of Huskie Stadium between the ticket windows. The elevator operator will help direct coaches to the appropriate booths.

Home Team-Press Box booth #805 **Visiting Team-**Press Box booth #815

Access to the Press Box - Coaches who are assigned responsibilities in the Press Box and wearing the designated "spotter" field passes should report to the elevator personnel no earlier than 15 minutes before the start of the game. Proper identification (field pass marked "spotter") of the coaches and the school they represent must be given to the gate personnel at the elevator. The elevator located between both ticket windows on the west side of the stadium. Coaches who are on the playing field for warm-up/practice prior to assuming responsibilities in the Press Box may gain access through the elevator on the west side of the stadium.

Game Video:

If a school wishes to film or videotape its own game at Huskie Stadium, the roof of the west stands is available for use. Each participating school is allotted a number of photo credentials to be used as determined by the principal (or designee).

Time-Out Policy:

The length of all time-outs will be at least 60 seconds. Following a score (and PAT) however, a minimum of 60 seconds will be used to put the ball in play to allow television and radio stations originating a broadcast of the contest to take commercial breaks.

Tie-Breaker Procedure:

The tie-breaker format listed in the Terms and Conditions shall be used in the event the score is tied at the end of regulation time.

Equipment:

Game Balls- Each competing team must supply two (2) legal Baden footballs of its choice, provided the Referee of their game has approved them prior to the opening kickoff. The Referee will inspect the team's legal Baden game balls during the pre-game warm-up period inside the stadium.

Ball Boys- One Ball Boy, provided by each school and properly identified, will be used during each contest and will be charged with the responsibility of keeping wet balls dry, keeping the proper ball(s) in play, etc. They will obtain a school's "personal" ball(s) from the head coach (or designee) prior to the opening kickoff, and will return it to the head coach (or designee) at the conclusion of the game. Credentials for the ball boys, will be included in the box delivered to the principal (or designee).

Shoes- Neither the IHSA nor Northern Illinois University will be responsible to furnish this equipment. It has been found that most players prefer to use the same shoes they have competed in during other games, since no single type of shoe has been found to be superior for use on the artificial surface. All cleats, however, should be in good repair.

Towels- Northern Illinois University will provide each participating school with 125 towels for use during and after their game.

Foul Weather Gear- Northern Illinois University **WILL NOT** provide any foul weather gear. Each school competing in the Championship games will be responsible for all equipment it will need, including cold weather parkas or the like.

Northern Illinois University will provide two (2) heaters for each sideline. Any additional heating devices to be used by competing teams and/or cheerleaders must be approved by Playoff Manager, Sue Hansfield, in advance of the scheduled starting time of the game in which the school will participate.

Valuable Personal Belongings- The IHSA and Northern Illinois University will not be responsible for personal belongings or valuables. However, Northern Illinois University will provide, upon request, a bag and two locks for a team to use for its player's valuable personal belongings, which may be taken by a member of the coaching staff or a team manager to the bench during the game (See Procedure Below).

Northern Illinois University, if a school desires not to take a bag containing the player's valuable personal belongings to the bench, will provide two locks to be used in securing the player's valuable personal belongings in lockers in its dressing room. (See Procedure Below)

Procedure for Securing Personal Belongings- When the team reports to its assigned dressing area, a Team Host from Northern Illinois University will greet the team and along with the team manager(s), will report to Northern Illinois University Equipment Room for two locks for locker security of players' personal valuables (if desired). The head coach will be required to sign a receipt for the locks borrowed from Northern Illinois University.

Each competing school will be responsible for the return of the locks obtained from Northern Illinois University.

Post-Game Meals:

Teams are **NOT** allowed to use their locker room or meeting room for a post-game meal. Spirit Zone is available post-game for meals.

DeKalb and surrounding area Restaurant Guide: <http://www.dekalbcountycvb.com/>

Schools that make advance reservations for a post-game meal at a restaurant in the DeKalb or surrounding area, or on the way home, are responsible for all expenses incurred.

Press Conference:

Post-Game Press Interview Session- A press conference involving the head coach of each of the participating teams, as well as players from both teams who played outstanding games and/or who figured prominently in the outcome of the game, will be conducted in Room 107 of the Yordon Center. It is mandatory that each head coach participate in the press conference according to the following procedure:

All Interviews- The IHSA Publicity Staff member who made contact with each head coach prior to the game clarifying up-to-date information will escort the head coach and selected players to the interview room at the conclusion of the Trophy Presentation Ceremony.

Losing Team Interviews- The formal Press Conference will last no longer than ten (10) minutes. The IHSA Publicity Staff member who accompanied the head coach and players to the Press Interview Room will announce the close of the formal press conference at such time as momentum of the press conference declines. The losing team interviews will precede the winning team interviews.

NOTE: The coach and players involved in the first interview session may be asked for an interview area after the formal press conference if news media personnel desire one-on-one personalized interview for one (1) hour, after which all Press Interview Rooms will be cleared.

Winning Team Interviews- The formal Press Conference will last no longer than ten (10) minutes. An IHSA Publicity Staff member will accompany the head coach and team members to the press conference. The winning team will meet the press after the losing team.

NOTE: The coach and players involved in the interview session may remain in the area after the formal Press Conference if news media personnel desire one-on-one personalized interviews.

SPIRIT

Emergency Medical Care:

Ambulance-DeKalb Fire Department will be maintained throughout the weekend of the Championship games. Should such service be necessary, all patients will be taken to Kishwaukee Community Hospital, located at:
Kishwaukee Community Hospital
One Kish Hospital Drive
DeKalb, IL 60115

Kishwaukee Community Hospital – (815) 756-1521

Directions to Kishwaukee Community Hospital from Huskie Stadium - Head north about 4 miles on Annie Glidden Road. Turn right on Bethany Road and continue about 2.5 miles. Turn right on Route 23/Sycamore Road and continue about 1/2 mile. The hospital will be on your right on Kish Hospital Drive.

On Monday preceding the championship games, the principal of each school advancing to the championship game in each class will receive a telephone call from a member of the IHSA Office staff to confirm the number of personnel in his/her school's Cheerleading and Marching Band contingent. Your band's participant numbers must be approved by the Assistant Executive Director.

Cheerleaders:

Cheerleader Parking - Bus(es) carrying cheerleaders shall drop-off and unload on Stadium Drive South and then proceed to park in lot C3 at the Convocation Center. They will be directed to return to Stadium Drive South for pick-up at the beginning of the 4th quarter. Northern Illinois University Parking Attendants will direct bus drivers to the proper parking location. A bus carrying only cheerleaders will not be charged for parking; if the bus has fans on it as well the \$10 charge will apply. A school can choose to use one or more of the "Special Parking" passes for vehicles carrying its cheerleaders, the responsibility for distribution of the passes rests with the principal. No additional "Special Parking" passes for vehicles transporting cheerleaders will be issued.

Squad Size- Each school competing in the Championship games will be allowed to use the same number of cheerleaders who have cheered in the current season's playoff games, as well as the school's varsity mascot, during the school's game. *The Playoff Manager, Sue Hansfield, and IHSA must approve, in advance, any live mascots other than humans in costume.*

Tickets- Varsity school mascots and varsity cheerleaders, **in uniform** must accompany the cheerleader moderator to the Southwest Field gate of Huskie Stadium. A school's varsity cheerleading squad (and its moderator) will be admitted as a group, free of charge, one time only. Non-varsity cheerleaders will be admitted to Huskie Stadium only with a paid ticket of admission.

Seating When Team is Not Playing- Prior to and following the conclusion of your team's Championship game, members of a school's cheerleading squad must sit in their school's designated section (see School Administration/Spectators section and Map 1, page 26). Varsity cheerleader moderators may sit in their school's cheering section as a general admission spectator during their school's game.

Where to Perform- Cheerleaders whose fans are in the East stands will be allowed to perform on the field in front of the East main stands, and cheerleaders whose fans are in the West stands will be allowed to perform on the field in front of the West main stands. Cheerleaders are not allowed beyond the dotted line surrounding the team box and field prior to halftime. At halftime, Cheerleaders may perform as part of the team's six minute show.

Marching Band:

Band Parking - Bus(es) carrying school marching band members shall unload on Stadium Drive South then park at Lot C3 at the Convocation Center. Band buses will be directed to return to Stadium Drive South for pick-up at the beginning of the 4th quarter. Northern Illinois University Parking Attendants will direct bus drivers to the proper parking location.

Unloading and Loading- Each bus shall unload and load passengers on Stadium Drive South.

Admittance to Huskie Stadium- All approved members of the Marching Band **in uniform** shall be admitted free of charge. Approved Marching Band personnel include: students who play instruments, flag bearers, pom pon squad members (performing in the half-time show), band director(s), PA announcer, drum major(ette)s, and baton twirlers. Each approved member of the school's Marching Band **in uniform** must enter through the following gates:

HOME TEAM: GATE 1 of the West Stands

VISITING TEAM: Southeast Field Gate

Seating Arrangement in Stands at Huskie Stadium- Bands will sit in the East or West main stands near the seating area adjacent to their fan seating area (see School Administration/Spectators section on page 10).

Access to the Stadium Field for Pre-game and Halftime Performances- Personnel should exit the stands and proceed directly onto the field from the North or South Field gates, depending on seating location.

Access of Marching Band PA Announcer to the PA System- Should a school band have an announcer for its presentation at halftime, a microphone, connected to Huskie Stadium's Public Address system, will be accessible on the field at the West 50 yard line. The announcer must have written verification of his duty on school stationery signed by the principal. Access for the announcer to the field may be gained by presenting the letter to the Southeast or Southwest field gate personnel. The announcer will be allowed to perform his duties during the time that his/her school's band is performing and then must return to his/her seat in the stands. For more information, contact Sue Hansfield, Playoff Manager at (815) 751-0066 or shansfield@niu.edu.

NOTE:

Each band will be assigned a host to assist with providing direction to bus drivers, direct the band to the proper entry gate, and coordinate halftime performances. The location of the on-field audio station will be provided to the band director and announcer at that time

Leaving Huskie Stadium- All band members will exit the south end of Huskie Stadium. The buses will be waiting on Stadium Dr. West for bands to load and depart.

Performance Terms and Conditions:

National Anthem- The playing of the National Anthem prior to the first game of each day of the Championships will be performed by the home school band unless it is mutually agreeable that the visiting team's band, or both school bands, should play.

If both school bands will play, each band should be in formation facing the 50-yard line beginning at its 40-yard line and in rows back toward the end zone. Drum major/majorette should be in front of the band (toward the 50-yard line).

Halftime- The marching band of each competing school may perform at halftime of the game in which the school is involved. Each band will be allotted a maximum of six (6) minutes for its half-time performance. The six (6) minutes includes getting on and off the field. The band representing the visiting school shall perform first. Should only one band perform at halftime, the time allotment shall be ten (10) minutes.

If a school's marching band is not going to perform at halftime, the school's pom pon squad may perform. The school's pom pon squad will be allotted a maximum of six (6) minutes for its half-time performance. The six (6) minutes includes getting on and off the field.

NOTE: Each team will be assigned a spirit host for cheer and/or dance teams to assist with providing direction to bus drivers, and stadium access. The host will also assist with coordinating halftime performances, including the collection of any CD or other music source necessary for the performance. The team must provide an individual to be in the press box with the audio operator during the performance to queue the audio operator and operate the mp3 player if there is one involved.

SCHOOL ADMINISTRATION/SPECTATORS

Emergency Medical Care:

Ambulance-DeKalb Fire Department will be maintained throughout the weekend of the Championship games. Should such service be necessary, all patients will be taken to the Kishwaukee Community Hospital, located at:
Kishwaukee Community Hospital
One Kish Hospital Drive
DeKalb, IL 60115

Kishwaukee Community Hospital – (815) 756-1521

Directions to Kishwaukee Community Hospital from Huskie Stadium - Head north about 4 miles on Annie Glidden Road. Turn right on Bethany Road and continue about 2.5 miles. Turn right on Route 23/Sycamore Road and continue about 1/2 mile. The hospital will be on your right on Kish Hospital Drive.

Sportsmanship:

Responsibility of Fans- Spectators attending the games in Huskie Stadium are expected to conduct themselves in a proper manner, and to practice good sportsmanship. A ticket for admission does not allow access to restricted areas. All spectators attending the games at Huskie Stadium are guests of Northern Illinois University and will be treated as such. In turn, they should be reminded that as guests they have responsibilities. Spectators who violate University regulations and IHSA by-laws concerning crowd behavior, alcoholic beverages in the stadium, etc., are subject to arrest.

Responsibility of the Principal- The principal of each member school is the official representative to the IHSA (Constitution 1.830) and is responsible for the conduct of official representatives of the school at activities conducted by the IHSA. By-laws 2.030 and 3.151 shall be strictly enforced.

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 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.

State Final Ticket Distribution:

Families and Students- At the conclusion of the Semifinal game, the Host School Principal (or designee) must meet with the principal (or designee) from the school winning the semifinal game. At that time, the school's allotment of tickets for the day in which the school is scheduled to compete will be given to the principal (or designee). The principal (or designee) shall be responsible for the advance sale of tickets in this allotment at the school in such manner as is determined by the principal (or designee).

Ticket sales may begin immediately. These tickets are priced at \$10.00 per day.

The principal of a school scheduled to participate in a championship game is responsible for all tickets received. A school must present a check for the amount equal to the number of tickets in its original allotment (\$10.00 each) minus the number of unsold tickets returned.

A final ticket report, payment, along with any unsold tickets is due to Northern Illinois University Ticket Manager Eric Schultz, at the ticket office on the west side of Huskie Stadium, at least 2 hours before the scheduled start of the championship game in which the school will compete.

Checks for the proper remittance for all ticket allotments should be made payable to: **Northern Illinois University.**

If there is demand for additional tickets for the day in which your school will compete, contact Northern Illinois University Ticket Manager Eric Schultz by calling (815) 752-6800. Additional tickets can be ordered for re-sale by participating schools, or fans can be directed to purchase tickets directly from Northern Illinois University online at ticketmaster.com.

General Public- Fans in the community will be able to purchase tickets from participating schools or online at ticketmaster.com

Tickets will go on sale at the Ticket Booths located on the East and West sides of Huskie Stadium, at **8:30 a.m.** on both championship days.

NOTE:

Every person entering Huskie Stadium, with the exception of a baby in the arms of a paid adult, must have a ticket for entry.

Patrons will **not** be permitted to exit and re-enter Huskie Stadium without having a full ticket and hand stamp.

Items not permitted inside Huskie Stadium

No bags larger than 14 x 10 x 8.5, alcohol, outside food and drink, confetti, laser pointers, coolers, aerosol cans, pets, unlawful items, or items deemed inappropriate by staff.

Smoking is prohibited in any area inside the walls of Huskie Stadium during all IHSA sanctioned events. All patrons are subject to search. Northern Illinois University reserves the right to remove disruptive individuals.

Parking:

Special Parking- Each school receives three (3) "Special Parking" passes, for use in the BAVC Lot, located directly East of Huskie Stadium, in the packet containing tickets, team passes, etc. delivered at the site of the Semifinal Game. These parking passes are for use by the principal as desired, but generally have been used in the past by the superintendent, principal and/or athletic director. The passes are for passenger cars, trucks or vans **only**; buses, RV's etc., are **not** allowed in the lot. There will be **no** additional "Special Parking" passes issued.

Spectator Parking (See Map 2, pg 25)

- Fans who drive their own automobiles shall park at the Convocation Center. There will be a \$5.00 fee for public parking.
 - Parking is also available in Lot K for a fee of \$10 per car.
- Bus(es) and RVs carrying student/adult fans shall park in Lot C3 at the Convocation. There will be a \$10.00 fee for bus and RV parking.
- Handicap parking is available in Lot L, located off Stadium Drive East, for \$5 per car with a valid Handicap permit. A shuttle will be provided to transfer guests to Huskie Stadium.

Unloading and Loading: Each bus shall unload and load passengers from the same location the bus(es) are parked.

Fan Information:

Seating- All seats are general admission.

Handicap Seating- Wheelchair accessible seats are located in the East stands **ONLY**.

Home Team: (Top Team on Bracket)

1A, 3A, 5A and 7A fans shall be seated in the West Main stands north of the 50-yard line.

2A, 4A, 6A and 8A fans shall be seated in the West Main stands south of the 50-yard line.

Visiting Team: (Bottom Team on Bracket)

1A, 3A, 5A and 7A fans shall be seated in the East Main stands north of the 50-yard line.

2A, 4A, 6A and 8A fans shall be seated in the East Main stands south of the 50-yard line.

Announcements- An announcement can be made on the Huskie Stadium Public Address system in order to inform those who came on a particular bus that they should return to it by a particular time for the trip home. A note to that effect, a sample is enclosed, on school stationery and signed by the school's principal should be presented to personnel at the press box elevator well enough in advance of departure time to allow the announcement to be made during a lull in the activity of the game being played. This elevator is located on the West Side of Huskie Stadium between the ticket office windows.

Official Souvenirs- The Official apparel souvenirs of the State Championship games will be on sale at two locations inside the West Lobbies of Huskie Stadium, and one booth in the East concourse.

MEDIA

Post-Game Press Interview Session:

Post-Game Press Interview Session- A press conference involving the head coach of each of the participating teams, as well as players from both teams who played outstanding games and/or who figured prominently in the outcome of the game, will be conducted in room 107 of the Yordon Center. It is mandatory that each head coach participate in the press conference according to the following procedure:

All Interviews- The IHSA Publicity Staff member who made contact with each head coach prior to the game clarifying up-to-date information will escort the head coach and selected players to the interview room at the conclusion of the Trophy Presentation Ceremony.

Losing Team Interviews- The formal Press Conference will last no longer than ten (10) minutes. The IHSA Publicity Staff member who accompanied the head coach and players to the Press Interview Room will announce the close of the formal press conference at such time as momentum of the press conference declines. The losing team interviews will precede the winning team interviews.

NOTE: The coach and players involved in the first interview session may be asked for an interview area after the formal press conference if news media personnel desire one-on-one personalized interview for one (1) hour.

Winning Team Interviews- The formal Press Conference will last no longer than ten (10) minutes. An IHSA Publicity Staff member will accompany the head coach and team members to the press conference. The winning team will meet the press after the losing team.

NOTE: The coach and players involved in the interview session may remain in the area after the formal Press Conference if news media personnel desire one-on-one personalized interviews.

School Reporter/Photographer Credential:

Each school participating in the championship games may be allotted a maximum of 3 press/photo credentials. It is recommended that the press/photo credential be used by a representative of the school newspaper, a representative of the school printed yearbook, and the football teams videographer. It is the responsibility of the principal of the school to contact the IHSA Office for these credentials. Passes or credentials must be picked up at will call, which is located at the Huskie Stadium West Ticket Office window #10. It is the responsibility of the person(s) using the credentials to conduct themselves in a professional manner and in compliance with the IHSA News Media Credential Policy and State Finals News Media Policy as recommended by the IHSA News Media Advisory Committee and approved by the IHSA Board of Directors.

Duplicate credentials **Will Not** be issued at Huskie Stadium in the event of loss or theft. The designated school reporter(s), photographer(s) and Team Videographer is responsible for the credentials upon receipt of the credentials from will call window.

Media Parking – Media parking is available in Lot 33 located at the corner of Stadium Drive South and Stadium Drive West. Overflow parking for media members is available in Lot PS, located North on Stadium Drive West from the primary Media Lot. (Please see Parking Maps on page 25 and 26)

Friday, November 29, 2013 Class 1A Game Schedule

Pre-Game

<u>Actual Time</u>	<u>Time on Clock</u>	<u>Event</u>
7:30 a.m.	---	Dressing facilities available to competing teams VISTING TEAM: Huskie Stadium Room 103 HOME TEAM: Huskie Stadium Room 111
9:30 a.m.	---	Playing surface open to competing teams. <i>Visiting team warms up on North end of field and its kicker(s) uses the East side of the playing surface. Home team warms up on the South end of the field and its kicker(s) uses the West side of the playing surface.</i>
9:38 a.m.	20:00	Clock begins 20-minute countdown
9:46 a.m.	12:00	Officiating Crew photo Southwest 35-yard line <i>Form a line from the south (left) facing the west main stands in this order: referee, umpire, head linesman, field judge, and back judge. An IHSA television crew member and a Northern Illinois staff member will meet the officials prior to their taking the field to review this procedure and the procedures to be used in working the field microphone by the referee for announcing penalties, etc.</i>
9:48 a.m.	10:00	Captains report to 50-yard line for coin flip with officials
9:58 a.m.	0:00	Warm-up ends. Field is cleared
9:59 a.m.	0:00	National Anthem
10:02 a.m.	0:00	Both competing teams must return to field
10:03 a.m.	0:00	** Introduction of starting line-ups and head coaches <i>Team kicking off will be introduced first as the defensive team. Team receiving kickoff will be introduced second as the offensive team. Head coach followed by players shall lineup in single file beginning on the south 35-yard line. All should remain in line while each player is introduced and then return to team bench. Craig Anderson coordinates with IHSA television partner.</i>
10:08 a.m.	12:00	Kickoff Class 1A Game

**- Introduction of Starting Line-ups and Head Coaches

1) Defensive Team: Head Coach, followed by eleven (11) starters by position, going Line (LE, LT, RT, RE), Linebackers (OLB, MLB, (or MG), OLB) and Defensive Backs (Corner, Corner, Safety, Safety)

2) Offensive Team: Head Coach, followed by eleven (11) starters by position, going LE, LT, LG, C, RG, RT, RE, QB, HB, HB, FB

Friday, November 29, 2013 Class 2A Game Schedule

Pre-Game

<u>Actual Time</u>	<u>Time on Clock</u>	<u>Event</u>
10:30 a.m.	---	Dressing facilities available to competing teams Chessick Practice Center available for use VISITING TEAM: Yordon Center Locker Room HOME TEAM: Huskie Stadium Room 107
12:30 p.m.	---	Playing surface open to competing teams. <i>Visiting team warms up on North end of field and its kicker(s) uses the East side of the playing surface. Home team warms up on the South end of the field and its kicker(s) uses the West side of the playing surface.</i>
12:38 p.m.*	20:00	Clock begins 20-minute countdown
12:46 p.m.*	12:00	Officiating Crew photo Southwest 35-yard line <i>Form a line from the south (left) facing the west main stands in this order: referee, umpire, head linesman, field judge, and back judge. An IHSA television crew member and a Northern Illinois staff member will meet the officials prior to their taking the field to review this procedure and the procedures to be used in working the field microphone by the referee for announcing penalties, etc.</i>
12:48 p.m.*	10:00	Captains report to 50-yard line for coin flip with officials
12:58 p.m.*	0:00	Warm-up ends. Field is cleared
1:00 p.m.*	0:00	Both competing teams must return to the field
1:01 p.m.*	0:00	** Introduction of starting line-ups and head coaches <i>Team kicking off will be introduced first as the defensive team. Team receiving kickoff will be introduced second as the offensive team. Head coach followed by players shall lineup in single file beginning on the south 35-yard line. All should remain in line while each player is introduced and then return to team bench. Craig Anderson coordinates with IHSA television partner.</i>
1:06 p.m.*	12:00	Kickoff Class 2A Game

*- Approximate Times

**- Introduction of Starting Line-ups and Head Coaches

1) Defensive Team: Head Coach, followed by eleven (11) starters by position, going Line (LE, LT, RT, RE), Linebackers (OLB, MLB, (or MG), OLB) and Defensive Backs (Corner, Corner, Safety, Safety)

2) Offensive Team: Head Coach, followed by eleven (11) starters by position, going LE, LT, LG, C, RG, RT, RE, QB, HB, HB, FB

Friday, November 29, 2013 Class 3A Game Schedule

Pre-Game

<u>Actual Time</u>	<u>Time on Clock</u>	<u>Event</u>
2:00 p.m.	---	Dressing facilities available to competing teams Chessick Practice Center available for use VISITING TEAM: Huskie Stadium Room 103 HOME TEAM: Huskie Stadium Room 111
3:30 p.m.	---	Playing surface open to competing teams. <i>Visiting team warms up on North end of field and its kicker(s) uses the East side of the playing surface. Home team warms up on the South end of the field and its kicker(s) uses the West side of the playing surface.</i>
3:38 p.m.*	20:00	Clock begins 20-minute countdown
3:46 p.m.*	12:00	Officiating Crew photo Southwest 35-yard line <i>Form a line from the south (left) facing the west main stands in this order: referee, umpire, head linesman, field judge, and back judge. An IHSA television crew member and a Northern Illinois staff member will meet the officials prior to their taking the field to review this procedure and the procedures to be used in working the field microphone by the referee for announcing penalties, etc.</i>
3:48 p.m.*	10:00	Captains report to 50-yard line for coin flip with officials
3:58 p.m.*	0:00	Warm-up ends. Field is cleared
4:00 p.m.*	0:00	Both competing teams must return to the field
4:01 p.m.*	0:00	** Introduction of starting line-ups and head coaches <i>Team kicking off will be introduced first as the defensive team. Team receiving kickoff will be introduced second as the offensive team. Head coach followed by players shall lineup in single file beginning on the south 35-yard line. All should remain in line while each player is introduced and then return to team bench. Craig Anderson coordinates with IHSA television partner.</i>
4:06 p.m.*	12:00	Kickoff Class 3A Game

*- Approximate Times

**- Introduction of Starting Line-ups and Head Coaches

1) Defensive Team: Head Coach, followed by eleven (11) starters by position, going Line (LE, LT, RT, RE), Linebackers (OLB, MLB, (or MG), OLB) and Defensive Backs (Corner, Corner, Safety, Safety)

2) Offensive Team: Head Coach, followed by eleven (11) starters by position, going LE, LT, LG, C, RG, RT, RE, QB, HB, HB, FB

Friday, November 29, 2013 Class 4A Game Schedule

Pre-Game

<u>Actual Time</u>	<u>Time on Clock</u>	<u>Event</u>
5:00 p.m.	---	Dressing facilities available to competing teams Chessick Practice Center available for use VISITING TEAM: Yordon Center Locker Room HOME TEAM: Huskie Stadium Room 107
6:30 p.m.	---	Playing surface open to competing teams. <i>Visiting team warms up on North end of field and its kicker(s) uses the East side of the playing surface. Home team warms up on the South end of the field and its kicker(s) uses the West side of the playing surface.</i>
6:38 p.m.*	20:00	Clock begins 20-minute countdown
6:46 p.m.*	12:00	Officiating Crew photo Southwest 35-yard line <i>Form a line from the south (left) facing the west main stands in this order: referee, umpire, head linesman, field judge, and back judge. An IHSA television crew member and a Northern Illinois staff member will meet the officials prior to their taking the field to review this procedure and the procedures to be used in working the field microphone by the referee for announcing penalties, etc.</i>
6:48 p.m.*	10:00	Captains report to 50-yard line for coin flip with officials
6:58 p.m.*	0:00	Warm-up ends. Field is cleared
7:00 p.m.*	0:00	Both competing teams must return to the field
7:01 p.m.*	0:00	** Introduction of starting line-ups and head coaches <i>Team kicking off will be introduced first as the defensive team. Team receiving kickoff will be introduced second as the offensive team. Head coach followed by players shall lineup in single file beginning on the south 35-yard line. All should remain in line while each player is introduced and then return to team bench. Craig Anderson coordinates with IHSA television partner.</i>
7:06 p.m.*	12:00	Kickoff Class 4A Game

*- Approximate Times

**- Introduction of Starting Line-ups and Head Coaches

1) Defensive Team: Head Coach, followed by eleven (11) starters by position, going Line (LE, LT, RT, RE), Linebackers (OLB, MLB, (or MG), OLB) and Defensive Backs (Corner, Corner, Safety, Safety)

2) Offensive Team: Head Coach, followed by eleven (11) starters by position, going LE, LT, LG, C, RG, RT, RE, QB, HB, HB, FB

Saturday, November 30, 2013 Class 5A Game Schedule

Pre-Game

<u>Actual Time</u>	<u>Time on Clock</u>	<u>Event</u>
7:30 a.m.	---	Dressing facilities available to competing teams VISTING TEAM: Huskie Stadium Room 103 HOME TEAM: Huskie Stadium Room 111
9:30 a.m.	---	Playing surface open to competing teams. <i>Visiting team warms up on North end of field and its kicker(s) uses the East side of the playing surface. Home team warms up on the South end of the field and its kicker(s) uses the West side of the playing surface.</i>
9:38 a.m.	20:00	Clock begins 20-minute countdown
9:46 a.m.	12:00	Officiating Crew photo Southwest 35-yard line <i>Form a line from the south (left) facing the west main stands in this order: referee, umpire, head linesman, field judge, and back judge. An IHSA television crew member and a Northern Illinois staff member will meet the officials prior to their taking the field to review this procedure and the procedures to be used in working the field microphone by the referee for announcing penalties, etc.</i>
9:48 a.m.	10:00	Captains report to 50-yard line for coin flip with officials
9:58 a.m.	0:00	Warm-up ends. Field is cleared
9:59 a.m.	0:00	National Anthem
10:02 a.m.	0:00	Both competing teams must return to field
10:03 a.m.	0:00	** Introduction of starting line-ups and head coaches <i>Team kicking off will be introduced first as the defensive team. Team receiving kickoff will be introduced second as the offensive team. Head coach followed by players shall lineup in single file beginning on the south 35-yard line. All should remain in line while each player is introduced and then return to team bench. Craig Anderson coordinates with IHSA television partner.</i>
10:08 a.m.	12:00	Kickoff Class 5A Game

**- Introduction of Starting Line-ups and Head Coaches

1) Defensive Team: Head Coach, followed by eleven (11) starters by position, going Line (LE, LT, RT, RE), Linebackers (OLB, MLB, (or MG), OLB) and Defensive Backs (Corner, Corner, Safety, Safety)

2) Offensive Team: Head Coach, followed by eleven (11) starters by position, going LE, LT, LG, C, RG, RT, RE, QB, HB, HB, FB

Saturday, November 30, 2013 Class 6A Game Schedule

Pre-Game

<u>Actual Time</u>	<u>Time on Clock</u>	<u>Event</u>
10:30 a.m.	---	Dressing facilities available to competing teams Chessick Practice Center available for use VISITING TEAM: Yordon Center Locker Room HOME TEAM: Huskie Stadium Room 107
12:30 p.m.	---	Playing surface open to competing teams. <i>Visiting team warms up on North end of field and its kicker(s) uses the East side of the playing surface. Home team warms up on the South end of the field and its kicker(s) uses the West side of the playing surface.</i>
12:38 p.m.*	20:00	Clock begins 20-minute countdown
12:46 p.m.*	12:00	Officiating Crew photo Southwest 35-yard line <i>Form a line from the south (left) facing the west main stands in this order: referee, umpire, head linesman, field judge, and back judge. An IHSA television crew member and a Northern Illinois staff member will meet the officials prior to their taking the field to review this procedure and the procedures to be used in working the field microphone by the referee for announcing penalties, etc.</i>
12:48 p.m.*	10:00	Captains report to 50-yard line for coin flip with officials
12:58 p.m.*	0:00	Warm-up ends. Field is cleared
1:00 p.m.*	0:00	Both competing teams must return to the field
1:01 p.m.*	0:00	** Introduction of starting line-ups and head coaches <i>Team kicking off will be introduced first as the defensive team. Team receiving kickoff will be introduced second as the offensive team. Head coach followed by players shall lineup in single file beginning on the south 35-yard line. All should remain in line while each player is introduced and then return to team bench. Craig Anderson coordinates with IHSA television partner.</i>
1:06 p.m.*	12:00	Kickoff Class 6A Game

*- Approximate Times

**- Introduction of Starting Line-ups and Head Coaches

1) Defensive Team: Head Coach, followed by eleven (11) starters by position, going Line (LE, LT, RT, RE), Linebackers (OLB, MLB, (or MG), OLB) and Defensive Backs (Corner, Corner, Safety, Safety)

2) Offensive Team: Head Coach, followed by eleven (11) starters by position, going LE, LT, LG, C, RG, RT, RE, QB, HB, HB, FB

Saturday, November 30, 2013 Class 7A Game Schedule

Pre-Game

<u>Actual Time</u>	<u>Time on Clock</u>	<u>Event</u>
2:00 p.m.	---	Dressing facilities available to competing teams Chessick Practice Center available for use VISITING TEAM: Huskie Stadium Room 103 HOME TEAM: Huskie Stadium Room 111
3:30 p.m.	---	Playing surface open to competing teams. <i>Visiting team warms up on North end of field and its kicker(s) uses the East side of the playing surface. Home team warms up on the South end of the field and its kicker(s) uses the West side of the playing surface.</i>
3:38 p.m.*	20:00	Clock begins 20-minute countdown
3:46 p.m.*	12:00	Officiating Crew photo Southwest 35-yard line <i>Form a line from the south (left) facing the west main stands in this order: referee, umpire, head linesman, field judge, and back judge. An IHSA television crew member and a Northern Illinois staff member will meet the officials prior to their taking the field to review this procedure and the procedures to be used in working the field microphone by the referee for announcing penalties, etc.</i>
3:48 p.m.*	10:00	Captains report to 50-yard line for coin flip with officials
3:58 p.m.*	0:00	Warm-up ends. Field is cleared
4:00 p.m.*	0:00	Both competing teams must return to the field
4:01 p.m.*	0:00	** Introduction of starting line-ups and head coaches <i>Team kicking off will be introduced first as the defensive team. Team receiving kickoff will be introduced second as the offensive team. Head coach followed by players shall lineup in single file beginning on the south 35-yard line. All should remain in line while each player is introduced and then return to team bench. Craig Anderson coordinates with IHSA television partner.</i>
4:06 p.m.*	12:00	Kickoff Class 7A Game

*- Approximate Times

**- Introduction of Starting Line-ups and Head Coaches

1) Defensive Team: Head Coach, followed by eleven (11) starters by position, going Line (LE, LT, RT, RE), Linebackers (OLB, MLB, (or MG), OLB) and Defensive Backs (Corner, Corner, Safety, Safety)

2) Offensive Team: Head Coach, followed by eleven (11) starters by position, going LE, LT, LG, C, RG, RT, RE, QB, HB, HB, FB

Saturday, November 30, 2013 Class 8A Game Schedule

Pre-Game

<u>Actual Time</u>	<u>Time on Clock</u>	<u>Event</u>
5:00 p.m.	---	Dressing facilities available to competing teams Chessick Practice Center available for use VISITING TEAM: Yordon Center Locker Room HOME TEAM: Huskie Stadium Room 107
6:30 p.m.	---	Playing surface open to competing teams. <i>Visiting team warms up on North end of field and its kicker(s) uses the East side of the playing surface. Home team warms up on the South end of the field and its kicker(s) uses the West side of the playing surface.</i>
6:38 p.m.*	20:00	Clock begins 20-minute countdown
6:46 p.m.*	12:00	Officiating Crew photo Southwest 35-yard line <i>Form a line from the south (left) facing the west main stands in this order: referee, umpire, head linesman, field judge, and back judge. An IHSA television crew member and a Northern Illinois staff member will meet the officials prior to their taking the field to review this procedure and the procedures to be used in working the field microphone by the referee for announcing penalties, etc.</i>
6:48 p.m.*	10:00	Captains report to 50-yard line for coin flip with officials
6:58 p.m.*	0:00	Warm-up ends. Field is cleared
7:00 p.m.*	0:00	Both competing teams must return to the field
7:01 p.m.*	0:00	** Introduction of starting line-ups and head coaches <i>Team kicking off will be introduced first as the defensive team. Team receiving kickoff will be introduced second as the offensive team. Head coach followed by players shall lineup in single file beginning on the south 35-yard line. All should remain in line while each player is introduced and then return to team bench. Craig Anderson coordinates with IHSA television partner.</i>
7:06 p.m.*	12:00	Kickoff Class 8A Game

*- Approximate Times

**- Introduction of Starting Line-ups and Head Coaches

1) Defensive Team: Head Coach, followed by eleven (11) starters by position, going Line (LE, LT, RT, RE), Linebackers (OLB, MLB, (or MG), OLB) and Defensive Backs (Corner, Corner, Safety, Safety)

2) Offensive Team: Head Coach, followed by eleven (11) starters by position, going LE, LT, LG, C, RG, RT, RE, QB, HB, HB, FB

Post- Game Instructions

Trophy Presentation will be held at north end zone. Immediately upon conclusion of the trophy presentation, there is a mandatory team photo on the grass on the south end of Huskie Stadium, followed by a mandatory press conference in Room 107 in the Yordon Center

- A. **Team in Light jerseys** shall assemble at the north end of Huskie Stadium, on the east side of the Presentation Stage.
- B. **Team in Dark jerseys** shall assemble at the north end of Huskie Stadium, on the west side of the Presentation Stage.
- C. **The captain(s), head coach and principal of each team** are asked to accept the trophy and individual medallions won by the team during the Awards Ceremony, which will begin immediately after the conclusion of the game. The Awards Ceremony will take place on a platform in the north end zone by the Yordon Center
- D. **Coaches** are urged to have members of their squad escort them and the captain(s) to the area of the Trophy Presentation and to form a corridor for the coach and captain(s) to make their way to the stairs leading to the raised platform on which the presentations will be made. The stairs to the platform will be located on the west side of the platform.
- E. **The Runner-up Trophy and respective medallions shall be awarded first.** The championship trophy and respective medallions shall be awarded second.
 - i. The losing team photo will be taken first on the grass hill under the scoreboard on the south end of Huskie Stadium.
 - ii. The winning team photo will be taken second on the grass hill under the scoreboard on the south end of Huskie Stadium.
- F. **Post-game Press Conference:** The head coach of both teams, as well as players from both teams who played outstanding games and/or who figured prominently into the outcome of the game, will be escorted to the Press Interview Area (Rm 107 of the Yordon Center) by a member of the IHSA Publicity Staff after the coach and team have re-grouped in the dressing room for a maximum of five minutes according to the following schedule:
 - i. The coach of the losing team and players from that team shall be escorted to the Press Interview Area first.
 - ii. The coach of the winning team and players from that team shall be escorted to the Press Interview Area second.
 - iii. See Item No. 15 (Post Game Press Interview Session) for details of the procedures.

IHSA Football Playoff Medical/Equipment Request Form

This form must be completed and be on file with the Playoff Manager by the scheduled starting time of the game in which the school will participate. A telephone call to Sue Hansfield, Playoff Manager at 815-753-9544, fax to (815) 753-7700, or scan/email to shansfield@niu.edu to request items in this form must be made by **noon** on Wednesday, November 27, 2013.

Medical Arrangements: (Check those which are applicable)

_____ We request assistance from the Northern Illinois University training staff for **pre-game taping.**

_____ We request assistance from the Northern Illinois University training staff **on the field during the game.**

_____ We **do not desire** the assistance of the Northern Illinois University training staff.

Game Balls:

Each school is to furnish two (2) of its own game balls and will have them inspected by the Referee prior to giving them to the ball boys at the start of the game.

Game Shoes:

Each school is to furnish its own shoes. It has been found that most players prefer to use the same shoes they have competed in during other games, since no single type of shoe has been found to be superior for use on the artificial turf. All cleats, however, should be in good repair.

Player Valuables: (Check where applicable)

Important: The IHSA and Northern Illinois University will not be responsible for personal belongings or valuables. However, Northern Illinois University will provide, upon request, a bag and two locks for a team to use for its player's valuable personal belongings, which may be secured in a locker in the team's locker room, or may be taken by a member of the coaching staff, or a team manager, to the bench during the game.

_____ We desire a bag and locks to take personal possessions to the bench during our game.

_____ We desire two locks to be used in securing personal possessions in a locker in our dressing room.

Principal's Signature: _____

Name of Principal: _____

School: _____

Address: _____

City: _____ Zip: _____

Phone: (_____) _____

Date: _____

IHSA Football Playoff Sample Letters

(To be on school stationery and signed by the Principal)
(Give to personnel at the press box elevator)

Announcement to Fans when Buses will be Leaving:

"The fan buses from _____ (School Name) High School will leave from _____ (Location) immediately following the conclusion of the _____ (Quarter/Half/Game). Students and other fans who are riding the _____ (School Name) buses should report to their bus immediately after the conclusion of the _____ (Quarter/Half/Game)."

Letter of Introduction of Marching Band PA Announcer: (Give to SE/SW Field Gate Personnel)

"This is to certify that _____ (Name of Announcer) is the official public address announcer for the _____ (Name of School) Marching Band. Please admit our announcer to the East 50 yard line prior to Half-time of the Class ____ game. Our announcer will perform his/her duties and will immediately return to his/her seat in the stands at the conclusion of the performance of his/her duties."

IHSA STATE FINALS SEATING MAP

SEATING LOCATION

HOME TEAMS:

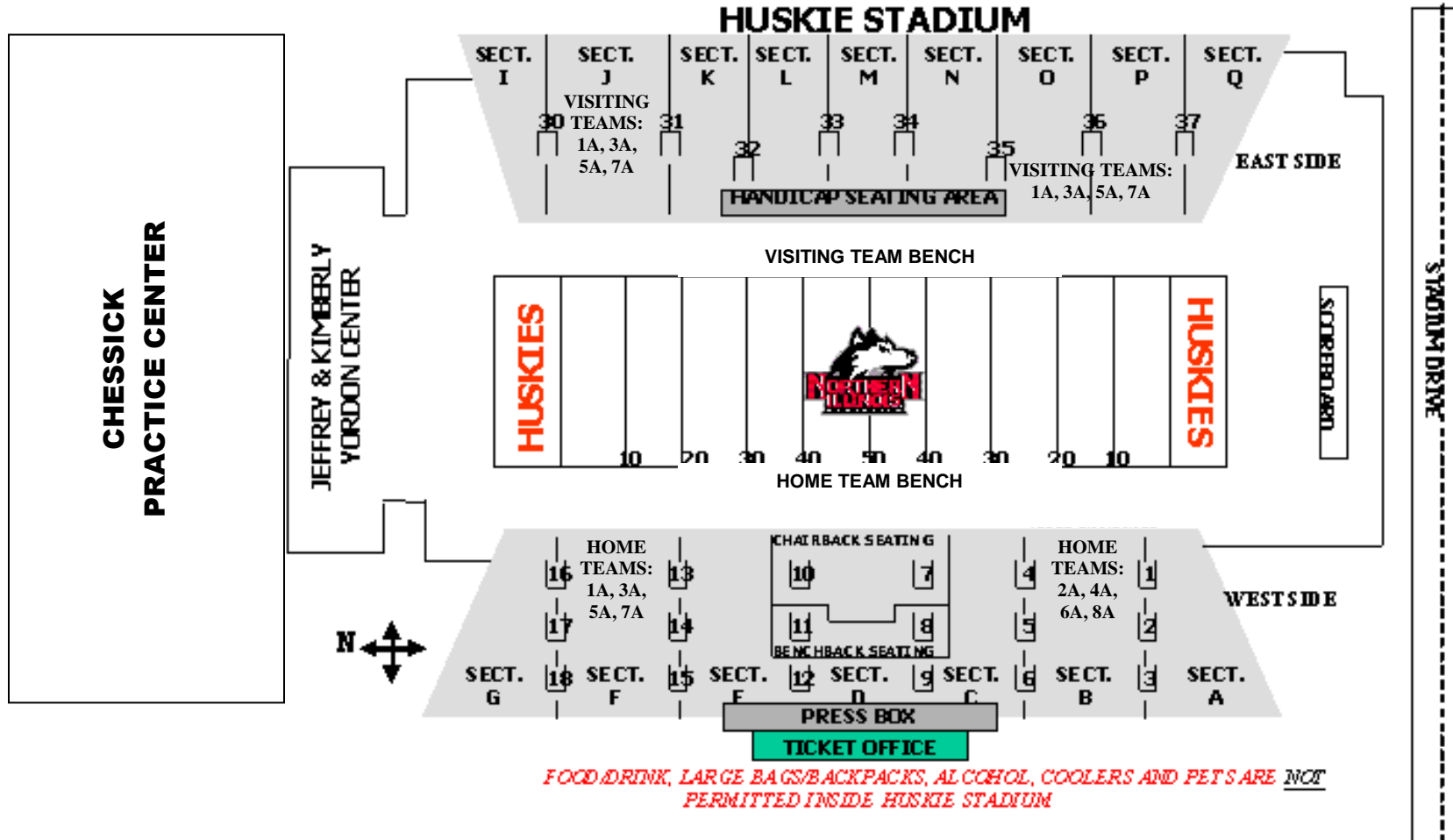
1A, 3A, 5A, 7A – NORTH OF THE 50 YARD LINE, WEST STANDS

2A, 4A, 6A, 8A – SOUTH OF THE 50 YARD LINE, WEST STANDS




VISTING TEAMS:

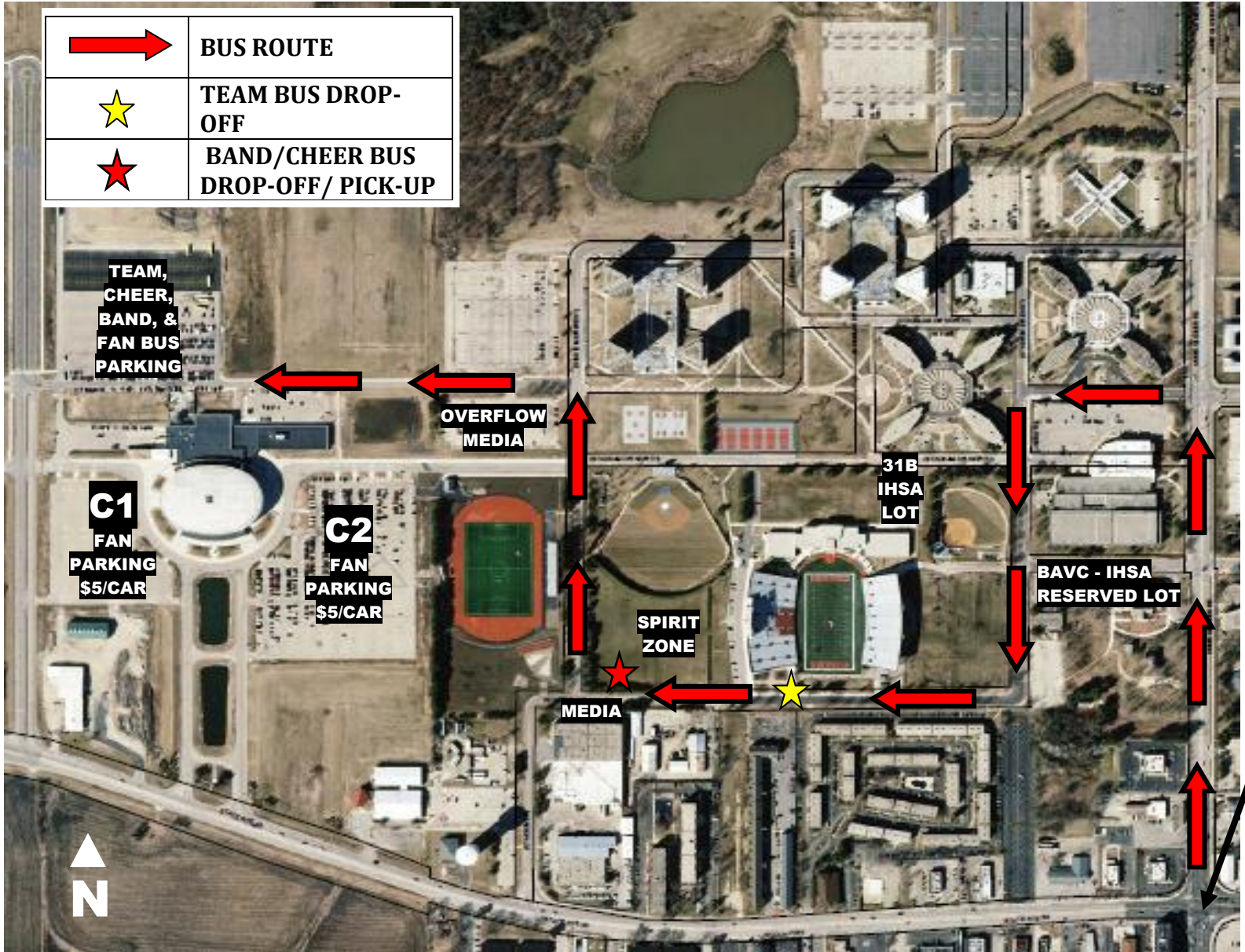
1A, 3A, 5A, 7A – NORTH OF THE 50 YARD LINE, EAST STANDS

2A, 4A, 6A, 8A – SOUTH OF THE 50 YARD LINE, EAST STANDS



IHSA PARKING/BUS ROUTE MAP

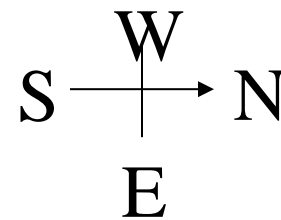
	BUS ROUTE
	TEAM BUS DROP-OFF
	BAND/CHEER BUS DROP-OFF/ PICK-UP



Annie Glidden Rd. from Interstate 88

Pre-game "L" Warm-Up Configuration

PRESS BOX





Phone: 309/663-6377

Fax: 309/663-7479

To: Craig Anderson, Assistant Executive Director

From: _____ High School

Date: _____, 2013

Subject: Request for School Certified Athletic Trainer

Our high school team has qualified for the 2013 Boys Football State Finals held at Huskie Stadium, Northern Illinois University, DeKalb. Our school is sending one (1) certified athletic trainer to cover the medical needs of our team.

Please issue an athletic training pass for the state finals to:

<u>Name</u>	<u>Friday</u>	<u>Saturday</u>
_____	_____	_____

The Pass for the Trainer will be given to the coach as they arrive on the bus for the championship game.

Principal/Athletic Director signature: _____

This form should be faxed (309/663-7479) to the IHSA Office on Monday, November 25th by 11:00 a.m.

athtrainerfax

State Final Student Media/Video Taping



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

STUDENT MEDIA CREDENTIALS FOR PARTICIPATING SCHOOLS

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

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

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

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

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

VIDEO TAPING STATE FINALS FOR COACH FILM BREAKDOWN

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

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

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

2013 IHSA State Final Football Playoff Information

Please fax the following information to the IHSA Office by 1:00 p.m. on Monday, November 25, prior to the Championship game. With the Thanksgiving Holiday being in the same week as the State Final Football Championship, we need to have this information early so that it can be forwarded to Northern Illinois University for distribution on Tuesday, November 26, prior to Thanksgiving.

School: _____ School Phone: _____

Head Coach: _____ Home Phone: _____

Principal: _____ Cell Phone: _____

Athletic Director: _____ Cell Phone: _____

Who is the Team contact person? _____

Home Phone: _____

Cell Phone: _____

Number of Team buses: _____ Arrival Time: _____

Number of Fan buses: _____ Arrival Time: _____
(Estimate, if not sure)

Is your band attending? _____ Number of band buses: _____

Arrival Time: _____

Will your band perform at halftime? _____

If not, will your poms perform at halftime? _____

Will your team stay overnight? _____ If so, which
night? _____

Who is the Booster Club or Pep Club representative that will work with Tent City?

Name: _____

Home Phone: _____

Please fax (309/663-7479) this information Sheet to the IHSA Office by 1:00 p.m. on Monday, November 25, 2013.

Drug Testing Notice

Congratulations on your school's qualification for the 2013 Football State Finals, which will be held this weekend. This is a tremendous accomplishment, and one of which your school should be proud.

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

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

IHSA Cheerleading Information



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

To: IHSA Spirit Coaches

From: Susie Knoblauch, IHSA Assistant Executive Director

RE: Protocol for Spirit Participants at the IHSA Football State Final

Congratulations on qualifying for the IHSA State Final in Football. It is a great honor and privilege to be on the sidelines of an IHSA State Final and through this memo we want to remind you of a few things to make your experience at the Football State Final the best ever. I would recommend that you review the enclosed NFHS Rules Book prior to game time. State Final workers will be located throughout the stadium on game day to direct and assist you with any questions.

Bona-fide students of your school are the only participants eligible to participate on the sideline Spirit Teams. Some additional important points of emphasis in the NFHS Rules Book with IHSA interpretations to keep in mind for the state final are listed below.

1. Rule 2 General Risk Management- Participants must not chew gum or have candy in their mouths at any time (2-1-7).
2. Rule 2 General Risk Management- Jewelry must not be worn (exception medical or religious medals taped to the body under the uniform) (2-3-1).
3. Rule 2 General Risk Management-Hair must be worn in a manner to minimize risk for the participants (away from the face and eyes and off the shoulders) (2-3-3).
4. Rule 2 General Risk Management- Performing surface must be suitable for stunting (2-1-3 - 2-1-5) If there is any moisture on the surface participants must not stunt.
5. Rule 2 General Risk Management- School issued uniforms must be appropriate for the activity (no midriffs showing and if the weather is cold no extended stunting with gloves and wet/slippery warm up slickers) Extended stunting may be done with gloves that have a non-slip substance applied to the palm-side fingers (stunt gloves). (3-1-4)

I would also recommend that you review 2-2-2, 2-2-4, 2-2-7 and section 2 on sportsmanship, section 4 on spotting, section 5 on inversions and section 7 on tosses in the NFHS Spirit Rules Book.

High School Dance Teams are permitted to perform at halftime. If your Dance Team will be performing, please alert IHSA personnel at the venue in order to coordinate times.

Mascots, flags, signs and megaphone used appropriately by spirit participants are allowed in front of your fans only. Remember mascots must be bona fide students and should not be stunting.

Thank you for taking the time to review these important rules with your team. We trust that you will have a great experience and remember that the games are televised and watched by millions of viewers. Occasionally sideline spirit teams are interviewed by media so have your teams ready!

Feel free to contact the IHSA if you have any questions and have wonderful Football State Final experience.

To: Band Directors

From: Susie Knoblauch, IHSA Assistant Executive Director

RE: Football State Final Protocol

Congratulations on qualifying for the IHSA State Finals in football. It is a great honor and privilege to be involved with an IHSA State Final and through this memo we want to remind you of a few things to make your experience at the IHSA Football State Final game the best ever.

State Final workers will be located throughout the stadium on game day to direct and assist you with any questions.

Bona-fide students of your school in uniform are the only participants eligible to play in your band.

Appropriate sportsmanlike pep music is allowed to be played. Bands must stop playing prior to the snap of the ball (when the team comes to the line of scrimmage).

The marching band of each competing school may perform at half-time of the game in which their school is involved. Each band will be allotted a maximum of six (6) minutes for its half-time performance. The band representing the visiting team shall perform first. Should only one band perform at half-time, the time allotment shall be twelve (12) minutes.

At the state final, the National Anthem will only be played prior to the first game on Friday and the first game on Saturday. School bands will not be responsible for playing the Anthem.

The band is an instrumental part of the energy and excitement of a football game and we encourage you to work in conjunction with your fans and spirit teams to promote positive sportsmanship throughout your game.

Thank you for taking the time to review these important requirements. We trust that you will have a great experience at the IHSA Football State Finals and remember that the games are televised and watched by millions of viewers. So have a great day and enjoy your performances.

Feel free to contact the IHSA if you have any questions and have a wonderful State Final experience.