

PLAY SMART.  **PLAY HARD.®**

2016-17

Boys Football

**Manual for
Schools and Managers**



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Revision History

Oct. 20 Revised PA Announcements

IMPORTANT INFORMATION TO REFER TO IMMEDIATELY

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2016-17 Boys Football Playoff Terms and Conditions

In accordance with Section 1.450 of the Constitution, the Terms and Conditions governing the 2016 IHSA Boys Football Playoffs have been approved by the Board of Directors.

I. CLASSIFICATION

A. Number of Classes:

Playoffs are scheduled for eight classes—1A, 2A, 3A, 4A, 5A, 6A, 7A, 8A. There will be eight (8) thirty-two (32)-team brackets, a total of two hundred fifty-six (256) teams will qualify.

B. School Enrollment: A member school's enrollment will be based on the 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. For schools which enroll boys only, the total student enrollment figure reported shall be doubled; and for three-year high schools, one-third of the total student enrollment figure shall be added to the total student enrollment figure reported.

II. DATES AND SITES

A. Dates for Playoffs:

The Playoffs shall commence on the weekend following the completion of the ninth week of the season. The schedule will be (See Note):

First Round Games — Friday, October 28 or Saturday, October 29

Second Round Games — Friday, November 4 or Saturday, November 5

Quarterfinal Games — Friday, November 11 or Saturday, November 12

Semifinal Games — Friday, November 18 or Saturday, November 19

Championship Games — Friday, November 25 (Class 1A, 2A, 3A, 4A) and Saturday, November 26 (Class 5A, 6A, 7A, 8A)

Note: See Item VI-A for starting times.

III. ONLINE ENTRIES, WITHDRAWAL PROCEDURES, ELIGIBILITY AND AFFIRMATIVE ACTION

The policy for Original Entry Deadlines, Late Entries and Late Withdrawals shall be the policies and procedures regarding entry for all IHSA-sponsored sport/activities included in the online 2016-17 Entry Policies and Procedures.

A. Online 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. The deadline for entry in football is September 1, 2016. The 2016-17 Entry Policies and Procedures outlining the online entry procedures for all IHSA-sponsored tournaments can be found in the Schools Center on the IHSA website.

B. Late Entries:

Any attempt to enter a sport or activity online 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 for that sport/activity by the school.

C. Breach of Contract By-Law 6.041:

To withdraw without penalty, the Principal must notify the IHSA Office, in writing, of the school's withdrawal from the respective sport prior to the seeding meeting date and/or the date the List of Participants is due for that sport.

If a school withdraws after the seeding meeting date/List of Participants due date but before the first competition, the school will be charged a \$100 penalty and, if applicable, the cost of game officials and the host school guarantee provided in the Terms and Conditions.

If a school does not officially withdraw prior to the first competition and/or does not show up for competition, the school will be charged a \$100 penalty, the cost of game officials and the host school guarantee according to the Terms and Conditions for the respective sport.

D. Eligibility:

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

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

IV. HOST FINANCIAL ARRANGEMENTS

A. In the First Round, Second Round, Quarterfinal Round and Semifinal Round, each game shall be financially independent.

1. The host school shall receive a host school guarantee of the greater of \$975 or 10% of the gross income, the cost of the game officials and 15% of the net income.

2. The visiting school shall receive the greater of 15% of the net income or \$5 per round trip mile for the first 50 miles and \$3 for each additional mile.

B. Admission Fees: The Board of Directors has established the following ticket prices for all playoff games, prior to the state final games. The Local Manager is responsible for printing of tickets for the game(s) his school hosts.

	1st Round	2nd Round	Qtr. Finals and Semifinals
Elementary Student: (and younger)	\$5.00	\$5.00	\$6.00
High School Student: (with ID)	\$5.00	\$5.00	\$6.00
Adult:	\$5.00	\$5.00	\$6.00

C State Final Prices: (Northern Illinois University)

Single-day tickets at a rate of \$10.00 each will be available to member schools and the general public. There are no pass outs at the State Finals. If you leave the Stadium, you must pay to re-enter.

D. Rights Fees for TV and Radio:

See the IHSA web site (www.ihsa.org) for the fees to be charged by Local Managers and/or the IHSA for television and cable broadcasts and radio originations.

The Policy regarding media requirements for each Local Manager is contained in these Terms and Conditions under Item IX-O.

V. TOURNAMENT ASSIGNMENTS AND PAIRINGS

A. Sites, Rankings, Pairings:

1) There shall be eight (8) classes containing 32 teams in each.

2) After determining the 32-team bracket, in classes 1A-6A, the teams will be separated into two (2) brackets of sixteen. In classes 7A-8A, the teams will be seeded 1-32. No consideration will be given to conference schools or teams that played each other the last week of the current season. Teams will be seeded by using record and at-large points as criteria.

a) If teams are tied for seed with the same number of wins and at-large points, the higher seed shall go to the team with the most wins of defeated opponents.

b) If two teams are tied for seed with the same number of wins and at-large points and have played each other during the regular season, the higher seed shall go to the winner.

3) First Round host schools shall be the top of the bracket.

4) After the First Round, the team having hosted the fewest games in the current playoffs shall be the host for the next round. If both teams have hosted an equal number of games in the current playoffs, the game shall be hosted by the higher seed.

5) When circumstances warrant, a site other than the designated host school's field may be requested by either school and may be used subject to the approval of the IHSA Office after consulting with the host school.

6) All football fields that host a playoff game must meet the NFHS football requirements that states: NO barrier within five (5) yards of the endline or sideline.

VI. TOURNAMENT STRUCTURE AND TIME SCHEDULES

A. Day and Times:

1) **Saturday Games:** All games shall be scheduled between 1:00 p.m. and 7:00 p.m. Exact starting times shall be determined by the host school after consulting with the visiting school. If mutual agreement cannot be met, then the IHSA will set the game time after consulting with both schools.

2) **Friday Games:** If participating schools mutually agree, any game prior to the State Final may be played on Friday. Games shall not be scheduled during school hours.

3) Kickoff for championship games to be played at Memorial Stadium, University of Illinois, Champaign, will be the following times:

SESSION I

FRIDAY, NOVEMBER 25

10:00 a.m. - Class 1A
1:00 p.m. - Class 2A
4:00 p.m. - Class 3A
7:00 p.m. - Class 4A

SESSION II

SATURDAY, NOVEMBER 26

10:00 a.m. - Class 5A
1:00 p.m. - Class 6A
4:00 p.m. - Class 7A
7:00 p.m. - Class 8A

VII. ADVANCEMENT OF WINNERS

A. Team Advancement: All teams selected for the Football Playoffs will participate in the first round. Winners of the first round will advance to the second round. Second round winners will compete in the quarterfinal round. Quarterfinal winners will compete in the semifinal round with semifinal round winners advancing to the State Final in each respective class.

VIII. TOURNAMENT RULES

A. Size of Squads: The number of players carried on the regular season varsity traveling squad for each individual school is the number permitted to be published in the IHSA Football Playoff Program.

B. Team Sideline Personnel: Only member school students from the competing team's school, school recognized adult team manager, certified coaches, and school approved athletic trainers may be present on the team sidelines

C. Team Sideline Passes: The number of sideline passes for competing teams will not exceed the number of uninformed players plus the following: three (3) official passes for the principal, athletic director and superintendent, (1A, 2A, 3A, 4A) 16 sideline passes and (5A, 6A, 7A, 8A) 25 sideline passes. These sideline passes are for all coaches, managers and anyone else that is approved by school administration. No extra passes will be provided. Schools may request one Trainer Pass for the team trainer or team doctor.

D. Tie Games: All regular season Varsity football games shall be played to completion. Tie games shall be resolved in accordance with the recommended 10-Yard Line Overtime Tiebreaker Plan as printed in the National Federation of State High School Association Football Rule Book.

1) All regular season varsity games scheduled between member schools must use the 10-yard line tiebreaker as recommended in the National Federation Rule Book. If a game should be played between member schools and the tiebreaker not be used, both teams will be ineligible for the IHSA playoffs and for at-large points, the game will be considered no-game.

2) It is strongly recommended that games with out-of-state opponents use the 10-yard line tiebreaker. If the tiebreaker is not used against out-of-state teams, the game (if tied) will be considered no-game. However, the school involved may still qualify for the IHSA playoffs if it is a conference champion or has earned enough points to qualify as an at-large qualifier.

3) In accordance with National Federation Football Rule 3-1-2, the IHSA Board of Directors has approved for use a point differential as follows: When either team has gained a 40-point differential at anytime during the second half, the game clock shall run continuously for the remainder of the game with only the following exceptions:

- a) Time-out charged to team
- b) After a score
- c) Time-out between 3rd and 4th quarter
- d) Extended injury time-out as determined by the referee
- e) The rule shall apply to all play-off and regular season contests.

E. Rules of Play:

The current National Federation of State High School Football Rules for eleven (11)-man football shall be official.

F. Game Ball:

The host school shall supply a top quality Wilson leather or composition-covered ball. If the visiting team desires to use a different type (leather or composition) it may do so provided the ball is a Wilson and the team furnishes the ball. This provision shall also apply to the Championship games.

G. Selection of Playoff Participants:

Conference champions are automatically selected for the Playoffs. When a co-championship exists, the conference representative to the IHSA shall be determined by applying the following steps until only one team remains.

The team with the most wins (highest winning percentage) in conference games is the conference champion. If two or more teams are tied, go to step 2.

If exactly two teams are tied, the team that won the head-to-head conference game is the conference champion. If three or more teams are tied, any team that defeated all the other tied teams in conference play is the champion. If this step does not resolve the tie, go to step 3.

If all of the tied teams played a conference game against each other, sum the points allowed by each team in each of these games. The team with the lowest total is the conference champion. If two teams remain tied after this step, go to step 2. If three or more teams remain tied after this step, go to step 4.

If all of the tied teams played a conference game against each other, sum the point differential for each team in each of these games. The point differential is the points scored minus the points allowed in each game, from a minimum of -14 points to a maximum of +14 points. (Forfeited games count as +14 or -14.) The team with the highest total is the conference champion. If

two teams remain tied after this step, go to step 2. If three or more teams remain tied after this step, go to step 5.

Sum the points allowed by each tied team in every conference game. The team with the lowest total is the conference champion. If two teams remain tied after this step, go to step 2. If three or more teams remain tied after this step, go to step 6.

Sum the point differential for each tied team in every conference game. The point differential is the points scored minus the points allowed in each game, from a minimum of -14 points to a maximum of +14 points. (Forfeited games count as +14 or -14.) The team with the highest total is the conference champion. If two teams remain tied after this step, go to step 2. If three or more teams remain tied after this step, go to step 7.

The team with the most wins in all games (conference and non-conference) is the conference champion. If two teams remain tied after this step, go to step 2. If three or more teams remain tied after this step, go to step 8.

A random drawing by the IHSA Office will determine the conference champion.

In addition to conference champions, at-large teams will be selected to fill out the 256 teams.

H. Qualifications for Playoffs:

1) In addition to these Terms and Conditions, all member schools wishing to participate in the IHSA Football Playoffs must comply with IHSA By-laws 5.061, 5.062 and the interpretations provided in the IHSA Handbook with Illustrations.

2) In order to qualify its champion, a conference must involve at least six (6) football playing schools and play at least five (5) conference football games. Further, a conference must have more than half its members as Illinois football playing schools. All schools not meeting these qualifications must qualify as independents.

3) An independent school must play at least one (1) IHSA member school in order to qualify for consideration as an at-large selection.

4) A minimum of eight (8) eleven (11)-man varsity games must be played by the conclusion of the ninth (9th) week of the season in order for a school to be considered for selection to a playoff berth. A maximum of nine (9) games may be counted toward the playoffs. A maximum of one (1) game per week may count toward the playoffs, unless exception has been granted by the Executive Director of the IHSA.

5) Competition against non-varsity opponents shall not be considered for playoff competition.

6) All games must be scheduled no later than 1:00 p.m. on the final Saturday of the regular season.

Note: Football schools are required to enter their 2016 Football schedule online at www.maxpreps.com. Deadline for completing the Football schedule online for the 2017 (next school year's) season is May 31, 2017.

IX. TOURNAMENT POLICIES

A. Postponed Games: Interscholastic varsity football contests which have been tentatively postponed because one or both of the schools was not able to fulfill its contract should be rescheduled and a letter to that effect must be on file with the Executive Director no later than the conclusion of the 7th week of the season.

1) If the game cannot be played due to striking employees, every effort must be made to reschedule the game.

2) If a game cannot be rescheduled, the striking team which must forfeit will receive a loss on its record for that game.

3) If the game cannot be rescheduled, the team receiving the forfeit will accept the forfeit as a win, but that is the only game that will count for that week.

4) If a game cannot be played when both schools have striking employees and the game cannot be rescheduled, the game will not be considered a win or loss.

B. Discontinuation of Practices:

In the event practices have been terminated, the following restrictions will be enforced:

1) If practices have been terminated for a period of at least seven (7) days, but less than fourteen (14) days, a school may not resume competition until after three (3) separate days of practice.

2) If practices have been terminated for a period of fourteen (14) days or more, a school may not resume competition until after five (5) separate days of practice.

3) Days in 1) and 2) above shall be interpreted as calendar days, excluding Sundays.

C. Added Games:

Any game contracted after the third weekend of the football season, shall not count toward a team's record for at-large consideration in the Football Playoff Series without approval of the Executive Director. Notification of any game added to a school's schedule, that is not included in the Master Schedule (which is available online), must be submitted in writing to the Executive Director not later than the third weekend of the season.

D. Selection Procedure:

1) Member schools who have scheduled games with out-of-state opponents will be responsible to forward a copy of each

out-of-state opponent's Football schedule to the IHSA Office no later than September 30 of the current Football season.

2) Member schools who have contracted games with out-of-state opponents shall not be awarded a forfeit victory if the contract cannot be fulfilled because the out-of-state opponent has qualified for the playoffs in their state.

3) For purposes of at-large selection, the first nine (9) games of an out of-state opponent's schedule shall be considered as the schedule for that opponent. Playoff games of out-of-state opponents may be considered as a part of the nine-game season schedule for at-large points. Playoff games in other states must meet other criteria established in these Terms and Conditions, such as starting times, tiebreakers, etc.

E. Selection Procedure: To Qualify:

1) All games (see VIII-G-4) played through the weekend of the ninth week of the season (October 22, 2016) shall be used in determining a school's point total.

2) Enter all Conference Champions

3) After Conference Champions consider number of wins only and

a) Enter any team not meeting above criteria with 9 wins

b) Enter any team not meeting above criteria with 8 wins

c) Enter any team not meeting above criteria with 7 wins

d) Enter any team not meeting above criteria with 6 wins

e) Enter any team not meeting above criteria with 5 wins

Continue through a, b, c, d, and e above until 256 teams are selected. Conference and independent teams are considered equally.

4) At the point in selection of teams when ties must be broken, proceed as follows:

a) Consider all games of tied teams – Award 1 point for each opponent's victory

b) If tie remains, consider only games won by tied teams – Award 1 point for each opponent's victory

c) If two teams remain, use head to head competition

d) Consider the number of playoff teams that the tied teams played – Award 1 point for each playoff bound team

e) Consider the total number of wins accumulated by the playoff teams that you played – Award 1 point for each opponent's victory

f) Consider the number of play-off teams that the tied teams played - determine the total defensive points allowed for those teams and the team with the fewer total points allowed would receive the play-off bid

g) Blind draw for remaining teams

F. Team Reimbursements:

In the championship games, the IHSA will pay each school an amount based upon its mileage from the site of the State Final based upon the following:

Round Trip

Distance in Miles	Mileage Flat Rate	Allowance
0-150	\$750.00	\$5.00/mile
151-300	\$1,850.00	\$5.00/mile
301-over	\$2,700.00	\$5.00/mile

G. Unsportsmanlike Conduct:

Managers and officials have the strictest instructions to disqualify any player or coach guilty of profane or indecent language or of gross unsportsmanlike conduct. The IHSA By-laws 4.061 and 3.141 give the Board of Directors complete authority to penalize a school for any unsportsmanlike conduct on the part of the principal, the coach, or any member of the faculty or Board of Education, or any other official representative of any participating school. This authority will definitely be exercised by the Board of Directors.

H. All-Star Teams:

No officers of the playoffs, nor any member official, nor anyone serving under the supervision of the IHSA may cooperate in any way in the selection of any All-Star playoff team.

I. Bands: The playing of the National Anthem is to be done by the home school band unless it is mutually agreeable that the visiting team's band or both school bands should play. **No extra-curricular music including bands should be played after the ready for play whistle by the game official.**

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 halftime, the time allotment shall be twelve (12) minutes.

At the State Finals, the National Anthem will only be played prior to the first game on Friday and the first game on Saturday.

J. Artificial Noisemakers:

Noisemakers have not been banned from outside activities. All levels of the Football Playoffs may have artificial noisemakers unless they are not approved by the host school administration.

K. Signs and Banners:

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 play;
- d) they do not obstruct the view of participants or spectators; and
- e) they are not safety hazards.

L. Cheerleaders and Mascots:

The number of cheerleaders permitted to cheer for the championship games shall be the same number that have cheered in the current playoff games.

M. Damage to Property or Equipment:

If contestants or people from any school entered in a state series are found guilty of carelessness or maliciously breaking, damaging or destroying property or equipment belonging to the host school, such school shall be held responsible for costs incurred in replacing or repairing such property or equipment.

N. Pre-Game Practice:

After pairings have been determined, play-off teams will not be allowed practice time on the playing field at the site of the State Final games. Further, hosting schools have no obligation to permit visiting team's access to the game field prior to one hour before the game.

O. Media Requirements:

1) Provide Space
Space shall be set aside to provide for news media representatives covering playoff games whether they are from newspapers, internet sites, radio stations, commercial television stations and/or cable television stations, according to the IHSA Policies regarding News Media credentials and working assignments for IHSA state series.

2) Radio and TV Originators
It is the responsibility of the Local Manager to accept applications, approve requests to originate, collect proper rights fees payment (where required) and make cancellation refunds for television and/or radio play-by-play originations, according to the IHSA Television and/or IHSA Radio Broadcast Policy.

a) Television Rights Fees for all levels of competition below the State Final level shall be paid to the host school and shall

become part of the revenue to be shared by the member school(s) and the Association according to the financial terms stipulated in these Terms and Conditions under Item IV-A.

b) Radio Broadcast Rights Fees are not required for any level of competition in this series except State Final. Local managers shall permit radio play-by-play originations of the competition, according to the IHSA Broadcast Policy.

c) Television and/or radio stations which do not apply in advance, or which do not pay required rights fees prior to the start of competition in each respective level in this state series, shall not be given credentials nor allowed access to the facility to originate. Sponsors of the originations for television and radio shall be only those so stipulated in the respective IHSA Television and Broadcast policies.

3) Administrative Detail

Reporting information to the news media and/or the IHSA Office, as stipulated in instructions to Local Managers, shall be the responsibility of each Local Manager and is required.

P. Videotaping by Schools or Spectators:

The following film and video taping policy shall be adhered to during the state series.

1) Video taping will be allowed provided the local manager has a comparable area for both competing schools to videotape. When one school requests the video space, then the local manager shall provide similar space to both competing schools. Noncompeting schools and spectators will be allowed to videotape contests in the stand, provided they do not obstruct the view of participants and spectators.

2) Teams who qualify for the playoffs will be required to participate in a timely exchange of a minimum of two (2) films with their opponent for each round. The films exchanged will be selected by the opposing coach.

3) Coaches must make contact with opposing coaches to set arrangements for film exchange. This film exchange must occur by 6:00 p.m. Sunday.

4) An IHSA Official Roster of players must be exchanged with the film.

5) Coaches must abide by Rule 1-6-1.

6) The home team must provide the visiting team a comparable area for an equal number of spotters, i.e., if you spot with three (3) from Press Box, the visitor must be able to spot with three (3) from Press Box or an area equal if they have a Press Box on the visitor's side.

Q. Tobacco/Liquid Nicotine Products:

The use of tobacco or liquid nicotine products in any competition area, either during a practice or while a contest is in progress, or affiliated property of any IHSA state series contest by any coach, player, any other person connected with a team, or fan shall be prohibited. State series hosts are required to make all state series contest sites and any affiliated property, including parking lots, fan accommodation areas, and other school or event venue property, tobacco/liquid nicotine free zones on the date or dates of any IHSA event being held at the site.

R. 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.

S. Alcoholic Beverages and IHSA State Series:

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.

T. Prayer over the Public Address System: Prayer at an IHSA state series contest that takes place over the public address system is **prohibited**.

X. AWARDS

Appropriate awards will be furnished by the IHSA as follows:

A. Quarterfinal and Semifinal: Each school in each class participating in the quarterfinal and/or semifinal round which does not advance to the next round will receive a suitable award.

B. Team Awards: Trophies will be awarded to the winner and runner-up in each class in the State Final.

C. Individual Awards: Medallions not to exceed fifty-five (55) (6 medallions are for Supt., Prin., AD, 2 coaches, and athletic trainer) will be presented to members of the winning and runner-up team in each class at the State Final. Qualifying schools may purchase additional medallions by contacting the IHSA Office.

D. Awards Presentation: Supt., Prin., AD, Head Coach and Captains will be recognized on the awards stand at the conclusion of the state final contest. No other team personnel will be allowed on the awards stand.

XI. OFFICIALS

A. Appointments and Fees:

Where possible Certified football officials will work the playoff games. Playoff officials will be appointed by the IHSA Office. According to National Federation rules, there is no appeal. Officials' decisions are final.

B. First and Second Round:

Each official shall receive \$72.00 per game (crew of five).

C. Quarterfinal Round:

Each official shall receive \$89.50 per game (crew of five).

D. Semifinal Round:

Each official shall receive \$121.50 per game (crew of five).

E. Championship Games:

Each official shall receive \$160.00 per game, plus up to one night's lodging at a hotel designated by the IHSA Administrator (crew of five).

F. Mileage Reimbursement Policy:

In the state series, to assist officials for out of pocket expenses, a voucher system will be used to compensate officials when they actually drive in excess of 70 miles round trip per contest. Payment will be made through the IHSA Office, after completion of the tournament series, at a rate of thirty cents per mile for all mileage in excess of 70 miles round trip. No compensation will be permitted for trips of less than 70 miles round trip.

How To Find the Football Master Schedule

The annual Football Master Schedule is available on the IHSA Web site (www.ihsa.org), starting in mid-July. From the main menu, choose "Boys Football" to access the online version.

Schedules and standings are updated with scores every Monday throughout the football season. In addition, the weekly "Playoff Outlook" shows what teams are still in the playoff running and how the classes might be divided on Football Pairings Night.

The online Football Master Schedule is never out of date. Check it often!

2016 Important Football Dates To Remember

Mon., Aug. 8— Opening Date for Practice
Fri., Aug. 26 — Opening Date of Regular Season

Sat., Oct. 22 — Pairings Drawn in IHSA Office (The IHSA will not call any schools on Saturday night.)

The Pairings will be posted on the IHSA Web Site (www.ihsa.org) as soon as they have been completed.

Once the game days and starting times have been reported to the IHSA Office from the host school, the IHSA Office will post the list of the Officials assigned to each game on the IHSA School Center. You must call the crew chief of the officials assigned to your game on Tuesday by 3:00 p.m. They know they have an assignment, but they do not know where they will be going or the time of the game.

All host schools must report the game dates and times to the IHSA Office by phone (309-663-6377) or fax (309-663-7479) by 9:00 a.m. on the Monday prior to the next round of the Football Playoff Series.

Friday Games: If participating schools mutually agree, any game prior to the State Final may be played on Friday. Games shall not be played during school hours.

Saturday Games: All games shall be scheduled between 1:00 p.m. and 7:00 p.m. Starting times are to be determined by the host school after consulting with the visiting school. If visiting school has a concern they may contact the IHSA.

Fri., Oct. 28 or Sat., Oct. 29—First Round Games
Fri., Nov. 4 or Sat., Nov. 5—Second Round Games
Fri., Nov. 11 or Sat., Nov. 12—Quarterfinal Round Games
Fri., Nov. 18 or Sat., Nov. 19—Semifinal Round Games

**Session No. 1: Fri., Nov. 25 —
Championship Games**
10:00 a.m. - Class 1A
1:00 p.m. - Class 2A
4:00 p.m. - Class 3A
7:00 p.m. - Class 4A

**Session No. 2: Sat., Nov. 26 —
Championship Games**
10:00 a.m. - Class 5A
1:00 p.m. - Class 6A
4:00 p.m. - Class 7A
7:00 p.m. - Class 8A

Do What's Right!

Sportsmanship

DWR! EXPECTATIONS

- ❖ *Represent their school and community favorably through positive interaction with opposing fans and players before, during, and after the competition.*
- ❖ *Use positive yells, chants, songs or gestures.*
- ❖ *Display modesty in victory and graciousness in defeat.*
- ❖ *Respect and acknowledge the integrity and judgment of officials.*
- ❖ *Exhibit positive behavior in both personal interaction and social media comments.*

Acceptable Behavior...

- During the National Anthem, students, participants and fans should remove any hats, face the flag, not talk, place the right hand on the heart, and remain still until the end of the anthem.
- Applause during introduction of players, coaches and officials.
- Players shaking hands with opponents while both sets of fans recognize player's performance with applause.
- Accept all decisions of the game officials.
- Spirit Participants lead fans in positive support.
- Handshakes between participants and coaches at the end of contests, regardless of the outcome.
- Treat competition as a game, not a war.
- Coaches/players search out opposing participants to recognize them for outstanding performance or coaching.
- Applause at the end of the contest for performance of all participants.
- Everyone showing concern for an injured player, regardless of the team.
- Encourage surrounding people to display sportsmanlike conduct.

Unacceptable Behavior...

- Disrespectful or derogatory yells, chants, songs or gestures.
- Booming 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.



SCHOOL'S RESPONSIBILITY TO AN OFFICIAL PRIOR TO THE SEASON

1. Send a reminder card or email to the officials after you have them scheduled.
2. Reminder should include date of contest, time, level, location and sport.

Even though many schools and conferences have assignment chairpersons, sending a reminder is highly recommended. When an official does not show, people in your community won't know who the assignment chairperson is, but they do know the athletic director. **Avoid embarrassment.**

3. Have a standard wage scale set for your different sports and levels and a method in place to raise the pay periodically.
4. If possible, let the working officials know who their partner(s) will be.
5. Hire police and security along with medical assistant or athletic trainer coverage for events whenever possible.
6. Set a policy with your school board on fan, coach and player behavior.
7. Make sure all officials have a contract that is signed by your school—preferably by the principal or IHSA Official Representative.

SCHOOL'S RESPONSIBILITY TO AN OFFICIAL PRIOR TO THE CONTEST

1. Prior to the contest, provide the officials with directions and inform them of any special activities that might be occurring (i.e., Homecoming, Senior Night, etc.)
2. Give the official a number they can call in case of an emergency or postponement due to weather.
3. Have competent workers assigned at all contests (scorers, announcers, chain crew, etc.). These people are of great assistance to the official during the contest.
4. Have a host assigned to meet the officials as they arrive. The host should do the following for the officials:
 - A) Provide a reserved parking space.
 - B) Meet officials and take them to the dressing room.
 - C) Have refreshments available for halftime and postgame.
 - D) Ask for any additional needs.
 - E) Introduce the officials to those game workers pertinent to the contest (i.e., scorer, announcer, chain gang, etc.).
 - F) Get the proper pronunciation of officials' names so they are correct when given by the public address announcer.
5. Athletic director should discuss with the officials any special events, conference rules, national anthem time, etc. that would affect the game.
6. Provide the officials with the name of the adult supervisor for that contest and where that person can be found in the event a challenging situation should occur.
7. Make officials aware of location of an athletic trainer or other first responders during the contest. Have a doctor on site when possible (especially at football contests).
8. Make sure all bench personnel are properly attired.
9. Do a check on game scoreboards and lighting systems prior to the game or contest.
10. Make sure the playing area is properly marked and meets National Federation guidelines for that contest.
11. Provide appropriate secured dressing area and hot water showering facilities.



SCHOOL'S RESPONSIBILITY TO AN OFFICIAL DURING THE CONTEST

1. Insist coaches display good sportsmanship and are proper examples for your players and crowd.
2. Have your public address announcer or cheerleader read the IHSA sportsmanship statement and remain unbiased during contest.
3. Make sure the event supervisor understands the duties and responsibilities pertinent to that contest.
4. Make sure the playing area is maintained during halftime of each contest. For wrestling, make sure the mat is properly cleaned and washed.
5. Help with adverse weather conditions; monitor accordingly.
6. Make sure proper crowd control is visible and in place. Good administrative control can prevent difficult situations.
7. Observe the crowd during the contest and prevent any disturbances that may occur.
8. Work with the official during the game regarding crowd control.
9. Retrieve the game ball at the end of the contest.
10. Escort the officials back to the dressing room at halftime and at the conclusion of the contest.

SCHOOL'S RESPONSIBILITY TO AN OFFICIAL AFTER THE CONTEST

1. Escort the officials safely back to the dressing room and parking lot.
2. Do not allow unauthorized persons in the dressing room after the game. This includes coaches.
3. Have refreshments available for the officials after the contest.
4. Be sure to thank the officials for their time and effort, regardless of the outcome of the game.
5. Make sure arrangements for paying the officials have been completed. It is preferable to pay the official the day of contest.
6. Ensure that officials are not confronted by anyone after the contest.



MaxPreps Reporting Procedures

Managers: Please read the following page carefully. If you have any questions, please call Scott Johnson at the IHSA Office (309-663-6377).

IHSA Coaches and ADs can follow the below steps to gain access to their MaxPreps account:

Not a MaxPreps Member? Please complete the following steps:

1. Go to MaxPreps.com and click on "Join" in the top right corner.
2. Select the "AD/Coach Account" option.
3. Enter your email address and text from the image displayed. (we're just making sure you're not a robot!)
4. On the following screen, fill out the required fields.
5. If you have an Access Code, please enter it when prompted. (If you do not have an access code, don't worry! You can request one after registration is complete, outlined in steps 7-9.)
6. To complete the form, click "Create Account". You are now a MaxPreps member!
7. If you still need your Access Code, click on "Set up Admin Accounts" on the following confirmation page.
8. On the next screen, click on "Request Access". Our support team will get back to you within 24 hours of receiving your request with the Access Code for your team or school.

Already a MaxPreps Member? Please complete the following steps:

When signed into your MaxPreps Membership account, you will see "Hi, [Your First Name]" in the top right corner. (If you do not see "Hi, [Your First Name]", click on "Sign In" and enter your account information.) Follow the steps below to gain access to your admin account:

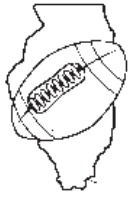
1. Click on "Hi, [Your First Name]".
2. On the next page, click on "Set up Admin Accounts" under Admin Accounts.
3. If you have an Access Code, enter in the text box provided.
4. If you do not have an Access Code, click on "Request Access". Our support team will get back to you within 24 hours of receiving your request with the Access Code for your team or school.

How to Login to after Gaining Access?

After signing into your MaxPreps Membership account, place your mouse over "Hi, [Your First Name]" and click the link for your school or team under either "AD Accounts" or "Coach Accounts" to be directed into your admin.

Need Help?

If you have any questions, please email support@maxpreps.com or give us a call at 800-329-7324 x1 and our support team will be more than happy to help!



Boys Football Information



ILLINOIS HIGH SCHOOL ASSOCIATION

2715 McGraw Drive • Bloomington, IL 61704

e-mail: sknox@ihsa.org • www.ihsa.org • Phone: 309-663-6377 • Fax: 309-663-7479 •

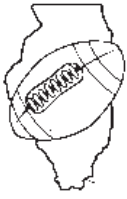
TO: IHSA Football Schools

FROM: Sam Knox, Assistant Executive Director

SUBJECT: Playoff Footballs

An agreement between the IHSA and the Wilson Ball Company requires that a Wilson football be used in ***all playoff games***. Prior to each playoff round, the IHSA office will ship a new Wilson football to each competing team.

FOOTBALL MODEL NUMBER: GST WTF 1003



Boys Football Information



ILLINOIS HIGH SCHOOL ASSOCIATION

2715 McGraw Drive • Bloomington, IL 61704

e-mail: sknox@ihsa.org • www.ihsa.org • Phone: 309-663-6377 • Fax: 309-663-7479 •

IMPORTANT NOTICE

TO: IHSA FOOTBALL SCHOOLS
FROM: SAM KNOX, ASSISTANT EXECUTIVE DIRECTOR
SUBJECT: FOOTBALL TERMS AND CONDITIONS REMINDER

Important reminder regarding the Football Terms and Conditions —

- 1) Terms and Conditions — Item VIII-D, concerning out-of-state opponents:
 - 1) **Member schools who have scheduled games with out-of-state opponents will be responsible to forward a copy of each out-of-state opponent's football schedule to the IHSA Office no later than September 30 of the current football season.**
 - 2) Terms and Conditions — Item IX-P-3, Tournament Policies
 - 3) Coaches must make contact with opposing coaches to set arrangements for film exchange. This film exchange must occur by 6:00 p.m. Sunday.
- 2) Member schools who have contracted games with out-of-state opponents shall not be awarded a forfeit victory if the contract cannot be fulfilled because the out-of-state opponent has qualified for the playoffs in their state.
- 3) For purposes of at-large selection, the first nine (9) games of an out-of-state opponent's schedule shall be considered as the schedule for that opponent. Playoff games of out-of-state opponents may be considered as a part of the nine-game season schedule for at-large points. Playoff games in other states must meet other criteria established in these Terms and Conditions, such as starting times, tiebreakers, etc.

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Emergency Action Plan (EAP)

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

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

EAP's should consist of the following components:

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

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

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

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

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

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

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



Venue-Specific Action Plan

Illinois High School Association
2715 McGraw Dr., Bloomington, IL 61704
Phone: 309-663-6377
Fax: 309-663-7479

Venue

Sport:

Location:

Emergency Personnel

Present:

On-Call:

Emergency Equipment Location On-Site

Nearest AED:

First Aid Kit:

Items for proper care of blood-borne pathogens:

Ice or chemical ice packs, water and towels:

Player Medical Information:

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

Communication

Access to 911:

Access to on-call emergency medical personnel:

Role of First on the Scene:

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

EMS Access:

If EMS is called provide directions/access to scene

Directions to site/location:

Open access gates
Designate individual to meet EMS at entrance

IHSA Protocol for Implementation of NFHS Sports Playing Rule for Concussions

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

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

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

Definition of a Concussion

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

Behavior or signs observed indicative of a possible concussion

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

Symptoms reported by a player indicative of a possible concussion

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

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

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

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

ILLINOIS HIGH SCHOOL ASSOCIATION

2715 McGraw Drive • Bloomington, IL 61704

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

Concussion Information

Return to Play (RTP) Policy

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

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

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

Mandatory Concussion Education

Required concussion education for all athletic coaches and marching band directors is a component of the Youth Sports Concussion Safety Act passed by the Illinois General Assembly in the fall of 2015

The IHSA program includes two video presentations and other supplementary materials that ALL high school athletic coaches, marching band directors, and Concussion Oversight Team members need to review prior to taking a required exam over the curriculum. Individuals will be required to demonstrate proficiency on the exam by scoring at least 80% in order to serve as an athletic coach or marching band director at an IHSA member school.

The program offers training in the subject matter of concussions, including evaluation, prevention, symptoms, risks, and long-term effects. Coaches will be able to access the program after logging into the IHSA Schools Center and clicking on the “CON” tab, which will be located under the ‘Departments’ heading on the Schools Center homepage.

For more information on the Youth Sports Concussion Safety Act, including specific requirements of the law and other concussion education providers besides IHSA, individuals can access Sports Medicine resources on the IHSA website at <http://www.ihsa.org/Resources/SportsMedicine.aspx>.



SUGGESTED GUIDELINES FOR MANAGEMENT OF CONCUSSION IN SPORTS

EVEN SEEMINGLY MINOR CONCUSSIONS
CAN HAVE DEVASTATING RESULTS

CHECKING FOR CONCUSSION

The presence of any of the signs or symptoms that are listed in this brochure suggest a concussion has most likely occurred. In addition to observation and direct questioning for symptoms, medical professionals have a number of other instruments to evaluate attention, processing speed, memory, balance, reaction time, and ability to think and analyze information (called executive brain function). These are the brain functions that are most likely to be adversely affected by a concussion and most likely to persist during the post concussion period.

If an athlete seems "clear" he or she should be exercised enough to increase the heart rate and then evaluate if any symptoms return before allowing that athlete to practice or play.

Computerized tests that can evaluate brain function are now being used by some medical professionals at all levels of sports from youth to professional and elite teams. They provide an additional tool to assist physicians in determining when a concussed athlete appears to have healed enough to return to school and play. This is especially helpful when dealing with those athletes denying symptoms in order to play sooner.

For non-medical personnel, the Centers for Disease Control and Prevention (CDC) has also developed a tool kit ("Heads Up: Concussion in High School Sports"), which has been made available to all high schools, and has information for coaches, athletes and parents. The NFHS is proud to be a co-sponsor of this initiative.

PREVENTION

Although all concussions cannot be prevented, many can be minimized or avoided. Proper coaching techniques, good officiating of the existing rules, and use of properly fitted equipment can minimize the risk of head injury. Although the NFHS advocates the use of mouthguards in nearly all sports and mandates them in some, there is no convincing scientific data that their use will prevent concussions.

Prepared by NFHS Sports Medicine Advisory Committee. 2009

References:

NFHS. Concussions. 2008 NFHS Sports Medicine Handbook (Third Edition). 2008: 77-82.
NFHS. <http://www.nfhs.org>.

**National Federation of State
High School Associations**

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www.nfhs.org

SIGNS AND SYMPTOMS OF CONCUSSION

Concussions can appear in many different ways. Listed below are some of the signs and symptoms frequently associated with concussions. Most signs, symptoms and abnormalities after a concussion fall into the four categories listed below. A coach, parent or other person who knows the athlete well can often detect these problems by observing the athlete and/or by asking a few relevant questions of the athlete, official or a teammate who was on the field or court at the time of the concussion. Below are some suggested observations and questions a non-medical individual can use to help determine whether an athlete has suffered a concussion and how urgently he or she should be sent for appropriate medical care.

1. PROBLEMS IN BRAIN FUNCTION:

- Confused state – dazed look, vacant stare or confusion about what happened or is happening.
- Memory problems – can't remember assignment on play, opponent, score of game, or period of the game; can't remember how or with whom he or she traveled to the game, what he or she was wearing, what was eaten for breakfast, etc.
- Symptoms reported by athlete – Headache, nausea or vomiting; blurred or double vision; oversensitivity to sound, light or touch; ringing in ears; feeling foggy or groggy; dizziness.
- Lack of sustained attention – difficulty sustaining focus adequately to complete a task, a coherent thought or a conversation.

2. SPEED OF BRAIN FUNCTION: Slow response to questions, slow slurred speech, incoherent speech, slow body movements and slow reaction time.

3. UNUSUAL BEHAVIORS: Behaving in a combative, aggressive or very silly manner; atypical behavior for the individual; repeatedly asking the same question over and over; restless and irritable behavior with constant motion and attempts to return to play; reactions that seem out of proportion and inappropriate; and having trouble resting or "finding a comfortable position."

4. PROBLEMS WITH BALANCE AND COORDINATION:

Dizziness, slow clumsy movements, inability to walk a straight line or balance on one foot with eyes closed.

IF NO MEDICAL PERSONNEL ARE ON HAND AND AN INJURED ATHLETE HAS ANY OF THE ABOVE SYMPTOMS, HE OR SHE SHOULD BE SENT FOR APPROPRIATE MEDICAL CARE.

INTRODUCTION

Concussions are a common problem in sports and have the potential for serious complications if not managed correctly. Even what appears to be a "minor ding or bell ringer" has the real risk of catastrophic results when an athlete is returned to action too soon. The medical literature and lay press are reporting instances of death from "second impact syndrome" when a second concussion occurs before the brain has recovered from the first one regardless of how mild both injuries may seem.

At many athletic contests across the country, trained and knowledgeable individuals are not available to make the decision to return concussed athletes to play. Frequently, there is undue pressure from various sources (parents, player and coach) to return a valuable athlete to action. In addition, often there is unwillingness by the athlete to report headaches and other findings because the individual knows it would prevent his or her return to play.

Outlined below are some guidelines that may be helpful for parents, coaches and others dealing with possible concussions. Please bear in mind that these are general guidelines and must not be used in place of the central role that physicians and athletic trainers must play in protecting the health and safety of student-athletes.

SIDELINE MANAGEMENT OF CONCUSSION

- 1. Did a concussion take place?** Based on mechanism of injury, observation, history and unusual behavior and reactions of the athlete, even without loss of consciousness, assume a concussion has occurred if the head was hit and even the mildest of symptoms occur. (*See other side for signs and symptoms*)
- 2. Does the athlete need immediate referral for emergency care?** If confusion, unusual behavior or responsiveness, deteriorating condition, loss of consciousness, or concern about neck and spine injury exist, the athlete should be referred at once for emergency care.
- 3. If no emergency is apparent, how should the athlete be monitored?** Every 5- 10 minutes, mental status, attention, balance, behavior, speech and memory should be examined until stable over a few hours. If appropriate medical care is not available, an athlete even with mild symptoms should be sent for medical evaluation.
- 4. No athlete suspected of having a concussion should return to the same practice or contest, even if symptoms clear in 15 minutes.**

MANAGEMENT OF CONCUSSIONS AND RETURN TO PLAY

(*See "SIDELINE DECISION-MAKING" Below*)

Increasing evidence is suggesting that initial signs and symptoms, including loss of consciousness and amnesia, may not be very predictive of the true severity of the injury and the prognosis or outcome. More importance is being assigned to the duration of such symptoms and this, along with data showing symptoms may worsen some time after the head injury, has shifted focus to continued monitoring of the athlete. This is one reason why these guidelines no longer include an option to return an athlete to play even if clear in 15 minutes and why there is no discussion about the "Grade" of the concussion.

Any athlete who is removed from play because of a concussion should have medical clearance from an appropriate health care professional before being allowed to return to play or practice. The Second International Conference on Concussion held in Prague recommends an athlete should not return to practice or competition in sport until he or she is asymptomatic including after exercise.

Recent information suggests that mental exertion, as well as physical exertion, should be avoided until concussion symptoms have cleared. Premature mental or physical exertion may lead to more severe and more prolonged post concussion period. Therefore, the athlete should not study, play video games, do computer work or phone texting until his or her symptoms are resolving. Once symptoms are clear, the student-athlete should try reading for short peri-

ods of time. When 1-2 hours of studying can be done without symptoms developing, the athlete may return to school for short periods gradually increasing until a full day of school is tolerated without return of symptoms.

Once the athlete is able to complete a full day of school work, without PE or other exertion, the athlete can begin the gradual return to play protocol as outlined below. Each step increases the intensity and duration of the physical exertion until all skills required by the specific sport can be accomplished without symptoms. These recommendations have been based on the awareness of the increased vulnerability of the brain to concussions occurring close together and of the cumulative effects of multiple concussions on long-term brain function. Research is now revealing some fairly objective and relatively easy-to-use tests which appear to identify subtle residual deficits that may not be obvious from the traditional evaluation. These identifiable abnormalities frequently persist after the obvious signs of concussion are gone and appear to have relevance to whether an athlete can return to play in relative safety. The significance of these deficits is still under study and the evaluation instruments represent a work in progress. They may be helpful to the professional determining return to play in conjunction with consideration of the severity and nature of the injury; the interval since the last head injury; the duration of symptoms before clearing; and the level of play.

SIDELINE DECISION-MAKING

1. No athlete should return to play (RTP) on the same day of concussion.
2. Any athlete removed from play because of a concussion must have medical clearance from an appropriate health care professional before he or she can resume practice or competition.
3. Close observation of athlete should continue for a few hours.
4. After medical clearance, RTP should follow a step-wise protocol with provisions for delayed RTP based on return of any signs or symptoms.

MEDICAL CLEARANCE RTP PROTOCOL

1. No exertional activity until asymptomatic.
2. When the athlete appears clear, begin low-impact activity such as walking, stationary bike, etc.
3. Initiate aerobic activity fundamental to specific sport such as skating or running, and may also begin progressive strength training activities.
4. Begin non-contact skill drills specific to sport such as dribbling, fielding, batting, etc.
5. Full contact in practice setting.
6. If athlete remains asymptomatic, he or she may return to game/play.

A. ATHLETE MUST REMAIN ASYMPTOMATIC TO PROGRESS TO THE NEXT LEVEL.

B. IF SYMPTOMS RECUR, ATHLETE MUST RETURN TO PREVIOUS LEVEL.

C. MEDICAL CHECK SHOULD OCCUR BEFORE CONTACT.

NOCSAE Manual Helmet Information

NOCSAE Licensed Reconditioners

(From the current NOCSAE manual)

Licensed reconditioners themselves test used helmets to the original standard applicable when the helmet was new.

The NOCSAE helmet standards are voluntary test standards that have been developed to reduce head injuries by establishing requirements of impact attenuation for football helmets/face masks, baseball/softball batting helmets, baseballs and softballs, and lacrosse helmets/face masks. These standards are adopted by various regulatory bodies for sports, including the National Collegiate Athletic Association (NCAA) and the National Federation of State High School Associations (NFHS).

NOCSAE continually studies all types of helmets and test conditions, and the severity of the tests will be changed when credible evidence is presented that such changes will affect injury reduction.

The NOCSAE helmet standard is not a warranty, but simply a statement that a particular helmet met the requirements of performance tests when it was manufactured or reconditioned. For football helmets, NOCSAE does recommend that the consumer adhere to a program of periodically having used helmets recertified. Because of the difference in the amount and intensity of usage on each helmet, the consumer should use discretion regarding the frequency with which certain helmets are to be recertified.

Those helmets which meet the NOCSAE standard must bear the seal, "Meets NOCSAE standards" and the logo for that type of helmet. The seal and the logo are permanently branded on the outside rear portion of the helmet.

The NOCSAE standard does not require the use of specific brand name replacement parts when helmets are reconditioned. Neither the test nor the performance standard call for any specific materials or designs. The standard speaks only to the performance of the helmet when new, or after reconditioning and recertification.

The National Athletic Equipment Reconditioners Association, NAERA, policy will not certify any football helmet 10 years of age or older. For example at the end of this upcoming 2015 football season, any helmet dated 2006 or older will not be reconditioned/recertified.

NOCSAE Licensed Reconditioners

Note: Check with your local Sporting Goods dealer regarding NOCSAE Licensed Football Helmet Reconditioners.

NOCSAE statement on third party helmet add-on products and certification:

"NOCSAE helmet standards are specific to models which are identical in all aspects, except as to size. The testing required to support the certification is also specific to the model being certified. NOCSAE standards require that any change in configuration, padding, shell geometry, or protective system requires a new model designation with separate certification testing. The addition of after-market items by anyone that changes or alters the protective system by adding or deleting protective padding to the inside or outside of the helmet, or which changes or alters the geometry of the shell or adds mass to the helmet, whether temporary or permanent, voids the certification of compliance with the NOCSAE standard."

Heat Stress and Athletic Participation

By Dr. Frederick O. Mueller, University of North Carolina

Early fall football, cross country, soccer and field hockey practices are conducted in very hot and humid weather in many parts of the United States. Due to the equipment and uniform needed in football, most of the heat problems have been associated with football. During the 1998 season there were four heat stroke deaths in football. There are no excuses for heat stroke deaths if the proper precautions are taken. During hot weather, the athlete is subject to the following:

Heat Cramps - painful cramps involving abdominal muscles and extremities caused by intense, prolonged exercise in the heat and depletion of salt and water due to profuse sweating.

Heat Syncope - weakness, fatigue and fainting due to loss of salt and water in sweat and exercise in the heat. Predisposes to heatstroke.

Heat Exhaustion (Water Depletion) - excessive weight loss, reduced sweating, elevated skin and core body temperature, excessive thirst, weakness, headache and sometimes unconsciousness.

Heat Exhaustion (Salt Depletion) - exhaustion, nausea, vomiting, muscle cramps, and dizziness due to profuse sweating and inadequate replacement of body salts.

Heat Stroke - an acute medical emergency related to thermoregulatory failure. Associated with nausea, seizures, disorientation, and possible unconsciousness or coma. It may occur suddenly without being preceded by any other clinical signs. The individual is usually unconscious with a high body temperature and a hot dry skin (heatstroke victims, contrary to popular belief, may sweat profusely).

It is believed that the above mentioned heat stress problems can be controlled provided certain precautions are taken. According to the American Academy of Pediatrics Committee on Sports Medicine, heat related illnesses are all preventable. (Sports Medicine: Health Care for Young Athletes, American Academy of Pediatrics, 1991). The following practices and precautions are recommended:

1. Each athlete should have a physical examination with a medical history when first entering a program and an annual health history update. History of previous heat illness and type of training activities before organized practice begins should be included. State High School Association's recommendations should be followed.
2. It is clear that top physical performance can only be achieved by an athlete who is in top physical condition. Lack of physical fitness impairs the performance of an athlete who participates in high temperatures. Coaches should know the **physical condition** of their athletes and set practice schedules accordingly.
3. Along with physical conditioning, the factor of acclimatization to heat is important. Acclimatization is the process of becoming adjusted to heat and it is essential to provide for **gradual acclimatization to hot weather**. It is necessary for an athlete to exercise in the heat if he/she is to become acclimatized to it. It is suggested that a graduated physical conditioning program be used and that 80% acclimatization can be expected to occur after the first 7-10 days. Final stages of acclimatization to heat are marked by increased sweating and reduced salt concentration in the sweat.
4. The old idea that water should be withheld from athletes during workouts **has no scientific foundation**. The most important safeguard to the health of the athlete is the replacement of water. Water must be on the field and readily available to the athletes at all times. It is recommended that a minimum of 10-minutes should be scheduled for a water break every half hour of heavy exercise in the heat. **Water should be available in unlimited quantities**. Check and be sure athletes are drinking the water. Cold water is preferable. Drinking ample water before practice or games has also been found to aid performance in the heat.
5. Salt should be replaced daily. Modest salting of foods after practice or games will accomplish this purpose. Salt tablets are not recommended. **Attention must be directed to replacing water - fluid replacement is essential**.
6. Cooling by evaporation is proportional to the area of the skin exposed. In extremely hot and humid weather reduce the amount of clothing covering the body as much as possible. **Never use rubberized clothing**.
7. Athletes should weigh each day before and after practice and **weight charts checked**. Generally a 3 percent weight loss through sweating is safe and over a 3 percent weight loss is in the danger zone. Over a 3 percent weight loss the athlete should not be allowed to practice in hot and humid conditions. Observe the athletes closely under all conditions. Do not allow athletes to practice until they have adequately replaced their weight.
8. Observe athletes carefully for signs of trouble, particularly athletes who lose significant weight and the eager athlete who constantly competes at his/her capacity. Some trouble signs are nausea, incoherence, fatigue, weakness, vomiting, cramps, weak rapid pulse, visual disturbance and unsteadiness.
9. Teams that encounter hot weather during the season through travel or following an unseasonably cool period should be physically fit but will not be environmentally fit. Coaches in this situation should follow the above recommendations and substitute more frequently during games.
10. Know what to do in case of an emergency and have your emergency plans written with copies to all your staff. Be familiar with immediate first aid practice and prearranged procedures for obtaining medical care, including ambulance service.

HEAT STROKE: THIS IS A MEDICAL EMERGENCY - DELAY COULD BE FATAL. Immediately cool body while waiting for transfer to a hospital. Remove clothing and place ice bags on the neck, in the axilla (armpit), and on the groin area. An increasing number of medical personnel are now using a treatment for heat illness that involves applying either alcohol or cool water to the victim's skin and vigorously fanning the body. The fanning causes evaporation and cooling. (Source - The First Aider - September 1987)

HEAT EXHAUSTION: OBTAIN MEDICAL CARE AT ONCE. Cool body as you would for heat stroke while waiting for transfer to hospital. Give fluids if athlete is able to swallow and is conscious.

SUMMARY: The main problem associated with exercising in the hot weather is water loss through sweating. Water loss is best replaced by allowing the athlete unrestricted access to water. Water breaks two or three times per hour are better than one break an hour. Probably the best method is to have water available at all times and to allow the athlete to drink water whenever he/she needs it. Never restrict the amount of water an athlete drinks, and be sure the athletes are drinking the water. The small amount of salt lost in sweat is adequately replaced by salting food at meals. Talk to your medical personnel concerning emergency treatment plans.

Managing Heat and Heat Illness

These guidelines represent minimum standards that IHSA member schools should follow for athletic competitions. Schools with more restrictive guidelines are not expected to modify any pre-existing guidelines in order to meet this policy. These guidelines will be used by managers or their designees at all IHSA state series events when the Wet Bulb Globe Temperature (WBGT) is above 80 degrees Fahrenheit. State series tournament managers will make the decisions to suspend and resume activity in accordance with these guidelines using those devices or systems usually used at the state series venue/site.

1. Thirty minutes prior to the start of an activity, and again 60 minutes after the start of the activity, temperature and humidity readings will be taken at the site of the activity. Using a Wet Bulb Globe Thermometer is recommended, although a conversion to WBGT can be made from air temperature and relative humidity using chart 2. Record the readings in writing and maintain the information in files of the tournament manager and/or host school administration. Tournament managers may designate someone other than themselves to take these readings.

Use the Table 1 (see below) with an on-site WBGT reading for appropriate exercise modifications during exercising in the heat:

Table 1

a. ≤ 79.9 degrees F

- i. All sports
 1. Provide ample amounts of water. This means that water should always be available and athletes should be able to take in as much water as they desire.
 2. Optional water breaks every 30 minutes for 10 minutes in duration. Coordinate breaks with assigned contest officials.
 3. Ice-down towels for cooling.
 4. Watch/monitor athletes carefully for necessary action.

b. 80.0-84.5 degrees F

- i. All sports
 1. Provide ample amounts of water. This means that water should always be available and athletes should be able to take in as much water as they desire.
 2. Optional water breaks every 30 minutes for 10 minutes in duration. Coordinate breaks with assigned contest officials.
 3. Provide cooling stations using methods such as ice towels.
 4. Watch/monitor athletes carefully for necessary action
- ii. Contact sports and activities with additional protective equipment (in addition to the above measures)
 1. Helmets and other possible equipment removed while not involved in contact.
- iii. Reduce time of outside activity. Consider postponing activity to later in the day.
- iv. Recheck air temperature and humidity every 30 minutes to monitor for increased heat conditions or sooner if personnel on the field suspects potential heat stress.

c. 84.6-87.5 degrees F

- i. All sports
 1. Provide ample amounts of water. This means that water should always be available and athletes should be able to take in as much water as they desire.
 2. Schedule at least 4 separate 4:00 breaks within each hour, or a 10:00 break every 30:00 of training or competition.
 3. Coordinate breaks with assigned contest officials.
 4. Have cooling stations for before, during, and after exercise/training/competition.
 5. Watch/monitor athletes carefully for necessary action
 6. Reduce time of outside activity as well as indoor activity if air conditioning is unavailable.
 7. Consider postponing activity to later in the day or another day (with approval from IHSA Administration)
 8. If practicing, maximum of 2 hours of training/practice while temperature is in this range.

- ii. Contact sports and activities with additional protective equipment (in addition to the above measures)
 - 1. Helmets and other possible equipment removed if not involved in activity or necessary for safety. If necessary for safety, suspend activity.
- iii. Recheck air temperature and humidity every 30 minutes to monitor for increased heat conditions.

d. 87.6-89.9 degrees F

- i. All sports
 - 1. Provide ample amounts of water. This means that water should always be available and athletes should be able to take in as much water as they desire.
 - 2. Schedule at least 4 separate 4:00 breaks within each hour, or a 10:00 break every 30:00 of training or competition.
 - 3. Coordinate breaks with assigned contest officials.
 - 4. Have cooling stations for before, during, and after exercise/training/competition.
 - 5. Watch/monitor athletes carefully for necessary action
 - 6. Reduce time of outside activity as well as indoor activity if air conditioning is unavailable.
 - 7. Consider postponing activity to later in the day or another day (with approval from IHSA Administration)
 - 8. If practicing, maximum of 1 hour of training/practice while temperature is in this range.
- ii. Contact sports and activities with additional protective equipment (in addition to the above measures)
 - 1. Helmets and other possible equipment removed if not involved in activity or necessary for safety. If necessary for safety, suspend activity.
- iii. Recheck air temperature and humidity every 30 minutes to monitor for increased heat conditions.

e. 90 degrees F

- i. All sports
 - 1. No training/competition
 - 2. Cancel and/or postpone activity to cooler time of the day

NOTE: While most attention will be given to outdoor sports in the fall and spring, indoor venues/facilities (gymnasiums, wrestling rooms, and swimming/diving facilities) that are not air conditioned should not be neglected for the purposes of this policy. Additionally, sometimes conditions will vary for different aspects of the same competition. For example, one part of a cross-country course may be hotter or more humid than other parts. The best course of action for managers is to take a WBGT reading at the place of the most severe conditions.

Table 2. Estimate WBGT from ambient temperature and relative humidity assuming full sun conditions

		Wet Bulb Globe Temperature (WBGT) from Temperature and Relative Humidity																																	
		Temperature in Degrees Fahrenheit																																	
		68.0	69.8	71.6	73.4	75.2	77.0	78.8	80.6	82.4	84.2	86.0	87.8	89.6	91.4	93.2	95.0	96.8	98.6	100.4	102.2	104.0	105.8	107.6	109.4	111.2	113.0	114.8	116.6	118.4	120.2	122.0			
Relative Humidity (%)	0	59.0	60.8	60.8	62.6	64.4	64.4	66.2	66.2	68.0	68.0	69.8	71.6	71.6	73.4	73.4	75.2	75.2	77.0	77.0	78.8	80.6	80.6	82.4	82.4	84.2	84.2	86.0	87.8	87.8	89.6	91.4	91.4	93.2	95.0
	5	60.8	60.8	62.6	64.4	64.4	66.2	66.2	68.0	69.8	69.8	71.6	71.6	73.4	73.4	75.2	75.2	77.0	78.8	78.8	80.6	80.6	82.4	84.2	84.2	86.0	87.8	87.8	89.6	91.4	91.4	93.2	95.0		
	10	60.8	62.6	62.6	64.4	66.2	66.2	68.0	69.8	69.8	71.6	73.4	73.4	75.2	77.0	77.0	78.8	80.6	80.6	82.4	84.2	84.2	86.0	87.8	89.6	89.6	91.4	93.2	95.0	96.8	96.8	98.6	98.6		
	15	62.6	62.6	64.4	66.2	66.2	68.0	69.8	69.8	71.6	73.4	73.4	75.2	77.0	78.8	78.8	80.6	82.4	84.2	84.2	86.0	87.8	89.6	91.4	91.4	93.2	95.0	96.8	98.6	100.4	100.4	102.2			
	20	62.6	64.4	64.4	66.2	68.0	69.8	69.8	71.6	73.4	75.2	75.2	77.0	78.8	80.6	80.6	82.4	84.2	86.0	87.8	89.6	89.6	91.4	93.2	95.0	96.8	98.6	100.4	102.2						
	25	64.4	64.4	66.2	68.0	68.0	69.8	71.6	73.4	75.2	75.2	77.0	78.8	80.6	82.4	82.4	84.2	86.0	87.8	89.6	91.4	93.2	95.0	96.8	98.6	100.4	102.2								
	30	64.4	66.2	68.0	68.0	69.8	71.6	73.4	73.4	75.2	77.0	78.8	80.6	82.4	84.2	84.2	86.0	87.8	89.6	91.4	93.2	95.0	96.8	98.6	100.4	102.2									
	35	64.4	66.2	68.0	69.8	71.6	73.4	73.4	75.2	77.0	78.8	80.6	82.4	84.2	84.2	86.0	87.8	89.6	91.4	93.2	95.0	96.8	98.6	100.4	102.2										
	40	66.2	68.0	69.8	69.8	71.6	73.4	75.2	77.0	78.8	80.6	82.4	84.2	86.0	87.8	89.6	91.4	93.2	95.0	96.8	98.6	100.4	102.2												
	45	66.2	68.0	69.8	71.6	73.4	75.2	77.0	78.8	80.6	80.6	82.4	84.2	86.0	89.6	91.4	93.2	95.0	96.8	98.6	100.4														
	50	68.0	69.8	71.6	73.4	73.4	75.2	77.0	78.8	80.6	82.4	84.2	86.0	87.8	91.4	93.2	95.0	96.8	98.6	102.2															
	55	68.0	69.8	71.6	73.4	75.2	77.0	78.8	80.6	82.4	84.2	86.0	87.8	89.6	93.2	95.0	96.8	98.6	100.4																
	60	69.8	71.6	73.4	75.2	77.0	78.8	80.6	82.4	84.2	86.0	87.8	89.6	91.4	95.0	96.8	98.6	100.4																	
	65	69.8	71.6	73.4	75.2	77.0	78.8	80.6	82.4	84.2	87.8	89.6	91.4	93.2	96.8	100.4																			
	70	71.6	73.4	75.2	77.0	78.8	80.6	82.4	84.2	86.0	87.8	91.4	93.2	95.0	96.8	100.4	102.2																		
	75	71.6	73.4	75.2	77.0	78.8	80.6	84.2	86.0	87.8	89.6	91.4	95.0	96.8	98.6	102.2																			
	80	73.4	75.2	77.0	78.8	80.6	82.4	84.2	86.0	89.6	91.4	93.2	96.8	100.4																					
85	73.4	75.2	77.0	78.8	82.4	84.2	86.0	87.8	89.6	93.2	95.0	98.6	100.4	102.2																					
90	75.2	77.0	78.8	80.6	82.4	84.2	87.8	89.6	91.4	95.0	96.8	98.6	102.2																						
95	75.2	77.0	78.8	80.6	84.2	86.0	87.8	91.4	93.2	95.0	98.6	100.4																							
100	75.2	78.8	80.6	82.4	84.2	87.8	89.6	91.4	95.0	96.8	100.4	102.2																							

NOTE: This table is compiled from an approximat formula which only depends on temperature and humidity. The formula is valid for full sunshine and a light wind. Table adapted from Bureau of Meteorology

Cooling Methods Due to Heat Related Illness

Exertional heat stroke (EHS) is relatively uncommon among exercise associated medical conditions, but is a frequent cause of exercise related death. The majority of evidence shows that early institution of body cooling is the most effective method of decreasing mortality in EHS. The following contains recommendations regarding the methods of body cooling, including tubs, ice bags, iced towels (towels with water that have been frozen) water, fans, and shade. The recommendations are classified as essential (foundational to the implementation of treatment, should have resources and personnel directed towards implementation), and desirable (important in maximal implementation, should have resources and personnel directed towards implementation as budget and resources allow). The recommendations are only guidelines, are not intended as a standard of care, and should not be considered as such. These guidelines should only be considered in the care of athletes who can be expected to be at risk of EHS due to the sport or the environmental situation of the activity. Sports especially at risk include football with and without equipment, soccer, and long distance track. Other sports and activities, such as cycling, golf, baseball, tennis, track and field, and band, may also be at risk due to long duration exposure to extreme environmental conditions.

It is essential that member schools and school administrators/officials:

- Establish a written plan coordinated with local EMS for emergency treatment of EHS that includes transport to a hospital and conduct drills in the implementation of the plan as practicable.
- Know how to assess environmental conditions and determine when extreme conditions exist.
- Identify a specific spot at the athletic facility that has shade.
- Have immediate access to ice and bags to contain ice.
- Have access to water, and provide water breaks as outlined in the IHSA Managing Heat and Humidity Policy.
- Know the most effective sites for application of ice to the body.
- Obtain and use, when environmental conditions are determined to be extreme, a tub or pool, filled with water and ice before activity begins, to be used in body immersion for maximal cooling, and have personnel trained in this technique.

It is desirable that member schools and school administrators/officials:

- Have a certified athletic trainer (ATC) on staff, as budget and resources allow, to develop and implement these guidelines.
- Have immediate access to water.
- Provide shade breaks.
- Provide fans when environmental conditions are determined to be extreme.
- Have close access to an air conditioned room.
- Have access to and use iced towels that can be rotated to appropriate areas of the body, including the axilla, groin, and back of the neck.

Resources

1. *Procedure for Avoiding Heat Injury/Illness through Analysis of Heat Index and Restructuring of Activities and Recommendations for Cooling Methods Due to Heat Related Illness.* Kentucky Medical Association/Kentucky High School Athletic Association. 2010.
2. Binkley HM et al. NATA Position statement: *Exertional heat illness.* J Ath Training 2002; 37: 329-343.
3. Casa DJ et al. *Survival strategy: Acute treatment of exertional heat stroke.* J Strength Conditioning Res 2006; 20: 462.
4. Armstrong LE et al. *ACSM position stand: Exertional heat illness during training and competition.* Med Sci Sports Exerc 2007; 41: 556-572.
5. *Model Policy for Managing Heat & Humidity.* Michigan High School Athletic Association. 2013.

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.



Unmanned Aerial Vehicle (Drone) Policy

For IHSA Tournaments

Effective February 18, 2015

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

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

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

How To Determine The At-Large Teams

In order to complete the 32-team bracket in each class, "At Large" berths are filled according to a selection procedure outlined in the 2016 Football Playoff Series Terms and Conditions. Teams earn these "At Large" berths just like conference champions earn their regularly-provided berths — on the playing field. The point system and selection procedure requires a won-lost record (through the final week of the season) of all schools.

Every game played by every football playing school will have a bearing on the point system. How a school fared against each of its opponents and how that school's opponents fared in the games it played, are taken into consideration in determining the teams to fill "At Large" berths available in a class. The team(s) with the highest point totals from among those eligible for consideration earn the berths.

Figuring Points

Should there be more teams at a certain win level than there are "At Large" berths available, the berths will be awarded according to the following procedure:

1) After adding the total number of wins by all of the school's opponents, the school with the most opponent wins will receive the berth.

2) If there still is a tie, only the wins of each opponent beaten by one of the tied teams will be added, and the school with the most wins by a beaten opponent will receive the berth.

3) If there still is a tie, only the wins of each opponent to beat a tied team will be added, and the berth will go to the school having lost to the opponent(s) with the most wins.

Here's an example of how the procedure would work with the example on the following page:

Herscher, with eight (8) wins, would be given a berth before any of the teams with seven (7) wins.

If one berth remained, Geneseo (Darnall) would get the berth versus Roxana and/or Yorkville because of the 42 wins by all its opponents.

Between Roxana and Yorkville, the berth would be given to Yorkville because it had 33 wins from teams it beat compared to Roxana's 32. If both had 32 wins, Step 3 would have given the berth to Roxana because the total wins of the two teams to beat Roxana was nine (8-1) compared to Yorkville's eight (8-0).

4) If, after Step 3, there still is a tie, if the tied teams had played during the season, the team winning the regular season game would receive the berth.

5) Should none of the previous steps determine the team(s) to fill any remaining "At Large" berth, the final steps would be:

- Consider the number of playoff teams that the tied teams played. If this does not break the tie then:

- Consider the total number of wins accumulated by the playoff teams that you played.

- Blind draw for remaining teams.

How Strikes Are Figured

If a scheduled contest between a Striking School and Non-Striking School is not rescheduled and played a later date, two things can occur:

1) The two schools may mutually agree to cancel the contract between them for the contest.

2) One or both of the schools may not agree to cancel the contest contract, and the Striking School must take a forfeit loss and the Non-Striking School must take a forfeit win for the contest(s) involved.

A team is allowed to play (participate in) a maximum of nine (9) games at a rate of one per week. This maximum of nine (9) games means either a game participated in by a given school on the gridiron, or a game won-lost by forfeit for a given school. The Football Playoff Point System used for determining "At Large" teams is based upon this nine (9) game maximum. Only one game per week can "count" in the Football Playoff Point System, unless a change is approved by the Executive Director.

A Non-Striking team may receive both a forfeit win from a Striking School and may reschedule another opponent and play this "added" game in the same week, but only the original game is counted in the Football Playoff Point System (if it is one of the School's nine).

For example, School A is on strike and is scheduled to play School B Friday night. The game is forfeited by School A to School B on Tuesday. On Wednesday, School B reschedules with School C, and they play Friday night. Here is how the situation is viewed:

1) IHSA for Football Playoffs: The original game of A vs. B is the only counter.

2) By Media for Overall Won-lost Record: The news media season won-lost record of a given school should reflect both games actually played and games won-lost by forfeit. A school could play a total of nine games on the grid-iron and receive credit in the media for winning or losing as many as nine more games because of forfeit.

How To Record Strike Games

If the game is rescheduled and played at a later date in the season, consider it only as a postponed game, and as a counting game for each of the competing schools.

If the game is not rescheduled and not played at a later date in the season, then:

1) Striking School is credited with a forfeit loss for purposes of the Football Playoff Point System, and its media season won-lost record.

2) Non-Striking School is credited with a forfeit win for purposes of the Football Playoff Point System, and its media season won-lost record.

3) Non-Striking School may play another opponent, but regardless of the outcome of the game, it will not count in the Football Playoff Point System for the Non-Striking School. It may

be a counting game, however, for the new opponent. Each school must play a minimum of eight (8) games by the ninth (9th) week of the season to be eligible for consideration for the playoffs either as conference representative or "At Large" qualifiers.

4) Striking School may play another opponent, after forfeiting, and that game will not count in the Football Playoff Point System for the Striking School. (It may be counted by the opponent if it is one of the minimum-maximum number of games allowed for the opponent.)

5) If both schools scheduled to play are on strike, and if the game is not played at a later date, it is recorded as a non-game, and cannot be counted as one of the minimum eight (8) games played by the ninth (9th) week of season. If one school had nine games scheduled (contracted) and the other had eight, the first school's schedule would be reduced to eight games (still eligible) and the second school's schedule would be reduced to seven games (not eligible).

6) The forfeit losses are considered as "games played" by both the Striking School and the Non-Striking School to meet the eight (8) game requirements of the Football Terms and Conditions.

How To Count "Added" Games

1) Non-Striking School will record a win for the forfeit and the outcome of the "added" game to its won-lost record. The "added" game will not count in the Football Playoff Point System, but the won-lost record published in the media, etc., will reflect both the forfeited game and the played game.

2) Striking School will record a loss for the forfeit and the outcome of the "added" game to its won-lost record. The "added" game will not count in the Football Playoff Point System, but the won-lost record published by the media will reflect both the forfeited game and the played game.

3) "Added" opponent for the Non-Striking School may count this game as one of its maximum nine (9) which can be played. It cannot, however, be a game in excess of the maximum nine (9) allowed by the IHSA Football Sport Season by-law. The outcome of the game shall be recorded on the won-lost record and in the Football Playoff Point System.

4) All team and individual statistics accumulated in an "added" game shall be maintained and shall be included in the team and individual totals for the season for each participating team.

'AT LARGE' POTENTIALS

The following is a hypothetical example of how the point system works:

HERSCHER

Opponent	Game Result	Step 1 Wins by all Opponents
Dwight	W	0-9
Watseka	W	4-5
Peotone	W	1-7
Momence	W	6-3
Paxton	W	4-4
St. Anne	W	0-9
Clifton (Central)	L	7-2
Ottawa (Marquette)	W	6-3
Kankakee (McNamara)	W	7-2
Total	8-1	35-44

ROXANA

Opponent	Game Result	Step 1 Wins by all Opponents	Step 2 Wins by Defeated Opponents
Piasa (Southwestern)	W	4-5	4
Mascoutah	L	8-1	0
St. Jacob (Triad)	W	2-7	2
Granite City (North)	W	4-5	4
Civic Memorial	W	6-3	6
Highland	W	7-2	7
Jerseyville	W	2-7	2
O'Fallon	L	1-8	0
Wood River	W	7-2	7
Total	7-2	41-40	32

GENESEO (DARNALL)

Opponent	Game Result	Step 1 Wins by all Opponents
Pleasant Valley, IA	W	2-8
North Scott, IA	L	5-4
Macomb	W	4-4
Mendota	W	4-5
Hall Twp.	W	6-3
Rochelle	L	9-0
Rock Falls	W	2-7
Princeton	W	3-6
Kewanee	W	7-2
Total	7-2	42-39

YORKVILLE

Opponent	Game Result	Step 1 Wins by all Opponents	Step 2 Wins by Defeated Opponents
Kaneland	W	3-6	3
Marseilles	W	5-4	5
Lisle (Sr.)	L	8-1	0
Wilmington	W	6-3	6
Westmont	W	3-6	3
Minooka	W	4-5	4
Lemont	W	6-3	6
Dwight	L	0-9	0
Seneca	W	6-3	6
Total	7-2	41-40	33

Sample IHSA Football At-Large Qualifying Teams (Points Figured for all 5-Win Teams in 8-Class Tournament)

At-Large Qualifiers

School	W	L	Wins by all Opp.	Wins by Defeated Opp.	School	W	L	Wins by all Opp.	Wins by Defeated Opp.	School	W	L	Wins by all Opp.	Wins by Defeated Opp.
New Lenox (Providence)	5	4	52	23	Oak Park (Fenwick)	5	4	41	16	Mt. Prospect (Prospect)	5	4	38	9
Naperville (Neuqua Valley)	5	4	48	20	Glen Ellyn (Glenbard West)	5	4	41	16	Highland	5	4	37	16
Carol Stream (Glenbard N.)	5	4	48	18	Normal (University)	5	4	41	15	Watseka	5	4	37	13
Lincolnshire (Stevenson)	5	4	47	18	Monmouth (M.-Roseville)	5	4	41	14	Fithian (Oakwood) [Coop]	5	4	37	13
Heyworth	5	4	46	19	Gibson City (GCMS)	5	4	41	14	Charleston	5	4	37	10
El Paso (E.P.-Gridley)	5	4	46	17	Frkln Pk.-Northlk. (Leyden)	5	4	41	14	Rockford (Christian Life)	5	4	36	12
Chicago Heights (Marian)	5	4	45	21	Colfax (Ridgeview)	5	4	40	16					
Riverside (R.-Brookfield)	5	4	45	18	Troy (Triad)	5	4	40	16	Non-Qualifiers with 5 Wins				
Woodstock (H.S.)	5	4	45	16	Rockford (R. Christian)	5	4	40	15	School	W	L	Wins by all Opp.	Wins by Defeated Opp.
Farmington	5	4	45	16	Aurora (Marmion Academy)	5	4	40	14	Maywood (Proviso East)	5	4	36	11
Batavia	5	4	44	18	Virdeen	5	4	40	14	Chicago (Harlan)	5	4	36	8
Morton	5	4	44	15	Rushville (R.-Industry)	5	4	40	14	Pleasant Hill				
Mt. Sterling (Brown County)	5	4	44	12	Staunton	5	4	40	13	[P.H.-Barry-West Pike Coop]	5	4	36	8
Sycamore	5	4	43	20	Champaign (Central)	5	4	40	13	Waukegan (H.S.)	5	4	36	6
Tremont	5	4	43	20	Nokomis	5	4	40	13	Monticello	5	4	35	10
Winnebago	5	4	43	19	Normal (Community West)	5	4	40	13	Hampshire	5	4	35	9
Johnsburg	5	4	43	14	Danville (H.S.)	5	4	40	12	Chicago Hts. (Bloom)	5	4	35	9
Hamilton [West Hancock Coop]	5	4	43	13	Flora	5	4	40	12	Barrington	5	4	34	13
Richmond (R.-Burton)	5	4	42	19	Jacksonville (H.S.)	5	4	40	12	Summit (Argo)	5	4	34	10
Flossmoor (Homewood-F.)	5	4	42	19	Eureka [E.-Roanoke-Benson Coop]	5	4	40	12	Deerfield	5	4	33	7
St. Charles (North)	5	4	42	17	Toledo (Cumberland)	5	4	40	11	Crystal Lake (Central)	5	4	29	6
Rochester	5	4	42	14	Peru (St. Bede)	5	4	40	11					
Savanna (West Carroll)	5	4	42	14	Macon (Meridian)	5	4	40	9					
Blue Island (Eisenhower)	5	4	42	14	Villa Grove	5	4	39	17					
Kewanee (Wethersfield)	5	4	42	12	Bradley (B.-Bourbonnais)	5	4	39	12					
Lena (L.-Winslow)	5	4	42	11	Elmwood [E.-Brimfield Coop]	5	4	39	11					
Carrollton	5	4	42	11	Wheaton (North)	5	4	39	11					
Chicago (Simeon)	5	4	41	17	Waterloo (H.S.)	5	4	38	15					
Kankakee (McNamara)	5	4	41	17	Burbank (St. Laurence)	5	4	38	14					
					Vernon Hills	5	4	38	12					

Current Tiebreaker History

Year	Automatic Qualifiers (6-3 or better)	5-Win Spots	5-Win Teams Qualifying	5-Win Teams Not Qualifying	Playoff Point Cutoff
2006	205	69	51	18	38
2007	189	76	65	11	36
2008	201	67	55	12	36
2009	218	60	38	22	38
2010	210	63	46	17	39
2011	221	60	35	25	40

Example of Breaking Tie at 36 Points

Schools	Step 1 Wins by all Opponents	Step 2 Wins by Defeated Opponents
Rock Falls	36	21
Eureka	36	19
Toulon (Stark Co.)	36	19
Naperville (North)	36	17
Crete (C.-Monee)	36	17
Tampico	36	14
Bethany	36	14
Peoria (Woodruff)	36	13

2016 Football Playoff Pairings Plan

Pairings Distribution Plan

On Pairings Night (Saturday, October 22, 2016), football playoff information will be posted on the IHSA Web site (www.ihsa.org) and broadcast on the IHSA TV Network.

Important Reminder: The IHSA will not call any schools with pairing information on Saturday night of the Football Playoff Pairings.

The following schedule is supplied for your convenience. This schedule is approximate and does not constitute a promise to release information at any particular time.

5:00 p.m.	Final regular-season scores and standings
6:00 p.m.	List of the 256 teams that have qualified for the playoffs and summary of information about the qualifying teams
8:00 p.m.	Pairings released on IHSA Web site and IHSA TV Network, starting with Class 1A and working in class order.

Dates and times of the first-round games will be released on the afternoon of Monday, Oct. 24.

How the Pairings are Determined

The boys football playoffs are the only IHSA tournament for which teams qualify on the basis of their regular-season records. Only 256 of the 550 football-playing schools qualify for the post-season playoffs. The following steps are used to determine which teams receive a playoff berth and how the playoff teams are paired.

Selecting the Playoff Teams

The first step is to select the 256 playoff teams. The process proceeds as follows:

All conference champions receive a playoff berth. If two or more teams are tied for the best conference record, the football tie-breaker identified in the Terms and Conditions will determine the conference representative to the playoffs. The remaining schools are sorted by three categories:

- Total wins
- Combined wins of all opponents (known as “tie-breaker points”)
- Combined wins of all defeated opponents

For example:

School	Wins	Opps. Wins	Opps. Wins
Smallville	9	30	30
Bigtown	9	27	27
Junction City	8	37	30
Trestle Town	8	37	29
Plainton	7	40	30
Edgeburg	7	38	31
Port Illinois	6	43	30
Pig Creek	6	37	28

Starting at the top of this sorted list, the teams are added to the playoff field until the 256-team limit is reached. In the event of a tie for the 256th position, the following tiebreakers are applied:

- Head-to-head competition (if the teams have met)
- Number of playoff teams that the tied teams have played
- Total number of wins accumulated by the playoff teams played
- Coin flip

In theory, teams with 9, 8, 7 and 6 wins will qualify for the playoffs. Teams with 5 wins will be “on the bubble,” and the tie will be broken by the number of tie-breaker points (the combined wins of all opponents).

Determining the Classes

After the 256 qualifiers have been determined, the schools are broken down into 8 classes of 32 teams each, based on the school’s adjusted enrollment (from last year’s report to the Illinois State Board of Education, adjusted by the 1.65 multiplier where applicable).

The largest 32 schools based on the football enrollment figures are placed in Class 8A, the next largest in Class 7A, and so on down to Class 1A. If a tie should occur for the final spot in a particular class, a coin flip is used to break the tie.

Seeding the Brackets

After determining the 32 team bracket, in classes 1A-6A, teams will be separated in two (2) brackets of 16. In classes 7A-8A, the brackets will be seeded 1-32

Within each bracket, the seeds are determined by sorting the teams by two of the factors used to determine playoff berths:

- Total wins
- Combined wins of all opponents (known as tie-breaker points.)

If two or more teams are tied for a particular seed, the following tiebreakers are applied:

- Head-to-head record (if exactly two teams are tied)
- Wins of defeated opponents
- Random selection by computer

Determining the Host Team

In the first round, the higher seed hosts the game. In subsequent rounds, the school that has hosted fewer times during the current playoff series hosts the game. In the semifinals, if both teams have hosted an equal number of times, the team with the highest seeding criteria at the end of the regular season (wins, tie-breaker points, conference standing, etc., as listed above) is the host. If all these criteria are equal, the team on the top of the bracket is the host.

When circumstances warrant, a site other than the designated host school’s field may be requested by either school and may be used subject to the approval of the IHSA Board of Directors and the host school.

The game must be played on Saturday, unless both schools agree to play the game on Friday. The host school then sets the time of the game. Friday games must not be scheduled during school hours. Saturday games must start between 1 pm and 7 pm.

For the state championship game at Memorial Stadium in Champaign, the team on the bottom of the bracket is the home team.



How the IHSA Determines the Host Schools, Game Days, and Starting Times

To: Football Playoff Schools

All host schools are required to call (309-663-6377) or fax (309-663-7479) **the IHSA Office by 9:00 a.m.** on the dates listed below with the date and time for the First, Second, Quarterfinal and Semifinal Round games. Please contact the administration of your school's next Football Playoff opponent prior to the dates listed below to determine your date and starting time.

Very Important: After each host school has notified the IHSA Office with their game date and starting time, the IHSA Staff will put the Officials Assignments on each Host School's IHSA School Center Web Site. **The IHSA Office will not post the Officials Assignments on the School Center Web Site until all schools have reported their date and starting time. It is very important that each host school call the crew chief of the officials assigned to their game on Tuesday by 3:00 p.m.** Officials know they have an assignment, they just do not know when or where they will be officiating.

First Round Hosts— Monday, Oct. 24

Second Round Hosts — Monday, October 31

Quarterfinal Round Hosts — Monday, Nov. 7

Semifinal Round Hosts — Monday, Nov. 14

Time Schedules Dates and Times:

Saturday Games: All games shall be scheduled between 1:00 p.m. and 7:00 p.m. Exact starting times shall be determined by the host school after consulting with the visiting school. If a problem exists with the home school's start time, the IHSA will set the start time after consulting with both schools.

Friday Games: If participating schools mutually agree, any game prior to the State Final may be played Friday. Games shall not be scheduled during school hours.

The IHSA Office will post all game days and starting times on the IHSA's World Wide Web Site at www.ihsa.org. as soon as they have been determined.

Determining Host Team: It is imperative you refer to the current class pairings bracket on the IHSA web site. Once the playoffs for 2016 commence, the individual class pairings bracketing for 2016 takes over. A school's previous hosting experience in previous years of playoffs **is not a factor at all**. The respective class pairings bracket prevails. The procedure for determining home teams is as follows:

- a) First round games will be hosted by the highest seeded team in each correlated bracket as determined by the IHSA Playoff point system.
- b) After the First Round, the team having hosted the fewest games in the current playoffs, shall be the host for the next round. If both teams have hosted an equal number of games in the current playoffs, the game shall be hosted by the higher seed. The home school for the semifinal game will be determined by the following criteria: a) home team will be the team that has hosted the fewest number of home games in the playoffs, b) if both schools have hosted equal number of times, then the team with the best overall record shall be the host school, c) if both schools have the identical record, then the team with the most tie-breaker points that was used for qualifying for the playoffs will be the home team, d) if both schools have the identical number of tie-breaker points, then the home team will be the team that has the most wins of defeated opponents, and e) if both teams had the same conference standing, then the home team will be the team on the top of the bracket. The brackets will be announced on the Playoff Pairings Show Saturday, October 22, 2016. The home team for the State Final games in Champaign will be the team that is on the top of the bracket.

Thank you and your staff for your cooperation. Best of luck in the playoffs.



IHSA State Series Press Box Priority List

IHSA State Series hosts that utilize a Press Box for its contests will need to follow the IHSA State Series Press Box Priority List Policy (Policy 37-C-1) for postseason contests, including football playoff games. This procedure was passed by the IHSA Board of Directors via a recommendation from the IHSA News Media Advisory Committee.

The order below is the preference that should be given when allowing entry and seating to the Press Box for IHSA postseason contests, including football playoff games:

IHSA Press Box Priority List

1. Official Timer
2. Scoreboard Operator
3. Public Address Announcer
4. Public Address Spotter
5. Official Scorer/Statistician (if applicable. One spot per team for football playoff games)
6. Coaches
7. IHSA Broadcast
8. School broadcast
9. Home/Visiting Radio (priority given to season-long coverage or # of games covered, 2 individuals per station unless space allows for more)
10. Other Television/Internet Streaming (if approved by IHSA/host)
11. Other radio (2 individuals per station unless space allows for more)
12. Print Media
13. VIPs, fans, boosters, parents, etc.

*If space cannot be provided for home/visiting radio, all efforts should be made to accommodate space in the bleachers or in another area with optimal sightlines.

**Special areas adjacent or connected to the press box that have been built or functioned specifically as seating for booster clubs or other fans can continue to be used as such. An area in the working press box cannot be designated as a booster/fan area if all of the other members of the Press Box Priority List have not yet been accommodated.

***The IHSA Press Box Priority List is not applicable for regular-season contests.

Please contact IHSA Media Relations liaison Matt Troha (mtroha@ihsa.org) with any questions.

Internet Video Broadcasting Information



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

IHSA Tournament Managers/Hosts,

The advent of greater broadcasting technology over the past few years has brought about many new potential broadcasters and many new broadcasting platforms and mediums, especially as it pertains to broadcasting video over on the internet. It is important to remember that most internet video streams of IHSA State Series (Regionals, Sectionals, Super-Sectionals, Football Playoffs) events will require that a broadcast rights fee be paid by the broadcasting individual/company. A new internet video broadcasting fee schedule has been developed and is located below, but first please read these reminders on how to determine if a fee is necessary should you be approached about a video webcast of the State Series event you are hosting. If at any time you ever have questions on the fees or any other matters related to broadcasting or media, please call Matt Troha at the IHSA office (309-663-6377).

BROADCAST RIGHTS FEE PAYMENT REQUIRED

There is an IHSA broadcast rights fee required with the broadcast if any one of the options below is applicable...

- 1) The internet video webcast is originated and accessible to viewers on any third-party website (i.e. media website, IHigh, UStream, High School Cube, fan site, etc.).
- 2) If the crew producing the internet video webcast is not affiliated with the high school or not composed entirely of high school students and/or high school personnel.

BROADCAST RIGHTS FEE PAYMENT NOT REQUIRED

There is no IHSA broadcast rights fee required if both guidelines below are met...

- 1) The internet video webcast is produced and the crew populated entirely by high school students and high school personnel as a part of a high school tv station, AV Club, etc.
and
- 2) The internet video webcast is originated on and accessed by viewers on the high school website, the website of the city or on the school's IHSA.tv website (www.IHSA.tv/schoolname).

Internet Video Broadcast Rights Fee Schedule

BOYS BASKETBALL

Per Regional Game-\$125

Per Sectional Game-\$150

Per Super-Sectional Game-\$225

GIRLS BASKETBALL

Per Regional Game-\$125

Per Sectional Game-\$150

Per Super-Sectional Game-\$225

FOOTBALL

Per 1st Round Playoff Game-\$250

Per 2nd Round Playoff Game-\$325

Per Quarterfinal Playoff Game-\$400

Per Semifinal Playoff Game-\$475

ALL OTHER SPORTS

Per Regional Game/Meet-\$75

Per Sectional Game/Meet-\$100

Per Super-Sectional Game/Meet-\$150

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.

Football Playoff Game Manager Checklist

Administration

- _____ 1. Monday before 9:00 - call IHSA with day & time of game.
- _____ 2. Confirm availability of field, locker rooms and other facilities.
- _____ 3. Make arrangements for concessions.
- _____ 4. Arrange for preparation and sale of programs. Be alert to IHSA Royalty Policy.
- _____ 5. Arrange for ticket sellers and ticket takers.
- _____ 6. Arrange for ushers in the event reserved sections are used. See that ticket price signs are made and posted outside ticket windows.
- _____ 7. Assign a public address announcer and see that he/she is properly informed.
- _____ 8. Arrange for timer, scoreboard operators, two chainmen, and down box official.
- _____ 9. Provide chainmen and box operation with contrasting colored vests.
- _____ 10. Provide "Stats Crew" to compile the necessary team and individual statistics during the course of the game, to transfer that data to pre-printed final statistics forms at the game site immediately after the conclusion of the game, and to distribute the complete sets to the proper personnel.
- _____ 11. Arrange medical coverage. Medical coverage shall be defined as having either an ambulance or first medical responder (Licensed physician, EMT, or certified athletic trainer) on site.
- _____ 12. Arrange for an adequate number of law enforcement officers.
- _____ 13. Arrange for payment of officers if not voluntary.
- _____ 14. Arrange for traffic control if necessary.
- _____ 15. Arrange for parking attendants if needed.
- _____ 16. Reserve parking spaces for visiting team buses and game officials. Notify game officials and visiting team of parking locations and dressing facilities.
- _____ 17. Make arrangements with performing bands.
- _____ 18. Arrange for "Star Spangled Banner" to be played by a band, record or tape.
- _____ 19. Assign pep club locations. Do not permit decorations on the goal posts, cross bars, or uprights above the cross bars.
- _____ 20. See that only approved banners or signs are displayed at the games.
- _____ 21. Assign spaces in the press box for stats crew, press, radio and TV; provide adequate duplication (photo copier, ditto) equipment for operation of press box; and collect TV rights fees.
- _____ 22. Provide a special entrance and a checklist for admittance of authorized superintendents, principals, athletic directors, players, managers, coaches, cheerleaders, student supervisors, and press.
- _____ 23. Have student manager meet visiting team bus and serve as host throughout contest.
- _____ 24. See that student manager meets officials and provides them with towels and soft drinks at halftime.
- _____ 25. See that game balls are available to officials prior to game time.
- _____ 26. Have towels and managers available on field to dry footballs if they should become muddy or wet.
- _____ 27. Make arrangements for field spotters. If field spotters are not available, it shall be the responsibility of the schools competing to furnish them.
- _____ 28. Introduction of players. The 11 starting offensive players and head coach of the team receiving the ball will be introduced, and the 11 starting defensive players and head coach of the team kicking off will then be introduced. Following player introductions, the game officials will be introduced by name and position. Kickoff will follow playing of National Anthem.
- _____ 29. Each school will be responsible for making its own arrangements for travel, meals, etc., but may contact the local manager for any assistance that he/she may give.

Game Procedure:

1. Game time schedule as follows: (See Terms and Conditions)
Saturday Games: All games shall be scheduled between 1:00 p.m. and 7:00 p.m. Exact starting times shall be determined by the host school after consulting with the visiting school.
Friday Games: If participating schools mutually agree, any game prior to the State Final may be played on Friday. Games shall not be scheduled during school hours.
2. The captains will participate in the toss of coin ten (10) minutes prior to kickoff time. The toss may be done off the field prior to warm-ups. It may or may not then be simulated on the field at ten (10) minutes.
3. Warm-up prior to game time may be limited to a maximum of one (1) hour. Host school sets this time.
4. There shall be no practice on the official playing field (unless it is the home field of a participating school) anytime during the week of the game but another facility should be made available for the teams to loosen up and exercise if they so desire.

5. Only the official squad, including the coaches, will be permitted on the field of play.
6. Sideline Passes: In addition to team personnel, and other necessary workers, access to the sidelines will be limited to members of the working press (writers and photographers) from legitimate news media and the students from the competing teams representing their school newspaper and/or yearbook. Host managers should honor written requests on company stationery for sideline (and press box) credentials from legitimate news media, and should issue special sideline passes clearly designating the bearer as a member of the working press. The same pass should be issued to students from the competing schools who provide a letter from their principal on school stationery indicating the student presenting the letter is a legitimate representative of the school newspaper and/or yearbook staff. (See Terms and Conditions).
7. Press Pass Guidelines: Because of the very nature of the Football Playoff Series, it may be difficult for members of the news media to write in advance for working credentials. Playoff game managers are urged to make every positive effort to honor requests for credentials from legitimate news media personnel. Newspapers (daily or weekly) which serve the communities of the two participating teams should be given preference in requests for Press Box and Sideline credentials. Next preference should be given to daily newspapers covering the geographic area represented by the competing teams. Daily newspapers then should be given consideration followed by weekly newspapers.
Important: Should there be costs required to construct (or prepare) facilities for radio and/or television complete game originations, local managers can require stations to pay for such costs provided they mutually reach an agreement about such construction (preparation) in advance of the game(s).
8. Radio Broadcast Credentials: Because of limited facilities at some sites, it may be difficult to provide space for all radio stations wishing to broadcast the game from your site. Effort should be made to provide space for each station wishing to broadcast the game from your site. Effort should be made to provide space for stations from each community in which the competing teams are located first, and then to stations which are not from the competing school community. Note: All stations approved by the local manager to originate a radio broadcast shall be assigned to weather-protected facilities. (Radio reporters from non-originating stations are not included in this requirement.)
Requests to broadcast First Round, Second Round, Quarterfinal and Semifinals round games should be in writing on company stationery and addressed to the playoff game manager (sent via mail or fax). Again, due to the nature of the system, it may be difficult for stations to write for broadcast space in advance. As a general rule, stations broadcasting playoff games will be limited to a set of three (3) credentials for play-by-play announcer, color man and engineer.
9. Television Credentials: Two types of coverage by television crews may be used. TV coverage may consist of: (a) A film crew from a station/system desiring to shoot footage for news telecasts, and/or (b) a crew from a station, system or independent production company to originate a live or delayed telecast of the complete game. Again, it may be difficult for applicants desiring credentials to notify the local manager well in advance. Effort should be made to provide necessary sideline passes, etc., for camera crews shooting footage for news telecasts. Note: All companies approved by the Local Manager to originate a complete game television live/tape delay telecast shall be assigned to weather-protected facilities. (TV stations shooting videotape for highlight use are not included in this requirement.)
In the event more than one applicant desires to originate a telecast, and weather-protected space is not available, Local Managers should inform the applicants of the space limitations and help them to develop a system for sharing of equipment, etc. Priority for space for crews originating should be for those located in the communities of the participating teams. All applicants originating a tape delay or live telecast of the complete game must be approved in advance by the Local Manager (and IHSA for live telecasts), must pay rights fees in advance to the Local Manager, and meet the other terms of the television policy.
10. The halftime intermission will be fifteen (15) minutes, plus a three-minute warm-up.
11. Ticket Prices: The following prices for tickets to playoff games hosted by member schools shall be charged without exception:

	1st Round	2nd Round	Quarter-Finals	Semi-Finals
Child	\$5.00	\$5.00	\$6.00	\$6.00
High School Student (With ID)	\$5.00	\$5.00	\$6.00	\$6.00
Adult	\$5.00	\$5.00	\$6.00	\$6.00

Note: Babies in the arms of an adult ticket purchaser shall be admitted free.



Financial Reports Must Be Filed Online

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

Log in to the Schools Center with your User ID and password. On the main menu of the Schools Center, under the heading "IHSA State Series Hosting", you will find a link to the financial report. Please fill out the one-page form and press the submit button to file your report.

School Information:

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

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

Vendor Information:

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

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

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

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

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

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

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

Royalty Report: For a downloadable pdf of the Royalty Report go to http://www.ihsa.org/documents/forms/State_Tournament_Series_Royalty_Report.pdf

2016 FOOTBALL PLAYOFF PA ANNOUNCEMENTS

On behalf of all the football-playing member schools of the Illinois High School Association, welcome to tonight's (today's) Class _____ A football game between _____ (Visitor) and _____ (Home). It is just one in a statewide series that will crown eight champions Thanksgiving weekend at Memorial Stadium on the campus of The University of Illinois. The championship game for Class _____ A will be played _____ (fill in date and time).

(ANNOUNCE BEFORE THE START OF THE GAME)

To help insure the safest and most comfortable atmosphere the host event staff will diligently maintain established security procedures and activities. This will require complete cooperation by all competing teams, contest officials, and fans. Security will always have priority over convenience; therefore, if you are requested to cooperate with event personnel in any manner, please do so promptly. Your assistance will enable event staff to fulfill its responsibilities efficiently.

(ANNOUNCE BEFORE EACH HALF)

The possession, distribution, and consumption of alcoholic beverages and other illegal substances are prohibited at the site and on any affiliated property of the 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. Event staff will enforce this policy rigorously.

(ANNOUNCE ONCE EACH DAY AND AS NEEDED)

Participation in interscholastic activities generates values that make student-athletes better citizens. Parents, coaches, and officials can reinforce the development of these students by expressing, supporting and displaying those positive values gained by participating and competing. Challenge our young people not just to go to school, but to go beyond. . . with the IHSA. The Future Plays Here!

(ANNOUNCE ONCE EACH DAY AND AS NEEDED)

IHSA State Final events are celebrated by schools, competitors, coaches, communities and fans like each year, and rightly so. But it is also important to remember that only a small percentage of IHSA participants reach this level of competition. The IHSA exists to foster participation opportunities that will develop and instill positive characteristics that will stay with students long after high school. The Future Plays Here!

(ANNOUNCE ONCE EACH DAY AND AS NEEDED)

The Illinois High School Association isn't just about sports. The IHSA is proud to be one of the few state high school associations in the country to also offer activities, including Bass Fishing, Chess, Debate, Drama, Speech, Music and Scholastic Bowl. The IHSA wants to create participation opportunities for ALL high school students, so contact them to learn more about how you can participate. The Future Plays Here!

(ANNOUNCE ONCE EACH DAY AND AS NEEDED)

The IHSA believes in inclusion and is proud to partner with Special Olympics Illinois to promote unified sports at all IHSA member schools. Contact the IHSA to find out how your school can become a Unified Champion School!

(ANNOUNCE ONCE EACH DAY AND AS NEEDED)

The IHSA is proud to offer participation opportunities for ALL high school students in Illinois. In addition to offering a State Series in nearly 40 sports and activities, the IHSA also conducts state tournaments for athletes with disabilities in basketball, bowling, swimming and track. Contact the IHSA to learn more about how you can participate.

(ANNOUNCE ONCE EACH DAY AND AS NEEDED)

Player safety is the IHSA's top priority, and the Play Smart. Play Hard.™ initiative is focused on further improving the safety of Illinois' student-athletes. For more information, please visit [Play Smart Play Hard Dot Org](http://PlaySmartPlayHard.org)

(ANNOUNCE ONCE EACH DAY AND AS NEEDED)

For more than 100 years the I-H-S-A has provided the vehicle for recognition of students, their schools and their communities through competition in I-H-S-A sports and activities. But participation in sports and activities is a lot more than just winning and losing. Students who participate in school programs are taught valuable life lessons that will help make them better citizens. Thank you for your attendance here today, and for helping encourage and support high school participation. The Future Plays Here!

(ANNOUNCE AT START AND END OF GAME/SESSION)

Wilson Sporting Goods Co. is proud to call Illinois home and happy to be the Official football of the IHSA. Wilson Sporting Goods Co. manufactures the Official Ball that will be used in our Game/Match today and exclusively in all competitions leading up to crowning IHSA State Champions in 14 sports. **Wilson. MORE WIN**

(ANNOUNCE ONCE EACH GAME)

Interscholastic athletics are an extension of the educational process, and the athletic field is the coach's classroom. Remember, Add A. Tude is for everyone.

(ANNOUNCE THROUGHOUT THE DAY)

www.ihsa.org is the address for the IHSA web site on the Internet. Check it out anytime you want to find out immediately what's happening with high school activities throughout Illinois. IHSA.org is your home for schedules, scores and more!

(ANNOUNCE AT THE END OF THE GAME EACH SESSION AND AT THE END OF THE TROPHY PRESENTATION)

Seat Belts Save Lives, so the IHSA and the Illinois State Police wish to remind you to "Click it or Ticket". Please buckle up on your way home today and refrain from texting while driving. Don't drive inTEXTicated!

(ANNOUNCE SEVERAL TIMES DURING THE DAY)

The IHSA and the Illinois State Police wish to remind you that High school athletics and alcohol don't mix. Drive sober or get pulled over.

(ANNOUNCE TOWARD THE END OF THE GAME/MATCH/CONTEST RACE)

The IHSA and the Illinois State Police wish to remind you that texting while driving is illegal. Cell phone use while driving is responsible for over 3,000 deaths and over 30,000 injuries across United States each year.

(ANNOUNCE SEVERAL TIMES DURING THE DAY)

The IHSA and the Illinois State Police wish to remind you that drivers who use hand-held devices are four times more likely to get into crashes serious enough to injure themselves. Distractions cause infractions!

(ANNOUNCE ONCE EACH HALF)

Phone orders for single-day tickets to this year's state football championship games are now being accepted. Just call the University of Illinois Athletic Ticket Office at **217-333-5000 or 866-455-4641**. The University of Illinois Athletic Ticket Office is open from 9:00 a.m. to 5:00 p.m. each day. Master Card, Visa, and Discover credit cards are accepted. Single-day tickets are priced at \$10.00 each and allow you to watch all four games that day.

(ANNOUNCE ONCE PER GAME IF GAME IS STREAMING LIVE)

The N F H S Network is streaming this game live at www.IHSA.tv so text or call friends and family who aren't here and invite them to watch. Just log on to www.IHSA.tv, setup account and watch live on phone, tablet, computer or TV via the Apple TV app. The N F H S Network...High School Happens Here.

Official Football Information



ILLINOIS HIGH SCHOOL ASSOCIATION

2715 McGraw Drive • Bloomington, IL 61704

e-mail: sknox@ihsa.org • www.ihsa.org • Phone: 309-663-6377 • Fax: 309-663-7479 •

To: Football Playoff Game Participant Addressed

Subject: Required "Official Ball" Use

This memorandum is accompanied by the "official ball" use by your school in the playoff game upcoming. It has been manufactured for the Illinois High School Association by Wilson.

The Wilson football is required to be used in all boys football playoff series games. There can be no substitution of a ball manufactured by another company, but either school may substitute a different legal Wilson ball for this one. The ball being provided for each school incorporates the registered mark of the IHSA in its construction.

The IHSA Official Ball Game Plan for boys football is reproduced below.

Game officials will only check in a Wilson ball for game use.

Wilson Boys Football Model GST WTF 1003

Playoff Teams:

- 1) **First Round:** Each team competing in the first round game will receive one ball to be used in the first round game, and may keep it. The balls will be shipped to each school.
- 2) **Second Round:** Each team competing in the second round game will receive one ball to be used in the second round game, and may keep it. The balls will be shipped to each school.
- 3) **Quarterfinal Round:** Each team competing in the quarterfinal round game will receive one ball to be used in the quarterfinal round game, and may keep it. The balls will be shipped to each school.
- 4) **Semifinal Round:** Each team competing in the semifinal round game will receive one ball to be used in the semifinal round game, and may keep it. The balls will be shipped to each school.
- 5) **Championship Round:** Each team competing in the championship game will receive one ball to be used in the championship game, and may keep it. The balls will be shipped to each school.

wilfb



IHSA Football Playoff Pass Gate List

Illinois High School Association
 2715 McGraw Dr., Bloomington, IL 61704
 Phone: 309-663-6377
 Fax: 309-663-7479

The fields in this form will accept a cursor and can be filled out prior to printing.

The following are the only persons representing a member school to be admitted free to this contest. The top seven (7) categories will be admitted for the entire tournament. Rostered players will only be admitted accompanied by the coach.

Participating schools must complete this form and return it to the tournament manager prior to the start of the event.

Host School:

Level: 1st Round 2nd Round Quarterfinal Semifinal

Your School:

The top seven (7) are allowed to have one (1) guest.

Administration

1.		Guest	
2.		Guest	
3.		Guest	
4.		Guest	
5.		Guest	
6. Head Varsity Coach		Guest	
7. Assistant Coach		Guest	
Assistant Coach			
Assistant Coach			
Assistant Coach			
8. Manager			
9. Scorekeeper			
10. Video/Camera Operator			
11. Bus Driver			
12. Athletic Trainer			
13. All rostered players according to the terms and conditions.			

All other representatives from your school must pay to attend an IHSA tournament.

In case of emergency or need to communicate changes to your school:

Contact Person:	Contact Person:
Cell Phone:	Cell Phone:
Email:	Email:

This pass gate list is to be used only for playoff games. There is no pass gate list for the state championship game.

ADMINISTRATORS: This is the only pass gate list that can be used at all football playoff games. **NO ONE ELSE GETS IN FREE.**



Illinois High School Association
2715 McGraw Dr., Bloomington, IL 61704
Phone: 309-663-6377
Fax: 309-663-7479

Football Playoff Game Statistical Summary

The fields in this form will accept a cursor and can be filled out prior to printing.

For News Media, Records, Competing Teams Playoff Host Schools MUST Provide Statistics

In order to maintain our uniform system of compiling and distributing Football Playoff Game statistics, to be used for purposes of maintaining records (All-Time, individual class and others) — as well as provide the news media covering playoff games with consistent, factual material for use in reports of the game(s) — managers of each game will compile and distribute a completed, photocopied or duplicated set of Final Statistics (individual, team and scoring) immediately after the game at their site.

The number of copies to be produced will vary according to the intensity of news media coverage. In general, the coaching staff of each of the two competing schools should be allowed five (5) complete sets, the IHSA Office must be faxed (309-663-7479) (immediately after the game) one (1) complete set, and each member of the news media covering the game would be allowed the opportunity to obtain two (2) complete sets. In addition, file sets may be made, and special requests may be filled.

All playoff game managers will be responsible to provide a "STATS CREW" to compile the necessary team and individual statistics during the course of the game, to transfer that data to the attached forms, to produce necessary numbers of each page at the game site immediately after the game, to distribute the complete sets to the proper personnel and to fax one (1) set to the IHSA Office.

Principals are urged to establish their schools "official" statisticians crew—which may be made up of faculty members who have a knack for such detail or the local sports editor and/or member(s) of his staff—before the start of the regular season, and let the crew gain experience and acquire a certain degree of speed in compiling and producing what will be required of them if your school qualifies for the playoffs. The "dry runs" will be beneficial to the crew, and can provide data which may be used by your school's coaching staff during the course of the season.

The forms to be used in the production process are labeled "Final Team Football Statistics," "Final Individual Statistics," and "Scoring Summary." Team statistics are the totals of all individual categories by players from Team A (visiting team) and Team B (home team). Individual statistics are the totals of an individual player in each of the different categories. Addition of all individual totals in a particular category for a team should equal the figure printed as the team's total in that category. The Scoring Summary is the way all points are scored in order.

It is imperative that the information be totaled, transcribed on the master and photocopied as soon as possible after the conclusion of the game.

This singular set of Final Statistics provided by the Playoff Game Manager allows uniform reporting of the game, as well as making definite the date, which may or may not be involved in IHSA Football Playoff Records. The material provided by the Playoff Game management is the statistics "official" set for that game. If a playoff game manager is responsible for calling various newspapers or other media throughout the state after the game to provide data about the game at his site, duplication allows more than one person to make necessary calls, thus providing essential information more quickly.

Sample only. Use link on Page 39 to access pdf file.

Football Scoring Summary

Date:

Round:

Site :

Attendance:

Class:

Visitor (record):

vs. Home (record):

Game No:

(as team appears on bracket)

Score by Quarters	1	2	3	4	OT	OT	Final Score

Quarter	Time Left	Type of Scoring Play (List in order each occurs) List School -- First and last name of scorer on first line of play (List point after touchdown in second line of play in parentheses)	Running Score	
			Visitor	Home
1st	11:49	Bloomington (H.S.)-- Kurt Gibson 95 yd. run (Ron McGraw pass from Matt Troha 2 PAT)	8	0

Time of Kickoff : Time of Game End : Total Elapsed Time:

Officials	Name	Hometown
Referee :		
Umpire:		
Linesman:		
Line Judge:		
Back Judge:		

Final Team Statistics

Round:

	Home	Visitor
	<input type="text"/>	<input type="text"/>
Total First Downs	<input type="text"/>	<input type="text"/>
By Rushing	<input type="text"/>	<input type="text"/>
By Passing	<input type="text"/>	<input type="text"/>
By Penalty	<input type="text"/>	<input type="text"/>
Number of Rushing Attempts	<input type="text"/>	<input type="text"/>
Yards Gained Rushing	<input type="text"/>	<input type="text"/>
Yards Lost Rushing	<input type="text"/>	<input type="text"/>
Net Yards Rushing	<input type="text"/>	<input type="text"/>
Passes Attempted	<input type="text"/>	<input type="text"/>
Passes Completed	<input type="text"/>	<input type="text"/>
Had Intercepted	<input type="text"/>	<input type="text"/>
Net Yards Passing	<input type="text"/>	<input type="text"/>
Total Offensive Plays	<input type="text"/>	<input type="text"/>
Total Net Offense Yards	<input type="text"/>	<input type="text"/>
Fumbles: Number - Lost	<input type="text"/>	<input type="text"/>
Interceptions: Number - Yards	<input type="text"/>	<input type="text"/>
Punt Returns: Number - Yards	<input type="text"/>	<input type="text"/>
Kickoff Returns: Number - Yards	<input type="text"/>	<input type="text"/>
Total Return Yards	<input type="text"/>	<input type="text"/>
Number of Punts - Yards	<input type="text"/>	<input type="text"/>
Average per Punt	<input type="text"/>	<input type="text"/>
Penalties: Number - Yards	<input type="text"/>	<input type="text"/>
Possession Time	<input type="text"/>	<input type="text"/>
Sacks by Yards	<input type="text"/>	<input type="text"/>

Defensive Statistics

Round:

Home

Player	Solo Tackles	Assist Tackles	Total Tackles	No. of Sacks	Yds. for Sack
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Visitor

Player	Solo Tackles	Assist Tackles	Total Tackles	No. of Sacks	Yds. for Sack
<input style="width: 100%; height: 25px;" type="text"/>	<input style="width: 100%; height: 25px;" type="text"/>	<input style="width: 100%; height: 25px;" type="text"/>	<input style="width: 100%; height: 25px;" type="text"/>	<input style="width: 100%; height: 25px;" type="text"/>	<input style="width: 100%; height: 25px;" type="text"/>
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Final Individual Statistics

Round:

Home							Visitor						
Rushing	Att	Gain	Lost	Net	For TD	Long Gain	Rushing	Att	Gain	Lost	Net	For TD	Long Gain
Totals							Totals						
Passing	Att-Comp-Int		Yds	For TD	Long	Times Sacked	Passing	Att-Comp-Int		Yds	For TD	Long	Times Sacked
Totals							Totals						
Pass Receiving	No	Yds	For TD	Long Gain	Pass Receiving	No	Yds	For TD	Long Gain				
Totals					Totals								
Punting	No	Yds	Avg	Long Gain	Punting	No	Yds	Avg	Long Gain				
Totals					Totals								
Field Goals	Att	Made	Long Gain	Field Goals	Att	Made	Long Gain						
Totals				Totals									
Type of Returns	Punts No-Yds-Long		Kickoffs No-Yds-Long		Fumbles No-Yds-Long		Type of Returns	Punts No-Yds-Long		Kickoffs No-Yds-Long		Fumbles No-Yds-Long	
Totals							Totals						



Illinois High School Association
 2715 McGraw Dr., Bloomington, IL 61704
 Phone: 309-663-6377
 Fax: 309-663-7479

2016 Football Playoff Injury Report

The fields in this form will accept a cursor and can be filled out prior to printing.

NOTE: This form must be completed and returned to the IHSA Office as soon as you have played your last game in the 2016 Playoffs.

School:

Injury Type: **Type A** - had to leave the game for at least one play.

Football Class:

Type B - Unable to return to that game but played or could have played the next game.

Person completing this form:

Type C - Unable to play the next game.

Position:

Mark the appropriate category with the number of results in that category.

Site	Game 1			Game 2			Game 3			Game 4			Title Game			Total		
	A	B	C	A	B	C	A	B	C	A	B	C	A	B	C	A	B	C
Cervical Strain/Sprain																		
<i>Concussion*</i>																		
Burner																		
Clavicle																		
Shoulder																		
Separation																		
Dislocation																		
Upper Arm																		
Elbow																		
Lower Arm																		
Wrist																		
Hand																		
Torso/Rib																		
Chest																		
Lower Back																		
Hip																		
Upper Leg																		
<i>Knee*</i>																		
Medial Collateral																		
Meniscus																		
ACL																		
Lower Leg																		
Ankle																		
Foot																		
Other																		
Total																		

*Please complete both pages of this report. We are requesting additional information concerning playing surface and specifics about any knee injuries or concussions.

Playing Surface and Weather Conditions

Game 1	<input type="radio"/> Natural Grass <input type="radio"/> Artificial Turf <input type="radio"/> Sport Turf	Comments:	<div style="border: 1px solid black; height: 50px;"></div>
Game 2	<input type="radio"/> Natural Grass <input type="radio"/> Artificial Turf <input type="radio"/> Sport Turf	Comments:	<div style="border: 1px solid black; height: 50px;"></div>
Game 3	<input type="radio"/> Natural Grass <input type="radio"/> Artificial Turf <input type="radio"/> Sport Turf	Comments:	<div style="border: 1px solid black; height: 50px;"></div>
Game 4	<input type="radio"/> Natural Grass <input type="radio"/> Artificial Turf <input type="radio"/> Sport Turf	Comments:	<div style="border: 1px solid black; height: 50px;"></div>
Title Game	<input type="radio"/> Natural Grass <input type="radio"/> Artificial Turf <input type="radio"/> Sport Turf	Comments:	<div style="border: 1px solid black; height: 50px;"></div>

Knee Injuries/Concussions

Injury Type	<input type="radio"/> Knee <input type="radio"/> Concussion	Brief account of injury:	<div style="border: 1px solid black; height: 80px;"></div>
Location of Injury	<input type="radio"/> Close Line Play <input type="radio"/> Open Field		
Injury Type	<input type="radio"/> Knee <input type="radio"/> Concussion	Brief account of injury:	<div style="border: 1px solid black; height: 80px;"></div>
Location of Injury	<input type="radio"/> Close Line Play <input type="radio"/> Open Field		
Injury Type	<input type="radio"/> Knee <input type="radio"/> Concussion	Brief account of injury:	<div style="border: 1px solid black; height: 80px;"></div>
Location of Injury	<input type="radio"/> Close Line Play <input type="radio"/> Open Field		

Complete and return this form to the Illinois High School Association, 2715 McGraw Dr., Bloomington, IL, 61704 or fax to (309) 663-7479 as soon as you have played your last game in the playoffs.

Signature of Principal/Official Representative _____ Date _____

Trophies: Quarterfinals and Semifinals: The host school principals/official representatives will receive trophies directly from the manufacturer by United Parcel prior to your game.

Principals/Official Representatives of quarterfinal games will each receive one trophy for “Quarterfinals” ***to be presented to the team that will not advance to the next round of competition.***

Principals/Official Representatives of semifinal games will each receive one trophy for “Semifinals” ***to be presented to the team that will not advance to the next round of competition.***

playoffqtrsemiawds

Assembly Instructions for IHSA State Series Trophies **(please use caution when assembling the trophies)**

Upon receipt of your Trophies and Awards, please inspect them immediately so replacements can be shipped to you, if you notice a damaged trophy or figurine. If replacements need to be issued, please contact A & M Products at the number below.

We recommend the following for attaching the figures to the IHSA State Trophy:

- Unwrap each figure. If there is a hex nut on the post of the figure remove it. It should not be needed.
- Lay the trophy on its back on a flat surface and remove the hex nut from the rods from underneath the trophy.
- Push the rod through the top of the trophy and remove the ferrule (the hollow threaded tube) from the rod and attach the ferrule to the threaded post of the figure. Screw the ferrule all the way up the threaded post of the figure.
- Screw the rod back onto the ferrule until it is tight.
- Place the rod, with the figure attached, back through the top of the base and through the holes in the bottom of the base.

IMPORTANT - please be careful that the figure(s) is not supporting the weight of the trophy. **Figures can be easily broken.**

DO NOT OVER TIGHTEN THE FIGURE ONTO THE BASE THIS CAUSES THE BOLT TO BE PULLED OUT FROM UNDERNEATH THE FIGURE

Please do not pick up and carry the trophy by the side figures.

The **CHAMPION** and **RUNNER-UP** trophy receive **three** of the bigger #1 figures.

The **THIRD PLACE** and **FOURTH PLACE** trophy receive **one** of the bigger #1 figures for the top. And the **two** smaller #2 figures are the side figures.

If you have any questions please call A & M Products, (815) 875-2667



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.

Kraig Garber
Asst. Executive Director

2016-2017 IHSA Request To Purchase Additional/Replacement State Series Awards

- 1.) To ensure an accurate order of replacement awards, please complete the form below.
- 2.) Please fax this completed form to Cheryl Lowery @ 309-663-7479.
- 3.) An invoice will be emailed to you. The awards company will not process duplicate orders without an invoice from IHSA and payment.
- 4.) Mail payment and invoice to A & M Products.

◆ **This form is to be used only, if your school is purchasing duplicate awards for the following reason (check one):**

Team Roster exceeds the number of allowed medallions per the T&C's

Coop School
 Dual Campus
 Lost
 Broken

Sport or Activity: _____ Year: _____ Qty.: _____ Place: _____

Classification

___ 1A	___ 4A	___ 7A
___ 2A	___ 5A	___ 8A
___ 3A	___ 6A	

Gender:

___ Girls ___ Boys

Level of Competition:

___ Regional ___ Sectional ___ Super-Sectional ___ State

Type of Award:

<input type="checkbox"/> Team Plaque <input type="checkbox"/> Team Trophy <input type="checkbox"/> Medal/Medallion	<input type="checkbox"/> Gold State 3rd/4th Place-top figure (#1) <input type="checkbox"/> State 3 rd /4 th Place Gold-side figure (#2) <input type="checkbox"/> Gold Girls Soccer-side figure 3 rd /4 th (#3) <input type="checkbox"/> Gold Music Lyre-side figure 3rd (#3) <input type="checkbox"/> Badminton Gold shuttlecock and/or riser <input type="checkbox"/> Replacement Trophy Plate w/lasering <input type="checkbox"/> Bat, Tennis, Golf Club Replacement <input type="checkbox"/> Replacement Plate SF Trophy w/o lasering
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Replacement Trophy Parts (check below):

___ Gold State Champion-top figure (#1)
 ___ Gold State Champion-side figure (#1)
 ___ Gold State Runner-up-top figure (#1)
 ___ Gold State Runner-up-side figure (#1)

Ind. Event Medals (indicate Event name): _____
 (ie: Pole Vault, Long Jump, Diving, 100-yd. Butterfly, Single, Doubles, 102lb., Speech: IE, etc.)

Name:
Email Address:
School:
Address:
City, ZIP Code:
Phone Number:
Fax Number:

2016-2017 IHSA Request To Purchase Additional/Replacement State Series Awards

◆ **Tournament Managers/Hosts** who need to request duplicate awards due to ties at their tournament/meet must complete the form in the Online Manual for Managers and send it directly to the awards company– **Do Not Use the form above.**

◆ **Trophy Letters:** Schools who need replacement letters for trophies, please contact A & M Products direct at 815-875-2667.

Extra Medal Pricing for Schools:

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

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

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

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

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

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

Gold figures and plate replacement pricing

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

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

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

Schools are Required to Submit State Final Program Information Online

Dear Coach or Athletic Director:

As your team gets close to qualifying for the state final tournament, you will be required to complete the State Final Program Information form online. This form provides the IHSA with most of the information (everything except statistics) printed in the state final souvenir program. You are required to provide this information once you have qualified for the Semifinal Round of the Playoffs.

The link to the State Final Program Information form is located in the IHSA Schools Center, a password-protected area of the IHSA Web site.

To log in the Schools Center, go to the main IHSA Web page (www.ihsa.org) and click on the Schools Center link. Then use your School ID and password to log in. On the main menu of the Schools Center, click on the "Sport & Activity Tracker" area. The link and instructions can be found in the Boys Football area.

The information you will provide online includes administration, coaching staff, coaching history, season record, and roster.

(If you experience any problems, please call the IHSA Office)

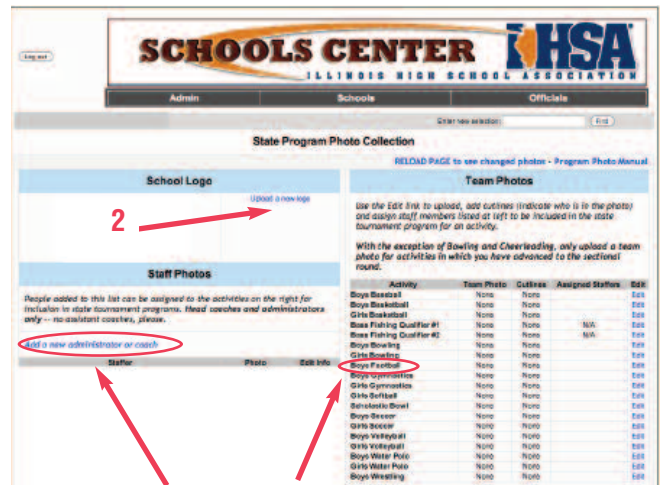
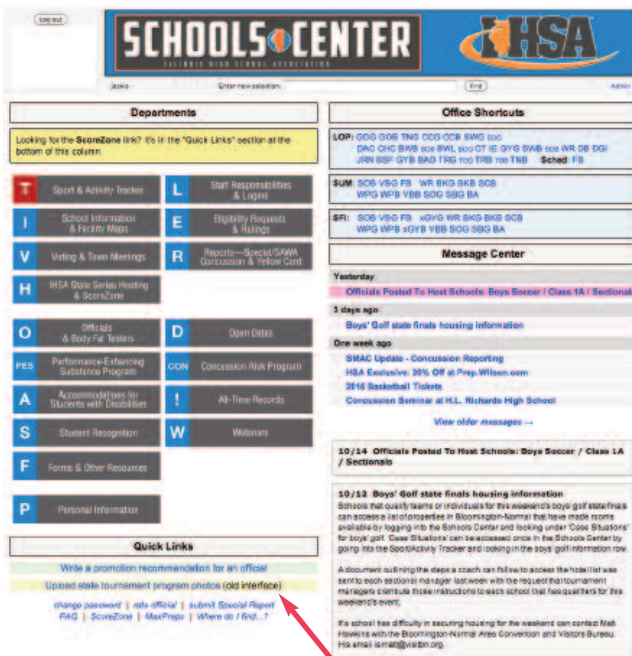
IMPORTANT REMINDER

Your football team picture, administration pictures (Superintendent, Principal, Athletic Director, and Head Football Coach) and all cutlines (photo identification) need to be uploaded into the School Center **no later than Wednesday, November 16.** **Your State Final Information ("SF Info") also needs to be entered online no later than Saturday, November 19.**

If your school qualifies for the State Final Football Playoffs in Champaign, you are required to complete the IHSA UP-TO-DATE BOYS FOOTBALL STATISTICS form and fax (309/663-7479) it to the IHSA Office by 10:00 a.m. on Sunday, November 20.

INSTRUCTIONS FOR SUBMITTING PHOTOS

Submit your photos by uploading them in the Schools Center.



1. Sign into the Schools Center. Choose: [Upload state tournament program photos here](#).
NOTE: Only your administrative staff has access to this link.

2. Upload School logo in .jpg format.
3. Add administrators and coaches. Choose: [Add a new administrator or coach](#). You will want to do this before adding team photos. (If your sport/activity does not include administrators or coaches in the program, you can skip this step and start uploading your team photo.) Follow the step-by-step instructions, making sure that you **save the photos and information**. Do not use all capital letters.
4. Upload your team photo. Choose: The [Edit](#) button that corresponds with your sport/activity.
 - a. Following the instructions upload your team photo. **Save changes**.
 - b. Assign staff members. Use the pull down menus to assign staff members to be included in this program. **Save changes to staff assignments**. (If no administrators or coaches are included in the program, you can skip this step.)
 - c. Add your cutlines. List individuals (first and last name) in each row. Do not use all capital letters. Do not include numbers, year in school, etc. Please use the following to designate supervisors in the photo: Head Coach John Smith, Asst. Coach Billy Bob, Mgr. Jane Doe. **Save changes to cutlines**.
5. Go to School Photos Menu. Check to make sure you have included all photos and cutlines for this sport/activity. If everything is correct, you can exit the Schools Center. Make sure that you have completed all other state final information for the program.

If you have any questions, please call Cheryl Charlton – 309-663-6377 or email ccharlton@ihssa.org.

**Photos are due
Wednesday, November 16, 2016**



Illinois High School Association
 2715 McGraw Dr., Bloomington, IL 61704
 Phone: 309-663-6377
 Fax: 309-663-7479

Boys Football Up-to-Date Statistics

Completed Up-To-Date Stats: To be completed after your school wins its Semifinal Round Football Game on November 18-19, 2016

The fields in this form will accept a cursor and can be filled out prior to printing.

Be sure to list cumulative statistics of all football games played by your school from the opening game of the regular season through the semifinal round of the football playoffs. This requires you to list only the leaders in the individual statistical categories.

Information included on this form will be posted on the IHSAA Web Site and printed in the Championship Game Program. The up-to-date stats are required from each school winning the semifinal game, to be provided no later than 10:00 a.m., Sunday, November 20.

School Name

Class 1A 2A 3A 4A
 5A 6A 7A 8A

TEAM STATISTICS

	Our Team	Our Opp.
Points		
Total First Downs		
By Rushing		
By Passing		
Total Rushing Attempts		
Total Net Yards Rushing		
Total Net Yards Passing		
Total Offense Yards		
Number Passes Attempted		
Number Passes Completed		
Number Passes Had Intercepted		
Total Fumbles		
Fumbles: Ball Lost		
Interceptions		

INDIVIDUAL LEADERS (First and Last Name)

SCORING	TD	PAT1	PAT2	FG	TOT.

RUSHING	ATT.	YDS.	TD	AVG.	LONG

PASSING	ATT.	COMP	HAD INT.	YDS.	TD

SCORING BY QUARTERS	1st	2nd	3rd	4th	Total
We					
Opponent					
Total					

RECEIVING	NO.	YDS.	TD	AVG.	LONG

PUNTING	NO.	AVG. YDS.	LONG

PLACE KICKING	PAT ATT.	PAT MADE	FG ATT.	FG MADE	LONG

DEFENSE	TOT. TACKLES	SACK S	TACKLES FOR LOSS	INT.

Please fax this form to the IHSAA Office (309) 663-7479 by Sunday, November 20 at 10:00 a.m.