



# Administrative Procedures, Guidelines and Policies

These administrative procedures, guidelines and policies are for use during the 2015-16 IHSA school term only. They shall be superseded by a subsequent publication of the policies and are not applicable to any year subsequent to the 2015-16 IHSA school term. In the case of any conflict, whether actual or believed, with the constitution or by-laws of the IHSA, the constitution and by-laws shall control. Any understanding, misunderstanding, opinion or belief by any individual as a result of reading these policies shall not be binding on the IHSA. Official rulings shall be requested in writing only by the principal or designated official representative of a member school and shall be provided in writing by the Executive Director. Only a formal ruling from the Executive Director is binding on the IHSA.

## Administrative Procedures, Guidelines and Policies

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The policies pertaining to the news media, photography, credentials, broadcasting and television are available in a separate PDF located in the Administration and Media sections on the IHSA website ([www.ihsa.org](http://www.ihsa.org)). Sport-specific media information will continue to be available to host schools in the Manual for Managers.

## 1. Philosophy Underlying IHSA Eligibility Rules

IHSA by-laws provide the standard by which the Executive Director is authorized to rule in determining eligibility. Following is a brief resume of the principle points of philosophy which underscore the rules of the Association:

1. Participation in interscholastic athletics is a privilege provided for students who meet democratically established standards for qualification.
2. Participation in interscholastic athletics is a privilege which should fundamentally be available to bona fide students in school districts where they live full time with their parents, custodial parent or legal guardian appointed by a court of proper jurisdiction.
3. Standards governing eligibility are a necessary prerequisite to participation in interscholastic athletics, because:
  - a. they protect the opportunities of bona fide resident students to participate;
  - b. they provide a fundamentally fair and equitable framework in which interscholastic athletic competition in an educational setting can take place;
  - c. they provide uniform standards for all schools to follow in maintaining equitable athletic competition;
  - d. they support the education philosophy that athletics is a privilege which must not be permitted to assume a dominant position in a school's program;
  - e. they keep the focus of educators and students on the fact that students attend school to receive an education first and participate in athletics second;
  - f. they maintain the fundamental principle that a high school student should live at home with the parents and attend school in the school district in which the parents/guardians live;
  - g. they reinforce the view that the family is a strong and viable unit in our society, and as such, is the best place for students to live while attending high school;
  - h. they prevent "district hopping" or "shopping around" for schools or athletic programs which may suit an individual's personal interests;





## Philosophy Underlying IHSA Eligibility Rules, continued

- i. they serve as a deterrent to individuals who would seek to recruit student-athletes to attend a particular school for the purpose of building athletic strength;
- j. they serve as a deterrent to students running away from minor discipline problems or similar conflicts;
- k. they protect school programs from losing students who have an identity as athletes and, as such, are contributors to the overall school program and image.

Violations of the by-laws can cause students and/or schools to incur penalties of ineligibility or other action up to and including expulsion from membership in the Association.

## 2. Eligibility Rulings from IHSA

By-laws 3.030 and 3.040 and their sub-sections pertain to the eligibility of students in regard to residence and transfer. Forms are provided by the IHSA Office to facilitate determination of student eligibility.

**The IHSA Residence Eligibility Form and Affidavit of Residence Form.** These forms are to be completed to facilitate making a determination of the eligibility of a student in regard to residence. The information included on these forms will substantiate whether the student is in full compliance with the residence eligibility by-laws and whether a determination of eligibility is required. If such determination is required, the completed forms must be sent to the Executive Director for a ruling.

**The Principals' Concurrence Regarding Transfer Form.** It is to be completed to secure the concurrence of both the principal of the school from which the student transfers (sending school) and the principal of the school into which the student transfers (receiving school). It is important to note that concurrence of a transfer by both principals does not guarantee or assure eligibility. A ruling by the Executive Director may still be required. In such cases, the fully completed Form #2 must be sent to the IHSA Office along with the fully completed Form #3 (IHSA Transfer Eligibility Form). Principals are responsible for including correct and accurate information on the forms and for the accurate completion of the forms. Errors in their completion will not be considered clerical, and the school will be subject to penalties under the by-laws if a student participates and it is later determined that the student was ineligible on the basis of the information on the form(s).

**The IHSA Transfer Eligibility Form.** This form is to be completed by the school into which a student transfers (receiving school) to facilitate determination of a student's compliance with IHSA eligibility by-laws for interscholastic athletics. This form is to be sent to the IHSA Office, along with the fully completed Form #2 (Principals' Concurrence Regarding Transfer form) in the event a ruling by the Executive Director on a student's eligibility in regard to transfer is required or desired.

## 3. Eligibility of Emancipated Students

For purposes of residence and transfer eligibility, the Board of Directors has defined an emancipated student as a student who:

1. has been a resident of the State of Illinois for at least one full calendar year immediately preceding the date in question, and
2. is totally self-supporting. To help determine if a student is self-supporting, the Executive Director may require submission of documentation, which may include but not be limited to:
  - a. verification from the parents or guardians that they provide none of the student's support;
  - b. verification of employment and earnings or other means of financial support from the employer or supporting agency;
  - c. copies of rent receipts, lease, bank records, payroll records, tax records or other financial data demonstrating that the student incurs and pays his or her living expenses;
  - d. copies of evidence relied on by the school in determining that the student was an emancipated resident of the district for attendance purposes; and
  - e. documentation of the circumstances which precipitated the student's leaving parents/guardians and living independently.

Under Residence By-law 3.031 and/or under By-law 3.040, a ruling request must be submitted along with the proper ruling request forms identified in Item 2 above.

## 4. Foreign Exchange And International Student Eligibility

IHSA By-law 3.034.3 provides foreign exchange students eligibility under the Residence By-law for a period of one calendar year at IHSA member schools provided the following criteria has been met:

1. The exchange program sponsoring the student must have been approved by the IHSA Board of Directors. A list of approved programs for the 2015-16 school term can be found on the IHSA web site ([www.ihsa.org](http://www.ihsa.org)).
2. The exchange student must not have completed eight (8) semesters of high school attendance or its equivalent.





## Foreign Exchange and International Student Eligibility, continued

3. The exchange student must not have completed and/or be a graduate from the culminating grade of high school (secondary) education in his/her home country.
4. The exchange student shall be eligible through age nineteen (19) unless the student becomes twenty (20) during the sports season in which event eligibility shall terminate on the first day of such season.
5. The exchange student must have passed twenty five (25) credit hours of high school work (4 courses) for the previous term of school attendance in his/her home country. (Principals may request an English translation of the student's transcript from the exchange organization for documentation.)
6. Exchange students who are direct placements by a foreign exchange program, will be granted eligibility to participate during the regular season provided there is no evidence of recruiting. However, they will not be eligible to participate in any IHSA state series. In accordance with procedures adopted prior to the 2004-05 school term, CSIET shall notify the IHSA Office of any direct placements occurring in previously-approved programs.
7. The exchange student shall not have violated IHSA By-law 3.080 (Amateurism) either prior to or after coming to the United States. Violation of the provisions of IHSA By-laws 3.081, 3.082 or 3.083 shall cause ineligibility in the sport in which the violation occurred. An official ruling must be secured from the Executive Director before any student who violates this rule may be reinstated to eligibility.

### Approval of International Student Programs

By-Law 3.034.3 creates an eligibility exception for students attending high school in Illinois who are not U.S. citizens or residents. To qualify for eligibility under the by-law, such students not residing with their parents or guardian must be attending their Illinois high school under the auspices of an organization approved by CSIET. The student may also gain eligibility if attending high school in Illinois under the auspices of a program approved by the IHSA Board of Directors. The IHSA Board has established the following program approval criteria for exchange programs for international students not participating in a CSIET approved program.

To be considered for IHSA Board approval, programs must meet the following criteria, as demonstrated by documentation or other objective evidence:

- a. All international students must successfully meet the minimum requirements of a full academic course load and demonstrate the social skills to participate in co-curricular activities.
- b. Financial aid for enrolled international students must be need-based and must be available to all students in an equitable manner.
- c. Any and all financial aid provided to students in the program shall be disclosed.
- d. Supervision of residential life (residential facility or host family) staff should include a formal staff application, interview, background check and ongoing training during the year.
- e. The selection of a school for a student shall not be for athletic purposes.

Programs seeking approval must also submit the following documentation:

- a. Documentation establishing that the International student program has been in existence for greater than 2 years and is clearly tied to the school mission.
- b. An outline of the placement process for students, from initial contact to final placement.
- c. A description of the process which local or area representatives must follow in the placement of students.
- d. A description of the process used by the program to identify and secure local or area representatives.
- e. Documentation establishing that the school and program will provide comprehensive academic and residential life support and supervision through stated admission criteria, orientation, and ongoing support for both the host family and student.
- f. Documentation of admission criteria, which shall include, but not be limited to, academic and English proficiency, and an assessment of readiness to adjust to American culture as demonstrated by application and interview.
- g. Copies of any and all training materials provided to local or area representatives and documentation that all required training has been completed.
- h. A description of the process used by the program and local or area representatives to identify and secure host families, if applicable.

Following submission of the foregoing, the Executive Director may investigate and may request such additional information as he/she or the Board deem necessary for full consideration of the program. The Executive Director shall notify the program whether it has been approved, in writing, following the Board's consideration.





## Criteria for Approval of Foreign Exchange Student Programs by the Illinois High School Association

Board of Directors' approval of foreign exchange student programs, for purposes of determining the residence eligibility for athletics of foreign exchange students in member schools, is required by Section 3.034.3 of the By-laws. In compliance with this provision, the Board of Directors has determined that only those exchange programs with "full listing" status in the 2015-16 CSIET Advisory List may be approved for the 2015-16 school term. Qualifying programs must submit the following documentation to the IHSA office for approval by the Executive Director:

1. An outline of the placement process for students, from initial contact to final placement.
2. A description of the process local or area representatives must follow in the placement of students.
3. The names, addresses and telephone numbers of all local or area representatives responsible for student placement.
4. Copies of any and all training materials provided to local or area representatives and documentation that all required training has been completed.
5. A description of the process used by the program to identify and secure local or area representatives.
6. A description of the process used by the program and local or area representatives to identify and secure host schools.
7. A description of the process used by the program and local or area representatives to identify and secure host families.
8. The procedures for follow up with local or area representatives to ensure that the program's placement process has been followed.
9. The procedures for post placement follow up with the local or area representatives and the students placed by the program.

Following submission of the documentation described above and any additional documentation and/or investigation deemed necessary by the Executive Director, the Executive Director shall notify the program whether it has been approved.

### 5. Approved Foreign Exchange Programs

Please see the IHSA website ([www.IHSA.org](http://www.IHSA.org)) for a current list of the programs that have been approved by the Board of Directors in accordance with By-law 3.034.3. To obtain an eligibility ruling for a student under one of these programs, schools should complete the on-line IHSA Foreign Exchange Student Eligibility Request.

### 6. Strike Policy

The IHSA Board of Directors, in conformity with policy established by the Illinois State Board of Education for strike situations, has ruled that a member school which does not have fifty-one (51%) percent of the students in the district in attendance and cannot offer the minimum program required by state law and ISBE Circular Series A160 on a daily basis shall not engage in interscholastic activities.

IHSA By-laws 3.012 and 3.015, relating to attendance requirements and eligibility requirements of interscholastic participants, and By-law 2.050, relating to schools with which contests may be held, shall be enforced.

The decision of the Board of Directors will not apply to time designated by the local Board of Education as school holidays or vacations, including the Illinois Code provision for five emergency days, provided school is in full operation on the school day preceding the school holiday.

Under the following criteria, practice sessions of the normal length and frequency may be held during the period when school is not fully operating:

1. They must be approved by the local Board of Education and school administration.
2. They must be conducted by personnel who meet the provisions of By-law 2.070.
3. They must be conducted in such manner that assures the health and safety of the participants.
4. Students from a school on strike may not practice with a team from a school which is not on strike.

#### Strike Policy — Participation in State Series During Strike

If a school is on strike and not in legal session, as defined by the State Board of Education, on the date of the beginning competition in any IHSA state series, students from that school may not participate in the state series.

However, when students from any member school first participate in the beginning level of competition in a given state series that state series is considered to have begun for all entered schools. If any school subsequently incurs a strike, the qualified teams and/or students will be permitted to continue participating in the state series, so far as the IHSA strike policy is concerned, even though their school may not be in legal session on the dates of subsequent state series competition in that sport.



## Strike Policy, continued

### Participation During Weather or Other Emergencies

The IHSA strike policy does not restrict schools from participating in activities on days when school is not held due to weather or other emergency situations.

The policy relates only to situations in which school is not operating due to strike circumstances.

### Host Activity During Strike

A school that is on strike may host an interscholastic event in which other schools participate. The striking school simply may not participate in the event.

### Discontinuation of Football Practice

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

1. If football 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.

## 7. Making the Weekly Eligibility Check

IHSA By-laws require that academic eligibility be checked each week to determine if students are passing twenty five (25) credit hours of high school work. (By-law 3.021 and 4.021)

The following procedure should be followed in making the weekly eligibility check:

“Twenty five (25) credit hours of high school work” is defined as any combination of subjects, accepted by local high school authorities in determining the requirements for graduation and which accumulates at least 2.5 credits or its equivalent per semester. Since the rules require that a student must be passing in twenty five (25) credit hours per week, and even though eligibility certificates do not need to be exchanged weekly, a weekly check of each student athlete’s scholastic eligibility is necessary.

Most important to note is that “passing twenty five (25) credit hours per week” is determined by measuring a student’s performance on a cumulative basis from the beginning of a semester through the date on which the check is made. In other words, schools should determine, on each eligibility check date, whether the student’s transcript would contain passing grades in each subject in the event the student should transfer from the school on that date. The check should not reflect only a given school’s week’s scholastic performance; rather it should reflect the student’s cumulative performance for the semester through the date of the check.

Schools are expected to conduct this weekly check in some consistent manner convenient to their individual operations. Student eligibility or ineligibility is then affected on the Monday following the date of the check. For example, consider a school which checks eligibility every Wednesday. Records are processed through the computer and a printout of all athletes’ scholastic standing is given to the athletic director on Thursday. The athletic office reviews the list and reports Thursday afternoon to the principal that a student is not passing twenty five (25) hours as of this check. The principal informs student and coaches on Friday morning that the student is not passing the required work and is thus ineligible for one week, beginning the following Monday morning. The student may play in contests held that evening or on Saturday, the next day. However, the entire next week, the student is ineligible.

The following Wednesday, the process is repeated. This time, when the report reaches the principal on Thursday afternoon, the students’ record shows improvement to passing twenty five (25) credit hours. Now the principal will inform the student and coaches on Friday morning that the student will become eligible again the following Monday morning. Please note that the student is not permitted to play on this Friday and Saturday because of last week’s failure to meet the grade requirements.

A student becoming scholastically ineligible by the weekly eligibility check must remain ineligible for one full calendar week before possibly becoming eligible again.

## 8. Sanction Policy

The Board of Directors has adopted the following policy as its interpretation of By-law 2.060 “Multiple School Interscholastic Activities.” The IHSA sanction policy applies to interscholastic events in which the IHSA sponsors a state tournament series.

Events that require Formal Sanctioning include:

- a) Any interstate event involving two (2) or more schools which is co-sponsored by or titled in the name of an organization outside the high school community (e.g., a university, a theme park, and an athletic shoe/apparel company).
- b) Non-bordering events if five (5) or more states are involved.
- c) Non-bordering events if more than eight (8) schools are involved.
- d) Any event involving two (2) or more schools that involves a team from a foreign country. The host school should complete the international sanction application. (The exceptions to this rule are Canada and Mexico, which are considered bordering states).

No sanction is required if all competing schools, regardless of the number of competing schools, are from states that border the host state unless the event is co-sponsored by or titled in the name of an organization outside the high school community.



## Sanction Policy, continued

Sanctioning Process: An IHSA member school hosting an event under the above listed conditions must complete an online NFHS Application for Sanction of Interstate and International Events. The Sanctioning form link can be found at <http://www.nfhs.org/sanctioning/>. To begin the sanctioning process, all event managers/sponsors have to fill out a registration page in order to go back and make any edits, additions or deletions (if necessary). The sanctioning form for other events that do not meet the above requirements (for example: border states that require sanctioning) can be found on the IHSA.org website under the forms link or at NFHS.org. Only a member school of an NFHS member state association, or a school approved by such an association, or such an association itself, is eligible to request sanctioning through the NFHS Interstate Sanctioning Program.

This application must be submitted to the state association of the host school sixty (60) calendar days or more prior to the event and must be accompanied all applicable fees made payable to the NFHS.

IHSA will process the application online.

Each state association will review the application online and act on it in accordance with their individual rules and/or policies. Each state association will notify the NFHS of its actions on the online application.

Upon receipt of the actions of the host state and each individual state, the National Federation acts on the sanction request. The NFHS will notify the host state and each invited state of its action online.

A listing of sanctioned events can be found on NFHS.org

Any interstate activities contest that is listed by the National Association of Secondary School Principals in its annual Advisory List of Contests and Activities is approved for participation by IHSA member schools. A copy of this list is mailed annually to every high school principal by the NASSP office.

Application Review for NASSP of an interstate activity must be filed annually with the National Association of Secondary School Principals, 1904 Association Drive, Reston, VA 22091

Member schools may request approval for Special Events that do not meet the regular sanction criteria. Requests must be submitted in writing to the Executive Director at least 30 days prior to the date of the event.

## 9. Non-Faculty Coach Policy

Following are the coaching education programs approved by the IHSA Board of Directors:

American Sport Education Program (ASEP), Champaign, IL  
 Ashford University Coaching Education program, Clinton, IA  
 Blackburn College Coaching Education Program, Carlinville, IL  
 Illinois State University, The Coach in Organized Sports and Athletics Program, Normal, IL  
 Iowa Coaches Authorization, Des Moines, IA  
 Loras College Coaching Education Minor, Dubuque, Iowa  
 MacMurray College Coaching Minor, Jacksonville, IL  
 Michigan State University Program for Athletic Coaches' Education (PACE), East Lansing, MI  
 NFHS Coaching Education, Indianapolis, IN  
 Northern Illinois University Coaching Minor, DeKalb, IL  
 Olivet Nazarene University Coaching Minor, Kankakee, IL  
 Quincy University Coaching Minor, Quincy, IL  
 Rock Valley College, Rockford, IL  
 Southern Illinois University Coaching Minor, Carbondale, IL  
 University of Illinois Department of Kinesiology Coaching Endorsement in the Undergraduate Studies Program, Champaign, IL  
 University of Wisconsin, Parkside Coaching Certification Program, Kenosha, WI  
 Dominican University, River Forest, IL - Excellence in Coaching Course, Excellence in Coaching Certificate.

## 10. Policy for Accommodations for Students with Disabilities

### Purpose

It is the policy of the IHSA to provide students with disabilities full and equal opportunities to be integrated in IHSA interscholastic sports and activities whenever possible. IHSA recognizes and adopts the definition of disability as provided within the Americans with Disabilities Act. The IHSA will not discriminate against students with disabilities on the basis of disability in its services, programs, or activities.

### Procedure for Requesting An Accommodation

Students who need accommodations are encouraged to work with their member schools to complete and submit the Request for Accommodation Form. A disability is an impairment that substantially limits one or more major life activity. Disability includes, but is not limited to, physical impairments, mental impairments, visual impairments, hearing impairments, intellectual impairments, learning disabilities. A request for an accommodation should be submitted prior to the start of the applicable athletic or activity season, or as soon as is practically possible in light of the accommodation being sought.





## Policy for Accommodations for Students with Disabilities, continued

The IHSA recognizes that it cannot anticipate all potential accommodations necessary and that providing accommodations to students with disabilities will require an individualized review and assessment. Accordingly, a request for an accommodation shall be considered on a case-by-case basis. The IHSA will engage in an interactive process to the extent necessary for each request for accommodation. The IHSA may work with the student, his/her parent or guardian, coaches or other staff from the student's member school, or outside consultants, if necessary, in the interactive process. A request should be in writing, but a request can be made in an alternative format such as an audio recording or video. All requests for accommodations shall be sent to the Associate Executive Director of the IHSA, Kurt Gibson, who is the ADA Coordinator for the IHSA.

### Process for Submitting a Request

The process for submitting a request for an accommodation (available at: [www.ihsa.org](http://www.ihsa.org)) is as follows:

- The student, his/her parent/guardian and/or his/her member high school are responsible for completion of Part 1 of the Request for Accommodation.
- The Request for Accommodation should be submitted prior to the start of the applicable athletic or activity season, or as soon as is practically possible, in light of the accommodation being sought.
- The student and his/her parent/guardian are responsible for obtaining the school principal's or athletic director's completion of Part 2.
- The request can be submitted by email to the IHSA, fax or mail. The request is deemed submitted on the date emailed or faxed, or, if mailed, three days after the postmark.

Once the IHSA receives a request for an accommodation, the following activity will occur:

- After receiving the request, the ADA Coordinator will conduct a review, which can be informal, but will be interactive to the extent necessary. The student, his/her parent/guardian, and personnel from the student's school shall be given the opportunity to submit additional evidence or engage in discussions with the ADA Coordinator and/or the Executive Director, as they may deem necessary. The IHSA reserves the right to request more information, including medical records, to better understand the request being sought. Furthermore, the IHSA will consult with outside consultants as necessary. The interactive process can be done by telephone, videoconference, or in-person.
- The Executive Director will complete Part 3 of the Request for Accommodation and will provide a letter explaining the accommodation within 10 days after the request for accommodation is submitted to the IHSA. If a request for accommodation is denied by the Executive Director, the student, parent/guardian and/or member school may pursue an appeal pursuant to Section 1.460 of the IHSA Constitution, by submitting a written request for a hearing to the Board of Directors.

### Illustrations of Policy

It has been the practice of the IHSA to grant many requests for accommodations. Some requests for accommodations are complex and require significant analysis, while other requests for accommodations are rather common. The below illustrations include requests for accommodations that the IHSA commonly receives. They are meant to serve as a guide and by no means serve as a substitute for the need to request an accommodation.

1. Q: If a student with a disability is unable to walk for long periods of time, will the student be able to use a motorized golf cart during golf competitions?  
A: Yes, the IHSA routinely grants student athletes with disabilities requesting use of a motorized cart during competition in golf.
2. Q: A student athlete with a visual impairment would like to compete in golf, but needs assistance in determining the target, determining the yardage necessary to hit the golf ball and assistance in locating the golf ball. Can this student use a distance measuring device or a spotter?  
A: Yes. The IHSA does allow the use of a distance measuring device consistent with the USGA Rules of Golf. The IHSA will also allow a student with visual impairment to utilize a spotter as necessary to assist the student athlete in locating the target, reading the distance measuring device and locating the golf ball.
3. Q: A student athlete with a hearing impairment needs assistance regarding the instructions in track and field prior to and at the start of the events; will an interpreter be allowed?  
A: The IHSA will allow either the student athlete's coach or an interpreter to interpret instructions to the student athlete and provide necessary cues for the student athlete to start the event.
4. Q: Can a cross country runner with visual impairment use a guide runner during competition?  
A: It is the practice of the IHSA to allow the use of a guide runner during competition. The IHSA has guidelines specific to the use of the guide runner located on the IHSA website.
5. Q: Can a student with a hearing impairment use an interpreter and transcriber to compete in the IHSA journalism competition?  
A: Yes. The IHSA has granted the request for the use of an interpreter and transcriber for a student with hearing impairment in the IHSA journalism competition.





## Policy for Accommodations for Students with Disabilities, continued

6. Q: Can a student athlete with cancer wear a headband that exceeds the size of headband allowed by the rules of play?  
A: It is the practice of the IHSA to grant accommodations whenever possible for such requests.
7. Q: Will IHSA grant a request of a student athlete with a prosthesis to compete in a sport?  
A: The use of prosthesis is a common request for accommodation, and IHSA will conduct an individualized review of each request for accommodation. When conducting a review, IHSA will consider when the safety of the student athlete and/or other student athletes may be compromised through the use of the prosthesis or whether the prosthesis would provide the student athlete an unfair advantage due to the prosthesis. All efforts will be made to provide an accommodation if possible.
8. Q: If a student is enrolled in less than twenty five credit hours of high school work per week because of the student's disability, is that student able to participate in IHSA sports and activities?  
A: The student must submit a Request for Accommodation Form seeking a waiver of the scholastic standing requirements in By-Law 3.020. The IHSA will make the necessary individual assessment in analyzing the request for accommodation.

## 11. College Auditions

Under the provisions of IHSA By-laws, auditions at colleges, junior colleges and universities could jeopardize the eligibility of high school students if such auditions include:

1. A contest in which high school students participate with or against college, junior college or university students. (By-law 3.105)
2. Group instruction or coaching, involving more than two (2) students from the same school, in sports theory or skills in any interscholastic sport. (By-law 3.101)
3. A contest (including a scrimmage) involving high school students, if it is during their regular season in a sport. (By-law 3.111)
4. Participation by high school students in a practice or scrimmage with or against college, junior college or university students. (By-law 3.105)

## 12. School Equipment Use Policy

A member school may loan or rent any school owned player protection equipment to its students for use in summer camps. A member school may loan or rent football helmets only to its students for use in 7 on 7 passing leagues which are conducted during the summer in compliance with the specifications of IHSA By-law 3.157.

## 13. Football Policies

The purpose of the policy is to address safety and the heat acclimatization period of early season practice, which is considered the first 14 calendar days of football practice for a member school, commencing with the first day a school begins football practice.

During these first 14 calendar days of practice, it is recommended that an appropriate amount of practice time be spent on the basic fundamentals of blocking and tackling to ensure players are equipped to perform proper techniques before competing in a contest.



**Football Policies, continued**

2015 Season Dates	Day of week IHSA calendar	FB calendar day	Practice Type	Allowed Equipment
8/10/2015	Mon WK 6	1	3 hours of practice limit. With a 1 hour walk-through. 2 hours rest between all practices and w-t.	Helmet only
8/11/2015	Tues WK 6	2	3 hours of practice limit. With a 1 hour walk-through. 2 hours rest between all practices and w-t.	Helmet only
8/12/2015	Wed WK 6	3	3 hours of practice limit. With a 1 hour walk-through. 2 hours rest between all practices and w-t.	Helmet and Shoulder Pads
8/13/2015	Thur WK 6	4	3 hours of practice limit. With a 1 hour walk-through. 2 hours rest between all practices and w-t.	Helmet and Shoulder Pads
8/14/2015	Fri WK 6	5	3 hours of practice limit. With a 1 hour walk-through. 2 hours rest between all practices and w-t.	Helmet and Shoulder Pads
8/15/2015	Sat WK 6	6	5 hours of practice limit. No single practice can exceed 3 hours. 2 hours rest between practices.	Full pads
8/16/2015	Sun WK 7	7	No practice allowed – day of rest	
8/17/2015	Mon WK 7	8	5 hours of practice limit. No single practice can exceed 3 hours. 2 hours rest between practices.	Full pads
8/18/2015	Tues WK 7	9	3 hours of practice limit. With a 1 hour walk-through. 2 hours rest between all practices and w-t.	Full pads
8/19/2015	Wed WK 7	10	5 hours of practice limit. No single practice can exceed 3 hours. 2 hours rest between practices.	Full pads
8/20/2015	Thur WK 7	11	3 hours of practice limit. With a 1 hour walk-through. 2 hours rest between all practices and w-t.	Full pads
8/21/2015	Fri WK 7	12	5 hours of practice limit. No single practice can exceed 3 hours. 2 hours rest between practices.	Full pads
8/22/2015	Sat WK 7	13	3 hours of practice limit. With a 1 hour walk-through. 2 hours rest between all practices and w-t.	Full pads
8/23/2015	Sun WK 8	14	No practice allowed - day of rest	
			End of Acclimatization Period	

During the first five (5) days of practice for each player, athletes may not participate in more than 3 hours of practice per day (Monday of Week 6 – Friday of Week 7 in the IHSA standardized calendar).

If practice is interrupted for any reason, the practice should recommence once the conditions are deemed safe, but total practice time should not exceed three hours per day during the first 5 days of practice.

A one-hour maximum walk-through is permitted during the first five days of practice; however, a minimum of 2 hour recovery period should be inserted between the practices and walk-through (or vice-versa).

During the first two days of practice, helmets and appropriate footwear should be the only protective equipment permitted. During days three through five, helmets, shoulder pads and appropriate footwear should be the only protective equipment permitted. Beginning on calendar day six (Saturday of Week 6 in the IHSA standardized calendar), all protective equipment may be worn and full contact may begin. Sunday of week 6 and Sunday of week 7 are determined to be rest days and no practice is allowed.

Beginning no earlier than the 6th calendar day and continuing through the 13th day (Saturday of Week 6 through Saturday of Week 7 in the IHSA standardized calendar), 5 hour practice days must be followed by a 3 hour practice day. On 3 hour practice days, one walk-through is permitted, but it must be separated from the practice(s) by at least two hours of continuous rest. When a 5 hour practice day is followed by a rest day, another 5 hour practice day is permitted after the rest day.

On a 5 hour practice day, no single practice duration can exceed three hours total. Warm-up, stretching, cool-down, walk-through, conditioning, and weight room activities are included as part of the practice time.

All practices during the 14-day acclimatization period must be separated by at least two continuous hours of recovery in a cool environment, with no sport- or conditioning-related activity permitted (e.g. speed or agility drills, strength training, conditioning, or walk-through). Treatment with the athletic trainer is permitted as is classroom work and/or video review.

Regardless of the conditioning program and conditioning status leading up to the first formal practice, all students-athletes (including those who arrive after the first day of practice) must follow the 14-day heat-acclimatization plan.

A walk-through is defined as a teaching opportunity with athletes not wearing protective equipment (helmets or shoulder pads). During a walk-through, no running or running activities by team members is allowed and no protective equipment of any kind should be present. A football should not be used during the one hour walk through. The walk-through is not part of the practice period on a three hour practice day, and it can last no more than one (1) hour per day. The walk-through does not include conditioning or weight room activities.





## Football Policies, continued

The By-laws also specify that each individual football player must participate in on-the-field practice for at least ninety (90) minutes per day on twelve (12) different days prior to playing in a contest. Please note that a practice on the day of a contest will not be counted toward this requirement.

Beginning week 8 of the IHSA standardized calendar and through the remainder of the season, full-contact will be allowed in no more than 3 practices per week and full-contact time is limited to no more than 90 minutes per week.

When schools conduct twice-daily practices, only one session per day may include full contact.

### School Equipment Use

A member school may loan or rent any school-owned football player equipment only to its students for use in summer camps and may loan or rent football helmets only to its students for use in 7 on 7 passing leagues conducted in compliance with the specifications of IHSA By-law 3.157.

### Football Scrimmage Definition

Any action, regardless of whether it would involve 11 on 11, 9 on 8, 4 on 4, etc., which simulates any game play conditions where members of one school would be organized against members of one or more schools would be considered a scrimmage.

## 14. Guidelines for Adding and Deleting State Series Programs

1. The Board will entertain proposals to add a new state series when ten percent of the member schools engage in regularly scheduled competition in the sport or activity.
2. When the minimum required participation level is demonstrated and proposals to add a new state series are considered, the Board shall (a) consider the growth potential of the sport or activity, and (b) consider the equity criteria included in the classification policy in determining whether to add the proposed new series.
3. The Board will entertain recommendations from staff to consider deletion of an existing state series when no less than ten percent of the member schools participate in the series and/or engage in regularly scheduled competition in the sport or activity.

## 15. Guidelines for Non-School Competition

During the school term, special permission may be granted to permit a student to compete in a non-school event during the school season in competitions which are directly sanctioned by the national governing body for the sport or its official Illinois affiliate. No student may participate in more than three (3) approved non-school competitions during a sports season.

Schools must submit the following for approval:

1. A completed copy of the Non-School Competition Participation Request Form.
2. Written verification from the national governing body for that sport, or its official Illinois affiliate, indicating it is directly sanctioning the event.

## 16. Emerging Sports Policy

### Definition of Emerging Sport

Any sport for which IHSA does not conduct a state tournament series and which a member school elects to sponsor as either a sport under the auspices of its athletic administration or as a club or other informal sports activity shall be considered an emerging sport.

### Purpose of Emerging Sports Policy

The Emerging Sport Policy is designed to establish parameters under which schools may engage in competitive sports activity even when state tournament series competition is not available for the sport. It will establish common ground rules and management policies for the sport among member schools and will facilitate the growth of such sports within the established confines of the Association's Constitution and By-laws.





## Emerging Sports Policy, continued

### Registration of Emerging Sport Programs

All member schools facilitating participation by students in any emerging sport shall register for participation in said sport(s) with the Association by adopting an Emerging Sport Resolution and filing a copy of said Resolution along with the registration forms supplied by the Association with the IHSA Office. IHSA will utilize Emerging Sport Registration Records to monitor the development of new sport activities in member schools and assist in determining when new state series should be considered.

### Dates Sport May Be Conducted

Any school belonging to this Association may organize, practice or compete in an emerging sport at any time during its established calendar for the current school term, unless a specific season has been established.

### Eligibility of Participants

Students who participate in emerging sports must be eligible under the provisions of IHSA eligibility by-laws.

### Management Standards Applicable to Schools

Schools sponsoring emerging sports must comply with all provisions of IHSA By-laws.

### Annual Report

Member schools sponsoring registered emerging sport programs must file an annual report of participation with the IHSA Office on forms provided by the Association. This data will further assist the Association in determining when a new state series should be conducted.

## 17. Classification System

In sports and activities conducted in multiple classes, IHSA member schools are divided into classes according to enrollment. The following policy describes the steps required to determine a school's classification enrollment and the enrollment cutoffs for each class.

### A. Enrollments

#### 1. Actual Enrollment

The classification of a high school is based on its total student enrollment figure (ninth through twelfth grade), as reported to the Illinois State Board of Education on September 30 of the preceding school term. For example, classifications for the 2015-16 school term are based on the official school enrollments submitted on September 30, 2014. This figure is known as the "actual enrollment."

The IHSA gathers enrollment data from the Illinois State Board of Education's annual Fall Housing Report, which is generally posted online in March or April. When a school's enrollment is not readily determined from the Fall Housing Report, or when the report appears to be in error, the school may be asked to provide its enrollment data directly to the IHSA.

#### Exceptions

In certain cases, the IHSA may use an estimated enrollment figure provided by a school or school district until the school can provide the Sept. 30 enrollment of the current school term. These situations include, but are not limited to, the following:

- a new school that does not appear in the Fall Housing Report.
- a school that undergoes a significant change in enrollment due to the opening or closing of a school in the same district, the deannexation of a portion of its district, or the deactivation of a neighboring school.

In unusual cases, the Board of Directors may make appropriate adjustments to a school's enrollment figure.

#### 2. Official Enrollment

A high school's "actual enrollment" is subject to several adjustments. The final figure, after these adjustments have been made, is known as the "official enrollment," and is the figure shown on the IHSA Web site and in other IHSA publications.

#### Single-gender schools

The enrollment of a single-gender high school is multiplied by 2 to bring it into line with coed schools having the same number of boys or girls.

Example: 1,000 girls (actual enrollment) x 2 = 2,000





## Classification System, continued

### Schools with fewer than four grades

The enrollment of a high school with only three grades is multiplied by 1.333 is applied to bring it into line with four-year schools.

Example: 1,000 (actual enrollment) x 1.333 = 1,333

In unusual cases (such as when a school is ramping up to full enrollment or being phased out), the enrollment of a high school with only two grades may be multiplied by 2 and the enrollment of a high school with only one grade may be multiplied by 4.

### Variations

A school that houses out-of-district special education students may petition for a variance to have those students removed from its enrollment.

A school may also petition for a variance if it anticipates an enrollment decrease of more than 20 percent.

Any petition to change a school's enrollment must arrive at the IHSA Office no later than September 1.

### 3. Classification Enrollment

The enrollment figure used to classify a high school may vary based on the sport and activity, depending on whether the 1.65 multiplier is applied or a waiver has been granted. The figure used for classification is known as a school's "classification enrollment."

#### Non-boundaried school multiplier

IHSA By-Law 3.170 directs that a 1.65 multiplier be applied to the enrollment of all non-boundaried schools. As defined by the by-law, a non-boundaried school is any private school, charter school, lab school, magnet school, residential school, any public school in a multi-high school district that does not accept students from a fixed portion of the district, or any public school that charges less than the full tuition rate authorized by the Illinois School Code.

Waivers of the multiplier are granted automatically, as described in the next section.

### Waivers

By-Law 3.170 provides for waivers of the 1.65 multiplier on non-boundaried schools. Waivers are granted to individual sport and activity programs on a yearly basis. Waivers are granted only in sports and activities that are conducted in more than one class. All waivers and success advancements for non-boundaried schools will be determined on the individual sport and activity program's performance for the previous four (4) school terms.

### Non-boundaried school programs not eligible for a waiver

A sport or activity program at a particular non-boundaried school is not eligible for an automatic waiver for the current school term if, over the course of the previous four (4) school terms, the program (as a team) has accomplished any of the following:

#### Football

1. Won a first-round playoff game.

#### Other Sports

1. Qualified for the state final tournament (the final weekend of play), or
2. Earned four or more success points in regional and sectional tournaments. Success Points will accumulate on a yearly basis based on a team's advancement in a given state tournament. Teams at member schools will accumulate points for winning regional and sectional tournaments. However, a team that wins both a regional and sectional tournament in the same season will accrue only the sectional championship points for that year. Points will be computed in the following manner:
  - a. One point for a Regional Championship
  - b. Two points for a Sectional Championship

For the purposes of determining eligibility for a waiver, any trophy, title, place, win, or state final appearance that was earned and subsequently forfeited is counted.

### Non-boundaried school programs eligible for a waiver

All sport and activity programs that are subject to the 1.65 multiplier and do not fall under the criteria listed above are eligible for a waiver and are granted a waiver automatically.

No waivers other than automatic waivers are granted.





## Classification System, continued

### Boundaried school programs

For boundaried school programs, the “classification enrollment” is always equal to the “official enrollment.”

#### **B. Success Adjustment**

A sport or activity program at a non-boundaried school shall be subject to the success adjustment if, over the course of the last four school terms, the program has won at least two trophies in the same class, one of which must have been within the last two school years. In such a case the school will be moved up one class from the highest class in which the school has won two trophies. A school will never be adjusted up or down more than one class from one school year to the next.

#### **C. Classification Cutoffs**

At the end of each school term, classification cutoffs and ranges for the next school term in all sports and activities conducted in multiple classes are determined according to the following method:

A list of the schools that entered the IHSA postseason series in that particular sport or activity during the current school term is assembled. “Individual entries” (schools that did not enter as a team) are excluded from the list. In competitive cheerleading, coed entries are also excluded from the list.

The next year’s classification enrollments are applied to all schools in the list. For the purposes of this computation, it is assumed that the schools making up each cooperative team will remain the same.

The list is divided into groups based on the following percentages:

- **Four-class team sports (boys baseball, boys basketball, girls basketball, girls softball, girls volleyball):** The smallest 1/4 (25%) of entries in Class 1A, the next smallest 1/4 (25%) in Class 2A, the next smallest 1/4 (25%) in Class 3A, and the remaining 1/4 (25%) in Class 4A.
- **Three-class team sports (boys soccer, girls soccer, boys wrestling, competitive dance):** The smallest 1/3 (33.33%) of entries in Class 1A, the next smallest 1/3 (33.33%) in Class 2A, and the remaining 1/3 (33.33%) in Class 3A.
- **Three-class individual sports (boys cross country, girls cross country, boys golf, boys track and field, girls track and field):** The smallest 4/10 (40%) of entries in Class 1A, the next smallest 3/10 (30%) in Class 2A, and the remaining 3/10 (30%) in Class 3A.
- **Two-class sports and activities (girls golf, Scholastic Bowl):** The smallest 1/2 (50%) of entries in Class A and the remaining 1/2 (50%) in Class AA.
- **Competitive cheerleading:** Of schools that did not compete in the Coed Division, the smallest 1/3 (33.33%) in the Small Division, the next smallest 1/3 (33.33%) in the Medium Division, and the remaining 1/3 (33.33%) in the Large Division.
- **Music:** Of schools that entered either the Solo & Ensemble or Organization contest (or both), the smallest 1/5 (20%) of entries in Class D, the next smallest 1/5 (20%) in Class C, the next smallest 1/5 (20%) in Class B, the next smallest 1/5 (20%) in Class A, and the remaining 1/5 (20%) in Class AA.
- **Boys football:** Classifications for boys football are determined at the end of the regular season using the “classification enrollment” in the manner prescribed by the Boys Football Terms & Conditions.

After the list is divided into groups, programs affected by the success adjustment are moved up into the proper class. For each program moved up, a corresponding school is moved down to the lower class to keep the percentages equal.

At the discretion of the Board of Directors, the classification cutoffs of similar boys and girls sports that compete in the same season may be combined and made identical. In such cases each cutoff will be the larger of the two figures that would have been used if the sports had been classified separately. Pairs of sports subject to this provision are:

- Boys cross country and girls cross country
- Boys basketball and girls basketball
- Boys track and field and girls track and field
- Boys baseball and girls softball

The highest enrollment assigned to each class is considered the cutoff for that class. All entries with enrollments lower than the cutoff are assigned to that class.

The classification process does not guarantee that, by the time the tournaments are actually conducted, the classes will be



## Classification System, continued

exactly proportional. Between the time the cutoffs are determined and the beginning of the tournaments, some schools may add or drop the sport or activity, or form or dissolve coops.

### Cooperative Teams

In determining the enrollment of a cooperative team, the classification enrollments of all involved schools are combined to determine the classification enrollment of the coop.

### Playing Up

A school may petition to play in a higher classification in a particular sport or activity. The request must be for a minimum of two years and must arrive at the IHSA Office no later than September 1.

**Classification Cutoffs for 2015-16 are available at [ihsa.org](http://ihsa.org)**

## 18. Grouping and Seeding State Tournament Series

### Developing a Rationale for Grouping and Seeding State Tournament Series

The cornerstone of IHSA state tournaments has long been geographic assignments to the state series leading to geographic representation at State Final tournaments. The geographical concept was developed to insure that interscholastic participation was compatible with a school's educational objectives. The geographic concept helped maintain a "reasonableness" to competition and safeguarded key resources such as time and money, while, at the same time, providing for a structure that was equitable to all member schools. Since 1991, when sectional complexes were first adopted in Class AA basketball, IHSA administrators struggled with how to group and seed the lower-level tournaments in other sports and activities. Without an official policy regarding seeding, the current system has developed into a hodgepodge that lacks consistency and an overarching rationale.

It is important to note that the interscholastic programs of a school are designed to enrich the educational process (\* Note Article 1.140 of the Constitution). The establishment of sound standards and procedures for the regulation and control of interscholastic programs not only provide for fairness and equity, but they also keep the programs in an educational context. The geographic principle is essential to regulating the character of interscholastic competition. This document strips away the conflicting arguments and returns to the IHSA's fundamental principles to establish a framework for organizing a state tournament series.

### The Geographic Principle of IHSA State Tournament Series

1. The State Series is designed to determine a State Champion. The State Series is not intended to necessarily advance the best teams in the state to the State Final.
2. Representation in an IHSA State Final Tournament is determined on a geographic basis — that is, schools advancing to the State Final Tournament (or in Boys Football, the State Final Game) qualify from given geographical areas of the state. Pairings for the State Final Tournament are determined every year in a drawing that is open to the media/public.
3. The number of schools in a State Final Tournament, and levels of competition in the State Series, are determined by the number of schools entered in the series.
4. Schools are assigned to first level tournaments/meets on a geographical basis so that there is a reasonable balance in the number of schools assigned at each first level site.
  - A. Factors considered in assigning schools to first level tournaments include:
    1. Schools willing/eligible/selected to host and their location;
    2. Number of schools entered in state series and their locations; and,
    3. Classification of schools in the state series.
    4. In individual state series tournaments/meets, the number of schools with full teams assigned to the beginning competition is balanced as much as possible. Travel distance to the tournament/meet site could justify an imbalance in the number of schools assigned to a site.
  - B. Factors considered in assigning schools to first level tournaments do not include:
    1. Won-lost records of the schools;
    2. Strengths or weaknesses of the schools in a geographic area;
    3. Anticipated or potential revenue; and
    4. Individual, private requests of schools and/or coaches.
5. Assignments to first level tournaments are reviewed and rearranged every 3 years (though the host of each first level tournament may change from year to year). Sometimes, changes in schools willing to host or schools entered may necessitate intermediate adjustments to the assignments.

## Grouping and Seeding State Tournament Series, continued

### Guidelines for Seeding for Bracketed Team Sports

Seeding shall occur only at the lowest level of grouping, and therefore, neither the super-sectionals nor the state final shall be seeded.

Except in football, where an objective computer-based system shall be used, coaches of the teams in each group shall seed the teams of that group. When voting on seeds, coaches shall not vote for their own school. In each group, all seeds shall be added up, with the highest and lowest seeds being thrown out, and then averaged.

In Class 1A (in soccer) and Class 1A and 2A (in other bracketed team sports), all state series shall begin with sub-sectionals. A sub-sectional is a grouping of two geographic regionals.

In Class 2A and 3A (in soccer) and Class 3A and 4A (in other bracketed team sports), all state series shall begin with sectional complexes. In sectional groupings where excessive travel is a factor, geographic sub-sectionals may be used at the discretion of the IHSA Administrator.

In grouping and seeding a sectional complex, true seeds shall be used to populate the brackets except in cases where a conflict arises with pre-determined regional hosts. (For example, if the #1 and #8 seeds are both regional hosts, they cannot be assigned to the same regional and an adjustment must be made.)

In grouping and seeding a sub-sectional, only the top four seeds shall be separated. Seeds #1 and #4 shall be assigned to the same regional unless there is a hosting conflict, in which case seeds #1 and #3 shall be assigned to the same regional. The remaining schools shall be assigned to the regionals based on geographic proximity and paired according to their seeds.

In pairing the sectional semi-final round containing sub-sectionals, the regional from sub-sectional A containing the #1 seed shall be paired with the regional of sub-sectional B containing the #2 seed, and vice versa, except for the southernmost sectional in Class 3A (soccer) or Class 4A (other sports), where the two regionals in each sub-sectional shall be paired with each other.

In football, after the field for each class is determined, schools in Classes 1A through 6A shall be divided geographically into two groups of 16 and paired according to their seeds within each group. In Classes 7A and 8A schools shall not be separated into groups, but paired according to their true seeds.

In all classes of bracketed team sports, the Executive Director is authorized to modify the state series brackets to accommodate unique travel situations.

## 19. Criteria for Increasing the Number of Classes in IHSA Sports and Activities

The following criteria shall be followed when considering proposals to increase or decrease the number of classes in IHSA sports and activities:

1. The Board of Directors shall determine the number of classes based on the criteria set forth in this policy.
2. The classification systems used by Boys Football, Music, Competitive Cheerleading and Competitive Dance are unique and are determined by the Terms & Conditions of the respective sport or activity.
3. For all other sports and activities, entries may be divided into classes according to the criteria in the following tables:

#### **Bracketed team sports/activities**

##### **Number of schools entering teams**

600 or more

300 to 599

all others

##### **Number of classes allowed**

4

2

1

#### **Individual sports/activities**

##### **Number of schools entering teams or individuals**

450 to more

350 to 449

all others

##### **Number of classes allowed**

3

2

1

4. Boys and girls sports with comparable entries shall have an equal number of classes.

## 20. Approved School Policy

Under the provisions of IHSA By-law 1.270, to be granted approved school status, a school must demonstrate that it is in compliance with the following criteria:

1. The school must be Registered or Recognized by the Illinois State Board of Education, or the school must be accredited by an organization that evaluates public and/or private schools. The accrediting organization must be acceptable to the IHSA Board of Directors.

2. In addition, schools must certify that they substantially comply with the Association's rules regarding:

- Scholastic Standing
- Age Limitations
- Contest Limitations
- Participation Limitations

The Board authorizes the Executive Director to grant approved school status to any school meeting the criteria listed above. Schools wishing to be granted approved school status must apply annually.

## 21. Alcoholic Beverages and IHSA State Series Events

The possession, distribution, sale and or consumption of alcoholic beverages is 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.

## 22. Criteria for Selection of Sites for IHSA Meets and Tournaments

In accordance with Article 1.450 of IHSA Constitution, the following criteria will be used in determining schools that are eligible to host and in selecting schools to host IHSA state series tournaments and meets:

1. Principal/official representative of the school has formally requested consideration by submitting a complete and accurate reply form for hosting an IHSA state series tournament or meet to the IHSA office by the deadline date;
2. Adequacy of facilities and equipment needed to host the IHSA state series tournament or meet, including:
  - a. Competition facilities and equipment
  - b. Seating capacity/types of seating
  - c. Parking
  - d. Press facilities and equipment
  - e. Spectator accommodations
  - f. Team accommodations
3. Past performance in hosting particular IHSA state series tournaments or meets and in hosting IHSA events on an overall basis, from both a positive and negative perspective;
4. Availability of needed seating capacity based on attendance records from previous IHSA state series tournament(s) or meet(s) held in that same geographical area;
5. Anticipated expenses for hosting;
6. Willingness to cooperate with the IHSA Royalty Policy if selected to host;
7. Geographical location of prospective host schools to the schools entered in the IHSA state series and the geographical location of all the various level tournament and meet sites as determined by the state tournament or meet structure stipulated in the Terms and Conditions; and,
8. Whether or not it is a school's turn to host if a rotation plan for hosting has been established. (Note: If more than one school meets the criteria and wished to host a particular IHSA state series tournament or meet, a rotation plan for hosting will be established for those schools.)

## 23. IHSA Performance-Enhancing Drug Testing Policy

### Introduction

In accordance with the work of its Sports Medicine Advisory Committee and Public Act 096-0132, the Illinois High School Association shall implement a performance-enhancing substance testing program for student-athletes at IHSA member schools. The Illinois Department of Public Health shall provide oversight to the association and the testing program as needed.

### Background

The value of high school interscholastic programs is found in the over-all physical, emotional, and intellectual development of student-athletes. In that pursuit, anabolic steroids and performance-enhancing dietary substances offer no positive contribution. Rather, their use jeopardizes not only the health of student-athletes, but also impedes in their over-all development. And since this use runs counter to the purpose and value of interscholastic programs, coaches, administrators, school officials or employees, or booster club/support group members have an obligation and responsibility to provide only healthy, safe, and approved substances to student-athletes. In a national study conducted by the U.S. Department of Health in 2003, findings of the survey suggested that just over 3% of surveyed 10th and 12th graders were either currently using anabolic steroids or had within the past year of the survey. A combination of these results and increased dialogue between member schools and the IHSA brought about the realization that the membership was desirous of more direction on this issue. Furthermore, in December of 2006, member schools approved IHSA By-Law 2.170, which took effect on July 1, 2007 and identifies what schools or school officials can and can not distribute to student-athletes, a change aimed at strengthening the relationship between students and their schools by affirming the school's commitment to offering a safe environment in which their students can develop.

Since 2005, the IHSA, through the work of its Sports Medicine Advisory Committee and in conjunction with the National Federation of State High School Associations, has attempted to increase awareness on anabolic steroid use by high school students and provided resources which schools, athletes, and parents could use to reinforce the dangers of anabolic steroids and performance-enhancing dietary substances. For a complete list of resources, interested individuals can access the IHSA's Sports Medicine Advisory Committee's Special Topics page at <http://www.ihsa.org/initiatives/sportmed/index.htm>.

For the 2008-09 school term, the IHSA implemented a performance-enhancing drug testing program that focused on testing during state series competitions. During that school term, nearly 700 students were tested as a part of the program.

In August 2009, Illinois Governor Pat Quinn signed into law Public Act 096-0132, which expanded the association's drug testing efforts. The measure allows for not only an increase in the number of administered tests, but also allows for testing throughout the school year and not just during selected state series competitions.

### General Prohibitions

1. It shall be considered a violation of the IHSA By-law 2.170 and its subsections for any student-athlete to ingest, or otherwise use any substance of the IHSA's Banned Substance Classes, without a written prescription and medical documentation provided by a licensed physician who evaluated the student-athlete for legitimate medical condition.
2. Violations found as a result of the IHSA's Performance-Enhancing Substance Testing program shall be penalized in accordance with this policy.
3. Violations found as a result of any other drug or substance testing conducted by a member school shall be penalized in accordance with the member school's athletic code of conduct policy.

### Banned Substances

A posting of banned substance classes shall be prepared annually by the IHSA Sports Medicine Advisory Committee and approved by the IHSA Board of Directors. It shall be subject to updates at any point during a school term. A complete posting of the current year's banned substance classes list can be accessed on the Sports Medicine page at [www.ihsa.org](http://www.ihsa.org)

### Consent

The association shall prohibit a student from participating in an athletic competition sponsored or sanctioned by the association unless the following conditions are met:

- The student agrees not to use any performance-enhancing substances on the association's most current banned substances classes list, and, if the student is enrolled in high school, the student submits to random testing for the presence of these substances in the student's body, in accordance with the program established by the association.
- The association obtains from the student's parent a statement signed by the parent and acknowledging: that the parent's child, if enrolled in high school, may be subject to random performance-enhancing substance testing; that State law prohibits possessing, dispensing, delivering, or administering a performance-enhancing substance in a manner not allowed by State law; that State law provides that bodybuilding, muscle enhancement, or the increase of muscle bulk or strength training through the use of a performance-enhancing substance by a person who is in good health is not a valid medical purpose; that only a licensed practitioner with prescriptive authority may prescribe a performance-enhancing substance for a person; and that a violation of State law concerning performance-enhancing substances is a criminal offense punishable by confinement in jail or imprisonment.

### Selection of Athletes to be tested

- The method for randomly selecting Schools or Student-athletes to be tested for performance-enhancing substances will be approved by the IHSA in advance of any performance-enhancing substance testing, administered by the third party administrator and implemented by the assigned testing Certified collector.

## IHSA Performance-Enhancing Drug Testing Policies, continued

- Student-athletes in the 9th, 10th, 11th and 12th grades at IHSA member-schools are subject to random selection for performance-enhancing substance testing.
- Selection of Student-athletes will be based upon a random selection process approved by the IHSA and conducted by the third party administrator.
- Student-athletes will be randomly selected from the current IHSA Performance-Enhancing Substance Testing Student-athlete Listing Form. The IHSA Performance-Enhancing Substance Testing Student-athlete Listing Form shall be the official list of all Student-athletes in grades 9-12 participating in IHSA athletic activities. The School is required to utilize the IHSA Performance-Enhancing Substance Testing Student-athlete Listing Form, which is available for download on the IHSA web site.
- If a student is selected for substance testing and is notified and then subsequently excused from testing that day by the certified collector, the third party administrator may return at a later date to test the student-athlete.
- A substitution, who will also have been randomly selected, shall be made for a Student-athlete who is selected for performance-enhancing substance testing but is absent on the day of said testing. Randomly selected Student-athletes who do not appear for testing for reasons other than an Excused Absence will be treated as if there was a positive test result for an performance-enhancing substance and subject to applicable penalties as described later in this policy.

### School and Student-athlete Notification of Testing

- The member school representative and testing site coordinator at a selected School will be officially notified of the performance-enhancing substance testing a minimum of twenty-four (24) hours (1 business day) but no more than forty-eight (48) hours (2 business days) before the day of testing by the third party test administrator.
- The member school representative, testing site coordinator, and/or any other school personnel notified of a performance-enhancing substance testing event are required to keep such notification confidential. Failure of a member school representative, testing site coordinator and/or any other school personnel so notified to keep such notification information confidential will be considered a violation of this policy and subject the member-school to possible sanctions in accordance with section 1.460 of the IHSA Constitution.
- Upon notification of testing, the member school representative will be required to provide an accurate and current list of all Student-athletes in grades 9-12 participating in IHSA athletic activities at the school to the third party test administrator for Student-athlete random selection. The member school representative will be required to submit the list within the time frame specified by the third party test administrator in their notification. The member-school is required to utilize the IHSA Performance-Enhancing Substance Testing Student-athlete Listing Form, which will be available for download on the IHSA web site. The IHSA has the authority to perform audits to ensure that schools are providing complete and accurate Performance-Enhancing Substance Testing Student-athlete Listing Forms to the third party test administrator.
- Upon arrival at the School, the Performance-Enhancing Substance testing Certified collector will provide the member school representative with a list of the randomly selected Student-athletes for performance-enhancing substance testing. The randomly selected Student-athletes will be notified of performance-enhancing substance testing by the member school representative. The member school representative will notify the Student-athlete in person to report immediately to the Collection Station.
- Upon notification the member school representative will have the Student-athlete read and sign the IHSA Student-athlete Notification Form. The time of notification will be recorded on the form. The Student-athlete will report for performance-enhancing testing immediately upon notification. Failure of the Student-athlete to report immediately may be found by the Certified collector to be a violation of this protocol.
- School Personnel will be available in the Collection Station at all times to certify the identity of Student-athletes who cannot provide photo identification and will be responsible for security of the Collection Station at all times.

### Administration of tests

Specimens shall be collected by an independent third party administrator and forwarded to a performance-enhancing substance testing laboratory with current certification from the Substance Abuse and Mental Health Services Administration of the United States Department of Health and Human Services, the World Anti-Doping Agency, or another appropriate national or international-certifying organization.

### Specimen Collection Procedures

The methodology for taking and handling samples shall be in accordance with current legal standards and shall be reviewed annually as a part of this policy. A full explanation of the collection protocols are outlined in Appendix A of this policy.

### Sufficiency of results

A positive result will be any result reported as positive by the accredited laboratory. The Medical Review Officer (MRO) may grant a Medical Exception to a student-athlete who is able to produce documentation showing a legitimate medical need and a prescription from a licensed physician for a banned substance. Results reported as positive by the laboratory shall maintain positive status even though a sanction may not be applied to the student-athlete.

### Appeal process

If the certified laboratory reports that a student-athlete's sample has tested positive, and the IHSA Medical Review Officer confirms that there is no legitimate medical reason for a positive result, a penalty shall be imposed unless the student-athlete proves, by a preponderance of evidence, that he/she bears no fault or negligence for the violation. Appeals shall be heard in accordance with IHSA By-law 1.460 before the IHSA Board of Directors.

## IHSA Performance-Enhancing Drug Testing Policies, continued

### Penalties

1. Any person who tests positively in an IHSA administered test, or any person who refuses to provide a testing sample, or any person who attempts to alter the integrity or validity of the urine specimen, or any person who reports his or her own violation, or any other breach of the IHSA protocol as determined by the independent third party administrator shall immediately forfeit his or her eligibility to participate in IHSA competition for a period of 365 days from the test results are reported to the student and the school. Any such person shall also forfeit any individual honor earned while in violation. The student may apply for reinstatement of his/her athletic eligibility no sooner than 90 calendar days of the suspension following successful completion of an approved educational program and testing negative in a subsequent substance test administered by the association's third party test administrator. The costs of the educational program, and the additional substance test, are the responsibility of the student.  
Additionally, the IHSA reserves the right to conduct follow-up substance tests, in accordance with the procedures outlined in this policy, any such person who tests positive for a banned substance class in an IHSA administered test.
2. Under the provisions of Article 1.460 of the IHSA Constitution, the Executive Director will evaluate each positive test result situation on a case by case basis to determine if a team/school penalty is appropriate.
3. Under the provisions of Article 1.460 of the IHSA Constitution, the Executive Director will evaluate each positive test result situation on a case by case basis to determine if a coach at a member school knowingly violated the rules of the testing program and if a subsequent penalty against any such coach is appropriate.
4. Under the provisions of Article 1.460 of the IHSA Constitution, appeals will be heard by the IHSA Board of Directors.

### Reporting of Results

In reporting results of IHSA administered substance tests, the accredited laboratory will forward all completed substance test results to the third party administrator. The third party administrator will forward all negative results to the designated IHSA representative. Upon receipt of negative test results, the IHSA will notify member schools of those results.

In the event of positive test results, however, the third party administrator will forward all positive substance test results to the MRO to determine if a medical exception is to be granted to the student-athlete. In such cases, the following shall serve as this policy's medical review process:

1. The third party administrator will notify the MRO of the positive test result. At this time, the IHSA will also be notified that a positive test result has occurred.
2. The MRO will have 48 hours from the time of their notification of the positive test result to contact the student's parent(s)/legal guardian(s). If the MRO is unable to establish contact within 48 hours, the submission time outlined in #3 shall begin.
3. The student's parent(s)/guardian(s) have 48 hours from the time of their notification of the positive test result from the MRO to respond and provide appropriate documentation/materials. If appropriate documentation is not submitted within the prescribed time period, a medical exception shall be denied.
4. Upon receipt of appropriate documentation, the MRO shall have five (5) business days to review submitted documentation/materials and make any final determination whether a medical exception shall be granted or denied.
5. Final determination will be forwarded to the third party administrator and then to the IHSA.
6. If a medical exception is not granted by the MRO for a Student-athlete with a positive finding on Specimen A, Specimen B will automatically be tested. The third party test administrator will notify the member school representative by telephone as soon as possible of the initial positive finding on Specimen A. The telephone contact will be followed by a letter (marked "confidential"), which will be mailed to the member school representative. The third party test administrator will, during the telephone conversation, advise the member school representative that Specimen B will be tested.

### Specimen B

- For Student-athlete's not granted a medical exception and with a positive finding on Specimen A, there is no penalty imposed until completion of analysis of Specimen B.
- The third party test administrator will contact the Parent by telephone as soon as possible and notify them of the positive finding in reference to Specimen A and that Specimen B will be tested. The telephone contact will be followed by a letter (marked "confidential"), which will be mailed to the Parent.
- The third party test administrator will, during the telephone conversation, advise the Parent that Specimen B will be tested. The third party test administrator also will inform the Parent that the Student-athlete may have representation at the Laboratory for the testing of Specimen B and that the Student-athlete in question is not subject to penalty until completion of analysis of Specimen B.
- Notification by the Parent of the intent to have representation at the Laboratory must be given to the third party test administrator within 48 hours (2 business days) of being advised that Specimen B will be tested. Notification of the desire to have a representation at the Laboratory can be accomplished via telephone, fax, e-mail or in writing to the third party test administrator.
- If the Parent desires representation for the Student-athlete at the Laboratory, they must present themselves, or, upon appropriate permissions for confidentiality being granted, their representative, at the Laboratory, at an appointed date and time, within 2 business days of the notification of intent to have representation. Any expenses associated with travel to the Laboratory for this purpose are the responsibility of the Student-athlete or their Parent. If the Parent of the Student-athlete cannot arrange for such representation, the Laboratory will arrange for a Surrogate to attend the testing of Specimen B.
- The Surrogate will not otherwise be involved with the analysis of the Specimen.
- At the testing for Specimen B, the Student-athlete, the Parent, their representative or the Surrogate will verify by signature as

## IHSA Performance-Enhancing Drug Testing Policies, continued

to the Specimen Bar Code on Specimen B, that the Specimen Bar Code seal is intact, and that there is no evidence of tampering. If the Specimen Bar Code seal on Specimen B does not match, is not intact or there is evidence of tampering, Specimen B will not be tested and will be discarded by the Laboratory. The result for that Specimen Bar Code will be reported to the third party test administrator as negative and the Student-athlete will not be subject to penalty. In this scenario, the IHSA may require that the third party test administrator collect another Specimen from the Student-athlete.

- Specimen preparation, analysis and interpretation for Specimen B analysis will be conducted by a Laboratory staff member other than the individual who prepared, analyzed and interpreted the Student-athlete's Specimen A.
- Specimen B findings will be final. The Laboratory will inform the third party test administrator of the results.
- For Student-athletes who have a Specimen B negative finding, no further action will be taken and the Student-athlete will not be subject to penalty. Negative results for Specimen B will be communicated in the same manner that negative results for Specimen A are communicated. For Student-athletes who have a Specimen B positive finding, the third party test administrator will contact the IHSA, the Parent and the member school representative by telephone as soon as possible and notify each of the Specimen B positive finding,
- Upon notification of the Specimen B positive finding, the IHSA Executive Director shall notify the school of the student's and/or school's penalty for the positive test result.
- A positive finding may be appealed by the Student-athlete or by the Parent on the Student-athlete's behalf to the IHSA.
- Specimens with negative results are kept for five (5) business days and then discarded by the Laboratory. Specimens with positive results are kept by the Laboratory for a minimum of one (1) year.

### Confidentiality

Results of all tests shall be considered confidential and, unless required by a court order, shall only be disclosed to the student, his or her parents/legal guardian, the principal, assistant principal(s), and activity director(s) of the school attended by the student.

### Collection of results

The IHSA Sports Medicine Advisory Committee shall annually compile and report the results of the testing program to the IHSA Board of Directors. In addition, the committee shall hear an annual report from its selected Medical Review Officer (MRO) and third party test administrator regarding the previous year's testing as a means of consultation prior to its determination of tested sports for the following school term.

### Program renewal

The IHSA Board of Directors shall annually determine whether this policy shall be renewed or discontinued.

## Appendix A Sports Drug-Testing Collection Protocol

1. Only those persons authorized by the certified collector or client representative/site coordinator will be allowed in the collection station.
2. Upon entering the collection station, the athlete will provide photo identification and/or a client representative/site coordinator will identify the athlete and the athlete will officially be signed into the collection station.
3. The certified collector and/or client representative may release a sick or injured athlete from the collection station or may release an athlete to return to competition or meet academic obligations only after appropriate arrangements for having the athlete tested have been made and documented.
4. The athlete will select a sealed collection beaker from a supply of such and will record his/her initials on the collection beaker's lid or attach a unique bar code label to the beaker.
5. Athletes may not carry any item other than his/her beaker into the restroom when providing a specimen. The athlete must remove all outer clothing (e.g., jackets, sweaters). Any problem or concern should be brought to the attention of the certified collector or client representative for documentation. Athletes must wash and dry hands prior to urination.
6. A collector, serving as a monitor to assure the integrity of the specimen until the designated volume of urine has been collected. The monitor must secure the room being used for the monitored collection so that no one except the athlete and the monitor can enter it until after the collection has been completed. Dyeing agents will be added to toilet bowls to prevent sample substitution and any unsupervised access to water will be eliminated during the collection process.
7. Monitors must be members of the official drug-testing crew and of the same gender as the athlete providing the sample. The procedure requires the athlete to empty contents of all pockets and place in container to be left in a location where the athlete and the monitor can observe. The monitor must request the athlete raise his/her shirt high enough to observe the midsection area completely ruling out any attempt to manipulate or substitute a sample.
8. The monitor will allow the athlete to enter the stall and close the door for privacy during the voiding process. If the monitor hears sounds or makes other observations indicating an attempt to tamper with a specimen, there must be an additional collection under direct supervision.
9. Once a specimen is provided, the athlete is responsible for keeping the collection beaker closed and controlled. The monitor will escort the athlete to the collection processing area.
10. Fluids and food given to athletes who have difficulty voiding must be from sealed containers (approved by the collector) that are opened and consumed in the station. These items must be free of any banned substances.
11. If the specimen is incomplete, the athlete must remain in the collection station until the sample is completed. An initial temperature reading from the beaker will be recorded. During this period, the athlete is responsible for keeping the collection beaker closed and controlled.

## IHSA Performance-Enhancing Drug Testing Policies, continued

12. If the specimen is incomplete and the athlete must leave the collection station for a reason approved by the collector, the specimen must be discarded.
13. Upon return to the collection station, the athlete will begin the collection procedure again.
14. The collection processor will pour off a small volume of the specimen into a separate container to perform specimen validity checks. Specific gravity will be measured first, and if in range, the collector will measure the pH of the urine in the presence of the athlete.
15. If the urine has a specific gravity below 1.005 (1.010 if measured with a reagent strip), the specimen will be discarded by the athlete. The athlete must remain in the collection station until another specimen is provided. The athlete will provide another specimen.
16. If the urine has pH greater than 7.5 (with reagent strip or digital meter), the specimen will be discarded by the athlete. The athlete must remain in the collection station until another specimen is provided. No more than 3 urine specimens with a pH greater than 7.5 will be collected. If the urine has a pH less than 4.5 (with reagent strip or digital meter) will be sent to the laboratory and the student-athlete is required to remain in the collection station until another specimen is provided.
17. If the urine has a specific gravity above 1.005 (1.010 if measured with a reagent strip) and the urine has a pH between 4.5 and 7.5 inclusive, the specimen will be processed and sent to the laboratory.
18. The laboratory will make final determination of specimen adequacy.
19. If the laboratory determines that an athlete's specimen is inadequate for analysis, at the client's discretion, another specimen may be collected.
20. If an athlete is suspected of manipulating specimens (e.g., via dilution), the client will have the authority to perform additional tests on the athlete.
21. Once a specimen has been provided that meets the on-site specific gravity and pH parameters, the athlete will select a specimen collection kit and a uniquely numbered Chain of Custody Form (or uniquely numbered set of bar code seals) from a supply of such.
22. A collector will record the specific gravity and pH values.
23. For split sample packaging, the collector will pour approximately 60 mL of the specimen into the "A vial" and the remaining amount (approximately 20 mL) into the "B vial." For single sample packaging, the collector will pour 50 mL into the "A vial." Samples will be shipped to a WADA accredited laboratory.
24. The collector will place the cap on each vial in the presence of the athlete; the collector will then seal each vial in the required manner under the observation of the athlete and witness (if present).
25. Vials and forms (if any) sent to the laboratory shall not contain the name of the athlete.
26. All sealed specimens will be secured in a shipping case. The collector will prepare the case for forwarding.
27. The athlete, processing collector, monitor and witness (if present) will sign affidavits on the Custody and Control Form (paper or paperless) affirming all procedures were followed as described in the protocol. Any deviation from the procedures must be described and recorded. If deviations are alleged, the athlete will be required to provide another specimen.
28. After the collection has been completed, the specimens will be forwarded to the laboratory and copies of any forms forwarded to the designated persons.
29. The specimens become the property of the client.
30. If the athlete does not comply with the collection process, the collector will notify the client representative/site coordinator and third party administrator responsible for management of the drug-testing program.

## 24. IHSA Public Information Policies

The Board of Directors maintains the following policies to insure that the public and the principals of member schools have access to information concerning the activities and workings of the Association:

1. **Dissemination of Committee Recommendations Prior to Board Action:** The Board of Directors has instructed the administrative staff to provide a summary of recommendations made by the various IHSA Advisory Committees to the principals of all member schools for review prior to their being considered or acted upon by the Board. These recommendations will be posted on the IHSA web site ([www.ihsa.org](http://www.ihsa.org)) three times each year (generally in October, January and April). Principals are encouraged to communicate their opinions in writing concerning the various committee recommendations to the Board member elected from their Division or to the IHSA Office.
2. **Press Release Following the Board of Directors Meetings:** The Board of Directors has instructed the administrative staff to make available a press release concerning the proceedings of Board of Directors meetings on the IHSA web site ([www.ihsa.org](http://www.ihsa.org)) for access by the news media and member schools. Following each Board meeting, decisions by the Board of Directors which are to be communicated to the public will be announced simultaneously to the member schools, any other parties involved and the news media on the IHSA web site. As a general rule, Board decisions are released the same day as the Board meeting.

## 25. Code of Conduct

It is recommended by the IHSA Board of Directors that, in the context of IHSA By-law 2.040, every member school establish and maintain a local Code of Conduct, dealing with the problem of the use of tobacco products, alcohol and other illegal, mood-altering and/or performance enhancing drugs or chemicals by students who participate in school athletic and activity programs.

The IHSA also endorses the statement regarding steroid use, contained in all National Federation of State High School Association sports playing rules publications. This statement points out, in part, that “while steroid use is not rivaling the use of alcohol and other drugs in schools, it is a concern. The use of steroids in sports is cheating. We stand opposed to the use of steroids by athletes and all members of the student body because of health and ethical concerns.”

## 26. Application for Approval of Cooperative Team

Schools forming cooperative teams must file applications with the IHSA Office for approval. Please note:

1. One application form must be completed and filed with the IHSA Office for each cooperative team your school wishes to establish. Application forms are available from the IHSA Office.
2. Each application form must contain the signatures of the principals or official representatives and Board of Education presidents of each of the schools involved in the cooperative.
3. Each application must include written approval of the conference(s) in which each cooperating school participated in the previous school year (in the sport for which the coop is being formed), or seven (7) opponents the coop team will play, if it will not play in a conference.
4. Each application must be accompanied by copies of the documents specified on the application form.
5. The application deadlines for cooperative team approval each school year are:

Fall sports—August 1  
 Winter sports—October 1  
 Spring sports—February 1

## 27. Statement Regarding Non-Discrimination

The Illinois High School Association is an Equal Opportunity Employer and provider of services. The Illinois High School Association does not discriminate on the basis of race, sex, age, religion, color, marital status, national origin, disability or veteran’s status in any decision pertaining to employment, including hiring, firing, wages, hours and other terms and conditions of employment, participation in any program or service offered or sponsored by the Illinois High School Association, the conduct of competition, selection of officials, host schools, or in any other fashion or manner. The Illinois High School Association complies with all laws and regulations of the United States and the State of Illinois pertaining to the foregoing and expects similar compliance by its member schools and all participants.

## 28. Entry Policy and Procedures

1. The Entry Policy and Procedures for all IHSA sports and activities shall be posted in the Schools Center on the IHSA website for all IHSA member schools. The Entry Policy and Procedures shall contain instructions for entering state series, policies and procedures.
2. Schools entering a state series event agree to participate in accordance with and abide by all the Terms and Conditions for the sport or activity as approved by the IHSA Board of Directors in accordance with the Constitution and By-laws of the Illinois High School Association.
3. Policies Regarding On-line Entry
  - (a) Three deadline dates have been established for entries.
    - (1) You may elect to enter IHSA sports or activities by season. On-line entry deadlines are below:  
 Fall - September 5  
 Winter - November 1  
 Spring - February 1; or
    - (2) You may elect to enter **all** IHSA sports or activities for the entire school term. Note: The fall entry deadline is September 5.

## Entry Policy and Procedures, continued

- (b) Schools must use the on-line procedures to enter IHSA sports or activities. Only the Principal/Official Representative has access to this database using an exclusive password.
  - (c) On-line entry must be complete no later than the deadline dates listed above. Any attempt to enter a sport or activity on-line after the established deadlines will be denied. Schools that wish to enter late need to have approval from the IHSA administrative officer for that sport or activity.
4. Schools can check the status of entries for all IHSA sports and activities at the Schools Center area of the IHSA web site. On-line entry for an approved cooperative team must be completed by the Principal/Official Representative of the **designated host school**.
  5. Prior to each original entry deadline date, the Principal/Official Representative of each school entered in a sport or activity last year and from which an entry has not yet been completed on-line will be notified by mail. This contact is to serve as a final reminder about the original entry deadline date.
  6. Policies Regarding Late Entries
    - (a) Any attempt to enter a sport or activity on-line after the established deadlines will be denied. Schools that wish to enter after the deadline will be considered late. To be considered for late entry, the Principal/Official Representative must contact the IHSA administrative officer in charge of that sport or activity.
    - (b) The penalty for a late entry in an athletic state tournament or meet series shall be the payment of \$100 for that sport by the school.
    - (c) The penalty for a late entry in an activity state contest shall be the payment of \$100 for that activity by the school.
    - (d) A school may be permitted to enter a sport or activity any time as a late entry before the beginning of the tournament series provided:
      - (1) The IHSA administrative officer in charge of the sport or activity determines whether or not the late entry can be accommodated;
      - (2) The school agrees to follow whatever special provisions might be necessary to accommodate the late entry; and,
      - (3) The schools Principal/Official Representative must send written notice of entry to the IHSA office upon approval to enter from the IHSA Administrator of that sport.
  7. Policies Regarding Late Withdrawals
    - (a) Breach of Contract By-law 6.041
      - (1) 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 and/or the date the List of Participants is due for that sport.
      - (2) If a school withdraws after the seeding meeting/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 for in the Terms and Conditions.
      - (3) 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.
      - (4) In all **activity** state contests, schools that have an entry in an activity and withdraw that entry will be responsible to pay a penalty of \$100 for late withdrawal in that activity, unless the Principal/Official Representative notifies the IHSA Office of the withdrawal, in writing or by telephone pending receipt of written withdrawal, prior to the withdrawal deadline date included in the Terms and Conditions for that activity.
  8. These policies and procedures regarding entries for all IHSA sports and activities shall be followed by all IHSA office personnel, without exception.

## 29. Prayer at IHSA State Series Contests

Prayer at an IHSA state series contest that takes place over the public address system is prohibited.

## 30. IHSA Affirmative Action Policy for Girls on Boys State Series Teams

### I. Rationale

This Affirmative Action Policy addresses the issue of girls participating on boys' teams and boys participating on girls' teams during the IHSA state series. The overall philosophy is that schools should provide separate but comparable athletic opportunities for each sex. There are circumstances however, when an opportunity to compete at a school is not provided a girl or a boy. This policy protects the existing participation opportunities for the underrepresented gender (girls) and also allows that gender additional participation opportunities when they are not provided to them at their school.



## IHSA Affirmative Action Policy for Girls on Boys State Series Teams, continued

The position of the Association is that a girl may participate on a boys' teams but a boy may not participate on a girls' teams. The foundation for this rationale is that by allowing a boy to compete on a girls' team, he most likely would replace a girl on that team thus taking away another opportunity. This situation not only adds to the difference in participation opportunities but also hurts the growth of the girls program.

IHSA is not the enforcement agency. The Illinois State Board of Education (ISBE) monitors the Federal law and the Illinois Sex Equity Rules that require school districts to offer athletic programs that accommodate the interest and abilities of both sexes to a comparable degree. It is their agency that the IHSA member schools must work through in regards to compliance. Therefore, procedures established in this policy are in keeping with the ISBE's role.

### II. Policy for a Girl Entering an IHSA Boys Tournament Series.

This policy applies only to the IHSA state series. During the regular season, schools and conferences will have local control. When a school wants to enter a girl in an IHSA boys state series tournament, the following policy applies.

A member school may enter a girl in the IHSA boys athletic state tournament series when:

1. The only team in the sport offered at the school is a boys' team;
2. The girl(s) has participated on that particular boys team during the regular season and;
3. The member school has secured a "Letter of Verification" from the Illinois State Board of Education indicating that the school is in compliance with the Illinois Sex Equity Rules.

### III. Process

A school must request a letter of verification from the ISBE in order for a girl to participate on a boys team in the IHSA State Series.

To obtain a letter of verification from ISBE, the official school representative must complete a 3-step process. The ISBE is the controlling agency for this process, therefore the request forms are accessed through the ISBE website. A school can access their link through the equity center at [www.ihsa.org](http://www.ihsa.org).

The self-assessment is good for one reporting school year. If your school has NOT completed the assessment within that time, then the following process must be followed.

1. Complete Form B, Step 1 of the "Request for a Girl to Participate on a Boys Team";
2. Complete Form B Step 2 of the "Request for a Girl to Participate on a Boys Team"; this form includes the actual self-assessment criteria.
3. Complete the Form B step 3 of the "Request for a Girl to Participate on a Boys Team".
4. Send all forms to the ISBE.
5. The ISBE will act on your request and subsequently they will acknowledge your schools compliance status with the Illinois Sex Equity Rules (23 Illinois Administrative Code 200) Section 200.80 Extracurricular Program and Activities. This letter will make eligible the girl for participation in the IHSA state series on the boy's team.
6. A copy of that letter will also be sent to the IHSA by the ISBE.

**The self-assessment is good for 4 school years. If your school has been granted permission for a girl to participate on a boys team within the last 4 years, then your past self-assessment may be used. The following process for a school that has completed a self-assessment within 4 school years is as follows:**

1. Complete Form A, Step 1 of the "Request for a Girl to Participate on a Boys Team";
2. Complete Form A Step 2 of the "Request for a Girl to Participate on a Boys Team"; this form includes the actual self-assessment criteria.
3. Complete the Form A step 3 of the "Request for a Girl to Participate on a Boys Team".
4. Send all forms to the ISBE.
5. The ISBE will act on your request and subsequently they will acknowledge your schools compliance status with the Illinois Sex Equity Rules (23 Illinois Administrative Code 200) Section 200.80 Extracurricular Program and Activities. This letter will make eligible the girl for participation in the IHSA state series on the boy's team.
6. A copy of that letter will also be sent to the IHSA by the ISBE.

#### Late Request Conditions

If a request is late and the report cannot be filed prior to the start of the state series, the state Board of Education will conditionally allow participation provided the school agrees to submit the report within the school year. If the report is not submitted by the next school year, then the school will not be granted permission for any girl to compete in any IHSA boys state tournament series.



## IHSA Affirmative Action Policy for Girls on Boys State Series Teams, continued

### Where to Send Your Request for Permission:

Illinois State Board of Education  
 Accountability Division  
 Lynda Vaughn  
 (312) 814-2223  
 lvaughn@isbe.net

### IV. Penalty

If a school does not request permission through the ISBE for a girl to participate on a boy's team, then the girl(s) is excluded from the IHSA boys tournament state series.

### Illustrations of Policy

#### Boys on Girls Team

1. Q. Is there any state series in which a boy may compete in the girl's tournament?  
 A. No. A member school will not be permitted to enter a boy in an IHSA girls state tournament series in any sport.

#### Girls on Boys Team

2. Q. Can a girl participate on a boys' team if she was not a member of the boy's team during the school year?  
 A. No.
3. Q. Can a girl, who has participated on the boys' team during the regular season, compete in the boys state series instead of the girls state series.  
 A. Yes. If a member school offers a boys' team but no girls team in a sport in which the IHSA sponsors both a boys and a girls state tournament series, and in which students may compete for individual honors, the school will be permitted to enter a girl in the boys state tournament series provided she has participated on the boys team in that sport during the regular season
4. Q. Can a girl who has participated on the boys team during the regular season, opt to compete in the girls state series instead?  
 A. Yes. The school may elect to enter the girl to compete for individual honors in the IHSA girls state tournament series in that sport. However, a school will not be permitted to enter a girl in both the IHSA boys and girls state tournament series in that sport.

#### Split Seasons

5. Q. Can a girl who is participating on the boys team during the season also compete in a girl meet or contests?  
 A. Yes, however, by competing in a girl's meet or contest, that school has established a girl's season and therefore she would not longer be eligible to compete for the boy's team.
6. Q. If a member school offers both a boy's team and a girl's team in the same sport but in different seasons, can the girl participate on the boy's team?  
 A. No, that school will be permitted to enter a girl in the IHSA girls state tournament series only in that sport, even though the boys and girls tournaments may occur in different seasons.

#### Lack of Either Program

7. Q. If a member school does not offer a boys team or a girls team in a sport in which the IHSA sponsors both a boys and a girls state tournament series, and if there is an option to compete for individual honors, can a girl enter the boys state series?  
 A. No, the school will be permitted to enter a girl in the girls state tournament series only.
8. Q. If a member school offers a girls team but no boys team in a sport in which the IHSA sponsors both a boys and a girls state tournament series, can the school enter a girl in the boys state series.  
 A. No, the school will be permitted to enter a girl in the girls state tournament series only.

#### Single Sport Programs

9. Q. Can a girl participate on the baseball team if a softball team is offered at the school?  
 A. Yes.
10. Q. If a member school does not offer a boys team in a sport in which the IHSA sponsors only a boys state tournament series and in which students may compete for individual honors, will the school be permitted to enter a girl in the IHSA boys state tournament series in that sport.  
 A. Yes

## IHSA Affirmative Action Policy for Girls on Boys State Series Teams, continued

### Regular Season Participation Limitation

11. Q. During the regular season, does this policy apply?  
A. During the regular season, local school districts will need to make that determination based on the Illinois Sex Equity Policy and Title IX. Our policy applies to the IHSA state series only.
12. Q. Can a girl who has entered the girls state series but is participating on the boy's team during the regular season; play in the girl's conference championship?  
A. Maybe. Once a girl participates in a girls contest, the school has established a girls season and therefore she must cease participation with the boys team. If the conference meet is the last meet she will play in before the girls state series, then she could participate in the conference meet and any other girls contests before the state series.
13. Q. Can a girl who competes in the girls season, participate in a practice with the boys team if both the boys and girls seasons are the same?  
A. Yes, provided both programs are in the same season. No if the programs are in different seasons as is the case for example, in tennis, swimming, soccer, volleyball, and gymnastics.

### Historical Perspective

Since the 1974-75 school year, when Dixon High School won the IHSA Girls State Bowling Tournament with a team composed of four boys and one girl, the IHSA in conjunction with the Illinois State Board of Education and the Office of Civil Rights develop the affirmative action policy. To date, the IHSA Terms and Conditions for all athletic state tournament series include a provision that only girls may participate in the girls state series.

The affirmative action policy was established in 1987 from the encouragement of the Joint Committee of the General Assembly. Subsequently in 1988 a special Blue Ribbon Committee addressed the issue of affirmative action. The committee based the IHSA affirmative action policy on the following eighteen beliefs. The policy throughout the years has been legally challenged and upheld.

IHSA believes:

1. In the overall philosophy and goal to provide separate but comparable athletic opportunities for girls.
2. That in some instances, we must recognize the small school's problems in trying to furnish two teams, one for girls and one for boys, in a sport.
3. That there should be specific provisions by which the immediate needs of an individual girl, lacking available opportunities to participate in given sports, may be accommodated.
4. Because the Affirmative Action Policy will achieve more and sacrifice less in the process it will be more effective and will accomplish vastly more on behalf of female student-athletes in the schools of Illinois than any remedies litigation and/or additional legislation can offer.
5. Separate but comparable programs of athletic competition for high school girls and boys are beneficial to both sexes.
6. That many female student-athletes who have the ability and are willing to pay the price in terms of long hours of practice and adherence to academic eligibility standards have not been able to participate on an athletic team representing their school.
7. That schools that fail to initiate or expand girls athletic programs prevent equitable and comparable athletic opportunities for girls.
8. That if girls competed against boys in athletic competition, some girls might be able to beat some boys some of the time, but most boys will be able to beat most girls most of the time. Therefore, girls generally would be eliminated from a school sports program if competition for team membership were open to both boys and girls. The exceptionally talented girl could perhaps survive — and may even surpass some boys in isolated cases. But the physical and competitive needs of the vast majority of girls could not be satisfied by joint membership of boys and girls on the same team.
9. It is important that educators and school administrators have the freedom to prescribe the policies that best serve the needs of some boys and girls in the IHSA member high schools of Illinois. State laws and litigation, which may be well meaning but perhaps focused on a special vested interest or an isolated instance, should be last resort measures to rectify a problem caused by an inappropriate rule or policy.
10. Parameters to permit boys to compete on girls interscholastic athletic teams as well as to permit girls to participate on boys teams would cause irreparable harm to existing and future girls athletic programs in IHSA member schools by allowing boys to replace girls on school athletic teams, especially those in sports in which boys teams are not regularly maintained (i.e., badminton, softball, volleyball, etc.). Further, schools would not be motivated to provide equal and comparable interscholastic athletic programs for girls as well as boys if they could simply accommodate an occasional girl who was sufficiently skilled in a sport to



## IHSA Affirmative Action Policy for Girls on Boys State Series Teams, continued

qualify as a member of a boy's team. Participation opportunities for girls would suffer greatly under such circumstances. We are committed, instead, to promoting and fostering equitable and comparable opportunities for girls in interscholastic athletics and we are convinced the provisions of the IHSA Affirmative Action Policy effectively accomplish this goal.

11. To permit participation on a team by only a given percentage of student-athletes of the opposite sex of students for which the school team is intended would still be a discriminating factor. One boy, as a pitcher on a girl's softball team, for example, could readily dominate and change the outcome of a girl's softball game.
12. Being named in the School Code of the State of Illinois as an organization to be specifically consulted, the Illinois High School Association has worked very closely with the Illinois State Board of Education and the General Assembly in the promulgation and implementation of the initial Sex Equity Guidelines and the current Illinois Sex Equity Rules. We believe this specifically appointed role for the Illinois High School Association presents the Association with a compelling governmental interest in making sure that girls have equal access to the athletic state tournament series sponsored by the IHSA.
13. The Illinois Sex Equity Rules, as well as Title IX, require each school to have a written sex equity policy and a written grievance procedure whereby a female student-athlete may pursue complaints of discrimination on the basis of sex in the interscholastic athletic programs offered by a school system. The required grievance procedure must be reasonably communicated to the students and parents in a school system and must provide for an appeal process through the Regional Superintendent to the State Superintendent of Education. We are convinced that if Title IX, the Illinois Sex Equity Rules and the administrative remedies they prescribe are properly implemented and administered; costly and unnecessary litigation on behalf of a female student-athlete in the area of sex discrimination would be virtually eliminated.
14. We believe separate but comparable programs of athletic competition for high school girls and boys are beneficial to both sexes. In the context of this philosophy IHSA has established thirteen athletic state tournaments for girls to provide parity with the fourteen state tournaments the Association currently offers for boys. In addition, IHSA policy provides that when adding or deleting a new state series, equity will be part of the consideration.
15. We believe that unfortunately many female student-athletes who have the ability and are willing to pay the price in terms of long hours of practice and adherence to academic eligibility standards may not be able to participate on an athletic team representing their school. Many schools have been unduly slow to initiate or expand girls athletic programs and thereby might not be complying with the mandates put forth in federal and state laws, specifically Title IX of the Education Amendments of 1972 and the Illinois Sex Equity Rules of the School Code of the State of Illinois. Even greater denial of equal and comparable opportunities to female athletes may be caused by participation by girls on boys teams where the school does not offer a girls team in a sport. This practice could curtail the establishment of overall equitable and comparable athletic opportunities for girls to participate in school athletic programs.
16. On the basis of the results of their student athletic interest surveys required by both Title IX and the Illinois Sex Equity Rules, schools must allocate funds, facilities, equipment and personnel to girl's athletics on the basis of the number of participants, squads and contests. Schools should be encouraging the growth of an emerging girls program while striving for the continued good health of the boys program. Girl's athletic teams should be given no more or no less consideration than boy's teams.
17. It cannot be denied that if girls competed against boys in athletic competition, some girls might be able to beat some boys some of the time, but most boys will be able to beat most girls most of the time. It must then follow that girls generally would be eliminated from a school sports program if competition for team membership were open to both boys and girls. The exceptionally talented girl could perhaps survive — and may even surpass some boys in isolated cases. But the physical and competitive needs of the vast majority of girls could not be satisfied by joint membership of boys and girls on the same team.
18. The IHSA has cooperated fully with the Office for Civil Rights in making sure the sports season limitations and the rules and regulations governing interscholastic athletic competition for boys and girls in IHSA member schools are in compliance with Title IX of the Education Amendments of 1972.

## 31. Trademark Use And Royalty Policy

For purposes of this Illinois High School Association Trademark Use and Royalty Policy (this "Policy"), the term "Trademarks" shall collectively refer to all names, marks, symbols, emblems, logos, designs, trade dress, slogans, taglines and other designations utilized by the Illinois High School Association (the "IHSA"), including, without limitation, those marks listed at the end of this Policy as Exhibit A. The Trademarks are protected under applicable state and/or federal law.

### 1. License to IHSA Member Schools.

By virtue of membership in the IHSA, and subject to the terms of this Policy, each member school is granted a non-exclusive, non-transferable license to use the Trademarks on or in connection with printed publications, event merchandise, audio-visual productions and otherwise created and/or distributed in connection with any contests, games, meets or other event conducted by or under the auspices of the IHSA, including regional, sectional and super-sectional events (collectively, "State Series Events").



## Trademark Use and Royalty Policy, Continued

Specifically excluded from the license granted to the member schools are any state final championship events (collectively, “State Final Events”). All uses of the Trademarks pursuant to this Policy must receive the prior written approval of the IHSA.

2. **Use of IHSA Licensed Vendors Only.** Only IHSA-licensed vendors may be utilized to produce printed publications, event merchandise, audio-visual productions bearing the Trademarks and otherwise pursuant to this Policy. Any contract with a licensed vendor shall: (i) require full and timely compliance with this Policy, including, without limitation, timely accounting and payment of any royalties due to the IHSA, and (ii) establish any terms of the business arrangement between the member school and licensed vendor which are separate and in addition to the requirements of this Policy. Unless otherwise agreed by the IHSA, any agreements between a member school (or tournament event host) and a licensed vendor for printed publications, event merchandise, audio-visual productions and otherwise created and/or distributed in connection with any State Series Events shall be subject to the prior approval of the IHSA. No contingent or multi-year contract shall be entered into for any State Series Events.
3. **State Series Events.** The IHSA’s name and at least one of the Trademarks must be included on all printed publications, event merchandise, audio-visual productions and otherwise created and/or distributed in connection any State Series Events. Further, any time a member school hosts a State Series Event, the contemporary IHSA logo must be: (i) conspicuously displayed on the front cover of any program and on any other printed material produced for the State Series Event, and (ii) included on any merchandise, audio-visual productions and otherwise produced in conjunction with the State Series Event.
4. **State Final Events.** No member school or licensed vendor may use the Trademarks in connection with any State Final Events without the prior, written approval of the IHSA. Only IHSA-designated licensed vendors shall be allowed to create or distribute any printed publications, event merchandise, audio-visual productions and otherwise in connection with any State Final Events. Only IHSA-designated licensed vendors will be permitted to be on or around the premises of State Final Events for commercial or retail purposes.
5. **Regular Season Events.** At the option of each member school, the contemporary IHSA logo may be incorporated into any printed publications, event merchandise, audio-visual productions and otherwise created for regular season games—but is not required to be used. In the event a member school chooses to so utilize the contemporary IHSA logo, the member school is obligated to pay to the IHSA royalties in accordance with this Policy and such items shall only be produced by vendors licensed by the IHSA.
6. **Prohibited Uses of the Trademarks.** Member schools and licensed vendors may not: (i) alter the Trademarks in any way, (ii) co-brand their own products or materials with the Trademarks; or (iii) incorporate the Trademarks into their respective trademarks, service marks, company names, Internet addresses, domain names, or any other similar designations.
7. **Use of the Trademarks for Promotion.** Member schools and licensed vendors may use Trademarks to promote the sale of IHSA-approved publications, merchandise, audio-visual productions and otherwise provided that they each follow the guidelines otherwise set forth in this Policy.
8. **General Trademark Usage Considerations.**
  - (a) The Trademarks must always be printed in capital letters with the appropriate TM or ® symbol prominently displayed; and
  - (b) In printed publications, ownership of any Trademark should be indicated in close proximity to Trademark usage to the extent feasible.  

EXAMPLE: When using the trademark “THE FUTURE PLAYS HERE®”, somewhere on the same page should appear the following phrase: “THE FUTURE PLAYS HERE® is a registered trademark of the Illinois High School Association.” In larger publications with multiple Trademarks utilized, instead of indicating the ownership each time a Trademark is used, it would be acceptable to include the following phrase in a prominent location in the publication: “(INSERT) are all trademarks owned or licensed by the Illinois High School Association.”
  - (c) Trademarks shall be set apart from the nouns they modify. Please follow every use of a Trademark with an appropriate noun consisting of the IHSA product or service that is branded with the mark. The Trademarks are adjectives and may not be used as nouns, verbs, puns, alone as a shorthand way of identifying a product or service, or in the possessive or plural forms.
  - (d) Member schools and licensed vendors that desire to reproduce any Trademarks must contact the IHSA to obtain high quality version(s) of the Trademark(s) to be reproduced. Trademarks shall not be obtained/reproduced from any other source, including, but not limited to, the IHSA’s website or other publications.
9. **Special Limitations on Certain Trademarks.** The use of the following Trademarks is subject to special restrictions and limitations as indicated below:
  - (a) MARCH MADNESS® This mark is required to be used on the front cover of all IHSA boys and girls basketball State Events Series and State Final Event programs. This mark may not otherwise be used unless specifically authorized in writing by the IHSA.
  - (b) AMERICA’S ORIGINAL MARCH MADNESS® This mark must be included on the cover, or elsewhere within all IHSA boys and girls basketball State Events Series and State Final Event programs. This mark may not otherwise be used unless specifically authorized in writing by the IHSA.
  - (c) MARCH MADNESS EXPERIENCETM This mark cannot be used unless specifically authorized in writing by the IHSA.
10. **Royalty Payments -Printed Publications.**
  - (a) A royalty equal to five percent (5%) of the gross advertising revenues generated in connection with any printed publications sold or distributed by a member school or licensed vendor at or in connection with any IHSA activity during the regular season or for any State Series Event will be due to the IHSA for any use of the Trademarks.

## Trademark Use and Royalty Policy, Continued

- (b) Licensed vendors shall deliver a full accounting of revenues generated and make any royalty payments due to the IHSA by the earlier of: (i) 30 days after the date of the event for which the printed publications were sold or distributed, or (ii) June 30.
  - (c) Member schools shall deliver a full accounting of revenues generated and make any royalty payments to the IHSA when the school submits all financial reports for the respective State Series Event hosted, or within 30 days for regular season events.
  - (d) No royalty shall be owed where a member school prepares and distributes programs or other printed publications containing no ads or utilizing no Trademarks, with or without the involvement of any licensed vendor.
- 11. Royalty Payments- Merchandise.**
- (a) A royalty equal to eight percent (8%) of the gross revenue generated in connection with the sale of each item of merchandise by a member school or licensed vendor at or in connection with any IHSA activity during the regular season or for any State Series Event will be due to the IHSA for any use of the Trademarks. The royalty shall be paid to the IHSA by either the hosting member school or licensed vendor, whichever party is responsible for the first sale of each finished item, and based on the following:
    - (i) Wholesale to Member School: Total amount charged by licensed vendor to member school for the finished merchandise,
    - (ii) Licensed Vendor Retail: Total amount charged by licensed vendor to customers for the finished merchandise, or
    - (iii) Member School Created: Total amount paid by the member school to vendor(s) for the unfinished merchandise item, together with any amounts paid for printing.
  - (b) Licensed vendors shall deliver a full accounting of revenues generated and make any royalty payments due to the IHSA by the earlier of: (i) 30 days after the date of the event for which the merchandise was sold or distributed, or (ii) June 30.
  - (c) Member schools shall deliver a full accounting of revenues generated and make any royalty payments to the IHSA when the school submits all financial reports for the respective State Series Event hosted, or within 30 days for regular season events.
  - (d) No royalty shall be owed: (i) for merchandise used by the host school for floor, bench and/or other officials, or (ii) for the application of lettering or numerals to merchandise items for all levels of competition below State Final Events.
- 12. Royalty Payments- Other.** Any proposed uses of the Trademarks not otherwise addressed herein (e.g., audio-video production, etcetera) shall be presented to the IHSA in writing and dealt with on a case-by-case basis.
- 13. Miscellaneous.**
- (a) It shall be the responsibility of the member schools to refer third parties wishing to become licensed vendors to the IHSA for consideration.
  - (b) The IHSA shall prepare and distribute to member schools a listing of licensed vendors on a regular basis.
  - (c) The enforcement of this Policy shall be the responsibility of each member school in conjunction with the IHSA. The collection of the revenue required pursuant to this Policy shall be the responsibility of the IHSA via, as appropriate, the member school or licensed vendor. Forms for the accounting of all royalties due will be provided by the IHSA and must be used by the member school or licensed vendor. All contracts and agreements shall be for the benefit of the member school, tournament event host and IHSA, whether or not any of the foregoing is specifically named in the contract or agreement. The IHSA may enforce this Policy for itself and on behalf of any member school or tournament event host as IHSA may elect in its sole discretion.
  - (d) Selection of a member school to host a particular State Series Event shall be conditioned, in part, upon such member school's agreement to comply with and enforce this Policy. Failure to enforce this Policy by any member school may disqualify such member school from eligibility to host future State Series Events.
  - (e) This Policy may be revised as deemed necessary by the IHSA. Any such revisions shall be binding on all member schools upon the publication of same by the IHSA.

### Illustrations and Applications

- 1) Q. What Are Royalty Fees?  
 A. A "royalty fee" is a set amount of money paid, usually on a weekly, monthly or quarterly basis, by a user of intellectual property (e.g., trademark, copyright, patent) or some other right (e.g., franchise rights) to use rights belonging to another. In music, a royalty fee is paid by a singer to the holder of the copyright to the song. In theater, a fee is paid to a writer or playwright for the use of a play. In sports, a royalty fee is paid to a team or league by vendors who wish to use the logos and other trademarks of the team and/or league on items produced by the vendor.
- 2) Q. If a member school and/or its boosters create apparel (or other merchandise) to be sold or given away as an item which promotes and encourages school support and/or school spirit as the school participates in a given State Series Event, must that apparel contain the IHSA logo or other protected marks?  
 A. Yes. The IHSA name and at least one logo must be included on all items produced in connection with an IHSA State Series Event (e.g., Panther Regional Champs or Panther Football Playoffs).
- 3) Q. If a member school and/or its boosters create apparel (or other merchandise) to be sold or given away as an item which exclusively promotes and encourages school support and/or school spirit, must that apparel contain the IHSA logo or other protected marks?  
 A. No. Use of an IHSA trademark would not be required provided the item is school related merchandise and not associated with an IHSA State Series Event (e.g., Panther Pride or Panther Boosters).

## Trademark Use and Royalty Policy, Continued

Q. Can these items be sold at an IHSA State Series Event?

A. Yes.

### 4) Tournament Managers & Miscellaneous Regarding Contracts

(a) The person designated as Tournament Manager by each member school for each IHSA State Series Event being hosted by the member school is the person responsible for entering into agreements regarding compliance with the IHSA Trademark Use and Royalty Policy.

(b) Each member school can (and should) enter into agreements with desired IHSA-licensed vendors to produce programs with ads, and/or various other merchandise items for all State Series Events hosted by the member school. Such agreements become a contractual business arrangement between the licensed vendor and the host school separate from what is provided for in the IHSA Trademark Use and Royalty Policy. Any agreements for the production of items for an IHSA State Series Event, or otherwise using the IHSA name or trademarks, shall necessarily incorporate the terms and conditions of the IHSA Trademark Use and Royalty Policy by reference. Such agreements shall also only be entered into with IHSA-licensed vendors. Please note, however, that IHSA-licensed vendors are prohibited from producing or distributing any printed publications, event merchandise, audio-visual productions or otherwise related to any State Final Events UNLESS specifically designed by the IHSA.

(c) In all instances in which the IHSA Trademark and Royalty Policy applies, the Tournament Manager must require each different licensed vendor doing business with the member school to produce for verification a valid IHSA Vendor License Agreement for the current school year. This must be done before entering into any agreement/contract for the item(s) being produced for the State Series Event being hosted by the member school.

### 5) Print Policy Applications

If a member school contracts with an IHSA-licensed vendor to sell ads in a program provided to the host school, the licensed vendor is responsible to pay the applicable five percent (5%) royalty fee directly to the IHSA, plus any fees due to the host school included in the separate business agreement. If a member school does not use a licensed vendor, but sells ads and produces its own program bearing the IHSA name or any IHSA trademarks, the member school itself is responsible to pay the applicable five percent (5%) royalty fee directly to the IHSA. For example, a company specializing in program production strikes a deal with the Tournament Manager to produce a program and give the Tournament Manager certain financial consideration. The company sells \$5,000 worth of ads to businesses and people in the host school community and in the communities sending teams to the State Series Event. The deal is that the company sells ads in the program and keeps that money, while it provides the programs free to the host school and agrees to give the tournament manager \$200. The licensed vendor is liable for five percent (5%) of the collected gross advertising revenue (in this case, \$250) as royalty fee payable to the IHSA. The licensed vendor then separately pays the tournament manager the \$200 because it is part of a separate agreement between the licensed vendor and the Tournament Manager. In the instant case, the Tournament Manager may sell the program and retain all the revenue generated by such sales.

Q. If an advertiser does not make payment to either the licensed vendor which produced a program or the member school which produced the program, must the producer of the program remit the appropriate royalty fee for any such unpaid ad(s) to the IHSA.

A. No, if permission is requested from the IHSA in writing by the vendor/member school within sixty (60) days following the event and granted by the IHSA. Each request will be considered on an individual basis. Yes, otherwise.

### 6) Merchandise Policy Applications

If a member school contracts with a licensed vendor to produce merchandise, the licensed vendor is responsible to pay applicable royalty fees directly to the IHSA, plus any fees due to the host school included in the separate business agreement. If a member school does not use a licensed vendor, but produces its own merchandise bearing the IHSA name or any IHSA trademarks, the member school itself is responsible to pay the applicable eight percent (8%) royalty fee directly to the IHSA. For Example, a t-shirt maker produces 100 shirts for a regional and sells them to the host school for \$5.00 each. The licensed vendor is liable to the IHSA for eight percent (8%) of the sale price (100 shirts x \$5.00 x .08%, \$40 total royalty due). The member school retains the difference between the price it paid the licensed vendor for the shirts and the gross sales revenue generated for any shirts it sells at retail.

Q. May a licensed vendor sell wholesale to a vendor who is not a member school hosting the State Series Event?

A. Yes, but the royalty fee to be paid to the IHSA by the licensed vendor producing the merchandise shall be computed at the licensed vendor's retail rate, and not the wholesale rate charged to the member school.

### 7) Q. Who Collects and Submits Royalty Fees to the IHSA?

A. All licensed vendors pay royalty fees directly to the IHSA, and Tournament Managers need only to inform the IHSA on the regular state series financial report form the name of the company and contact person with whom the member school entered into business agreements in areas covered by the IHSA Trademark Use and Royalty Policy.

A. If a member school produces its own printed pieces with ads, and/or event merchandise, the member school pays royalty fees directly to the IHSA and reports on the regular state series financial report form.



### Trademark Use and Royalty Policy, Continued

#### EXHIBIT A

##### WORD MARKS

- IHSA®
- ILLINOIS HIGH SCHOOL ASSOCIATION®
- THE FUTURE PLAYS HERE®
- THE FUTURE FISHES HERE®
- ADD A TUDE™
- PACK THE PLACE™
- HAPPENING™
- CHALLENGE YOURSELF™
- SPORT A WINNING ATTITUDE . . . SPORTSMANSHIP™
- SPORTSMANSHIP STARTS WITH AN ATTITUDE
- PLAY SMART. PLAY HARD.
- \*\*MARCH MADNESS®
- \*\*AMERICA'S ORIGINAL MARCH MADNESS®
- \*\*MARCH MADNESS EXPERIENCE®

##### DESIGN MARKS



\*\*Special permission is required for use of "March Madness" "America's Original March Madness" and "March Madness Experience"

**THIS EXHIBIT A MAY BE AMENDED BY THE IHSA AT ANY TIME**



### 32. Corporate Sponsorship Policy

Schools and business in Illinois have a long history of partnership. The Illinois High School (IHSA) shall allow corporate involvement in its interscholastic activities through carefully constructed relationships with companies and organizations to generate income, promote interscholastic participation, and create savings that benefit its member schools and the students who attend them. The guiding philosophy of this corporate partner involvement will be to balance the IHSA's commitment to education, integrity and quality with acceptance of financial support for its interscholastic activities, related programs and membership services. Through corporate partners, the IHSA shall maintain a conscious and consistent effort to assure that the Association's commitment to its constitutional objectives are not compromised.

The Association shall place limits on the amount of corporate partners, the scope of their corporate involvement, use of the IHSA marks and the level of corporate identification with IHSA events. The Association shall insist that its corporate partners be quality companies that are supportive of the Association's responsibility to develop educational programs that benefit its member schools and the students who attend them.

Balancing the interests of the parties requires the establishment and clear identification of realistic goals and expectations. Flexible thinking and an honest effort to accommodate divergent interests are prerequisites to a successful program. The corporate partners must be willing to adapt their promotional activities to the constraints of the Association's philosophy and the IHSA must be sensitive to the practical needs of the corporate partners to use the relationship in beneficial ways.

The Association appreciates and is fully aware of the reality that there must be real benefit and value to corporate partners which participate with the IHSA. Efforts will be made by the Association to enable its corporate partners to promote sales through their relationships with the IHSA, identification with IHSA events and programs that benefit the member schools. The viability and success of any corporate involvement requires that the participants—the IHSA and each corporate partner—benefit from the relationship.

It is impossible to develop a detailed set of rules and regulations defining permitted commercial activities by corporate partners. It is practical, however, to agree upon certain guiding principles reflecting the values of the Association which must be respected:

1. The Association is committed to education, integrity, amateurism, fairness and good sportsmanship.
2. The Association is committed to assuring that the focus of the events, activities and programs is on the member schools and the students who attend them.
3. The Association is committed to the highest level of quality in all of its activities and relationships.
4. The Association is committed to maintain fiscal responsibility that enables it to promote and administer interscholastic programs and events which facilitate optimum experiences for its member schools and the students who attend them.
5. The Association is committed to supporting and providing services for its member schools and the students who attend them.

Adherence to the constitutional objectives of the IHSA and respect for its values should enable corporate partners to utilize their relationships with the Association in meaningful and beneficial ways.

IHSA corporate partners involvement is founded on quality, integrity and highly regarded values. Intelligent, informed, good faith commitment by the participants will assure the long-term well-being of the involvement.

### 33. IHSA Member School Publicity Policy

Each member school acknowledges that athletic contests and interscholastic competitions take place in the public. As such, there is no expectation of privacy in the images of student athletes, coaches or other participants at such events. The IHSA and/or its agents or designees may take, distribute and use photographs of student athletes, coaches, officials and other participants at such events and use the same for publicity, marketing and other appropriate purposes, including event programs. The member school will take appropriate actions to notify its student athletes, coaches and participants of this provision.

### 34. Policy and School Recommendations for Transgender Participation

The Illinois High School Association approves this policy and process to address the participation of transgendered students in all IHSA state finals series in athletics and activities.

For the purpose of this policy the following definitions will be in place:

- Transgendered: a person whose gender identity doesn't match the sex assigned to him or her at birth.
- Intersex: a person who is born with a reproductive or sexual anatomy and /or chromosome pattern that doesn't seem to fit the typical definitions of female or male.
- Gender Identity: a person's deeply-felt internal sense of being male or female.
- Gender Expression: a person's external characteristics and behaviors that are socially defined as either masculine or feminine (dress, speech, mannerisms, social interactions, etc.)

**Privacy Statement:** All discussions and documents at all levels of the process either by a member school, appeals panel, and/or IHSA shall be kept confidential unless specifically requested by the student and family.

## Policy and School Recommendations for Transgender Participation, Continued

### School Procedure:

1. The student and/or parents shall contact the school administrator or athletic director at their member school notifying them that the student has a different gender identity than listed on the student's school registration card or birth certificate and that the student wishes to participate in athletics/activities in a manner consistent with their gender identity. The school shall collect the following for the participation ruling:
  - a. Gender identity used for school registration records
  - b. Medical documentation (hormonal treatments, sexual re-assignment surgery, counseling, medical personnel, etc.)
  - c. Gender Identity related advantages for approved participation
2. Once the school administrator has collected the relevant information, the member school shall contact the IHSA office in writing of the request for the ruling, the student's gender identity, and the selected athletics/activities that the student would like the opportunity to participate in if they are selected through the team try-out process.
  - a. Once the student is approved, participation is granted through the duration of their high school career, it does not need to be annually renewed.

### IHSA Procedure:

IHSA will make final rulings on student participation. The IHSA will establish a group of medical personnel to act in an advisory role when reviewing rulings. Appealing parties should provide the following documentation:

1. A current transcript and school registration information
2. Documentation of the student's consistent gender identification (e.g. affirmation statements from student, parent/guardian, and/or health care provider.
3. Any other pertinent documentation or information

The IHSA will respond to the member school in writing the decision of the participation ruling.

### Areas of Awareness:

- Have a plan in place
- Use correct names/pronouns- according to student's self-identification
- Gender appropriate restroom accessibility
- Locker room accessibility
- Educational training for teachers, counselors, coaches, administrator and students on transgender sensitivity in relation to student
- Manner of dress according to gender identity
- Access to resources and accurate information

## 35. Unmanned Aerial Vehicle (Drone) Policy

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.