

**2013-14**

***Girls Gymnastics***

**Manual for  
Schools**





# Girls Gymnastics



• [www.ihsa.org](http://www.ihsa.org) • Phone: 309-663-6377 • Fax: 309-663-7479 •

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## Revision History

### Girls Gymnastics Calendar

Regional Host Consent Form Due.....	January 15
Sectional Complex Seeding Due .....	January 15
List of Participants Due Date .....	January 27
Regionals .....	Feb. 3-8
State Final Program Information Due to IHSA .....	February 15
Sectionals .....	February 10-13
State Finals .....	February 21-22



# 2013-14 Girls Gymnastics Series Terms and Conditions

In accordance with Section 1.450 of the IHSA Constitution, the Terms and Conditions governing the 2013-14 IHSA Girls State Gymnastics Meet Series have been approved by the Board of Directors.

## I. SCHOOL CLASSIFICATION

Competition in the IHSA Girls State Gymnastics Tournament Series will be held for all member schools without classification.

## II. DATES AND SITES

**A. Regional Meets:** Girls Regional Gymnastics Meets will be held throughout the state during the dates of February 3-8, 2014. Regional host sites will be determined after the Sectional Complex meeting.

**B. Sectional Meets:** Girls' Sectional Gymnastics Meets will be held on Monday-Thursday of Week 32 in the IHSA Standardized Calendar. For the 2013-14 school year, those dates are February 10-13, 2014. Friday and Saturday will be used only in the event of cancellations on Monday-Thursday due to weather. If Friday and Saturday need to be used due to cancellations, an attempt will be made to schedule no more than one meet on each day. Sectional host sites will be assigned by the IHSA.

**C. State Final Meet:** The 2013-14 IHSA Girls State Final Gymnastics Meet will be held on February 21-22, 2014 at Palatine High School, 1111 North Rohlwing Road, Palatine, Illinois.

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

### A. On-Line Entries

All member schools must enter their school into the state series competition through the IHSA School Center on the IHSA Website at [www.ihsa.org](http://www.ihsa.org). The deadline for entry is November 1, 2014. **The 2013-2014 Entry Policies and Procedures outlining the online entry procedures for all IHSA-sponsored tournaments can be found in the Schools Center on the IHSA website.**

**B. Late Entries:** Any attempt to enter a sport or activity 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 administrator in charge of that sport or activity. The penalty for late entry shall be a payment of \$100.00 for that sport/activity by the school.

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

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

If a school withdraws after the seeding meeting date/*List of Participants* due date and/or does not show up for competition, the school will be charged a \$100 penalty. If applicable, the school may be charged for any additional financial loss sustained by the offended school(s) or the Association as a result of such breach.

### D. Qualified Coaches or Faculty

**Representatives:** In accordance with IHSA By-laws 2.020 and 2.070, all schools are required to have a qualified coach or faculty representative present at all times during a meet. If a school does not have a qualified coach or faculty representative present at the Regional, Sectional or State Final site during warm-ups or competition, that school's competitors shall not be permitted to participate. Only coaches and faculty representatives who are listed on the *List of Participants* and in compliance with IHSA by-law 2.070, shall be permitted to serve in coaching capacities at the Regional, Sectional and State Final meets.

**E. Eligibility:** All member schools in good standing may enter an individual(s) or a team under the provisions of IHSA By-law 3.054.

**F. Affirmative Action:** Only girls shall be permitted to participate in the state series except as provided in the IHSA Affirmative Action Policy.

**G. On-Line List of Participants/Substitutions:** The *List of Participants* shall be due by 4:00 p.m. Monday, January 27, 2014. Regional

Managers will be able to access the *List of Participants* for all entries in their regional through the Schools Center on the IHSA website following this deadline. The *List of Participants* shall include the names of contestants entered in the various events. Contestants entered by a school that has entered a team in the state series are considered entered as a part of both the team competition and individual event competition. The order in which the names are submitted and entered on-line is the order in which the gymnast will compete. Names of the substitutes must appear on the *List of Participants*. The *List of Participants* is a final entry. No additions, substitutions or changes will be permitted unless team substitutions are made in accordance with these Terms and Conditions. The original *List of Participants* and order of performance shall apply to each level of the series. Any substitutions made are applicable only to that meet.

**Alternates:** A school, which qualifies to compete for team honors in the State Series, may enter a maximum of eight alternates on the *List of Participants*. These alternates may be used for team substitutions.

**H. List of Participants Penalty:** In order for a school to complete the entry process for girls' state gymnastics series, they must enter their team or individual (s) and complete the *List of Participants* by the established deadline date. Schools who fail to complete both parts of the entry process will not be entered into the state series unless a late entry fee is paid.

## IV. HOST FINANCIAL ARRANGEMENTS

**A. Regional Host:** In the Regional meet, the host school shall receive \$510.00 plus the officials expense.

**B. Sectional Host:** In the Sectional meet, the host school shall receive \$580.00 plus the officials expense.

**C. Admission Prices:**  
At Regional Meets: \$4.00  
At Sectional Meets: \$5.00  
At the State Final Meet: \$10.00 per session  
Baby in arms is free for all levels of competition.

**D. Meet Revenue:** The Regional and Sectional meet revenue shall include the television and radio rights fees collected by the meet manager.

**E. Rights Fees for TV and Radio:**

Television Rights Fees to be charged by Local Managers and/or the IHSA are contained in the IHSA Television Policy. Radio Fees which shall be charged are:

1. Regional -- No Charge
2. Sectional -- No Charge
3. State Final -- \$50.00

The policy regarding media requirements for each Local Manager is contained in the current News Media Directory.

**V. TOURNAMENT ASSIGNMENTS AND SEEDING MEETINGS**

**A. Assignments:** In December, the assignments will be posted online for all schools that entered. Each school entered will submit online through the IHSA School Center a *List of Participants* which will list the names of the contestants entered in the various events in addition to eligible head coaches and assistant coaches of the team.

**B. Sectional Complex Meeting:** All seeding meetings shall be conducted on-line through the IHSA Schools Center. Schools will have until 4:00 p.m. on January 15, 2014, Wednesday of Week 28 to submit their *Seeding Form* to the IHSA Office. The IHSA Office will review all seeding forms and assign schools to their respective regional meets based on the format outlined in section VI. A in these Terms and Conditions. Schools interested in hosting a regional meet shall submit to the IHSA Office a signed *Regional Host Consent Form* prior to the above-mentioned deadline.

**C. Seeding Policies:** The scores used for team seeding shall be from gymnastics meets where the team score was determined by adding 4 scores on all events. For seeding purposes, at the sectional seeding meeting each team will average their top three meet scores to come up with their seed score. In order to verify their seed score, coaches may be asked to send them to the IHSA for review.

1. Dual or multiple meet scores can be used only once.
2. If a team competed in a meet that used three scores for team scoring, whether four or more competitors were used, that score can not be used as part of the seeding information.

**D. Coaches Meeting and Substitutions:** The Regional, Sectional and State Final Meet Managers shall hold a

coaches meeting prior to the meet. The purpose of this meeting is for making team substitutions or scratching competitor(s). In addition, the head coach may make changes in the order of performance for the team or individual competitors from a school. At this time coaches will number scoresheets in competition order. No changes or corrections in the competitors and order of performance shall be permitted following the coaches meeting except in the case of injury or illness as provided in these Terms and Conditions.

**1. Team substitution prior to meet:** Competitors who are substituted under the provisions in these Terms and Conditions may return to team competition in the state series if their team qualifies to advance. A team substitute's name must be included on the *List of Participants*.

**2. Team substitutions during a meet:** The coach must notify the Meet Referee of any such team substitution before the team begins its competition in an event. A team substitution may be made during the state series in cases of a disabling illness or injury of a team competitor provided the name of the substitute appears on the *List of Participants*. The substitution is made before the team begins its competition in an event, and no change is made in the order of performance. When a team substitution is made during a meet and the substitute has not warmed up on the meet equipment, the athlete should be given a one and a half minute touch warm up prior to his/her team competing on that event as determined by the Meet Referee. General warm up will take place in the warm up gymnasium, if available.

**3. Individual substitutions:** No substitutions shall be made for individual qualifiers in any event.

**VI. TOURNAMENT STRUCTURE AND TIME SCHEDULES**

**A. Regional and Sectional Assignments:** The IHSA Office will assign all schools entering the state series to one of four (4) Sectional complexes. At the Sectional Seeding Meetings, the teams will be assigned to a Regional, and the Regional sites will be determined after the Sectional Seeding Meetings. The seed number and the school's ability to host at their school will determine the first choice of hosting a regional rather than the highest seeded team in a regional. When the first seeded team in a regional declines to host the regional at their school, then the next seeded team in a regional has the opportunity. The Regional team assignments will be based on the seeds determined by the coaches, with the assignments to be as follows:

- Regional A: Seeds 1, 8, 9, 16, 17, 24
- Regional B: Seeds 2, 7, 10, 15, 18, 23
- Regional C: Seeds 3, 6, 11, 14, 19, 22
- Regional D: Seeds 4, 5, 12, 13, 20, 21

**B. Events:** The list of events shall include optional level competition in Vaulting, Balance Beam, Parallel Bars, and Floor Exercise. All-Around competition includes participation in all four individual events.

**C. Order of Events:** Events shall be conducted concurrently in the following order on the Vault, Parallel Bars, Balance Beam and Floor Exercise.

**D. Contestant Entries:** A school may enter up to a maximum of five (5) contestants in each individual event. One contestant among the five contestants entered in each individual event MUST participate in All-Around competition and more than one may participate in All-Around. If a school does not enter a gymnast in the All-Around, a school can enter only four girls in each individual event.

**E. Order of Performance**

**1. Regional/Sectional:** Competitors shall perform in order according to a rotational system which shall be outlined in a link found on the forms section of the IHSA Girls' Gymnastics web site. The random draw for sectional rotation shall occur through a blind draw held at the IHSA office after the regional hosts have been determined following the sectional seeding meeting. When a conflict in two events occurs with the order of performance for a competitor, the competitor will be dropped by the Chief Judge in the second event three or four competitors down in the order of performance. If a team conflict occurs, the team shall be dropped in order of competition as a team. No individual or team will be dropped into another team's rotation.

**2. State Final:**

**a. Preliminaries:** The order of performance for the preliminary round of the state final shall be in order according to a random draw by lot.

**b. Event Finals:** The order of performance for the individual event finals at the girls' gymnastics state finals shall be determined according to a random draw of all competitors who qualify for the finals.

**F. Time Schedules**

**1. Regional Meets:** All Regional meets shall be held in a single session beginning at 6:30 p.m. or 1:00 p.m./6:30 p.m. if held on Saturday afternoon.

**2. Sectionals Meets:** All Sectional meets shall be held in a single ses-

sion beginning at 6:30 p.m. or 1:00 p.m./6:30 p.m. if held on Saturday afternoon. All four events shall be conducted concurrently.

3. **State Final Meet:**

**Preliminaries-Friday, February**

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a. 5:00 p.m.: Parade of Competitors followed by Vaulting, Parallel Bars, Balance Beam and Floor Exercise.

**Final-Saturday, February 22**

b. 5:30 p.m.: Parade of Competitors followed by all events in this order: Vaulting, Parallel Bars, Balance Beam and Floor Exercise.

**VII. ADVANCEMENT OF WINNERS**

**A. Individual Advancement**

**1. Regional to Sectional**

**Individual Advancement:** The winners of the first five (5) places in each individual event in the regionals and the first five (5) places in the All-Around regional competition shall advance to the sectional as "Ranked Qualifiers." Ties for the last qualifying spot to advance, shall advance as "Ranked Qualifiers." In addition, the sectional manager shall survey the results of the regionals feeding into the sectional and determine the twelve (12) additional contestants in each individual event and in the All-Around. Those individuals shall advance to the sectional as "At Large Qualifiers." Individuals that tie for the last qualifying spot to advance, shall advance.

**2. Sectional to State Individual**

**Advancement:** The winners of the first five (5) places in each individual event in the sectional and the first five (5) places in the All-Around sectional competition shall advance to the state meet as "Ranked Qualifiers." Ties for the last qualifying spot to advance, shall advance as "Ranked Qualifiers." In addition, the state final manager shall survey the results of all the sectionals and determine the top twelve (12) additional contestants in each individual event and in the All-Around. Those individuals shall advance to the state meet as "At Large Qualifiers." Individuals that tie for the last qualifying spot to advance, shall advance.

**B. Team Advancement**

**1. Regional to Sectional Team**

**Advancement:** The team which compiles the highest raw team score in the regional meet shall be declared the Regional team winner and advance as a team to the sectional team competition. In addition, the Sectional manager shall survey the results of the regionals that feed into the sectional and determine the two (2) additional teams that compiled the highest raw team score without winning a Regional meet. These teams

shall also be advanced as "At Large Teams" to sectional team competition. Teams that tie for the last qualifying spot to advance, shall advance.

**2. Sectional to State Team**

**Advancement:** The team which compiles the highest raw team score in the sectional meet shall be declared the sectional team winner and advance as a team to the state team competition. In addition, the state final manager shall survey the results of all the sectionals and determine the four (4) additional teams that compiled the highest raw team score without winning a sectional meet. These teams shall also be advanced as "At Large Teams" to state team competition. Teams that tie for the last qualifying spot to advance, shall advance.

**C. At-Large Notification:**

Notification of "At -Large Qualifiers" and "At-Large Teams" will only be notified through the posting of the qualifiers and teams on the IHSA web page.

**VIII. TOURNAMENT RULES**

**A. Official Rules:**

The official rules governing competition at the Regional, Sectional and State Final meets in all events shall be those included in the current National Federation Girls Gymnastics Rules Book unless otherwise stated in these Terms and Conditions or in instructions to the participating schools or in the IHSA Girls Gymnastics Meet Manual furnished to meet managers.

**B. Base Scoring:**

For the regional, sectional and state final meets, the judges shall do pre-meet base scoring by using DVDs furnished by the IHSA Office.

**C. Equipment**

**1. Sting Mats/Safety Collars:**

At the regional and sectional levels, schools will be permitted to use their own sting mats and safety collars. At the state meet, schools will not be permitted to use sting mats and safety collars other than those provided by the state meet hosts.

**2. Vaulting Boards:**

At the regional, sectional and state final meets, schools will be permitted to use their own vaulting boards provided they are approved as legal equipment by the Meet Referee.

**3. Vaulting Table:**

Schools that host regional or sectional meets shall only provide a vaulting table for competition.

**4. Parallel Bars:**

Schools hosting a regional, sectional, or state final meet shall only provide the super-wide bars during competition.

**5. Equipment may be borrowed.**

**D. Open Scoring:** Open scoring system shall be used in the state series. The score sheets shall go to the chief judge who checks the range and inquiry items. When the scores are in range and there is agreement on the inquiry items, the average score of the event is flashed.

**E. Scoring:**

**1. Event Scoring:** A competitor's individual event score is determined by averaging the optional scores for the event. A team's event score shall be determined by adding the individual event scores of the best four performances from a school in an event for those schools eligible to compete for team honors. The final raw team score shall be determined by totaling the team's event scores for all four events. The final raw team score does not include All-Around score. A competitor who is a member of a school team (ranked or at-large) and becomes one of the ten event finalists at the State Final will not have her score in that event added to the team score until she has performed in the individual event finals. The better of her two performance scores (preliminary and finals) will become the score added to the team score.

**2. All-Around Scoring:** An individual All-Around score is determined by totaling the All-Around competitor's four individual event scores. At the State Final meet, the All-Around competition will be completed in the Preliminaries.

**F. Judges Score Sheets:** The original copies of judges' event score sheets shall remain a part of the official meet results to be used for verification of scores. The judges scoresheet shall be passed onto the next qualifying level's manager.

**G. Verified Clerical Errors:**

Procedures for dealing with verified clerical errors shall be:

1. Clerical errors are corrected within 48 hours;
2. At-Large Qualifiers already notified will not be eliminated;
3. Scoring errors shall be corrected;
4. Penalties will advance with the correction;
5. Strategic errors or entry errors are not correctable.

**H. Six Contests:** By-law 3.054 provides that schools must engage in a minimum of six contests in a sport to be eligible for team competition in a state tournament series.

## IX. TOURNAMENT POLICIES

**A. Presale Tickets:** Schools entered in the state series and the general public will have an opportunity to purchase single-session tickets in advance and at the door on a first-come, first-serve basis. Each school advancing a team to the State Final team competition will receive an allotment of 100 single-session tickets for each session and 50 season tickets (including a single-session ticket for each session at the single-session ticket price multiplied by three) for sale in advance. Each of the four schools qualifying ranked teams for the State Final meet shall receive an additional allotment of 50 single-session tickets for advance sale.

### B. State Final Passes:

#### 1. Team qualifiers

a. one pass for each competitor, up to eight additional passes for alternates and one pass for the manager as listed on the *List of Participants*.

b. maximum four passes for coaches listed on the *List of Participants*

c. three passes for school officials

d. One (1) state final event pass to properly licensed medical personnel for each team participating in the state final. The pass would be available for either a certified athletic trainer or team physician. A school shall submit this name when they complete their *List of Participants*.

#### 2. Individual qualifiers

a. one pass for each competitor

b. maximum of four passes for coaches listed on the *List of Participants*

c. two passes for school officials

At the State Final, participant passes shall be issued only to those competitors who qualified for the State Final. In addition, competing schools who have individual qualifiers shall receive a maximum of four passes for coaches provided the coaches' names are included on the *List of Participants*. Each school qualifying a team for the State Final "team" competition shall receive four coaches' passes provided the coaches' name is included on the *List of Participants*. In addition, schools that qualified for the team competition at the State Final will receive a maximum of eight passes for team alternates provided the names of the alternates are included on the *List of Participants*. Only coaches and contestants who have been issued passes shall be allowed in the warm-up areas, the competition areas and the participant seating areas at the Regional, Sectional and State Final

meets. Participant passes and warm-up times will be provided upon arrival at the preliminary session. Administrative passes will be available at the pass gate.

**C. Bands:** No bands, pompon squads or drill team groups shall perform at any state series meets.

**D. Artificial Noisemakers:** Mechanical noisemakers and megaphones are prohibited.

**E. Signs and Banners:** The display of signs, banners, placards or similar items at IHSA state series events is permitted, provided:

1. They are in good taste and reflect good sportsmanship in their message and use;

2. They reflect identification and encouragement to participants and their school/community;

3. They are not displayed on the field of play or in a manner which interferes with play;

4. They do not obstruct the view of participants or spectators; and

5. They are not safety hazards.

**F. Cheerleaders and Mascots:** Participating schools may use school cheerleaders provided they have purchased tickets for seating during the meet.

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

### H. Media Requirements:

**1. Provide Space:** Space shall be set aside to provide for news media representatives covering the state series whether they be from newspapers, radio stations, commercial television stations and/or cable television stations.

**2. Radio and TV Originators:** It is the responsibility of the Local Manager to accept applications, approve requests to originate, collect proper rights fees payments (where required) and make cancellation refunds for television and/or radio play-by-play origination's according to the IHSA Television and/or IHSA Radio Broadcast Policy. Television Rights Fees for all levels of competition below the State Final level shall be paid to the host school and shall become

part of the revenue to be shared by the member school(s) and the Association according to the financial terms stipulated in these Terms and Conditions. Radio Broadcast Rights Fees are not required for Regional or Sectional competition in this series, only at the State Final. Local Managers shall permit radio play-by-play originations of the competition. Television and/or Radio Stations which do not apply in advance, or which do not pay required rights fees prior to the start of competition in each respective level in this state series shall not be given credentials nor allowed access to the facility to originate. Sponsors of the originations for television and radio shall be only those so stipulated in the respective IHSA Television and Broadcast policies. All media requirements for the State Final tournament shall be handled through the IHSA Office. Local tournament managers shall be responsible for reporting tournament information and results to the IHSA Office and the news media as stipulated in printed instructions received from the IHSA Office.

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

**J. Use of inhalers:** A student with asthma may possess and use his/her medication during an IHSA competition, while under the supervision of school personnel, provided the school meets the outlined procedures of self administration in the Illinois school code.

### K. Alcoholic Beverages and IHSA State Series Events:

The possession, distribution, sale and/or consumption of alcoholic beverages are prohibited at the site and on any affiliated property of any IHSA state series contest. State series hosts are required to make all state series contest sites and any affiliate 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 prem-

ise, and law enforcement officials will be called as warranted. No ticket refunds will be granted in such cases.

#### **L. Prayer at IHSA State Series**

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

**M. Meet Committee:** A Meet Committee shall be selected for each Regional and Sectional meet. At the Regional and Sectional meets, the Meet Committee shall be comprised of the Meet Referee and two (2) head coaches chosen from the head coaches. If any questions should arise on the legality of an entry under existing rules, the Meet Manager must render a decision. The Meet Committee shall render a decision on questions that might arise concerning whether or not the meet is being conducted in accordance with these Terms and Conditions. All such questions shall be submitted in writing to the Meet Committee by the head coach. The Meet Committee shall not set aside or waive the provisions of a rule or the Terms and Conditions. At the State Final meet, the Meet Committee shall be appointed by the IHSA and the State Final Host.

**N. Technical Committee:** The Meet Director shall appoint a Technical Committee which shall consist of the Meet Director, the Meet Referee, and two acting judges. The Technical Committee shall be responsible for the enforcement of all rules and regulations of the competition. In the event the Technical Committee ties with a vote, the Meet Referee shall decide the issue.

**O. Special Recognitions:** At no state series meet shall any school hold any type of special recognition or specific celebration for any athlete, coach, or official.

**P. Timers/Scorekeepers:** Sectional hosts shall not use high school students as timers and scorekeepers for each Sectional meet.

### **X. AWARDS**

**A. Regional:** At all Regional meets, individual medals shall be awarded to the winners of the first five (5) places in each individual event and in All-Around.

**B. Sectional:** At Sectional meets, individual medals shall be awarded to the winners of the first five (5) places in individual events and in All-Around.

**C. State Final:** Individuals qualifying for the state finals shall be awarded a state qualifier pin. In addition, individual medallions shall be awarded to the winners of the first five (5) places in each individual event and All-around and to the members of the first, second and third place teams. Duplicate individual awards will be presented in the event of unresolved ties.

#### **D. Team Awards**

**1. Regional:** Each Regional winner shall receive a team award.

**2. Sectional:** Each Sectional winner shall receive a team award.

**3. State Final:** Trophies will be presented to the top three placing teams at the State Final Meet. In addition, twenty (20) team medallions shall be presented to the top three placing teams at the State Final Meet.

**E. Administrative Awards:** A Superintendent's medallion, a Principal's medallion, an Athletic Director's medallion, and a medallion for a certified athletic trainer or team physician, provided one is listed on the school's *List of Participants*, will also be awarded to each of the three placing schools.

### **XI. OFFICIALS**

#### **A. Judges Appointment and Fees**

##### **1) Regional:**

a. Two (2) judges shall be assigned to each event at a Regional meet

b. At the Regional, one of the event judges shall be assigned to serve as the Chief Judge.

c. At the Regional meets, one of the Chief Judges shall be assigned to serve as Meet Referee. A Meet Referee shall be assigned to the Regional Meets

d. All judges for the Regional meets shall be assigned by the IHSA Office as stipulated in the current "IHSA Sport Officials Handbook."

e. The officials assigned to the Regional by the IHSA Office shall receive a flat fee of \$115.00.

##### **2) Sectional:**

a. Nine (9) judges shall be assigned to each sectional meet.

b. At the Sectional, one of the event judges shall be assigned to serve as the Chief Judge.

c. At the Sectional meets, one of the assigned judges shall be designated to serve as Meet Referee.

d. All judges for the Sectional meets shall be assigned by the IHSA Office as stipulated in the current "IHSA Sport Officials Handbook."

e. The officials assigned to the Sectional meets by the IHSA Office shall receive a flat fee of \$143.00.

##### **3) State Final:**

a. 17 judges shall be assigned to the preliminary session at the State Final.

b. Nine (9) judges shall be assigned to the final session at the state finals.

c. At the State Final, one of the event judges shall be assigned to serve as the Chief Judge.

d. At the State Final, one of the assigned judges shall be designated to serve as Meet Referee.

e. All judges for the State Final meets shall be assigned by the IHSA Office as stipulated in the current "IHSA Sport Officials Handbook."

f. The officials assigned to the State Final meets by the IHSA Office shall receive a fee of \$127.50 per session.

#### **B. Mileage Reimbursement Policy:**

In the state series a voucher system will be used to compensate officials when they actually drive in excess of 70 miles round trip per contest. Payment will be made through the IHSA Office, after completion of the tournament series, at a rate of thirty (30) cents per mile for all mileage in excess of 70 miles round trip. No compensation will be permitted for trips of less than 70 miles round trip.



## Girls Gymnastics School Information



• [www.ihsa.org](http://www.ihsa.org) • Phone: 309-663-6377 • Fax: 309-663-7479 •

# 2013-14 IHSA GIRLS GYMNASTICS

## SECTIONAL COMPLEX MEETING

### Wednesday, January 15

All seeding meetings shall be conducted on-line through the IHSA Schools Center. Schools will have until 4:00 p.m. on January 15, 2014 to submit their *Seeding Form* to the IHSA Office. The IHSA Office will review all seeding forms and assign schools to their respective regional meets based on the format outlined in section VI. A in the Terms and Conditions. Schools interested in hosting a regional meet shall submit to the IHSA Office a signed *Regional Host Consent Form* prior to the above-mentioned deadline.

Schools interested in hosting a regional must submit these two things:  
Regional Host Consent Forms from the Regional Host School  
An email address where the IHSA can send the regional scoring program

NOTE: Only schools who have a signed "Regional Host Consent Form" are eligible to host (downloadable form).

### Regional Host Selection

The top 4 seeded teams will be sent to separate regionals.

Regional A will have seeds 1, 8, 9, 16, 17, 24  
Regional B will have seeds 2, 7, 10, 15, 18, 23  
Regional C will have seeds 3, 6, 11, 14, 19, 22  
Regional D will have seeds 4, 5, 12, 13, 20, 21

The seed number and the school's ability to host at their school will determine the first choice of hosting a regional rather than the highest seeded team in a regional. When the first seeded team declines to host the regional at their school, then the next seeded team in that regional has the opportunity. This process will continue until a regional host is found.

### Regional Team Assignment Form

Once the regional hosts have been assigned, then a day for the regional must be assigned. The highest seeded team who is hosting has the first option of days, with the remaining host selecting the remaining regional dates in order of their seeds.

Once the IHSA has finalized the regional hosts and assignments, they will be posted on the IHSA website.

### Equipment and specifications

All meet equipment and floor space must meet National Federation specifications. Officials will measure and inspect equipment and standards.

## IHSA COMPUTER SCORING REQUIREMENTS

IHSA will provide the scoring program used for the regional meets. It is user friendly, and its operating instructions will be included in the electronic file sent to each manager. Also, please see the Girls Gymnastics Computer Trouble Shooting page for additional help.

### Computer Systems Requirement

Windows format computer  
Microsoft Excel 97 or later edition or Mac with an Excel 98 program  
200+ processor and 64 ram  
Printer which will print pages with 1 inch margins (most lasers)  
A person familiar with the Microsoft Excel program

### Email Address

Each Regional Host will need to submit an email address to the IHSA Office, an address which will be used by the IHSA to send the actual scoring program.



## Scoring Program/Transfer of Regional Results

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State series hosts will be able to access the Manager's Manual online.

Upon completion of the regional, the regional manager will forward the results of the meet via email to the sectional manager.

## SCHEDULE OF MEETS

### Regionals

February 3-8 Sites determined after seed meeting

### Sectionals

February 10 Hoffman Estates (Conant)  
February 11 Wheaton (W. Warrenville South)  
February 12 Hinsdale (Central)  
February 13 Skokie (Niles North)

### State Finals

Friday, February 21 Prelims  
Saturday, February 22 Finals

## MEET PERSONNEL and MEETINGS

### Meet Referee

The Meet Referee (assigned by IHSA) will check all apparatus to ensure that equipment conforms to all specifications. The Meet Referee must report all irregularities to the Technical Committee. No meet shall be conducted if any apparatus does not meet National Federation Rules.

### Timers

(4)

1 timer should time the fall on the parallel bars  
1 timer should time the event and 1 timer should time falls on the balance beam  
1 timer should time the event on floor exercise.

### Trainers

It is recommended that host schools have a licensed athletic trainer on duty.

### Technical Committee

The Meet Director shall appoint a Technical Committee, which shall consist of the Meet Director, the Meet Referee and 2 acting judges. In the event the Technical Committee ties with a vote, the Meet Referee shall decide the issue.

The Technical committee shall be responsible for the enforcement of all rules and regulations of the competition. (See Terms & Conditions IX N)

### Meet Committee

The Meet Committee shall be comprised of the Meet Referee and 2 head coaches chosen from the coaches who are present at the coaches meeting. The Meet Manager shall render a decision on the legality of an entry under existing rules, while the meet committee will determine whether or not the meet is being conducted in accordance with the terms and conditions. (See Terms & Conditions IX M)

### Coaches Pre-Meet Scratch Meeting

The coaches scratch meeting should begin at 6:20 p.m. The purpose of the coaches meeting is to handle scratches, team substitutions, changes in the competitors' order and any last minute information. The meeting should be held no later than 15 minutes prior the start of the meet.

## COMPETITION

### Local Meet Information

Regional Managers will send local information to the schools participating in their regional including directions, parking, time schedule, warm-up rotation, pass gate entrances, locker room set up, coaches meeting, etc.

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**Scoring**

Scoring shall be conducted according to the National Federation Girls Gymnastics Rules Book.

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**Warm-up Rotation**

The Regional Manager will determine the warm-up rotation based on a draw-by-lot. A rotation order for warm-ups should be planned which allows for equal time for all competitors at each event. Each athlete is allowed 2 minutes at each event on the competition equipment with her rotation group. The 2 minutes includes setting the bars, mats, boards, etc. Athletes should plan on warming up with just a few major elements. Refer to the rotation order included in the downloadable forms. Open rotations are not allowed.

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**Judges' Scoresheets**

The IHSA computer program will print the judges' scoresheets with the competitor's name listed on the scoresheet.

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**Order of Team Competition**

The computer program will provide instructions for the order of competition. It will be based on a random draw.

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**Reviewing Scores**

The Regional Manager shall post the results of each event at the conclusion of that event. Coaches will be allowed a 5 minute time period to check results for accuracy. Following the 5 minutes review period, the results can be made official.

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**Official Rules and Equipment**

All equipment and the competition area must meet National Federation specifications. The Meet Referee will measure and check equipment prior to the meet.

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**Sting Mat/Safety Collar**

At the regional and sectional levels, schools will be permitted to use their own sting mats and safety collars. At the state meet, schools will not be permitted to use sting mats and safety collars other than those provided by the state meet hosts.

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**Round off Pad**

Schools will be permitted to use their own round off pads during the entire state series.

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**Uneven Bars**

Schools hosting a regional, sectional, or state final meet shall only provide the super-wide uneven bars during competition.

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**Ties**

Ties for the last qualifying team and individual spot shall advance.

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**At-Large Qualifiers and Notification**

Notification of at large qualifying teams and individuals will be made on the IHSA website. However, the next level manager will be responsible to make contact with the schools of the At-large qualifying teams and individuals concerning the next level meet.

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**Procedures For Verified Clerical Errors**

1. IHSA must be notified as well as the local manager if a coach makes the discovery.
2. IHSA must be notified within a 24-hour period of time.
3. Any notified at-large qualifier affected by the correction will still advance.
4. Scoring errors will be corrected.
5. Penalties will advance with any corrections.
6. Strategic errors or entry errors are not correctable.

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**Handling of Judges' Scoresheets**

Coaches will NOT be allowed to take any judges' scoresheets out of the scoring area. They are however, permitted to review the sheets.

Following the regional meet, the Regional Manager will give the Sectional Manager all of the judges' scoresheets. If the results need to be reviewed for clerical errors, the original judge's sheet will need to be reviewed by the Sectional Manager and the IHSA.

The Sectional Manager shall keep the regional and sectional judges' scoresheet until the state meet has concluded. Following the state meet, the manager may dispose of them.

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**Exhibitions/Special Recognitions**

Exhibition performances and special recognition ceremonies are not allowed in the state series.

# SCHOOL'S RESPONSIBILITY TO AN OFFICIAL PRIOR TO THE SEASON

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

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

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

## SCHOOL'S RESPONSIBILITY TO AN OFFICIAL PRIOR TO THE CONTEST

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



# SCHOOL'S RESPONSIBILITY TO AN OFFICIAL DURING THE CONTEST

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

## SCHOOL'S RESPONSIBILITY TO AN OFFICIAL AFTER THE CONTEST

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



# Do What's Right!

## Sportsmanship

### DWR! EXPECTATIONS

- ❖ *Represents their school and community well with positive interaction with opposing fans and players.*
- ❖ *Uses positive yells, chants, songs or gestures.*
- ❖ *Display modesty in victory and graciousness in defeat*
- ❖ *Respect and acknowledge the integrity/judgment of officials.*
- ❖ *Exhibit positive behavior with opponents and fans before, during and after the contest.*

### Acceptable Behavior...

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

### Unacceptable Behavior...

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





## **Return to Play (RTP) Policy**

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

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

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

ILLINOIS HIGH SCHOOL ASSOCIATION

2715 McGraw Drive • Bloomington, IL 61704

• [www.ihsa.org](http://www.ihsa.org) • Phone: 309-663-6377 • Fax: 309-663-7479 •

## IHSA Protocol for Implementation of NFHS Sports Playing Rule for Concussions

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

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

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

### Definition of a Concussion

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

### Behavior or signs observed indicative of a possible concussion

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

### Symptoms reported by a player indicative of a possible concussion

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

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

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

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

# IHSA Information

## Girls Gymnastics

Call: (309) 663-6377 FAX: (309) 663-7479

### Team Seeding Information -

(Due to IHSA Wednesday, January 15 – 4:00 p.m. Fax completed form to 309-663-7479.)

#### Instructions

1. Coaches must fax to the IHSA this completed summary sheet by the deadline listed above.
2. An average team score will be computed by the school entered, based on the seeding policy below.
3. After the summary sheets have been received, the IHSA Office will assign schools to regionals in accordance with Section VI. A. of the Girls' Gymnastics Terms and Conditions.
4. Regional hosts will be selected based on the process outlined in Section VI. A. of the Girls' Gymnastics Terms and Conditions. Schools interested in hosting regionals must submit the *Regional Host Consent Form* to the IHSA Office by the deadline listed above in order to be considered for hosting.

#### Seeding Policy

1. The scores used for team seeding shall be from gymnastics meets where the team score was determined by adding four (4) scores on all events.
2. Each team will average their top three (3) scores to come up with their seed score.
  - a) Dual or multiple meet scores can be used only once.
  - b) If a team competed in a meet that used three scores for team scoring, whether four or more competitors were used, that score can not be used as part of the seeding information.
3. Schools with individual competitors only will be assigned to a regional geographically following the sectional complex meeting. Schools with only individual competitors do not need to submit any form to the IHSA Office.

	Date	Name of Opponent/ Event	Your Team's Score
1.	<input type="text"/>	<input type="text"/>	<input type="text"/>
2.	<input type="text"/>	<input type="text"/>	<input type="text"/>
3.	<input type="text"/>	<input type="text"/>	<input type="text"/>
Your Average Team Score/ Seeding Score			<input type="text"/>

This shall verify that the information submitted is in accordance with the Girls Gymnastics Terms and Conditions Seeding Policy.

School \_\_\_\_\_ City \_\_\_\_\_

Coach submitting this report \_\_\_\_\_

### Regional Host Consent for Girls Gymnastics

Complete this section only if your school is interested in hosting a regional.

We understand that determination of host schools for this year's Girls Gymnastics Regional Meets will be based on 3 factors:

1. The school will host at their school and on the predetermined date.
2. The school is able to provide a person and equipment needed to accommodate the computer scoring.
3. The school equipment and competition area meets National Federation standards.

Are your facilities compliant with the 2010 ADA standards or have you developed a transition plan?

\_\_\_\_ Yes \_\_\_\_ No

If we are assigned to host the following person will serve as Meet Manager:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

School Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

\_\_\_\_\_  
Signature of Principal or Athletic Director

Please ✓ the Sectional you have been assigned to, then indicate your preferred dates for hosting.	Monday, February 3	Tuesday, February 4	Wednesday, February 5	Thursday, February 6	Friday, February 7	Saturday, February 8
Hoffman Estates (Conant) Sectional						
Wheaton (W. Warrenville South) Sectional						
Hinsdale (Central) Sectional						
Skokie (Niles North) Sectional						

**IHSA Fax: 309-663-7479 - Due Wednesday, January 15 @ 4:00 p.m.**



# Instructions for Submitting List Of Participants

Schools are required to complete the Girls'Gymnastics *List of Participants* online. Note that there are new passwords for the 2013-14 school term. If your school needs assistance with passwords, please contact the IHSA Office.

Log on to [www.ihsa.org](http://www.ihsa.org) and click on the Schools Center link. Enter your ID number and password. On the next page, go to the "Sports and Activity Tracker" area, find the row that lists the correct tournament, and click on "LOP (*List of Participants*)" link under the "Required Data Forms" heading. Please follow the instructions shown on the screen as you fill in the necessary information. The deadline for submitting the *List of Participants* is Monday, January 27, 2014 at 4:00 p.m. Schools have the opportunity to make changes until Monday, January 27, 2014 at 4:00 p.m.

- A. List all eligible coaches that are in compliance with IHSA By-Law 2.070.
- B. A school may enter up to a maximum of five contestants per each individual event. One contestant among the five in each individual event **MUST** participate in the All-Around and more than one may participate in the All-Around. If a school does not enter a gymnast in the All-Around, only four contestants can be entered in each individual event.

After completing the "*List of Participants*" online, print out a copy of the completed entry form for your records. Regional managers will be able to access the *List of Participants* and listing of all eligible coaches for all entries in their regional through the school center on the IHSA website after January 27, 2014.

**Confirmation of Receipt of Online List of Participants:** Schools should login to their School Center site on the IHSA website and go to the Activity Tracker. The Activity Tracker will show 6/6 pgs. If it doesn't indicate this, then you must go back into your schools List of Participants and complete the Online List of Participants pages that are not checked.

(If you experience any problems, please call the IHSA Office at 309-663-6377 and ask for Tracie Henry or Laura Hennings)

***LIST OF PARTICIPANTS DEADLINE:***  
**Monday, January 27, 2014**



# Girls Gymnastics Regional Draw



• [www.ihsa.org](http://www.ihsa.org) • Phone: 309-663-6377 • Fax: 309-663-7479 •

## CONCEPT

### Assigning A Competitor Number

Purpose is to identify teams and individuals for the computer. This information will be automatically transferred to the next qualifying level. It is the computer's form of a name. The process for the numbering is based on a regional and its corresponding sectional. The number assignments are predetermined by the IHSAA's computer program.

### Order of Competition

The team block style is used. It allows for all competitors from a school to compete in each event as a team before rotating to the next event. For schools that have individual entries only, their entries will be assigned together.

### The Rotation (Draw)

The purpose of the draw is to create an order for competing schools/individuals to rotate from one event to another.

**Making the Draw:** The draw shall be made literally pulling the names of all competing schools out of a hat.

**Note:** if there is more than one competitor from the same school, then they will be assigned to the same rotation and order.

### Order of Events

The order of events for regionals shall be vault and parallel bars concurrently followed by balance beam and floor exercise, which shall also be run concurrently.

### Order of Performance

The order of performance determines what order a school will perform within the event and prevents one school from always going first.

## REGIONALS

### REGIONAL ROTATION PROCEDURES

#### How to Determine the Draw

In determining the order in which each school shall participate in the regional meet, the manager must first determine the total number of schools that are sending competitors to his/her regional. A school, not competing for team honors but with individual entrants, shall be counted in the total number. All schools, regardless of the number of competitors from that school shall be counted for the purpose of the draw. Knowing that total number will help the manager determine which rotation chart should be used. The charts for four (4) teams through ten (10) teams can be found later in this section.

Once it has been determined which rotation chart shall be used, the manager will draw out the name of a school and place it in the #1 spot for all events. The manager will then continue drawing school names out and place them in the appropriate numerical spot on the rotation chart being used.

#### Example of a 6 team rotation

1. Draw schools for the six (6) spots
  - 1-Orland Park (Sandburg)
  - 2-Frankfort (Lincoln Way-East)
  - 3-Tinley Park (Andrew)
  - 4-Olympia Fields (Rich Central)
  - 5-Bradley-Bourbonnais
  - 6-Flossmoor (Homewood-Flossmoor)

2. Insert the schools into the appropriate positions on a six (6) team rotation chart

Vault	Parallel	Beam	Floor
1 Sandburg	4 Rich Central	3 Andrew	6 H-F
2 LW-East	5 BBCHS	2 LW-East	5 BBCHS
3 Andrew	6 H-F	1 Sandburg	4 Rich Central
4 Rich Central	1 Sandburg	6 H-F	3 Andrew
5 BBCHS	2 LW-East	5 BBCHS	2 LW-East
6 H-F	3 Andrew	4 Rich Central	1 Sandburg

**NOTE:** Competition will continue with the next team in the rotation chart if a competing school with an individual competitor is not entered in an event.

### REGIONALS SAMPLE ROTATION CHARTS

(Used to determine the order of events in which a team and an individual will rotate)

Vault	Parallel	Beam	Floor
<b>4 Team</b>			
1	3	2	4
2	4	3	1
3	1	4	2
4	2	1	3
<b>5 Team</b>			
1	3	2	5
2	4	1	4
3	5	5	3
4	1	4	2
5	2	3	1
<b>6 Team</b>			
1	4	3	6
2	5	2	5
3	6	1	4
4	1	6	3
5	2	5	2
6	3	4	1
<b>7 Team</b>			
1	4	3	7
2	5	2	6
3	6	1	5
4	7	7	4
5	1	6	3
6	2	5	2
7	3	4	1

Vault	Parallel	Beam	Floor
<b>8 Team</b>			
1	5	8	4
2	6	7	3
3	7	2	6
4	8	1	5
5	1	4	8
6	2	3	7
7	3	6	2
8	4	5	1
<b>9 Team</b>			
1	5	4	9
2	6	3	8
3	7	2	7
4	8	1	6
5	9	9	5
6	1	8	4
7	2	7	3
8	3	6	2
9	4	5	1
<b>10 Team</b>			
1	6	5	10
2	7	4	9
3	8	3	8
4	9	2	7
5	10	1	6
6	1	10	5
7	2	9	4
8	3	8	3
9	4	7	2
10	5	6	1



# Girls Gymnastics Sectional Draw



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## CONCEPT

### Assigning A Competitor Number

Purpose is to identify teams and individuals for the computer. This information will be automatically transferred to the next qualifying level. It is the computer's form of a name. The process for the numbering is based on a regional and its corresponding sectional. The number assignments are predetermined by the IHSA's computer program.

### Order of Competition

The team block style is used. It allows for all competitors from a school to compete in each event as a team before rotating to the next event. For schools that have individual entries only, their entries will be assigned together.

### The Rotation (Draw)

The purpose of the draw is to create an order for schools to rotate from one event to another.

**Making the Team Draw:** The draw for teams shall be made by the luck of the draw by literally pulling the schools names out of a hat.

**Making the Individual Draw:** The draw for an individual(s) from a school that does not have a team shall be designed to even out each rotation. The luck of the draw principle still controls.

**Note:** If there is more than one competitor from the same school, then they will be assigned to the same rotation and order.

### Order of Events

The order of events for the sectionals shall run all four events concurrently.

### Order of Performance

The order of performance determines what order a school will perform within the event and prevents one school from always going first.

## STEP 1 SECTIONAL ROTATION PROCEDURE – Determined by IHSA

IHSA will conduct the draw for the sectional rotation. Instead of selecting the teams by the luck of the draw (as done with the regionals), sectional managers will simply insert the regional winners into the chart below to determine the rotation. The IHSA will post the draw for managers to use on January 16, after they have received the seed results from each sectional.

Individuals will need to be added to the rotation by the manager. Managers will need to count the number of competitors in each event. If there is less than 12, then the number in each event should be equalized. Randomly draw individuals making sure that gymnasts from the same school are kept together and add them to the rotation.

As a point of information on IHSA procedures used to determine this draw, Sectionals have been numbered according to the date in which they are to compete. Regionals within the sectional were also numbered (regional 1, regional 2, regional 3, regional 4) according to the date in which they are to compete.

# **SECTIONALS**

## **ADVANCE RANDOM DRAW**

*6 Team Sectional IHSA Rotation  
(Based on Olympic order with four events running concurrently)*

<b>Rotation</b>	<b>Vault</b>	<b>Parallel bars</b>	<b>Balance beam</b>	<b>Floor Exercise</b>
1st	A	D	C	B
2nd	B	A	D	C
3rd	C	B	A	D
4th	D	C	B	A

- Winner of Regional 1 \_\_\_\_\_
- Winner of Regional 2 \_\_\_\_\_
- Winner of Regional 3 \_\_\_\_\_
- Winner of Regional 4 \_\_\_\_\_
- At Large #1 (in alpha by city) \_\_\_\_\_
- At Large #2 (in alpha by city) \_\_\_\_\_
- In case of tie advancing 7 teams \_\_\_\_\_
- In case of 8 teams advancing \_\_\_\_\_

Manager shall fill in rotation with individuals and complete the order within each rotation where applicable.

### **Step 2 Add Individuals**

When all the teams are placed in the Rotation Chart the individuals shall be drawn. You will need to count the number of competitors in each event. If there is less than 12 competitors in an event, then the number in each event should be equalized. Following the same procedures as was done for the teams, randomly draw individuals making sure that gymnasts from the same school should be kept together.

### **Step 3 Order of Performance**

The order of performance prevents one team from always going first on an event. Sectional managers will need to conduct a random draw for each competitive "letter" group (A, B, C, D) for each event in each round in order to ensure there is a randomness to the order of performance.



# State Rotation



• [www.ihsa.org](http://www.ihsa.org) • Phone: 309-663-6377 • Fax: 309-663-7479 •

**Rationale:** All participating schools with teams are informed in advance of their draw. Since the draw is done by the IHSA for all sectional teams prior to the advancing teams being determined, this process provides for an ease of management and better communication for the coaches.

**Process:** Completing the rotation is a 3 step process. The first step determines the teams that will be paired together for competition. This is done in a manner similar to that used for sectional meets. Once completed, the second step involves placing individuals into each competition group in order to balance the number of competitors in each group. The final step then requires a random draw to be completed for each competition group at each event. Doing so ensures that teams won't necessarily follow the same team or individuals during each rotation/event.

**Advance Random Draw  
8 Team IHSA State Finals Rotation  
(Based on Olympic order with four events running concurrently)**

<u>Rotation</u>	<u>V</u>	<u>PB</u>	<u>BB</u>	<u>FX</u>
1 <sup>st</sup>	A	D	C	B
2 <sup>nd</sup>	B	A	D	C
3 <sup>rd</sup>	C	B	A	D
4 <sup>th</sup>	D	C	B	A

**Step 1 Determining Team Placement (completed by random draw at IHSA Office)**

- Winner Sectional 1 \_\_\_\_\_
- Winner Sectional 2 \_\_\_\_\_
- Winner Sectional 3 \_\_\_\_\_
- Winner Sectional 4 \_\_\_\_\_
- At Large #1 (in alpha by city) \_\_\_\_\_
- At Large #2 (in alpha by city) \_\_\_\_\_
- At Large #3 (in alpha by city) \_\_\_\_\_
- At Large #4 (in alpha by city) \_\_\_\_\_

**Step 2 Insert Individuals into the Rotation (completed by meet manager)**

This step is similar to regional and sectional meets. After the number of individual qualifiers there are for event has been determined, the manager will insert them into the rotation in order to maintain balance for each performance group.

**Step 3 Determining the Order of Performance (completed by IHSA Office)**

Once all the performers, both teams and individuals, have been determined for each performance group, a random draw will occur. This draw shall occur for each performance group for each rotation on each event. For each group, the names of the schools involved in the group will be randomly selected one at a time. The order of selection will determine the order of performance within that rotation. Again, this selection process needs to occur for each group for each event, thereby insuring a sense of randomness to the process and keeping one team from always following another.

# Sample 8 Team Warm-up Rotation

**Time Schedule** (Based on a 6:30 start time)

4:20-4:55 Bar setting/stretching

4:55-5:15	<b>Vaulting</b> (A) Team 1 Competitor 2 Competitor 3 Competitor 4 Competitor 5 Competitor  (B) Team 1 Competitor 2 Competitor 3 Competitor 4 Competitor 5 Competitor	<b>Parallel Bars</b> (C) Team 1 Competitor 2 Competitor 3 Competitor 4 Competitor 5 Competitor  (D) Team 1 Competitor 2 Competitor 3 Competitor 4 Competitor 5 Competitor	<b>Balance Beam</b> (E) Team 1 Competitor 2 Competitor 3 Competitor 4 Competitor 5 Competitor  (F) Team 1 Competitor 2 Competitor 3 Competitor 4 Competitor 5 Competitor	<b>Floor Exerc.</b> (G) Team 1 Competitor 2 Competitor 3 Competitor 4 Competitor 5 Competitor  (H) Team 1 Competitor 2 Competitor 3 Competitor 4 Competitor 5 Competitor
5:15-5:35	(C) Team 1 Competitor 2 Competitor 3 Competitor 4 Competitor 5 Competitor  (D) Team 1 Competitor 2 Competitor 3 Competitor 4 Competitor 5 Competitor	(E) Team 1 Competitor 2 Competitor 3 Competitor 4 Competitor 5 Competitor  (F) Team 1 Competitor 2 Competitor 3 Competitor 4 Competitor 5 Competitor	(G) Team 1 Competitor 2 Competitor 3 Competitor 4 Competitor 5 Competitor  (H) Team 1 Competitor 2 Competitor 3 Competitor 4 Competitor 5 Competitor	(A) Team 1 Competitor 2 Competitor 3 Competitor 4 Competitor 5 Competitor  (B) Team 1 Competitor 2 Competitor 3 Competitor 4 Competitor 5 Competitor
5:35-5:55	(E) Team 1 Competitor 2 Competitor 3 Competitor 4 Competitor 5 Competitor  (F) Team 1 Competitor 2 Competitor 3 Competitor 4 Competitor 5 Competitor	(G) Team 1 Competitor 2 Competitor 3 Competitor 4 Competitor 5 Competitor  (H) Team 1 Competitor 2 Competitor 3 Competitor 4 Competitor 5 Competitor	(A) Team 1 Competitor 2 Competitor 3 Competitor 4 Competitor 5 Competitor  (B) Team 1 Competitor 2 Competitor 3 Competitor 4 Competitor 5 Competitor	(C) Team 1 Competitor 2 Competitor 3 Competitor 4 Competitor 5 Competitor  (D) Team 1 Competitor 2 Competitor 3 Competitor 4 Competitor 5 Competitor
5:55-6:15	(G) Team 1 Competitor 2 Competitor 3 Competitor 4 Competitor 5 Competitor  (H) Team 1 Competitor 2 Competitor 3 Competitor 4 Competitor 5 Competitor	(A) Team 1 Competitor 2 Competitor 3 Competitor 4 Competitor 5 Competitor  (B) Team 1 Competitor 2 Competitor 3 Competitor 4 Competitor 5 Competitor	(C) Team 1 Competitor 2 Competitor 3 Competitor 4 Competitor 5 Competitor  (D) Team 1 Competitor 2 Competitor 3 Competitor 4 Competitor 5 Competitor	(E) Team 1 Competitor 2 Competitor 3 Competitor 4 Competitor 5 Competitor  (F) Team 1 Competitor 2 Competitor 3 Competitor 4 Competitor 5 Competitor

# **Schools are Required to Submit State Final Program Information Online on or before February 15, 2014**

Dear Coach or Athletic Director:

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

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

To log in the Schools Center, go to the main IHSA Web page ([www.ihsa.org](http://www.ihsa.org)) and click on the Schools Center link. Then use your ID and password (obtainable from your A.D. or principal) to log in. On the main menu of the Schools Center, look for the "Sport & Activity Tracker" area. Find Girls Gymnastics and follow the row across until you find a link labeled "SFInfo" in the column labeled "Required Reports". Click on the link and follow the instructions to fill out the required pages.

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

You will also need to upload your photos while signed into the Schools Center.





## IHSA Information



• [www.ihsa.org](http://www.ihsa.org) • Phone: 309-663-6377 • Fax: 309-663-7479 •

To: The Principal  
From: Tracie Henry  
Subject: 2013-14 Advance Tickets Sales

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### SPECIAL PROVISIONS FOR ADVANCE STATE FINAL TICKETS:

After seating accommodations have been provided for tournament personnel, approximately 2,400 tickets for the IHSA Girls State Final Gymnastics Meet will be available for purchase in advance by the schools entered in the state series and to the general public. (Tickets may also be purchased at the door any time prior to the beginning of the first session.)

### TICKET PLAN

1. Schools may purchase in advance, state final tickets. Deadline for advance sales is Friday, January 31.
2. After Friday, January 25, any remaining tickets will go on sale to the general public at Palatine High School.
3. Each **TEAM** qualifying for the State Final will receive an allotment of 100 single session for sale in advance. In addition, each of the **4 school qualifying "ranked teams"** for the State Final meet shall receive an additional allotment of 50 single-session tickets for advance sale.
4. School ticket orders will be filled on a **first come first serve** basis according to the date received. Tickets will be sold until such time as there may be no more tickets available. (Orders will be returned if no tickets are available.)
5. You may wish to accommodate some of your local fans by allowing them to order tickets from the enclosed school ticket order form.
6. A school may purchase any number of **SINGLE SESSION** tickets in advance until there are no more tickets available.
7. Tickets will be available to At-Large Teams at Palatine High School. Tickets will be distributed to Ranked Teams at their Sectional.
8. All inquiries after February 11, about State Final ticket orders should be directed to Mrs. Sandy Hayden, Ticket Manager, Palatine High School, Palatine, (847) 755-1816 or email [shayden@d211.org](mailto:shayden@d211.org).
9. **Sorry, No Refunds.**

### STATE FINAL TICKETS ORDERS

To order tickets in advance for the State Final Gymnastics Meet, download and complete the ticket order form from the girls gymnastics web site. Please note: All tickets are \$10.00 with an exception for Baby-in-arms (free of charge). The ticket form must be completed and signed by the Principal and sent along with payment, **no later than January 31**, to: Mrs. Sandy Hayden, Ticket Manager.

# SCHOOL TICKET ORDER FORM

## 2013-14 IHSA GIRLS STATE FINAL GYMNASTICS MEET

### PALATINE HIGH SCHOOL, PALATINE, ILLINOIS — FEBRUARY 21-22

INSTRUCTIONS: Checks are to be made payable to: **PALATINE HIGH SCHOOL**. This School Ticket Order Form must be completed and signed by the principal and sent together with the proper remittance **NOT LATER THAN JANUARY 31**.

Mrs. Sandy Hayden, Ticket Manager  
Palatine High School  
1111 Rohlwing Road  
Palatine, IL 60067

ORDERS WILL BE FILLED ON A FIRST COME FIRST SERVE BASIS. SCHOOLS MAY PURCHASE ANY NUMBER OF **SINGLE SESSION TICKETS** IN ADVANCE. TICKET ORDERS WILL BE FILLED AS LONG AS AVAILABLE TICKETS REMAIN.

#### SESSION I (Prelims in all Events) - February 21

No. Ordered:

(     )    Child/High School/Adult @ \$10.00

\$\_\_\_\_\_

**TOTAL SESSION I**

\$\_\_\_\_\_

#### SESSION II (Finals in all Events) - February 22

No. Ordered:

(     )    Child/High School/Adult @ \$10.00

\$\_\_\_\_\_

**TOTAL SESSION II**

\$\_\_\_\_\_

**TOTAL AMOUNT ENCLOSED**

\$\_\_\_\_\_

**(A CHECK FOR THE TOTAL AMOUNT MUST ACCOMPANY THE SCHOOL TICKET ORDER FORM)**

Signed: \_\_\_\_\_ Principal

\_\_\_\_\_ High School

\_\_\_\_\_ Street Address

\_\_\_\_\_, IL \_\_\_\_\_ Zip Code

Tckt-ord

## Girls Gymnastics Computer Trouble Shooting

- Q. I can not enter names onto the “Coaches Information” page.  
A. That page is protected. You should go to the team rosters and enter the competitors and coaches information there. It will then be transferred automatically to the coach’s page.
- Q. As I print out the event order pages, they have funny lines on the right hand side.  
A. Not to worry, those lines are there by design. They help in the ease of hand entering and reading scores and places.
- Q. #NA appears on my all-around page.  
A. Check to make sure your all-arounders have a score entered in every event. If one does not, then no scores will appear on the all-around page. If a person has not finished an event or scratched, then her name must be deleted from the original entry before the scores will appear.
- Q. I have a person’s name appearing more than once in the same event.  
A. You have entered a person twice. In other words, one person has 2 competitor numbers. Go back and check the roster to make sure her name does not appear twice.
- Q. I downloaded the scoring program onto a disk. I have begun work on the disk.  
A. Stop. You can only work from the computer’s hard drive. If you try to work from the disk, there is not enough memory. You will only be able to download the FINAL results onto the disk.
- Q. I have a team deduction for going out of order. How do I deduct the penalty?  
A. There is a column on the team page (ded) where the deduction should be recorded. It will automatically subtract what points you put in.
- Q. I have a school that only has an individual entered. How do I enter that?  
A. Each school gets their own team page. Create a team page like you would for a team. Then, look at the box between the roster and the entry. Check 1 in the box to indicate that the entry is only an individual.
- Q. That same school has 2 girls competing as individual.  
A. Enter both girls on the same team page and check 1 in the box.
- Q. How do I enter individuals into the rotation?  
A. Individual will be entered manually. You can do it one of two ways. First way: As teams are drawn, one “team” is all the individuals in the meet. Once the overall position is determined, draw the individuals and then wheel them through their slot of rotation.



## State Meet Information



• [www.ihsa.org](http://www.ihsa.org) • Phone: 309-663-6377 • Fax: 309-663-7479 •

1. **School Packets:** Head Coaches are to pick up their school packets at the pass gate entrance. School packets will include participant passes for the teams and coaches. (See Terms and Conditions for details.)
2. **Administrator Passes:** Issued at pass gate when school administrator arrives.
3. **Coaches Passes:** If a coach's name was not listed on the List of Participants, a pass was not issued for the state finals. A maximum of four (4) passes will be provided for coaches of schools who qualified a team or individual(s) for the state finals. All coaches must be in compliance with IHSA By-law 2.070. That pass allows that individual on the floor.
4. **Pass Gate:** Coaches and competitors that have been issued participant passes will be admitted to the building and to the State Final meet through the pass gate and team entrance.
5. **Trainer:** There will be a Certified Trainer on duty at Palatine High School during the State Final meet. Schools are required to provide their own training supplies. Team trainers, as outlined in the Terms and Conditions, will be allowed access into the building, but not into the competitors' area unless providing immediate aid.
6. **Locker Rooms:** Participants are expected to bring a lock to lock up belongings in the locker room. Space is limited, so your cooperation is appreciated. Schools and competitors are responsible for their own VALUABLES.
7. **Parking:** Parking will be in the South and East parking lots. Coaches and competitors should be dropped off in front of the gymnasium and enter through the pass gate.
8. **Music/Technical Equipment:** **A competitor's music for the Floor Exercise should be submitted electronically to Palatine High School prior to the state meet.** Athletes should bring a CD or iPod as a back-up copy. Schools/athletes should also bring necessary adapters if their back-up music file is on some type of iPod. Each coach **MUST** have a separate back-up or CD for each gymnast. The person assigned will start the music on YOUR signal. (Plan to test the volume during warm-ups.) A person from the school team should accompany and stay with the competitor's back-up music during the Floor Exercise routine.
9. **Tickets:** Purchasing tickets from Palatine H.S. in advance is recommended. Tickets may be purchased at the main entrance during the State Final competition.
10. **Contestant Seating:** An area has been designated for participating coaches and athletes. A participant pass is required for admittance into this area.
11. **Floor Privileges:** No one, other than necessary spotters, is to be on the floor during competition or warm-up periods. Only coaches with proper Participant Passes and uniformed contestants with Participant Passes will be allowed on the floor of the competition area.
12. **Athletic Trainers:** For schools that bring an athletic trainer, they will be allowed access through the pass gate. Due to floor space, they will **not** be allowed to sit in the competitor's area. Rather, they will sit in the stands.
13. **Warm-ups:** Warm-ups on the equipment used for competition will be held prior to each session and a schedule of warm-ups for this area will be included in your packet. The warm-up area will be located in the new gymnasium area.
14. **Photographers:** Since flash cameras sometimes interfere with contestants, no flash photography will be permitted. Press photographers with proper Press Passes may take flash pictures during warm-ups and after the sessions. **No photographers will be allowed on the floor during the competition.** (STROBE LIGHT PICTURES ARE PERMITTED.) Palatine High School has replaced all of its lights in the competitor area, which allows for a better photo opportunity.

# 2013-14 IHSA Girls State Final Gymnastics Meet

## Time Schedule

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### FRIDAY, FEBRUARY 21

#### SESSION I



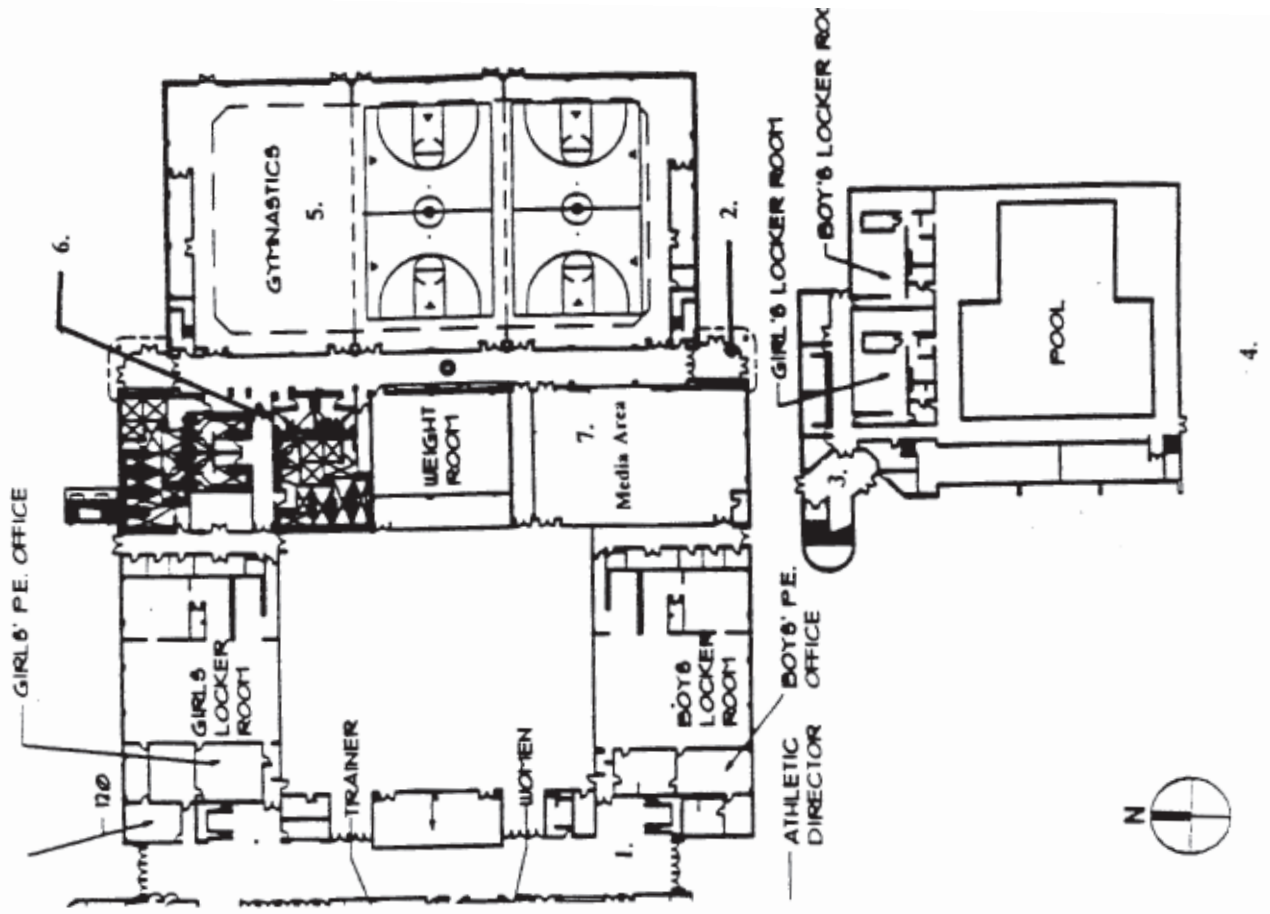
- 1:00 p.m. - 2:00 p.m. — Head Girls Gymnastics Coaches pick up school packets at Pass Gate
- 2:00 p.m. — Coaches meet with Technical Committee
- 2:30 p.m. – 4:45 p.m. — Warm-ups for Session I competitors ONLY  
(1 1/2 minutes per competition)
- 4:00 p.m. — Doors Open to General Public for Session I
- 4:00 p.m. — Judges for Session I meet in AD's Office with Meet Referee
- 4:40 p.m. — Competitors assemble promptly for Parade of Competitors  
(Cafeteria Hallway)
- 4:50 p.m. — Parade of Competitors
- 5:00 p.m. — National Anthem
- 5:05 p.m. — Session I — Preliminaries in the Individual Events and Finals in All-Around

### SATURDAY, FEBRUARY 22

#### SESSION II

- 3:00 p.m. — Pass Gate opens to contestants, coaches, officials, VIPs
- 3:15 p.m. - 3:45 p.m. — General Stretching
- 3:45 p.m. - 5:15 p.m. — Warm-ups for Final Qualifiers
- 4:30 p.m. — Doors Open to General Public for Session II
- 4:30 p.m. — Judges for Finals meet in AD's Office with Meet Referee
- 5:20 p.m. — Competitors assemble for Opening Ceremony
- 5:25 p.m. — Opening Ceremony (Parade of Competitors)
- 5:30 p.m. — National Anthem
- 5:35 p.m.-5:45 p.m. — IHSGGCA Presentation
- 5:45 p.m. — **CHAMPIONSHIP FINALS** in Individual Events in the following order:  
 Vaulting  
 Vault Awards  
 Parallel Bars  
 Parallel Bar Awards and All-Around Awards  
 — 15 minute break —  
 Balance Beam  
 Beam Awards  
 Floor Exercise  
 Floor Awards
- 9:30 p.m. — Team Awards

# PALATINE HIGH SCHOOL Township High School District 211



1. Main Gym Entrance
2. Team and Pass Gate Entrance\*
3. Pool Entrance
4. Bus Parking
5. Warm Up Area
6. Entrance to Main Gym for Participants
7. Media Area

\*Head coaches pick up school packets here (pass gate).

### STUDENT MEDIA CREDENTIALS FOR PARTICIPATING SCHOOLS

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

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

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

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

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

### VIDEO TAPING STATE FINALS FOR COACH FILM BREAKDOWN

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

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

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

## 2013-2014 IHSA Request To Purchase Additional/Replacement State Series Awards

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

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

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

**Coop School**  
 **Dual Campus**  
 **Lost**  
 **Broken**

**Sport or Activity:** \_\_\_\_\_ **Year:** \_\_\_\_\_ **Qty.:** \_\_\_\_\_ **Place:** \_\_\_\_\_

### Classification

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

### Gender:

\_\_\_ Girls    \_\_\_ Boys

### Level of Competition:

\_\_\_ Regional      \_\_\_ Sectional      \_\_\_ Super-Sectional      \_\_\_ State

### Type of Award:

<input type="checkbox"/> Team Plaque <input type="checkbox"/> Team Trophy <input type="checkbox"/> Medal/Medallion <input type="checkbox"/> Replacement Trophy Part (check below): ___ Gold State Champion-top figure (#1) ___ Gold State Champion-side figure (#1) ___ Gold State Runner-Up-top figure (#1) ___ Gold State Runner-up-side figures (#1)	<input type="checkbox"/> Gold State 3rd/4th Place (#1)-top figure <input type="checkbox"/> State 3 <sup>rd</sup> /4 <sup>th</sup> Place Gold #2 side figure <input type="checkbox"/> Girls Soccer-Gold #3 size 3rd and 4th <input type="checkbox"/> Music Lyre - Gold #3 size 3rd Place <input type="checkbox"/> Badminton Gold shuttlecock and/or riser <input type="checkbox"/> Replacement Trophy Plate lasering <input type="checkbox"/> Bat, Tennis, Golf Club Replacement
--	---

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

<b>Name:</b>
<b>Email Address:</b>
<b>School:</b>
<b>Address:</b>
<b>City, ZIP Code:</b>
<b>Phone Number:</b>
<b>Fax Number:</b>



**2013-2014 IHSA Request To Purchase  
Additional/Replacement State Series Awards**

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

**Extra Medal Pricing for Schools:**

<b>Qty:</b>	<b>Finish</b>	<b>State Medallion</b>	<b>Reg./Sect Medal</b>	<b>Shipping</b>
1 – 5	Goldtone (1 <sup>st</sup> )	\$4.25	\$3.75	\$6.50
	Nickel Silver (2 <sup>nd</sup> )	\$4.75	\$4.25	
	Bronze (3 <sup>rd</sup> )	\$4.40	\$3.95	
6 – 12	Goldtone (1 <sup>st</sup> )	\$4.00	\$3.50	\$7.00
	Nickel Silver (2 <sup>nd</sup> )	\$4.50	\$4.00	
	Bronze (3 <sup>rd</sup> )	\$4.15	\$3.65	
13 – 24	Goldtone (1 <sup>st</sup> )	\$3.75	\$3.25	\$7.50
	Nickel Silver (2 <sup>nd</sup> )	\$4.25	\$3.75	
	Bronze (3 <sup>rd</sup> )	\$3.90	\$3.45	
25 or more	Goldtone (1 <sup>st</sup> )	\$3.50	\$3.00	\$8.00
	Nickel Silver (2 <sup>nd</sup> )	\$4.00	\$3.50	
	Bronze (3 <sup>rd</sup> )	\$3.65	\$3.20	

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

Regional Champion Plaque	\$48.00
Sectional and Super-Sectional Champion Plaque	\$64.00
Third/Fourth place trophy	\$255.00
Champion/Runner-Up	\$285.00

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

**(\$61.00 for oxidized bronze finish pre 2008-09 school year, if available)**

Gold State Champion-top figure (#1)	\$47.00
Gold State Champion-side figure (#1)	\$47.00
Gold State Runner-Up-top figure (#1)	\$47.00
Gold State Runner-up-side figures (#1)	\$47.00
Gold State 3rd/4th Place (#1)-top figure	\$47.00

**Gold side figures and lasered plate replacement pricing**

**(\$40.00 for oxidized bronze finish pre 2008-09 school year, if available)**

State 3 <sup>rd</sup> /4 <sup>th</sup> Place Gold #2 size-side figure	\$27.00, plus \$10.00 shipping
Girls Soccer – Gold #3 size 3rd and 4th Place	\$27.00, plus @10.00 shipping
Music Lyre – Gold #3 size 3rd Place	\$24.50, plus \$10.00 shipping
Badminton Gold shuttlecock and/or riser	\$27.00, plus \$10.00 shipping
Repl. Trophy Plate lasering	\$30.00, plus \$10.00 shipping
Bat, Tennis, Golf Club Replacement for All Figurine	\$ 8.50, includes shipping

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