

**2013-14**

***Journalism***

**Manual for  
Managers**



# 2013-14 Journalism Manual for Managers

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### Revision History

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# Journalism Information



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

Dear State Series Journalism Manager(s),

On behalf of the Illinois High School Association Board of Directors, member schools and IHSA staff, thank you for your school's willingness to host an IHSA sectional in Journalism. This opportunity is a great way to showcase your school and the talented students in your area!

As a host site, you will be providing an equitable experience for all of the schools assigned. In order to make your experience as a host the very best, it is necessary for you to review this manual and follow all instructions.

Feel free to contact our office at any time if you have questions or seek any additional information. Have a great tournament!

Sincerely,

A handwritten signature in cursive script that reads "Susan M. Knoblauch".

Susan M. Knoblauch,  
Assistant Executive Director  
Illinois High School Association



# 2013-2014 IHSA Journalism Terms and Conditions

In accordance with Section 1.450 of the IHSA Constitution, the Board of Directors has approved the Terms and Conditions governing the 2013-2014 IHSA Journalism Tournament Series.

## I. SCHOOL CLASSIFICATION

Competition in the Journalism series will be held for all member schools without classification.

## II. DATES AND SITES

### A. Dates for contests are:

Sectional: Saturday of IHSA Week 42 - Saturday, April 26, 2014

**State Final: Friday of IHSA Week 43- Friday, May 2, 2014**

**B.** The state shall be divided into sectionals. The number of competing schools, travel distance, geographical location, and the number of entries shall be the primary factor in the determination of number and boundary lines for these sectionals. Sites for sectional contests and assignments shall be posted on the IHSA website. The State Final Contest will be held at Eastern Illinois University in Charleston, Illinois.

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

The policy for Original Entry Deadlines, Late Entries, and Late Withdrawals shall be the policies and procedures regarding entry for all IHSA-sponsored sport/activities included in the 2013-2014 Entry Policies and Procedures which can be found in the Schools Center on the IHSA website.

### 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 February 1, 2014.** The 2013-14 Entry Policies and Procedures outlining the online entry procedures for all IHSA-sponsored tournaments can be found in the Schools Center on the IHSA website.

### B. Late Entries

Any attempt to enter a sport or activity online after the established deadlines will be denied. Schools that wish to enter after the deadline will be considered late. To be considered for late entry, the Principal/Official Representative must contact the IHSA adminis-

trator in charge of that sport/activity. The penalty for late entry shall be a payment of \$100.00.

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

1. To withdraw without penalty, the school principal must notify the IHSA office, in writing, of a school's team withdrawal from the Journalism State Series prior to **March 31, 2014.**

2. Withdrawal after **March 31, 2014** will result in a school being liable for payment of its Event Fees (*\$10.00 per event originally entered*) plus a \$100.00 late withdrawal penalty.

3. If a school withdraws one or more categories after **March 31, 2014**, the school shall be liable for all event fees (*\$10*) for each category(s) withdrawn and shall be assessed additional penalties in the amount of \$25.00 per category withdrawn.

4. If a school does not officially withdraw and/or does not show up for competition, the school will be assessed the penalties in "2" and "3" above and if applicable, the school may be charged for any additional financial loss sustained by the offended schools or the Association as a result of such breach (*Judges' fees if applicable*). **The school shall also be considered in Breach of Contract under the terms of the IHSA By-law 6.040, and the matter shall be reported to the IHSA Board of Directors for disposition.**

### D. Eligibility

All member schools in good standing may enter an individual(s) or a team under the provisions of IHSA By-law 4.071. The principal is the official representative of his/her school in all interscholastic activities, and the responsibility for seeing that all students from his/her school entered in Journalism contests are eligible under the rules shall rest with the principal. All correspondence with the IHSA Office must be conducted through the principal.

In each contest in which a school is represented, the principal shall have present an adult, preferably a member of the faculty, who shall supervise and be responsible for the conduct of the participants and other persons from the school. A school's failure to comply with this provision shall result in disqualification of its students.

### E. On-Line List of Participants

List of Participants Deadline: Each school must complete the On-line List of Participants by the deadline date of **March 31, 2014.** The entry is submitted online at [IHSA.org](http://IHSA.org) through the Schools Center. School's online entries will be released to the Sectional Managers prior to

the Sectional Contest. It is recommended that each school print a copy of its online entry to bring to the sectional site. If a school does not submit the On-line List of Participants by the deadline, coaches/advisers and/or participants from the school are subject to penalties that could include, but are not limited to, being ruled ineligible to compete in the State Series **and/or charged \$100.00.** Schools shall be permitted one entry in each category. The same student may enter one category in Block A and one category in Block B (with the exclusion of Photography). **Confirmation of receipt of Online List of Participants:** Schools should login to their School Center site on the IHSA website and go to the Activity Tracker. The Activity Tracker will show "Completed", if you have checked the button indicating you have finished with your report. If it doesn't indicate "Completed", then you must go back into your schools List of Participants and check the button on the Online List of Participants indicating you are finished with your report.

### F. Substitutions

Changes in Sectional entries may be made until the competition begins provided:

1. the sectional manager is notified prior to the start of the contest
2. the principal attests in writing that the substitution(s) is approved due to illness or circumstances beyond the control of the student and that the bona fide student is academically eligible.

## IV. HOST FINANCIAL ARRANGEMENTS

### A. Sectional Event Fees:

For each Journalism Contest Event in which a school has participants in the Sectional Contest, an event fee of ten (\$10) dollars per event shall be paid at the sectional site during registration. All checks should be made payable to the host school. No contestant from a school will be permitted to participate in the Sectional contest if Event Fees (\$10 per event entered to sectional managers) are not paid.

### B. State Final Event Fees:

For each Journalism Contest event in which a school advances an entry from Sectional to State Final competition, an event fee of ten (\$10) dollars per event shall be paid at the State Final site for students advancing to the state competition. All checks should be made payable to Eastern Illinois University. No contestant from a school will be permitted to participate in the Sectional contest if Event Fees (\$10 per event entered to sectional managers) are not paid.

### C. Judges' Compensation:

#### Judges' Fees:

Judges' fees shall be paid as follows:

Sectional \$50.00 per category

State Final \$75.00 per category

Each group of entries for which a judge completes a scoring rubric will be considered a category.

Any judge who drives more than 70 miles round trip to the site of a Sectional or State Final Contest shall be reimbursed a travel allowance of \$.30 per mile in excess of 70 miles round trip. Reimbursement shall be directly from the IHSA office, upon the judges' submission of a travel report form to be provided by the IHSA through the contest managers.

### V. TOURNAMENT ASSIGNMENTS

Sectional Assignments can be found online at [www.ihsa.org](http://www.ihsa.org) after Feb. 1.

### VI. TOURNAMENT STRUCTURE AND TIME SCHEDULES

#### A. Events Dependent upon Entries:

1. Competition in individual categories shall be held at the Sectional contests in all events in which there are at least two entries.

2. At State Final contests there shall be competition in all events for which entries have been made.

#### B. Contest Management:

1. Designation of manager: In all cases in which a nearby university or member school is elected as a contest site, the IHSA designated manager at a college/university or the principal of the high school shall automatically assume entire responsibility for the contest. The principal or the IHSA designated manager at a college/university may delegate the authority to manage the contest to another staff member.

2. Sectional Contest Managers Meeting: A meeting may be held at the IHSA office for Sectional contest managers. Specific instructions for contest management shall be the subject of the meeting. Dates and times of the meeting will be sent to Sectional managers.

3. Authority of Contest Manager and Contest personnel:

##### a. Sectional Contests

The Contest manager shall be authorized to conduct the contest under the provisions of these Terms and Conditions. If a situation develops in which there is an apparent unfairness to a contestant, and which is determined to be the result of an administrative or judge's error, the manager shall consult with his Contest personnel and determine the manner in which the situation shall be resolved. However, managers shall not have the authority to advance students affected by unfairness to the succeeding contest. Resolution of such matters must be within the framework of each individual

contest. In addition, the manager shall be responsible to resolve questions of rules interpretation, to arbitrate disputes and to apply penalties for violations of contest rules. In all cases, the manager shall consult with the Contest personnel prior to making a decision in any such matter. Decisions of the contest manager in all cases herein described shall be final.

The authority and responsibility of the contest manager and his/her Contest personnel shall end when results are announced at the contest awards assembly. Any question relative to contest rules or any aspect of the contest, which arises following the announcement of results, shall be referred directly by the principal of the school involved to the IHSA Office. The IHSA Office will give consideration to questions relative to administrative and/or clerical matters only, and will do so only through the end of the first Monday following the completion of the contest involved. In compliance with IHSA By-law 6.033, protests or challenges relative to the decision of any judge will not be considered.

##### b. State Final Contest.

The State Final Contest personnel shall be authorized to conduct the contest under the provisions of these Terms and Conditions. If a situation develops in which there is an apparent unfairness to a contestant, and which is determined to be the result of an administrative or judge's error, the State Final Contest personnel shall determine the manner in which the situation shall be resolved. In addition, the State Final Contest personnel shall be responsible to resolve questions of rules interpretation, to arbitrate disputes and to apply penalties for violations of contest rules. Decisions of the State Final Contest Manager in all cases herein described shall be final.

#### C. Material:

1. Prompts for each category will be provided for competing students. Prompts will be similar at every Sectional contest. News Writing and Feature Writing shall receive both live and written informative. Mock press conferences will be simulated in these two categories.

2. The prompts will be compiled by the IHSA.

#### D. Time Schedule:

1. Entries will compete in two time blocks following the schedule below with the exception of the Photography and **Broadcast News** Categories, which will be held during both blocks.

2. Following is a suggested time schedule for Sectional contests. Local managers, with the majority approval of their contest committees, may alter this schedule to meet judging needs during the contest day.

3. The same order will apply to all Sectionals and to the State Final.

9:00-10:00

10:00-10:30

10:30-12:00

12:15-1:45

Registration

Opening Session

First Competition Block A

(\*Feature Photography, **Broadcast News**, News Writing, Review Writing, Advertising, Yearbook Theme Development (single or duo event) , \*Newspaper Design, Sports Writing, \*Info Graphics, Copy Editing)

Second Competition Block B

(\*Feature Photography, **Broadcast News**, Feature Writing, \*Headline Writing, Yearbook Copy Writing, \*Yearbook Layout: Double Page Spread, Editorial Cartooning, Editorial Writing) Team Awards will be held at approximately 3:00 p.m.

\* Computer lab will be used for event

#### E. Timekeeping

Contest managers will engage a proctor for each category. The proctor will be responsible for time keeping and ensuring that students adhere to the guidelines for their individual contest.

### VII. ADVANCEMENT OF WINNERS

A. The winners of first, second and third places in each Journalism Contest Event Category shall be advanced from the Sectional to the State Final.

#### B. Determination of Winners

##### 1. Tabulation procedure

Following the completion of the contest, ballots from the judges shall be returned to contest headquarters. Contest managers shall cross check ballot cards with critique forms to ensure the accuracy of rankings and to identify the student to whom the identification numbers on the winning entries belong. In the event any error or other question is identified, the judge(s) involved shall be contacted immediately to resolve the matter.

##### 2. Individual Winners

a. Sectional: After the judges' ballots have been registered a ranking of each contestant must be made. The contestant with the first ranking in each Journalism Contest Event Category is the winner. The contestant with the second ranking is second, and the contestant with the third ranking is third, etc.

##### b. State Final:

After the judges' ballots have been registered and the rankings for each student in each contest have been processed, a summation of the rankings must be made.

### 3. Team Scoring

At both the Sectional and State Final a team champion will also be declared. Points shall be awarded on the basis of the following scale for each Journalism Contest Event Category: First: 6 points, Second: 5 points, Third: 4 points, Fourth: 3 points, Fifth: 2 points, Sixth: 1 point. The team with the highest number of points will be declared the champion; the team with the second largest number of points the runner-up and the team with the third largest total receiving third.

#### C. Alternate Qualifier Advancement:

In the event a qualified student is, for any reason, unable to advance to the State Final, and provided the IHSA office is notified in writing by the principal of the qualifier's school at least one day prior to the State Final, the next advancing student from the sectional site shall be notified by the IHSA and permitted to advance.

## VIII. TOURNAMENT RULES

**A. Categories:** Contests will be held in the following individual categories:

### Block A Events

#### \*1. Feature Photography (Block A and B)

Using a digital camera, students will complete a photo assignment on a given topic. All cameras are to be checked to ensure that no pre-existing photos are stored in the memory. After completing their assignment, students will return to the computer lab to download and enhance their three best photos for judging. Students will gather the appropriate cut line information. Judging will be done on the computer screen. Only cameras that do not require special software for downloading may be used in the contest. Participants must remain on foot at the tournament site to take competition photos.

#### 2. Broadcast News (Block A and B)

Students will provide their own equipment to create an audio MP3 clip of a 75 second news broadcast with a minimum of two sound bites using live and written information received at a press conference. Students shall be judged on news value, news judgment and convergence.

#### 3. News Writing

Students shall receive both live and written interview information and then write a story based on the information provided. The word limit will be 400 words. Stories will be judged on leads, clarity and accuracy of details, and proper style and mechanics in addition to writing and organization. Students are permitted to use an AP Stylebook and dictionaries.

#### 4. Review Writing

Students will write a review suitable for publication in their high school newspaper. The word limit will be 350 words. Advisers will be notified on the IHSA website of the genre of material to be reviewed one (1) week prior to sectionals/state. Students are permitted to use an AP Stylebook and dictionaries.

### 5. Advertising

Students will be given two business sheets from which they will design ads to fit certain sizes on provided 8 1/2 x 11" sheets. Students may bring rulers, pens, pencils or black felt-tipped pens. They will not be allowed to use color. All artwork in the ad must be original. Entries will be judged based on originality, readability, and the use of a dominant element that grabs attention and sells the product or service.

#### 6. Yearbook Theme Development (Duo or Single Event)

Students will be given a theme provided at the contest site from which they will develop a colored cover page and black and white title page (not a divider page) with graphics for a high school yearbook. Students competing in Yearbook Theme Development may use the following materials: magazines, markers, colored pencils, scissors, glue/glue sticks. Information regarding the platform and available programs will be posted on the IHSA website. Entries will be judged based on basic design principles and creativity.

#### \*7. Newspaper Design

Students will design a **front page of a 16-inch tabloid newspaper**. Elements will be provided at the contest site. Entries will be judged on a well-balanced design that is appealing to the eye and incorporates basic design rules such as multiple points of entry and good use of headline size. Stories chosen should reflect good news judgment. Information regarding the platform and available programs will be posted on the IHSA website.

#### 8. Sports Writing

Students who compete in the sports writing contest will have interview information on a person who is involved in sports and then write a story based on the material. The word limit will be 400 words. In addition to well-written and organized articles, judges will be looking for the use of an interesting lead that pulls the reader into the story, accurate details about the information given by the subject, and proper style and mechanics. Students are permitted to use an AP Stylebook and dictionaries.

#### \*9. Info Graphics

Students will be required to create a graphic to illustrate a given set of statistics for a story that will be provided to them. Entries will be judged on originality, readability, clarity, and adherence to aesthetic control principles. Information regarding the platform and available programs will be posted on the IHSA website.

#### 10. Copy Editing

Students will be provided a newspaper story that they will edit for AP style, accuracy, attribution, correct paragraphing, grammar, spelling and redundancy. Students will be asked to locate and correct all errors. Students may use a current AP Stylebook and dictionary for this contest.

\* Computer lab will be used for these events.

## Block B Events

### 11. Feature Writing

Students shall receive both live and written interview information and then write a feature story based on the information provided. The word limit will be 500 words. In addition to well written and organized articles, judges will look for the use of an interesting lead, accurate details about the information provided by the subject, and proper style and mechanics. Students are permitted to use an AP Stylebook and dictionaries.

#### \*12. Headline Writing

Students will be provided with news and feature stories in which to write **six (6) headlines**. Dummy sheet will be provided. Students will determine the font size and number of lines. Students will be judged on headline rules, creativity, and accuracy.

#### 13. Yearbook Copy Writing

Students will be provided a fact sheet from which they will write a copy block suitable for a high school yearbook. The word limit will be 350 words. In addition to a well-written and organized copy, judges will look for accurate details, and proper style and mechanics. Students are permitted to use an AP Stylebook and dictionaries.

#### \*14. Yearbook Layout: Double Page Spread

Students will create a layout for a double-page spread using elements supplied at the contest site. Entries will be judged on good use of and variety of sizes and shapes of all elements, a design that is appropriate for the theme and audience, and use of dominant element and readability of text. Information regarding the platform and available programs will be found on the IHSA website.

#### 15. Editorial Cartooning

Students will be given information on a topic of general interest. After reading the material, students will be asked to design an editorial cartoon supporting or opposing the proposition. Judges will look at a simple and clear editorial statement as well as evidence of artistic ability and a creative approach. Students may bring rulers, pens, pencils or black felt-tipped pens, but **final entries must be submitted in black ink** and all artwork must be original.

#### 16. Editorial Writing

Students will be given information on a topic of general interest. After reading the material, students will write an editorial on the topic using their ideas to support or oppose the proposition. The word limit will be 350 words. Entries will be judged on the quality of the arguments and writing, organization, and proper style and mechanics. Students are permitted to use an AP Stylebook and dictionaries.

**AP Stylebook and dictionary may be used for all writing categories during the contest.**

## **B. Timekeeping**

Students will have ninety (90) minutes to complete their category (with the exception of Photography). Contest managers will engage a proctor for each category. The proctor will be responsible for time keeping and ensuring that students adhere to the guidelines for their individual contest.

## **C. Special Rules and Limitations**

1. Violations of these Terms and Conditions are subject to penalty by the Board of Directors under the provisions of IHSA By-laws and any special provisions contained therein.

2. Protests and challenges may be filed with the contest manager by any adviser or judge. Other persons wishing to file such a protest or challenge shall do so through an adviser or judge at the contest.

3. General Penalty for Violations by Students: Unless otherwise specified in the rules, the penalty for violations in any round of competition throughout the entire contest series shall be that the student's ranking in the round where the violation occurs be changed to last and the ranks of other students will be adjusted as necessary.

4. Absence or Tardiness: Students must be present when the contest is scheduled to begin as printed in the program prepared and provided by the contest manager. In the event a student cannot for any reason comply with the printed schedule, he or she must personally consult the contest manager to be excused. Only if the manager or a member of the Contest Event Committee gives the student written permission may any student enter a contest area after the contest has begun. Students failing to comply with the printed schedule without written excuse shall be disqualified.

5. Feature Photography Event: Students participating in the photography category may only compete exclusively in photography.

6. Equipment: Students may bring only the supplies and equipment specified in the category descriptions. Students may provide their own current AP stylebook and dictionary for use during all writing categories at the contest. Students competing in Yearbook Theme Development may use the following materials: magazines, markers, colored pencils, scissors, glue/glue sticks. Students whose materials are not in compliance with the guidelines will be disqualified.

7. Late Discovery of Violation: If a violation is not discovered until after the close of the contest in which the violation occurred, the following procedure shall be followed:

a. The student shall be disqualified and advancement to the State Final denied if the violation is reported to the IHSA Office by Tuesday preceding the State Final. If the violation is not reported until after Tuesday, no action shall be taken and the matter shall be considered closed.

b. The rankings of other students in the event shall be revised upward.

c. The students shall be advanced on the basis of the revised rankings.

d. If the disqualified individual or school has won any awards, such awards shall be returned to the IHSA Office. An attempt will then be made to redistribute these awards on the basis of the revised rankings.

## **IX. TOURNAMENT POLICIES**

### **A. Damage to Property or Equipment**

If students 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.

### **B. Tobacco Products:**

No coach, student or any other person connected with a school shall be permitted to use tobacco products during the contest, either during preparation times or performances.

### **C. Use of Inhalers:**

A student with asthma may possess and use his or her medication during an IHSA competition, while under the supervision of school personnel, provided the school meets the outlined procedure of self-administration in the Illinois School Code.

### **D. Alcoholic Beverages and IHSA State Series Events:**

The possession, distribution, sale and or consumption of alcoholic beverages are prohibited at the site and on any affiliated property of any IHSA state series contest. State series hosts are required to make all state series contest sites and any affiliated property, including parking lots, fan accommodation areas, and other school or event venue property, alcohol free zones on the date or dates of any IHSA event being held at the site. Violation of this policy by an event host will subject the host to a penalty for violation of IHSA By-law 2.020. Such penalty may include but not necessarily be limited to prohibition against subsequent event hosting assignments. Violation of this policy by a non-hosting member school will subject the school to penalty for violation of IHSA By-law 2.020. Patrons of any IHSA state series contest determined to be in violation of this policy will be removed from the premise, and law enforcement officials will be called as warranted.

### **E. Special Report Forms and SAWA Reports:**

Special report forms have been developed to facilitate schools reporting any matter concerning High School programs that merit the attention of the high school principal. These forms can be used for reporting any incidents or problems with a competitor, adviser, director or

spectator. The forms may also be used to report errors in applying rules or any phase of judging in which a judge should immediately attempt to improve. The SAWA Report form should be used for reporting any instances where an adviser, director, participant, judge or spectator has done an exemplary job of Sporting A Winning Attitude. These forms may be found on-line at the IHSA Web Site ([www.ihsa.org](http://www.ihsa.org)). Under downloadable forms click Special Report Forms.

### **F. Responsibility for theft or other losses:**

The IHSA will not be responsible for loss or theft of any personal or school property during the course of a contest.

### **G. Prayer at IHSA State Series Contest:**

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

## **X. AWARDS**

**A. Sectionals:** Medals shall be given to first, second and third place winners in each Journalism Contest Event Category. A plaque shall be given to the team that represents the school with the most points.

**B. State Final:** In the state final tournament, the top six finalists in each Journalism Contest Event Category shall receive medallions. First, second and third place team awards will be presented to the winning schools along with individual medallions for the qualifying state competitors of the top three teams. In addition, one superintendent's medallion, one Principal's medallion and one Adviser's medallion for each of the top three teams will be awarded.

**C.** The school winners will be determined in accordance with the ranking system.

## **XI. JUDGING**

**A. Selection:** Local managers shall select experienced judges to employ who are located as near the contest site as possible. Contest personnel assigned to work with the tabulation of results should not be used as judges except in emergency situations, and with the approval of the Contest Manager.

Judges may be media professionals, college journalism professors, former high school advisers or collegiate journalists.

### **B. Duties of Judges**

1. It shall be the duty of the judges to collectively rank all students in their category. Judges may not award the same ranking to more than one (1) individual.

2. Judges shall confer with no one other than tournament officials prior to the submission of the ballot to the contest manager. A

judge shall not change or revise the ballot after it has been signed and placed in the hands of the contest manager. Judges shall not reveal their decisions to anyone prior to the announcement of results by the contest manager. No one may question a judge's ballot or confer with a judge concerning decisions unless it is necessary to do so because the ballot is not intelligible or the decisions or ranking were not made in conformity with the rules.

3. In all events, at all contests, judges will use a scoring rubric provided by the IHSA that indicates areas of strength and weakness. These rubrics will be made available to advisers following the announcement of winners.

4. The same judge(s) will rank all students within a category during a given contest. There shall be no ties.

### **C. Number**

1. In Sectional contests, two (2) judges shall be used in each Journalism Contest Event Category.

2. In the State Final, two (2) judges shall be used in each Journalism Contest Event Category.

3. The number of hired judges will be determined by the contest manager within the framework of the budget for the contest approved by the IHSA office. Advisers may provide names of potential judges to the contest manager.

### **D. Judges' Compensation:**

Judges' Fees:

Judges' fees shall be paid as follows:

Sectional \$50.00 per category

State Final \$75.00 per category

Each group of entries for which a judge completes a score sheet will be considered a category.

Any judge who drives more than 70 miles round trip to the site of a Sectional or State Final Contest shall be reimbursed a travel allowance of \$.30 per mile in excess of 70 miles round trip. Reimbursement shall be directly from the IHSA office, upon the judges' submission of a travel report form to be provided by the IHSA through the contest manager.



# Manager Information



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

Enclosed are the materials that host managers need for the Journalism Sectional. The Rules Book and Terms and Conditions can be found on the IHSA website on the Journalism menu page as a resource for preliminary planning for the tournament hosts and judges. The Sectional school assignments for Journalism can be found on the IHSA website after February 1, 2014. Please use the enclosed information packet as a resource in managing your tournament.

## Tournament Planning

1. Questions concerning the management of your contest can be directed to the IHSA Office (309-663-6377). Contact IHSA Administrative Assistant Carol Carr [ccarr@ihsa.org](mailto:ccarr@ihsa.org) or IHSA Administrator, Susie Knoblauch [sknoblauch@ihsa.org](mailto:sknoblauch@ihsa.org).
2. Thoroughly study the Journalism Rules Book and manage your contest according to its provisions for Journalism contests. The Terms and Conditions/Rules Book can be found on the Journalism menu page of the IHSA website at [www.ihsa.org](http://www.ihsa.org).

## List of Participants

1. The assigned schools will enter their List of Participants in the Schools Center on the IHSA website. Instructions for entering the List of Participants can be found in the Journalism Rules Book. SpeechWire is a program that will be sent to the sectional managers following the List of Participants deadline for the assigned schools. This program will provide the managers with all of the information that they will need for the schools assigned to their site (Events, names of students, coaches, etc.).
2. Schools shall be permitted one entry in each category. The same student may enter one category in Block A and one category in Block B (with the exclusion of Photography and Broadcast News).
3. Changes in Sectional entries may be made until the competition begins provided:
  - a. the sectional manager is notified prior to the start of the contest
  - b. the principal attests in writing that the substitution(s) is approved due to illness or circumstances beyond the control of the student and
  - c. that the bona fide student is academically eligible.

## Financial Arrangements

1. **Managers must complete and return to the IHSA Office the tentative contest budget (included in this manual).** As noted on the budget, the IHSA does not underwrite the cost of cafeteria personnel. If you are planning to have the school cafeteria open for meal service of any kind, it must be a self-supporting venture.

**\*PLEASE NOTE: IN ORDER FOR THE IHSA TO GUARANTEE PAYMENT OF YOUR TOURNAMENT EXPENSES, THE TENTATIVE BUDGET MUST BE SUBMITTED TO Tammy Craig [tcraig@ihsa.org](mailto:tcraig@ihsa.org) AT THE IHSA OFFICE BY APRIL 7, 2014 FOR APPROVAL PRIOR TO YOUR TOURNAMENT. THE IHSA WILL CONTACT YOU IF SOMETHING IS NOT APPROVED. IF YOU DO NOT HEAR BACK FROM THE IHSA YOU CAN PROCEED WITH YOUR TENTATIVE BUDGET PLANS.**

**The Financial Report is due to the IHSA Office 10 days after the contest. The Financial Report can be found in this manual and can be faxed to our office at 309-663-7479.**

2. Schools entered in the Sectional contest will pay event fees of \$10.00 per event entry. Event fees for Sectional and State Final contests will be paid upon arrival at those contest sites. **Checks should be made payable to the host school for sectional tournaments and Eastern Illinois University for the State Final.**

3. Event fees from participating schools will become the operating funds and will be accounted for under the terms of the IHSA Financial Report.

*NOTE:* As explained in Article III-C of the Terms and Conditions for Journalism:

- a. To withdraw without penalty, the school principal must notify the IHSA office, in writing, of a school's team withdrawal from the Journalism State Series prior to **March 31, 2014**.
  - b. Withdraw after **March 31, 2014** will result in a school being liable for payment of its Event Fees (*\$10 per event originally entered*) plus a \$100.00 late withdrawal penalty.
  - c. If a school withdraws one or more categories after **March 31, 2014**, the school shall be liable for all event fees (*\$10*) for each category(s) withdrawn and shall be assessed additional penalties in the amount of \$25.00 per category withdrawn.
  - d. If a school does not officially withdraw and/or does not show up for competition, the school will be assessed the penalties in "b" and "c" above and if applicable, the school may be charged for any additional financial loss sustained by the offended schools or the Association as a result of such breach (*Judges' fees if applicable*). **The school shall also be considered in Breach of Contract under the terms of the IHSA By-law 6.040, and the matter shall be reported to the IHSA Board of Directors for disposition.**
4. Tournament managers must report on the financial report any problems with entry or withdrawals so the IHSA can pursue collection of penalty fees or take other appropriate action as warranted.

#### Judges

1. Sectional and State Final judges will be paid a flat fee of \$50.00 per Block judged. (Full pay for judging Block A and B will be \$100)
2. Any judge who **drives more than 70 miles round trip** to the site of a Regional, Sectional, or State Final Contest shall be reimbursed a travel allowance of **\$.30 per mile in excess of 70 miles round trip**. Reimbursement shall be directly from the IHSA office, upon the judges' submission of a travel report form, to be provided by the IHSA through the contest managers.
3. If possible, managers should conduct the tournament using a maximum of 16 hired judges (8 categories per block x 2 judges =16 judges (Photography will only utilize judges in Block B). Use judges from as close to your tournament site as possible and utilize the same judge for Block A and Block B).

#### Critique Forms

1. Critique forms will be provided by the IHSA through SpeechWire for use at the Sectional and State Final rounds. Managers are REQUIRED TO USE THESE FORMS. Critique forms are to be sent home with the coaches at the end of the tournament. No other forms can be generated for use.

#### Materials

1. In April, the following materials will be sent to host managers from the IHSA Office:
  - \* Prompts
  - \* Rating Sheets
  - \* Copies for Prep Room Monitors
  - \* Mileage Vouchers
  - \* CDs to load on your computers (These will be mailed to the host sites)
2. This material must be handled confidentially, not to compromise the integrity of the tournament. Managers are not authorized to change or edit any of the provided limited prep materials. Any concerns with the provided materials can be directed to the IHSA office.

## Awards

1. Sectionals: Medals shall be given to first, second and third place winners in each Journalism Contest Event Category. A plaque shall be given to the team that represents the school with the most points.
2. State Final: In the state final tournament, the top six finalists in each Journalism Contest Event Category shall receive medallions. First, second and third place team awards will be presented to the winning schools along with individual medallions for the qualifying state competitors of the top three teams. In addition, one superintendent's medallion, one Principal's medallion and one Adviser's medallion for each of the top three teams will be awarded.
3. The school winners will be determined in accordance with the ranking system.
4. **Medals and a team plaque for Journalism will be sent directly to the host schools from the manufacturer A & M Products. Awards may be packaged separately or together; please check carefully. These awards will be sent by United Parcel and should arrive at least one week prior to the contest. Please contact the personnel responsible for receiving United Parcel deliveries at your school and alert them to expect award items and deliver them to you, the host manager, upon their arrival. (See separate sheet on Awards for details.)**

## Winner Report

1. Managers are required to complete the Journalism Winner Report on-line immediately following the sectional tournament. **For Journalism competition, Winner Reports are submitted via the IHSA tournament management program.**

**Following the awards assembly, managers can go into IHSA tournament management program and click the 'Posting Center' button. There will be a button that is used to build the tournament report and post results. After clicking this button to build the report and confirming the results, those results will be both posted and marked as ready for the state tournament scheduler to use.**

## Advancement of Winners

1. The winners of first, second and third places in each Journalism Event Category shall be advanced from Sectional to the State Final.
2. The same judge(s) will rank all students within a category during a given contest. There shall be no ties.
3. Substitution of selections by an advancing Individual Event contestant may be made prior to any contest, provided the material is approved by the school's principal and the manager of the contest is notified at least three (3) days prior to the contest.

## State Final Information

The State Final will be held on May 2, 2014 at Eastern Illinois University in Charleston, IL.

State Final Registration will be from 9:00 am to 10:00 am.

# Host Facilities Requirements



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- Minimum of 7 competition classrooms (single desks or tables are fine with seats for about 15 people)
- Minimum of 3 computer labs with appropriately 15 computers, MAC and/or Windows availability; students must be able to access them either by guest or temporary files.
- Software: InDesign and PhotoShop
- Digital camera port hookups
- Digital card readers•
- Printer and supplies, such as plain paper for the cartoon category and printouts, and staplers.
- CD player or TV with DVD (depending on the genre) for the Review Writing Category
- Proctors for computer labs and classrooms
- Commons area for students with food concessions, perhaps activities: campus tours, workshops, exchanges
- Registration area for check-in
- Adviser meeting room. Provide coffee, etc. for advisers
- Judges room (preferably with tables). Computer with Internet to record and tabulate results. Provide lunch, snacks for judges.
- Auditorium for Welcome and Awards Ceremony
- News Writing and Feature Writing categories: Sectional managers must create or provide localized press conferences for each of these categories. You may use your school's personnel as the sources.
- Host Financial Arrangements

## Broadcast News Writing

- Students are responsible for bringing all of their equipment
- Quiet places for contestants to record their broadcast voice-overs
- Provide judges with medium to listen to MP3s

**Event Fees:** For each Journalism Contest Event in which a school has participants in the Sectional Contest, an Event Fee of \$10 per event shall be paid to the Sectional Site Manager. No contestant from a school will be permitted to participate in the Sectional Contest if the Event Fees (\$10 per event entered to sectional managers) are not paid at registration. **All checks should be made out to host schools.**

**Judges' compensation:** A judge who drives more than 70miles round trip to the site of the Sectional Contest shall be reimbursed a travel allowance for 30 cents per miles in excess of the 70 miles round trip. This reimbursement comes directly from the IHSA Headquarters after the event. The amount is based on the IHSA travel report Sectional Managers hand out for individual judges to fill out when they sign in.

## Judges' fee:

At the Sectional Contest, judges are paid \$50 per category. There are two judges per category.  
At the State Finals, judges are paid \$75 per category. There are two judges per category.  
Each group of entries for which a judge competes a ranking will be considered a category.

# Important Dates



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Original Entry Deadline .....	Feb. 1, 2014
List of Participants Due.....	Monday, March 31, 2014
Tentative Budget due to IHSA .....	April 7, 2014
Journalism Sectional.....	April 26, 2014
Journalism State Final @ Eastern Illinois University, Charleston, IL .....	May 2, 2014
IHSA Financial Report due to IHSA.....	Within 10 days after the Sectional

# DO WHAT'S RIGHT!

respect

- ✧ Show **respect** for opposing players, coaches and spectators.

appreciation

- ✧ Recognize and show **appreciation** for an outstanding play by either team.

integrity

- ✧ Respect the **integrity** and judgment of game officials.



positives

- ✧ Look for **positives** in athletes and coaches.

teamwork

- ✧ Emphasize **teamwork** in sports; teach them to think “We” instead of “Me”.

responsibility

- ✧ Accept the **responsibility** and privilege of representing your school and community.



## Sportsmanship begins and ends with you!



difference

- ✧ Spectators can make a **difference**—be positive!

modesty

- ✧ Lead by example in sportsmanship: Display **modesty** in victory and graciousness in defeat.

# Tournament Planning



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## Approximately one year prior to contest

Secure facilities. Reserve **all** needed rooms.

## Three months prior to contest

1. Begin securing judges and volunteers
  - Two judges per category (judges can work both Block A and B, depending on expertise)
  - Volunteer proctors for each competition classroom or computer laboratory
  - Volunteer runners (one or two per Block session and a couple for the judges room)
  - Volunteer worker(s) for the registration table
  - Volunteer to tabulate results
2. Meet with facility personnel to coordinate custodial needs
  - Table for registration
  - Auditorium for Welcome and Awards Ceremony with microphone
  - Arrange parking for school and guest vehicles if necessary
  - Alert security personnel that guest will be on your campus
  - Arrange for food
    - Small selection of coffee, morning pastries for advisers in advisers' room
    - Lunch, beverages and afternoon snacks for judges, proctors and volunteers
    - Concessions for participants (some schools let school organizations sell the food and keep the profits)
3. Develop a contest flow plan and logistics. Create a map that illustrates all contest rooms

## One month prior to contest

1. Send information to competing schools.
  - Make sure schools know where they can drop off students, park and pick students up.
  - Make schools aware of concession and food availability.

- If there is anything confusing or challenging about the school or competition building, let schools know.
- Inquire if schools will be bringing participants with special needs.

2. Make sure you have
  - large envelopes or folders for contests and to send entries home to each school
  - paper (lined and unlined) for individual contests
  - pens, pencils, staplers for contest rooms and judges
3. Prepare checks for judges.

## Weeks prior to contest

1. Confirm and secure rooms and facilities. Do a walk-through. Remember, it will be a Saturday, so make sure the doors will be unlocked in the morning.
2. Download and test software and prompts sent by IHSA office.
3. Check that prompts and awards have arrived. Make sure there are enough prompts for all participants and copies for the judges.
4. Create signage for contest rooms, adviser room, judges' room, welcome to the school, restrooms, directions, etc.
5. Create program for contest that includes a timeline, contest line-up with room numbers, information about food, thank you to those who helped, and anything participants will need to know to make their experience smooth.
6. Create proctor instruction sheet.
7. Send out confirmation to judges. Make sure they know what time to arrive and where to park. Make sure they provide emergency phone numbers ... and they have the number of the Site Manager.
8. Confirm proctors and volunteers. Make sure they are scheduled to arrive at least 15 minutes earlier than the contests they are proctoring to get their materials and to set up the rooms.
9. If you are not sure who will be running the adviser meeting, check with Sally Renaud (217) 581-7867. An IJEA member will bring a meeting agenda to the contest.
10. Create a list of all competitors for each contest to put in the proctors packets to take roll.
11. Create a master list of all competitors by school. Each contestant will compete by a number, which should be indicated on a master list. A copy should be provided to each adviser at registration.

### **Night before**

1. Place signage on doors, walls, etc.
2. Organize packets for individual contests to include prompts, necessary paper, contestant roll sheets and proctor instructions.
3. Set up area and table for registration. Include the program and something in which to collect the money. Keep list of volunteers and judges at registration area for morning check-in.
4. Set up scoring program.
5. Set up area in auditorium for Welcome and Awards Ceremony.
6. Make sure judges' packets are ready with ranking/critique sheets and sample prompts for each contest. Set up area for judges to sign in.
7. Create packets for each school for entries can be returned.
8. Set up area for proctors to check in.

### **Tournament Day**

1. Be at the tournament one to two hours prior to the contest. Open doors at least 30 minutes prior to registration.
2. Finalize all set-ups: registration (money box, lists, etc.) and judges' areas. When schools register, collect money and have an adviser double-check spellings of all contestants names. Hand out programs. Hand all advisers a master list of the students from school and the numbers under which they are to compete. Note: There may be substitutions. All changes must be noted on the master list so the official scorer can make those changes as well.
3. Do a walk-through of the facility. Pretend you are a school checking in. Can you find your way around? Are the directional signs in logical places? Are the doors unlocked?
4. Set up Welcome session and Awards area. Test the microphone. Open auditorium doors so students who arrive early can go ahead and take their seats.
5. Finalize judges' paperwork: mileage, name, Social Security number, etc., for reimbursement.
6. Have a volunteer at the proctor sign-in area to hand out proctor packets before or during the Welcome.
7. Welcome contestants and discuss any necessary house-keeping. Let them know where the Site Manager will be during the contest.



# Instructions for Submitting Sectional Winner Report



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Managers are required to complete the Journalism Report on-line immediately sectional tournament. ***For Journalism competition, Winner Reports are submitted via the IHSA tournament management program.***

***Following the awards assembly, managers can go into the IHSA tournament management program and click the 'Posting Center' button. There will be a button that is used to build the tournament report and post results. After clicking this button to build the report and confirming the results, those results will be both posted and marked as ready for the state tournament scheduler to use.***

(If you experience any problems, please call the IHSA Office and ask for Carol Carr, or email Ben Stewart at [support@speechwire.com](mailto:support@speechwire.com))



## **Awards Delivery Information**

To Managers of All IHSA Tournaments:

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

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

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

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

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

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

Thank you very much for your cooperation.

Ron McGraw  
Asst. Executive Director

# Assembly Instructions for IHSA State Series Trophies

(please use caution when assembling the trophies)

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

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

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

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

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

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

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

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

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

# IHSA Licensed Vendor



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## School Information:

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

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

## Vendor Information:

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

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

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

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

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

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

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

**Royalty Report:** For a downloadable pdf of the Royalty Report go to [http://www.ihsa.org/documents/forms/State\\_Tournament\\_Series\\_Royalty\\_Report.pdf](http://www.ihsa.org/documents/forms/State_Tournament_Series_Royalty_Report.pdf)



## Conducting a Judges Meeting

A journalism judges meeting should be held at every site prior to the judging process. Judges should arrive at the competition site around 10:30 am and be directed to the judging room where they can get acclimated. Some of this outline may need to be adjusted to the amount of time you have, the number of judges, who the judges are and the size of your competition. The main purpose of having a judges meeting is to assist to clarify and avoid any problems you can anticipate for your specific competition and to also put your judges in the best position to be consistent and fair. Review any questions they may have with the ranking sheet and prompts and help the judges understand what is expected of them as an IHSA hired judge.

1. Introductions of judges – names and brief backgrounds
2. Explain what type of competition they are going to be working on that day
  - a. IHSA Sectional level qualifying
  - b. Top 3 students advance in each category
  - c. Rank 1<sup>st</sup> to 6<sup>th</sup> only (Ranking line will remain blank after 6<sup>th</sup> place)
  - d. All entries receive comments – please write legibly
3. Students must use numbers to identify their work. No student names shall be used on work.

Be sure the judges understand how to complete the ranking sheet correctly and that they double check their ranks with the ballots. Remind judges to complete the ballot first and turn the ballot into to the official scorer. Additional time can be taken after the ballot is submitted to write comments on the student ranking sheet. The contest is time sensitive so the judges need to be prepared to work toughly and quickly. Judges should proofread their comments if time allows. Judges should remain neutral at all times.

Emphasize that the feedback should be educationally sound and all comments should enrich the educational experience for both the students and the advisers. There is no reason to write negative comments. Remind judges that they will be seeing a range of skills in the high school students' entries. This may be the first contest ever for many students.

Remember all placements are very important. 1st through 6th place are all important because those entries earn team points. The top 3 are the only entries that advance to the state level and 6 entries must be ranked and awarded. Maximum effort and considerations should be placed when ranking each student.

Perception is reality to advisors and participants. Be aware of everything you do as a judge. Remember that students and advisers both will be reviewing your comments.

Enjoy – Have fun - and appreciate what our students have to offer!

# Instructions for Judges



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Because of the nature of the journalism contest, judging can get started as soon as entries start coming in. Runners will be sent to collect entries throughout the contest to bring back to the judges' room.

1. Introduce judges to one another; give names and brief backgrounds. Show them the food!
2. Provide an overview of the contest. Explain what kind of competition they will be working on that day. It is important that all judges understand the mission of the contest and their work.
  - a. This is an IHSA Sectional level-event
  - b. Top 6 will be ranked in each category
  - c. Top 3 students will advance to the State Finals in each category
  - d. All entries will receive comments either on the critique sheet or directly on the entry
  - e. Contest time is sensitive so judges need to be prepared to work toughly and quickly.
  - f. Judges should remain neutral at all times.
3. At least one of the judges for the live prompts will have to attend the sessions to take notes. These categories are News Writing and Feature Writing.
4. For all judges, first, have the judges read the prompts and directions. Then remind the judges to read and comment on all the entries they receive. After conferring with one another, they should indicate the top six both on the individual critique sheets and on the official ranking sheet that will be handed to the official scorer. Make sure they double-check their rankings. Additional time can be taken after the official ranking sheet is submitted to write comments on the students' critique sheets. Judges should proofread their comments if time allows.
5. The top six rankings are important for three reasons:
  - a. The top three advance to the State Finals.
  - b. The top six places are given points toward team scores for the competition. (Sectional team champions are awarded an IHSA plaque.)
  - c. If one contestant cannot participate at the next level, those in the fourth, fifth and sixth place move up accordingly, so, they, too, may have the opportunity to advance to the State Finals.
6. Feedback should be educationally sound, and all comments should enrich the educational experience for both the students and the advisers. There is no reason to write negative comments. Judges will see a variety of skills at the Sectional level, some contestants practicing journalism for the first time. Judges should provide feedback to help them improve.
7. Remind judges that everything they write will be seen, analyzed and agonized over by both the students and the advisers. Take special care with the language and tone of your comments.
8. Return all entries to the official scoring judge. At that time, all entries will be refilled by school name into school envelopes. School packets should be ready for advisers to take home after the Awards Ceremony.
9. Truly, thank the judges for their time and expertise. This is a great place for them to meet and work with their professional peers, and we want it to be a fun experience.
10. Pay judges as they leave the venue.

Click on link for downloadable form

<http://www.ihsa.org/documents/forms/2013-14/13-14JRNJudgeConfirmLtr.pdf>



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

## Journalism Judges Confirmation Letter

Dear

Thank you for agreeing to be a judge for the  category at the Illinois High School Association sectional journalism competition Saturday, April 26, 2014. We are so excited that you will be a part of this statewide journalism competition.

Plan to be at  on the campus of  around  a.m./p.m.

Parking will be at

There will be a table for you to register in the judges' room in

At that time we will ask you to fill out some simple paperwork so that we can pay you for your services.

Judging will take place in

Although most entries from the first competition will not be ready till noon, you can take the time to get settled, review the category and have some food. We want you to be comfortable.

You will be given a copy of the contest, as well as a guide from which to write comments on the entries. You, together with another judge, will select first through sixth places. We have about an hour and 45 minutes to judge the category. As you judge and make comments on the entries, please keep in mind that these students range in age from 14 to 18. For some, this may be their first experience with journalism. We want to encourage their best efforts. If you have concerns or questions as you are judging, talk to me. I will be available in the judges' room all day.

Again, truly, thank you for agreeing to judge at the state tournament. We look forward to a remarkable day.

You can contact me at  if you have any questions.



Room: \_\_\_\_\_

Event: \_\_\_\_\_

Proctor: \_\_\_\_\_

**Proctors: Please read the following to the competitors:**

Welcome to the IHSA Journalism Sectionals in \_\_\_\_\_ at

\_\_\_\_\_ (Event)

\_\_\_\_\_ (Site)

Before we begin, let me remind you of a few things:

- No food or drink is allowed in the computer rooms.
- Please turn off all electronic devices (i.e. your cell phone.)
- Make sure you compete only by your contestant number, and make sure it is on each page.
- When you're finished with your competition entry, please leave it with me and **quietly** exit the room. Again, make sure your entries are labeled correctly.
- Now let's take roll -(REFER TO LIST OF SCHOOLS AND COMPETITORS)

***You will have 90 minutes to complete the contest –  
Do not hurry. Take your time. (PASS OUT PROMPTS)***

Good luck!

**To proctors:** Beginning time \_\_\_\_\_ Ending time \_\_\_\_\_

Make students feel comfortable, but make sure they can concentrate. In the rooms that are packed, help them spread out as much as possible.

When entries are turned in, put them back in the same envelope they came out of. **Make sure all prompts are collected as well.** Bring everything to the judges' room in the faculty lounge.

Please stay in the room until all contestants have finished.



Click on link for downloadable form

<http://www.ihsa.org/documents/forms/2013-14/13-14JRNProctorConfirmLtr.pdf>



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

## Journalism Proctor Confirmation Letter

Dear

Thank you for agreeing to proctor at the IHSA sectional journalism contest Saturday, April 26, 2014. We certainly appreciate your help.

Please report to  (location) at  (time)

You will be given an envelope with instructions, contest materials and paper to distribute.

You will be assigned to one room in the building. Be able to direct students to the closest bathroom and pencil sharpeners. Make sure to create a comfortable environment for them to compete. Bring homework or something to do while the contestants are working. Each contest lasts 1 hour and 45 minutes, but some people will finish earlier. Students may leave when they finish as long as they turn in all their materials and leave quietly.

Afterwards, bring all the materials to the judges' room in

We know the contest will run smoothly with your expertise and professionalism.

# Sample Sectional Welcome Letter



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

Welcome IHSA Member Schools,

Thank you for participating in the Illinois High School Association sectional journalism competition. You are to be commended for your support of scholastic journalism in our state.

To make your tournament experience today as smooth as possible, here are some basic instruction about the campus, the day and the contest.

## **ARRIVAL**

- Bus Parking - Buses may drop off students in front of ### (location) and park ####.
- General Parking - Faculty members, judges or students coming in cars/vans may park in Lots ####.

## **REGISTRATION**

- Location
- Teams
- Judges
- Advisers
- Adviser's Meeting
- Tournament Central

## **COMPETITIONS ROOMS**

- Maps
- Handicapped accommodations

## **FOOD SERVICE**

- Area for advisers
- Areas for students

## **QUESTIONS**

- Sectional managers contact information



## **Conducting the Opening Session**

1. Introduction- Introduce yourself and give the schools general information regarding the schedule of the day.
2. Go over how the competition will flow (competition rooms)- Make sure everyone is comfortable with how the event will be run.
3. Review technology issues.
4. Review judges and score sheets-rubrics.
5. Go over where tournament central will be located and where advisers can come with questions.
6. Review end of the day awards- coaches packet pick-up.
7. Explain that the state qualifiers information can be found on the IHSA website at [www.ihsa.org](http://www.ihsa.org).
8. Answer any questions regarding judging, rules (terms and conditions).
9. Review sportsmanship and student conduct expectations- Remind all participants that they are representing their schools at all times.
10. Wish everyone luck- Be pleasant and professional.

# Journalism Tournament Budget Information



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

MANAGER PLEASE NOTE: An estimated budgeted expenses form can be found in this manual. Please fill in the form and return a copy for approval before your contest is held. Send **one** copy of the form to:

Tammy Craig  
Illinois High School Association  
2715 McGraw Drive  
Bloomington, Illinois 61704  
Fax: 309-663-7479

The Illinois High School Association does not approve as expenses items which are of a permanent nature and may be retained for further use by the Host School. The IHSA does not underwrite the cost of cafeteria personnel. If you are planning to have the school cafeteria open for meal service of any kind, it must be a self-supporting venture.

\*The IHSA does not approve the cost of lunches for advisers or other hospitality areas. Should you desire to provide either of these, the cost will be the responsibility of the host site.

Sites need to make every attempt possible to be fiscally responsible when running the tournament.

**If the IHSA does not contact you after April 7, 2014, then your tentative budget is approved. If there are concerns the IHSA will contact the manager directly.**

**PLEASE RETURN A COPY OF THIS COMPLETED**  
**TENTATIVE BUDGET TO THE IHSA**  
**BY APRIL 7, 2014**



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

## 2013-14 Tentative Budget for IHSA Journalism Contest

Sectional       State Final

**Contest to be held at:**  University/College/High School

Address       City       Zip Code

### ESTIMATED EXPENDITURES

**JUDGES EXPENSES:**

**Number of Judges - 2 judges per category (Only need judges for Photography and Broadcast News Writing in Block B)**

**Cost of Judges @ \$50 per category per judge for sectionals**

**A. Total Judges Expenses (\$1600 limit)**      \$

**OTHER EXPENSES:**

<b>Custodial</b>	\$	<input style="width: 100%; height: 25px;" type="text"/>
<b>Secretarial</b>	\$	<input style="width: 100%; height: 25px;" type="text"/>
<b>Supplies</b>	\$	<input style="width: 100%; height: 25px;" type="text"/>
<b>Security</b>	\$	<input style="width: 100%; height: 25px;" type="text"/>
<b>Tech Support</b>	\$	<input style="width: 100%; height: 25px;" type="text"/>
<b>Manager (\$200 stipend)</b>	\$	<input style="width: 100%; height: 25px;" type="text"/>
<b>Miscellaneous</b>	\$	<input style="width: 100%; height: 25px;" type="text"/>
<b>B. Total Administrative Expenses (\$900 limit)</b>	<b>\$</b>	<input style="width: 100%; height: 25px;" type="text"/>
<b>GRAND TOTAL OF ESTIMATED EXPENSES (Lines A &amp; B)</b>	<b>\$</b>	<input style="width: 100%; height: 25px;" type="text"/>

\_\_\_\_\_  
 Signature of Manager

\_\_\_\_\_  
 Signature of Principal/Official Representative

**Please fax a copy of this budget to the IHSA office at 309-663-7479 by April 7, 2014.**

