

**2014-15**

***Journalism***

**Rules Book**



# 2014-15 Journalism Rules Book Table of Contents

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## **Meet the Journalism Advisory Committee**

**Staff Administrator:  
Matt Troha**



**PATRICK LEVINS**  
Adviser  
Chicago (Taft)  
Term Expires 2015  
Division 1



**ALISSA PRENDERGAST**  
Adviser  
Elk Grove Village (E.G.)  
Term Expires 2016  
Division 2



**KEITH CARLSON**  
Adviser  
Naperville (Central)  
Term Expires 2016  
Division 3



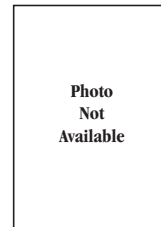
**BRITTANY GLIDDEN**  
Adviser  
Rockford (East)  
Term Expires 2015  
Division 4



**TIMOTHY LEE**  
Activities Director  
Fithian (Oakwood)  
Term Expires 2014  
Division 5



**MICHAEL GUDWIEN**  
Adviser  
Williamsville  
Term Expires 2016  
Division 6



**JENNIFER REISER**  
Adviser  
Washington  
Term Expires 2017  
Division 6



**DANA DONOVAN**  
Adviser  
Okawville  
Term Expires 2016  
Division 7

### REVISION HISTORY

Feb. 4 Terms & Conditions VIII-A-8 Definition provided

# Board Approved Terms and Conditions Changes for Journalism for 2014-15

## Item VIII-C – 6 – Equipment

**Recommendation:** Allow recording devices with headphones in News Writing, Broadcast News and Feature Writing press conferences.

**Rationale:** Many advisers say that their students use technology more and more in their information gathering and writing processes. Allowing recording devices (such as ones on a phone or iPad) would allow students to report and write in the modality they are accustomed to.

## Item VIII-C-7 – Online Access – (new item)

**Recommendation:** Add new section as #7 and renumber the remaining items: Internet access, use of email, instant messaging, cell phones/smart phones or other methods of sending/receiving information from sources inside or outside of the competition areas/room are prohibited unless directed by the contest prompt.

**Rationale:** To ensure that all work is done strictly by the student and on site.

## Item VIII-A – Yearbook Caption Writing

**Recommendation:** Add Yearbook Caption Writing as a new category in Block A.

**Rationale:** Offers another Yearbook category that is another test for a different skill set and it is authentic.

## Item VIII-A – 2 – Broadcast News

**Recommendation:** Add this sentence at the end of the section:  
Pre-recorded material is prohibited.

**Rationale:** To clarify that pre-recorded material is not allowed in the Broadcast News category.

## Item VI- D – Time Schedule

**Recommendation:** Move Sports Writing to Block B if Yearbook Caption Writing is approved as a new event.

**Rationale:** To balance events in Block A and Block B if Yearbook Caption Writing is approved as a new event.

## Item VIII-C-8– Code of Conduct -(new item)

**Recommendation:** Add new section as #8 and renumber the remaining items:  
Contestants may not confer with others for competitive advice or feedback.

**Rationale:** It should clearly be the student's own work and competitors should make their own editorial decisions.

# Instructions for Submitting List of Participants

Schools should complete their online *List of Participants* to enter their team or individual(s) and coaches. IHSA will provide this data to your regional/sectional manager. Any changes to the original entry must be made online prior to the List of Participants deadline.

## **INSTRUCTIONS TO COMPLETE THE ONLINE LIST OF PARTICIPANTS**

Go to **www.ihsa.org**

1) Click on "School & Officials Center Login"  
2) Enter your "User ID" (5 digits, a letter followed by a number) and the password issued to you by your school. All of this information was emailed to you by your school. Coaches must have a valid email on file in the School's Center to be issued a password.

**PASSWORDS ARE NOW ASSIGNED TO EVERY COACH.**

3) Click on Sport & Activity Tracker  
4) Click on the "Journalism" link  
5) Type in the requested information and save and print all page(s).  
6) **Certify & Submit your Form**  
7) **PRINT EACH PAGE OF REPORT: (ctrl key+P) on your keyboard. After the deadline, you will not be able to do so.**

This is how the IHSA knows the names of the participants and coaches. This information will later be used in the State Final Program. It will be used as it is presented so please double check spellings for accuracy.

**(If you experience any problems, please call the IHSA Office and ask for Carol Carr.)**

## **List of Participant Troubleshooting**

### ◆ **Problem pulling in coaches names from the drop-down menu?**

If a coach on your coaching staff doesn't appear in the drop down menu in the List of participants, check the following in the IHSA Schools Center under the Staff Responsibility page:

- 1) Has he/she been designated as the Head coach or an assistant coach?
- 2) Does it indicate how the coach is Certified to Coach?
- 3) Does your coach have a completion date listed for the PES Examination?
- 4) Has your coach completed the Concussion Exam requirement?

If any of the above information is missing from your IHSA Schools, he/she will not be able to add their name to the online List of Participants and/or issued a coaching credentials during the state final.

### ◆ **Reasons for the "Red Box" to appear in the Sport/Activity Tracker:**

School hasn't completed the "Certify & Submit" page.

### ◆ **Verification of IHSA Receiving List of Participants:**

- 1) Print a copy of your entries as stated in #7 before the deadline. This is verification of your entries to take with you to the Coaches Seeding Meeting.
- 2) Make sure you click the "CERTIFY & SUBMIT" link, so you will not receive unnecessary reminders from our office about not receiving your List of Participants.

Once the process is complete and the deadline date approaches, the Schools Center Activity Tracker will show that the deadline has passed. This does not mean your school didn't complete it. It means the IHSA Office has imported all rosters and is in the process of preparing the files for the host of your Regional/Sectional Managers.

**After Certifying & Submitting the *Online List of Participants*, print a copy of each page (ctrl key+P) on your keyboard for your records. You will not have access to this page, if you try to print it after the deadline.**

# **LIST OF PARTICIPANTS DEADLINE: Monday, March 30, 2015**



# 2014-2015 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 2014-2015 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 25, 2015

**State Final: Friday of IHSA Week 43- Friday, May 1, 2015**

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 2014-2015 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, 2015.** The 2014-15 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 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 30, 2015**.

2. Withdrawal after **March 30, 2015** 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 30, 2015**, 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 30, 2015**. 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), Yearbook Caption

Writing, \*Newspaper Design, \*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, Sports 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. **Pre-recorded material is prohibited.**

#### 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. Yearbook Caption Writing

Students will receive four yearbook photos from four categories (Academics, Clubs, Sports, Student Life) and a fact sheet with overview information on each photo. Captions should state more than the obvious and further the story of the photo. Students will be judged on creativity, accuracy and AP style on all four captions and a cumulative score provided. Captions should be at least two sentences, but no more than three sentences. 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.

#### 17. 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 look-

ing 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.

**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. Recording devices are allowed in News Writing, Broadcast News and Feature Writing press conferences.

7. Online Access: Internet access, use of email, instant messaging, cell phones/smart phones or other methods of sending/receiving information from sources inside or outside of the competition areas/room are prohibited unless directed by the contest prompt.

8. Code of Conduct: Contestants may not confer with others for competitive advice or feedback.

9. 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/Liquid Nicotine Products:**

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

### **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.

