

PLAY SMART.  **PLAY HARD.**

2017-18

Girls Lacrosse
Manual for Schools



School Manual and Forms

I.	Table of Contents	
II.	Terms and Conditions	1-5
III.	Competing School Information	
	Important Deadlines and Dates.....	6
	School Information	7
	Do What's Right! Sportsmanship Criteria.....	8
	School's Responsibilities Towards Hosting Officials	9-10
IV.	Playing Rules	
	Post Season Tie-Breaker Procedure	11
	Emergency Action Plan.....	12-13
	Heat Policy	14-16
	Severe Weather Safety Guidelines	17
	IHSA Protocol for Implementation of NFHS Sports Playing Rule for Concussions	18
	Concussion Information.....	19
	Return to Play Policy	
	Mandatory Concussion Education	
	Drone Policy	20
V.	Seeding Information	
	Season Summary Form Instructions/Seeding Information.....	21
	Max Preps Instructions.....	22
VI.	State Final Program Information	
	How to Submit Required State Final Program Information	23
	Instructions for Submitting Photos	24
VII.	Score Zone Reporting Procedures	25
VIII.	Tournament Information	
	State Final Student Media/Video Taping.....	26
	Internet Video Broadcasting Information	27
IX.	Miscellaneous Forms (<i>Downloadable</i>)	
	Up-to-Date Statistics Form	28
	Pass Gate Form	29
	Regional/Sectional Duplicate Awards Order Form	30-31

Revision History



2018 Boys & Girls Lacrosse State Series Terms and Conditions

I. SCHOOL CLASSIFICATION

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

II. DATES AND SITES

A. Game Sites: Eight sites shall be selected by the IHSA Office to host the Sectional series. Sectional Play-In and Sectional Quarterfinal games will be played at the site of the higher seed. The winners of the eight Sectional sites will advance to the Super-Sectional series, which will consist of four sites selected by the IHSA Office. The Super-Sectional winners shall advance to the state semifinals to be hosted at the State Final site.

B. Sectional Game Dates:

Sectionals shall be played during Week 46 and 47 of the IHSA Standardized Calendar and the Super-Sectionals and State Finals during Week 48.

Girls Sectional Play-In: Friday or Saturday of Week 46

Girls Sectional Quarterfinals: Monday of Week 47

Girls Sectional Semifinals: Wednesday of Week 47 (scheduled as doubleheaders)

Girls Sectional Finals: Friday of Week 47

Boys Sectional Play-In: Friday or Saturday of Week 46

Boys Sectional Quarterfinals: Monday of Week 47

Boys Sectional Semifinals: Wednesday of Week 47 (scheduled as doubleheaders)

Boys Sectional Finals: Friday of Week 47

C. Super-Sectional Game Dates:

Girls Super-Sectionals: Tuesday of Week 48

Boys Super-Sectionals: Tuesday of Week 48

D. State Final Tournament:

Boys Semifinals: Thursday of Week 48

Girls Semifinals: Friday of Week 48

Boys/Girls Finals: Saturday of Week 48

The five-year schedule for the State Final Tournament in Week 48 is as follows:

2018 May 31, June 1-2

2019 May 30-31, June 1

2020 June 4-6

2021 June 3-5

2022 June 2-4

III. ON-LINE ENTRIES, WITHDRAWAL PROCEDURES, ELIGIBILITY, AFFIRMATIVE ACTION 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 2017-2018 Entry Policies and Procedures.

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. The deadline for entry is (February 1, 2018). The 2017-18 Entry Policy 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 administrative officer in charge of that sport or activity. The penalty for late entry shall be a payment of \$100.00 for that sport/activity by the school.

C. Breach of Contract By-law 6.041 (Withdrawal Procedure): To withdraw without penalty, the Principal must notify the IHSA Office, in writing, of the school's withdrawal from the respective sport by 2:00 p.m. on the Monday prior to the Wednesday Season Summary Form deadline.

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

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

D. Eligibility: All member schools in good standing may enter one team under the provisions of IHSA By-law 3.054. (By-law 4.071 for activities)

E. Affirmative Action: Boys and girls shall be permitted to participate in the state series except as provided in the IHSA Affirmative Action Policy.

IV. HOST FINANCIAL ARRANGEMENTS

A. Sectional Play-In and Quarterfinal Games: The Play-In games of the Sectional tournament are financially independent. The host school shall pay all local expenses and issue checks to game officials. If admission is charged the host school will receive 100 percent of the gate receipts. IHSA will reimburse the school for the cost of the game officials.

B. Sectional, Semifinal & Final Games: The host school shall pay for all local expenses, and the cost of officials. The host shall receive a guarantee of \$450 and retain 20% of net income. If admission is not charged, the host school shall forfeit the guarantee.

C. Super-Sectional Games: The host school shall pay for all local expenses, and the cost of officials. The host shall receive a guarantee of \$225 (\$400 if hosting two games) and retain 20% of net income. If admission is not charged, the host school shall forfeit the guarantee.

D. Admission Prices: The following ticket prices have been set by the IHSA Board of Directors, "In Advance" or "At the Door":

Sectional Play-In & Sectional Quarterfinal	(host site may choose to charge & retain gate at \$5 per ticket or less)
Sectional Semifinals	\$5 per day
Sectional Finals	\$5 per day
Super-Sectionals	\$6 per day
State Finals	\$8 per session
Baby in Arms	No Charge at any level

E. State Final Team Expenses: In the State Final Tournament, the teams participating in the tournament shall be allowed transportation expenses at the rate of \$2.00 per mile per team for one round trip to and from the site where the tournament will be played. In addition, each school will receive a flat expense reimbursement to cover some of the costs incurred by schools at the State Final.

Round Trip Mileage to State Final Site	Flat Rate Reimbursement
0-150 miles	\$500.00
151-300 miles	\$1,000.00
301-over miles	\$1,500.00

F. Rights Fees for TV and Radio:

1) Television Rights Fees to be charged by Local Managers and/or the IHSA are contained in the IHSA Broadcasting Policy.

2) Radio Fees, which shall be charged, are:

a. Sectional Contest = No Charge

b. State Final = \$100.00

3) Policy regarding media requirements for each Local Manager is contained in the current News Media Directory and IHSA Official Handbook.

V. TOURNAMENT ASSIGNMENTS AND SEEDING

A. Sectional Assignment: All teams will be assigned to a Sectional on a geographic basis. If possible, an equal number of teams shall be assigned to each of the eight (8) Sectional tournaments.

B. Season Summary Form: Schools entered into the Boys and Girls Lacrosse state series will be required to submit a Season Summary Form on-line in the IHSA Schools Center. Failure to do so by 10:00 a.m. on Wednesday of Week 44 (May 2, 2018) will result in a school forfeiting its opportunity to participate in the seeding process. The Season Summary Form can be found in the IHSA Schools Center.

C. Seeding: All seeding will be conducted on-line through the IHSA Schools Center. Each school that completes the Season Summary Form by 10:00 a.m. on Wednesday of Week 44 (May 2, 2018) shall have one (1) vote in the seeding process. No school shall vote for their own team. The link to seed the teams is located in the IHSA Schools Center and will be activated at 11:00 a.m. on Wednesday of Week 44 (May 2, 2018). The deadline to seed teams is 12:00 Noon on Thursday of Week 44 (May 3, 2018). Seeding will only occur at the sectional tournament level.

D. State Final pairings will be made by chance drawing in the IHSA Office prior to the start of the tournament.

VI. TOURNAMENT STRUCTURE AND TIME SCHEDULES:

A. Time Schedule:

Local managers will not be permitted to change the order in which games are played unless given permission by the IHSA Office. Sectional managers, upon consultation with the IHSA Office, may alter the playing schedule to accommodate the regularly scheduled graduation ceremonies of a competing school.

B. Sectional Playing Schedules/Start Times:

Local managers will be given the autonomy to schedule contests at their site to begin during the following time durations. Permission to start at a time that falls outside of the ranges below must be provided by the IHSA Office:

Boys & Girls:

Sectional Play-In:	Friday (4 p.m.–7 p.m.)
	Saturday (11 a.m.–7 p.m.)
Sectional Quarterfinals:	4 p.m.–7 p.m.
Sectional Semifinals *	4 p.m.–8 p.m.
Sectional Finals	5 p.m.–7 p.m.
Super-Sectionals	4 p.m.–7 p.m.

** Both Sectional semifinal contests will be scheduled on the same date in a doubleheader format.*

C. State Final Playing Schedule/Start Times:

All State Final contests will be played at Hinsdale (Central). The time schedule for Saturday's finals will rotate each year. The schedules below are for state finals in even and odd years.

EVEN YEAR State Final Schedule

Thursday	Session 1	Game 1	Boys Semifinal #1	5 p.m.
		Game 2	Boys Semifinal #2	7 p.m.
Friday	Session 2	Game 3	Girls Semifinal #1	5 p.m.
		Game 4	Girls Semifinal #2	7 p.m.
Saturday	Session 3	Game 5	Girls Third-Place	11 a.m.
		Game 6	Boys Third-Place	1:30 p.m.
	Session 4	Game 7	Girls State Championship	5 p.m.
		Game 8	Boys State Championship	7:30 p.m.

ODD YEAR State Final Schedule

Thursday	Session 1	Game 1	Boys Semifinal #1	5 p.m.
		Game 2	Boys Semifinal #2	7 p.m.
Friday	Session 2	Game 3	Girls Semifinal #1	5 p.m.
		Game 4	Girls Semifinal #2	7 p.m.
Saturday	Session 3	Game 5	Boys Third-Place	11 a.m.
		Game 6	Girls Third-Place	1:30 p.m.
	Session 4	Game 7	Boys State Championship	5 p.m.
		Game 8	Girls State Championship	7:30 p.m.

D. Pre-Game Protocol:

30-minute timed warm-up, each team provided one half of the field. When the warm-up clock strikes 0:00 teams return to benches. In order, begin Equipment Check, Coaches and Captains Meeting, Team Introductions and National Anthem. Game begins.

VII. ADVANCEMENT OF WINNERS

The eight (8) Sectional winners shall advance to four (4) Super-Sectionals. Super-Sectional winners shall advance to the State Final Tournament.

VIII. TOURNAMENT RULES

A. Rules of Play:

1) **BOYS:** The National Federation Boys Lacrosse Rules as published by the National Federation of State High School Associations/US Lacrosse are adopted as the official playing rules for all tournament matches.

All contests shall be played in four 12-minute periods.

2) **GIRLS:** The US Lacrosse Rules as published by the National Federation of State High School Associations are adopted as the official playing rules for all tournament matches.

All contests shall be played in two halves consisting of two 25-minute halves.

3) The decisions of the game officials (Boys & Girls) are final. The IHSA Board of Directors will not review decisions of officials whether alleged errors are due to faulty judgement or misinterpretation of rules.

B. Overtime Procedure:

1) **BOYS & GIRLS:** A game shall not remain in a tie. Overtime procedures in the NFHS (Boys) and US Lacrosse (Girls) rule-books are to be followed.

C. Special Clock Rules

1) **BOYS:** Per Rule 3-1-2, "after the first half, any time the score differential reaches 12 goals or more, starting with the whistle resuming play, the clock will only be stopped for a team time-out, official's time-out or an injury time-out. Should the score differential be reduced to fewer than 12 goals, then normal play will resume.

2) **GIRLS:** Per Rule 4-3, if a team is leading by 10 or more goals, the clock will continue to run after goals within the last two minutes of play in each half (no clock stop). If the difference becomes less than 10 goals, the stop clock is reinstated.

D. End of Game Procedure

1) **BOYS:** If 80% (38 minutes) of a match is completed and the match cannot continue for any reason, the contest shall be considered complete and the winning team will advance in the tournament. If the match is tied, consult VIII-E-1 below.

2) **GIRLS:** If 80% (40 minutes) of a match is completed and the match cannot continue for any reason, the contest shall be considered complete and the winning team will advance in the tournament. If the match is tied, consult VIII-E-1 below.

E. Postponement/Suspended of Games:

1) If a State Series contest must be postponed or suspended for any reason, and does not meet VIII-D-1 (Boys only) or VIII-D-2 (Girls only) above, then it will be considered a suspended game and continued from the point of suspension.

2) Suspended games(s) must be rescheduled for the next day, excluding Sundays.

3) Suspended tournament games will take precedence over all other games.

4) It is recommended that no start or continuation of a suspended game shall begin later than 10:00 p.m.

5) The local manager will work with the IHSA office on rescheduling suspended games.

F. Home Team: Throughout the tournament series, the teams listed on the top line or the team listed first of a single game playing bracket will be considered the home team. The team listed on the bottom line shall be considered the visiting team.

G. Host site practice availability

No Sectional, Super-Sectional or State Final playing field will be made available to a team for a walk-through, practice or any other activity prior to their game in any round of the State Series tournament. Host schools may practice on their home fields. Teams are allowed to access the field on gameday per the State Series time schedule.

H. Balls: The Champro Sports LBNW (white) is the Official Game Ball of the IHSA Boys Lacrosse State Tournament. The Champro Sports LBNGO (gold) is the Official Game Ball of the IHSA Girls Lacrosse State Tournament. The following number of balls will be allocated to each State Series site:

Sectional: 48 balls (16 per contest)

Super-Sectionals: 16 balls

I. Players in Team Uniform: In each of the tournaments, no school shall have in uniform more than 30 participants. No more than a total of 35 persons from a school may be on the team bench.

J. Uniform Regulations:

1) All players shall wear regulation lacrosse uniforms. School approved uniforms must be worn during warm-ups and competition. Tournament management reserves the right to determine appropriateness of all warm-ups and uniforms.

2) The team listed on the top line of a single game-playing bracket, shall wear white or light shirts and will be considered the home team. The team listed on the bottom line shall wear dark shirts and will be considered the visiting team.

K. Scorers and Timers: Adults are recommended.

L. Assignment of Officials: The IHSA will assign officials for all State Series contests. The IHSA shall assign:

1) Two officials to all Sectional Play-In contests.

2) Two officials to all Sectional Quarterfinal contests.

3) Two officials to all Sectional Semifinal contests.

4) Three officials to all Sectional Final contests.

5) Three officials to all Super-Sectional contests.

6) Four officials to all State Final contests (three field officials, one bench official)

M. Conduct of Coaches and Players:

1) The captain and the head coach shall be the official spokesmen and the sole representatives of their team in all communications with the officials.

2) Abusive remarks to game officials by coaches or players shall be regarded as unsportsmanlike conduct and shall be punishable under the provisions of By-law 3.151, 6.011, and 6.012.

N. Bad Weather Guidelines for Sectional Play

Should bad weather force a postponement or suspension of a game(s) the following guidelines shall control:

1) Games shall be played in bracket order.

2) It is recommended that no start or continuation of a suspended game will begin later than 10:00 p.m.

3) The local manager shall keep the IHSA informed during the bad weather.

4) In the event that the games cannot be completed then the highest seeded team remaining shall advance to the Super-Sectional. The local manager should contact the IHSA prior to this determination.

O. Bad Weather Guidelines for Super-Sectional Play

Should bad weather force a postponement or suspension of a game(s) the following guidelines shall control:

1) In the event that the games cannot be completed then the winner shall be decided by a coin flip and the winning team shall advance to the state finals. The local manager should contact the IHSA prior to this determination.

P. Guidelines for Play at the State Tournament in Case of Bad Weather

1) The first priority is to crown a champion.

2) If the third-place game cannot be played, a tie will be awarded to both teams.

3) In the event of delays, the Championship game and the Consolation games may be reversed.

4) The Tournament Manager will have the discretion to shorten or terminate the third-place games at any time in order to assure champions area crowned.

5) Should tournament administration deem that two fields are required for any reason, girls state final games will be held at Hinsdale Central High School and boys games will be held at Hinsdale South High School.

IX. TOURNAMENT POLICIES

A. All-Star Teams: No tournament personnel, game officials nor anyone serving under the supervision of the Illinois High School Association may cooperate in any way in the selection of an all-star tournament team.

B. Consolation Games: In the Sectional tournaments, consolation matches to determine third place winners will not be permitted.

C. Bands: Bands from participating schools may be permitted to play during games in the tournament series provided they maintain an atmosphere of sportsmanlike conduct. Halftime and pre-game performances by bands on the playing field shall be permitted provided:

1) The host school determines that field conditions will not negatively be affected by marching of the band.

2) The halftime interval is extended by mutual agreement of the opposing coaches (Rule 7-2-1) to permit a maximum of six (6) minute performances by each school's band. Band members playing during a tournament series game shall be admitted to that game at no charge.

D. Signs and Noisemakers: The display of signs, banners, placards or similar items at IHSA state series events is permitted, provided they are in good taste, reflect good sportsmanship in their message, they reflect identification and encouragement to participants and their

school/community, they are not displayed on the field of play or in a manner which interferes with play, they do not obstruct the view of participants or spectators, and they are safe.

All mechanical and artificial noisemaking devices are allowed with the exception of whistles and horns. The local manager has the authority to exclude other noise making devices that distract from the competition, including megaphones.

E. Damage to Property or Equipment:

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

F. Practice Sessions: For the Sectional, Super-Sectional and State Final rounds, teams will not be permitted to practice on the host school's field, unless it is their home school.

G. Media Requirements:

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

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

a) Television Rights Fees for all levels of competition below the State Final level shall be paid to the host school and shall become part of the revenue to be shared by the member school(s) and the Association according to the financial terms stipulated in these Terms and Conditions.

b) Radio Broadcast Rights Fees are not required for any level of competition in this series (except State Final). Local Managers shall permit radio play-by-play originations of the competition.

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

3) All media requirements for the State Final tournament shall be handled through the IHSA Office.

4) Local tournament managers shall be responsible for reporting tournament information and results to the IHSA Office and the news media as stipulated in printed instructions received from the IHSA Office.

H. Videotaping by Schools or Spectators:

Videotaping is allowed under the following conditions:

1) Local managers should be ready to provide an area for a competing school to videotape, if requested. When one school requests video space, then the local manager should provide similar space to both competing schools.

2) Non-competing schools and spectators will be allowed to videotape matches in the stands provided they do not obstruct the view of participants or spectators.

I. Flash Photography: The use of flash cameras is allowed by fans during contests. News media is allowed the use of strobe lighting or electronic flashes provided the local manager agrees that the flashes are not causing interference with the conduct of the contest. The local manager can require, at any time, the photographer to cease use of the flash. The manager's decision is final.

J. Tobacco Products/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.

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

L. Alcoholic Beverages and IHSA State Series:

The possession, distribution, sale and/or consumption of alcoholic beverages are prohibited at the site and on any affiliated property of any IHSA state series contest. State series hosts are required to make all state series contest sites and any affiliated property, including parking lots, fan accommodation areas, and other school or event venue property, alcohol free zones on the date or dates of any IHSA event being held at the site. Violation of this policy by an event host will subject the host to a penalty for violation of IHSA By-law 2.020. Such penalty may include but not nec-

essarily be limited to prohibition against subsequent event hosting assignments. Violation of this policy by a non-hosting member school will subject the school to penalty for violation of IHSA By-law 2.020. Patrons of any IHSA state series contest determined to be in violation of this policy will be removed from the premise, and law enforcement officials will be called as warranted. No ticket refunds will be granted in such cases.

M. Prayer at IHSA State Series Contests:

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

X. AWARDS

A. Sectional:

1) Team awards will be provided by the IHSA for the winning team at each Sectional tournament.

B. Super-Sectional:

1) Team awards will be provided by the IHSA for the winning team at each Super-Sectional tournament.

C. State Final:

1) Team awards and individual medallions will be presented to the first, second, third and fourth placing teams at the State Final.

2) A medallion will also be presented to the Superintendent, Principal, Athletic Director and Athletic Trainer of the first, second, third and fourth placing teams at the State Final.

XI. OFFICIALS

A. Appointment and Fees:

1) Sectional:

a) Two officials will be appointed by the IHSA Office for each Sectional quarterfinal and Sectional semifinal contest. Each official will be paid a fee of \$76 per game worked. A third official may be added to the semifinal games by the IHSA at the request of the host school. The host school will be responsible for the payment of the third official (\$76).

b) Three officials will be appointed by the IHSA Office for each Sectional final contest. Each official will be paid a fee of \$76 per game worked.

2) Super-Sectional:

a) Three officials will be appointed by the IHSA Office for each Super-Sectional contest. Each official will be paid a fee of \$103.50 per game worked.

3) State Final:

a) Six boys and six girls officials will be assigned to work the State Final tournament by the IHSA, with three officials appointed to each contest. Each official will be paid a fee of \$136 per game worked.

A boys head official and girls head official will also be assigned to work all state final contests in their respective tournament and will be paid a fee of \$125 per day.

A fourth official will be assigned to work the table for each state final contest.

B. Mileage Reimbursement Policy:

1) In addition, each of the appointed officials, who actually incurs the expense will receive 30 cents per mile for each mile over 70 miles for one round trip to the site provided the official submits a mileage reimbursement form to the IHSA office.



IMPORTANT DEADLINES AND STATE SERIES DATES

GIRLS LACROSSE

May 2 (Wed.)	Schools Must Submit the Season Summary Form online in the IHSA Schools Center by 10:00 a.m. View and/or Print Season Summary Forms
May 2 (Wed.)	Seeding form opens at 11:00 a.m. on May 2.
May 3 (Thurs.)	Submit seeds online in IHSA Schools Center by 12:00 noon on May 3.
May 4 (Fri.)	Pairings released at 4:00 p.m.
May 18-19 (Fri.-Sat.)	Sectional Play-In
May 21 (Mon)	Sectional Quarterfinals
May 23 (Wed.)	Sectional Semifinals
May 25(Fri.)	Sectional Finals
May 26 (Sat.)	State Qualifier Data Form Due Online and Program Pictures Uploaded into the School Center
May 29 (Tues.)	Super-Sectional
May 30 (Wed.)	Up-to-Date Statistics Due to IHSA Office by 10:00 a.m.
June 1 (Fri.)	State Final (Semifinal Games)
June 2 (Sat.)	State Final (3rd Place & Title Games)

BOYS LACROSSE

May 2 (Wed.)	Schools Must Submit the Season Summary Form online in the IHSA Schools Center by 10:00 a.m. View and/or Print Season Summary Forms
May 2 (Wed.)	Seeding form opens at 11:00 a.m. on May 2.
May 3 (Thurs.)	Submit seeds online in IHSA Schools Center by 12:00 noon on May 3.
May 4 (Fri.)	Pairings released at 4:00 p.m.
May 18-19 (Fri.-Sat.)	Sectional Play-In
May 21 (Mon)	Sectional Quarterfinals
May 23 (Wed.)	Sectional Semifinals
May 25(Fri.)	Sectional Finals
May 26 (Sat.)	State Qualifier Data Form Due Online and Program Pictures Uploaded into the School Center
May 29 (Tues.)	Super-Sectional
May 30 (Wed.)	Up-to-Date Statistics Due to IHSA Office by 10:00 a.m.
May 31 (Thurs.)	State Final (Semifinal Games)
June 2 (Sat.)	State Final (3rd Place & Title Games)

Girls Lacrosse School Information



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

1. Entries

All schools that entered Girls Lacrosse online by February 1 have been entered in this year's Girls Lacrosse Tournament Series. Schools entered in the State Series are responsible to adhere to all Terms and Conditions and all IHSA By-laws and Policies.

2. Top 15 Officials

All member schools with lacrosse programs need to submit their Top 15 list online in the Schools Center by April 1. The IHSA office will post assignments for the State series in the IHSA Schools Center by April 2.

3. Information for State Series Host Schools

- A. Coaches and Athletic Directors at all schools should read the 2017-18 Terms and Conditions for the Girls Lacrosse Tournament Series.
- B. If the facility allows, host schools will place team benches on the opposite side from the fans for all state series games. If this is not possible, the team benches should be at least 10 feet in front of the fan benches, and an Administrator from the host school must supervise the area at all times.
- C. Single-Game Time Schedule: (For example, if the game begins at 6:00 pm)
 - 5:30-Warm-up clock will start for 20-minute warm-up.
 - 5:50-When the warm-up clock strikes 0:00 teams return to benches.
 - 5:51-In order: begin Equipment Check, Sportsmanship Meeting, Coaches and Captain Meeting, Coin Toss, Team introductions and National Anthem.
 - 6:00-Game begins.

Two-Game Time Schedule: (For example, if the first game begins at 4:00 pm)

 - 3:30-Warm-up clock will start for 20-minute warm-up.
 - 3:50-When the warm-up clock strikes 0:00 teams return to benches.
 - 3:51- In order: begin Equipment Check, Sportsmanship Meeting, Coaches and Captain Meeting, Coin Toss, Team introductions and National Anthem.
 - 4:00-Game begins.
 - 5:30-Warm-up clock begins for second game, and host will follow same schedule, omitting National Anthem.
- D. Review the tie-breaker and suspended game procedures in the Terms and Conditions. **Note:** During the regular season and state series games, if a team is leading by 10 or more goals, the clock will continue to run after goals within the last two minutes of play in each half (no clock stop). If the difference becomes less than 10 goals, the stop clock is reinstated.
- E. Game balls for all levels of the State Tournament Series are being provided by Champro Sports. The IHSA will provide 48 Champro game balls for each Sectional site (16 per contest) and 16 Champro game balls for each Super-Sectional site. Only these designated Champro balls may be used.
- F. Officials must meet with ball holders prior to the start of a state series game.

Do What's Right!

Sportsmanship

DWR! EXPECTATIONS

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

Acceptable Behavior...

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

Unacceptable Behavior...

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



SCHOOL'S RESPONSIBILITY TO AN OFFICIAL PRIOR TO THE SEASON

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

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

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

SCHOOL'S RESPONSIBILITY TO AN OFFICIAL PRIOR TO THE CONTEST

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



SCHOOL'S RESPONSIBILITY TO AN OFFICIAL DURING THE CONTEST

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

SCHOOL'S RESPONSIBILITY TO AN OFFICIAL AFTER THE CONTEST

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





Girls Lacrosse Tie-Breaker Procedure

RESOLUTION OF TIE GAMES

The overtime used in the Illinois High School Association tournament series shall follow the procedures as defined in the Girls US Lacrosse Handbook:

Play the regulation game and, if a tie exists:

- There will be a five (5) minute break between regulation and 1st overtime
- There will be a coin toss (called by the visiting captain) for choice of ends
- The alternate possession shall continue from regulation
- The winner will be decided by sudden victory – the team scoring the first goal wins
- The game will be restarted by a center draw
- Each overtime period will be no more than six minutes in length
 - The clock stops on every whistle
 - The clock will stop after three minutes of play in order for teams to change ends
 - There will be no delay for coaching during this stoppage
 - No substitutions may occur at this time
 - Second “half” of period will be restarted by a center draw
- If teams are still tied after six minutes have elapsed, the teams will have a three-minute rest and change ends
 - Substitutions may occur at this time
- Play will continue with “sudden-victory” stop-clock overtime periods of six minutes in length (two three-minute halves) with three minutes in between and change of ends until a winning goal is scored

Emergency Action Plan (EAP)

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

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

EAP's should consist of the following components:

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

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

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

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

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

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

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



Venue-Specific Action Plan

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

Venue

Sport:
Location:

Emergency Personnel

Present:
On-Call:

Emergency Equipment Location On-Site

Nearest AED:
First Aid Kit:
Items for proper care of blood-borne pathogens:
Ice or chemical ice packs, water and towels:
Player Medical Information:
Other equipment as deemed necessary by local circumstances and qualifications of available personnel:

Communication

Access to 911:
Access to on-call emergency medical personnel:

Role of First on the Scene:

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

EMS Access:

If EMS is called provide directions/access to scene

Directions to site/location:

Open access gates
Designate individual to meet EMS at entrance

Managing Heat and Heat Illness

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

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

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

Table 1

a. ≤79.9 degrees F

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

b. 80.0-84.5 degrees F

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

c. 84.6-87.5 degrees F

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

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

d. 87.6-89.9 degrees F

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

e. 90 degrees F

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

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

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

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

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

Cooling Methods Due to Heat Related Illness

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

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

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

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

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

Resources

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

IHSA Severe Weather Safety Guidelines

To be used during any IHSA state series contest

When thunder is heard, or a cloud-to-ground lightning bolt is seen, the thunderstorm is close enough to strike your location with lightning. Take shelter immediately.

Lightning is one of the most consistent and underrated causes of weather-related deaths or injury in the United States. Nearly all lightning-related injuries occur between the months of May and September and between the hours of 10:00 a.m. and 7:00 p.m. Therefore, the greatest concern for injuries in an outdoor contest appears to be during that time, though it can happen any time of year.

It is essential that local managers, competing schools, and contest officials establish dialogue in advance of contests or events to ensure that all involved are aware of what the plan will be in determining whether or when to suspend play. Local managers are encouraged to share their plan with competing schools and assigned contest officials *prior to the start of the tournament/event*.

Advance Planning:

Local Managers should have a documented plan in place, designated people who are responsible for monitoring the weather and a qualified person (typically a trained manager and/or officials) to make the decision to suspend play. In state series competitions, the **local tournament manager or official(s)**, if assigned, can make the decision to suspend play.

Monitoring Weather:

Local Managers during the contest should be aware of any potential thunderstorms that may form during the competition; if an evacuation is needed, managers should also know how long it would take teams to get to their safest location. Monitoring the weather with a weather alert radio, or with lightning detection systems, or any other available means, is recommended.

If competing schools have portable devices they will be bringing to a contest/event and/or have specific policy or directions from their administration that they must follow, the school must communicate those to the tournament manager. Tournament managers must know the policies of each school assigned to their tournament or event prior to its start.

Lightning Awareness

Generally speaking, it is felt that anytime a cloud-to-ground strike of lightning can be seen, or thunder heard, risk is already present. It is time to seek shelter.

Criteria for Suspending Play

If the local management does not have commercial weather warning equipment at the site or an efficient method of making an accurate, timely decision on location, listening for thunder is the best way to mitigate the danger. If thunder is heard, or lightning is seen hitting the ground, the thunderstorm is close enough to strike in your location. According to the National Weather Service, lightning can strike 10 miles away from the parent thunderstorm. When thunder roars, go indoors! It is important that local manager monitor not only how far away the lightning is but also how fast it is approaching. Thunderstorms can form and move quickly and danger can arrive quickly.

Either tournament/event management or assigned contest officials have the authority to suspend or cancel interscholastic contests. It is recommended that those groups work together in making such determination and use any and all available information in doing so. Participating schools with concerns at particular events should direct those to tournament/event management or assigned contest officials.

The following guidelines should be followed in determining when to suspend an event:

1. Anytime a cloud-to-ground strike of lightning can be seen, or thunder heard, risk is present, and a contest should be suspended. At that point, the 30 minute rule for resumption should go into effect.
NOTE: Due to the layout of some outdoor facilities, contest officials or tournament managers may not be able to see lightning actually "strike the ground." However, whenever lightning is seen moving out of clouds towards the ground, it can be assumed that the lightning is, in fact, striking the ground somewhere, and, as a result, the contest should be suspended.
2. If lightning or thunder is not present but the weather is starting to become ominous, tournament management and/or contest officials should use all available information to determine if and when a contest should be suspended. Care for both participants and spectators should be taken into account at this point. If in doubt, contest officials or tournament managers are encouraged to exercise caution and suspend play. At such a point, tournament officials should be ready to implement their emergency plans. However, competing schools who pull their teams or athletes off a field of competition prior to a contest or event's suspension do so at the risk of forfeiture or disqualification from the game or event.
3. Suspended contests or events should be resumed at a time when the weather and/or field conditions allow for resumption.

Evacuation Plan

Safe Areas: All personnel, athletes and spectators should be clearly informed of available safe structures or shelters in the event a thunderstorm approaches. A safe structure is any fully enclosed building frequently used by people. In absence of that – athletes and spectators should go to any vehicle with a hard metal roof. Roll up the windows and do not touch the sides of the vehicle. If no safe structure or vehicle is available, find a thick grove of small trees surrounded by taller trees or a dry ditch. Assume a crouched position on the ground with only the balls of your feet touching the ground. Wrap your arms around your knees and lower your head. Minimize contact to the ground since lightning often travels through the ground.

Avoid: Tall trees or objects like light poles or flagpoles, individual trees, standing pools of water and open fields. Also avoid being the highest object on the field. Do not take shelter under trees. Avoid bathrooms if another building is available, and do not use a land-line telephone. A cellular phone or portable phone is a safe alternative if in a secure shelter or vehicle.

Resuming Activity

The NSSL (National Severe Storms Laboratory) recommends that everyone should wait at least 30 minutes after the last flash of lightning or sound of thunder before returning to the field or activity.

ILLINOIS HIGH SCHOOL ASSOCIATION

2715 McGraw Drive • Bloomington, IL 61704

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

IHSA Protocol for Implementation of NFHS Sports Playing Rule for Concussions

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

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

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

Definition of a Concussion

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

Behavior or signs observed indicative of a possible concussion

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

Symptoms reported by a player indicative of a possible concussion

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

This protocol is intended to provide the mechanics to follow during the course of contests/matches/events when an athlete sustains an apparent concussion. In accordance with the Youth Sports Concussion Safety Act, appropriate health care professionals are defined as: physicians licensed to practice medicine in all its branches in Illinois, certified athletic trainers, advanced practice nurses (APN) and physician assistants (PA).

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

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

Sports Medicine



ILLINOIS HIGH SCHOOL ASSOCIATION

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Concussion Information

Return to Play (RTP) and Return to Learn (RTL)

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

In 2015, the Illinois General Assembly passed the Youth Sports Concussion Safety Act, and this legislation, among other items, required schools to develop Concussion Oversight Teams and create Return to Play (RTP) and Return to Learn (RTL) protocols that student-athletes must meet prior to their full return to athletic or classroom activity

Mandatory Concussion Education

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

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

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

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

For those first adopters of this training, new curriculum from the IHSA/IESA is expected to be released in March of 2018 so those whose training will expire in 2018 will be able to remain in compliance with the law.



Unmanned Aerial Vehicle (Drone) Policy

For IHSA Tournaments

Effective February 18, 2015

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

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

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

****IMPORTANT****

SEASON SUMMARY FORM INSTRUCTIONS/SEEDING INFORMATION

Schools entered into the IHSA State Series will be required to complete a *Season Summary Form* in the Schools Center.

SEASON SUMMARY INSTRUCTIONS:

- Coaches will submit their contest results online using MaxPreps ONLY. (this can be updated throughout the season)
- Coaches will log into their School Center to complete the Season Summary form.
- On the “Coaches” link, please indicate your head and assistant coaches.
- On the “Comments” link, please verify your team’s W-L record, and submit comments you would like to make regarding your season or seeding placement. Click on SAVE.

SEEDING INSTRUCTIONS:

- The seed link opens up at 11:00 a.m. on May 2
- Log into your School Center, and access the “Seeding Form” in your Sport/Activity Tracker.
- Follow the instructions to seed your Sub-Sectional or Sectional Complex
- A school shall not vote for their own team.
- The seeding deadline is **12:00 noon** on May 3 Results will be posted by 4:00 p.m. on May 4.

SEASON SUMMARY FORM DEADLINES:

Girls & Boys

10:00 A.M. - WEDNESDAY, MAY 2

ONLINE SEEDING DEADLINES:

Girls & Boys

12:00P.M. - THURSDAY, MAY 3

MaxPreps Reporting Procedures

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

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

Not a MaxPreps Member? Please complete the following steps:

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

Already a MaxPreps Member? Please complete the following steps:

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

Follow the steps below to gain access to your admin account:

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

How to Login to after Gaining Access?

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

Need Help?

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

Schools are Required to Submit State Final Program Information Online

Dear Coach or Athletic Director:

As your team moves closer to qualifying for the State Final Tournament, you will be required to complete the State Qualifier Data Form online which includes administrative staff, coaching history, season record, and roster. These forms provide the IHSA with the necessary team data printed in the State Final program. Please submit this information to us by the following deadline:

May 26 (midnight)

The link to the State Qualifier Data Form is located in your IHSA **Schools Center**.

- Go to the main IHSA website (www.ihsa.org) and click on the Schools Center link in the upper right corner.
- Use your personal School ID and password to log in.
- On the main menu of the Schools Center, click on the "Sport & Activity Tracker" box. (T)
- Locate Girls Lacrosse and follow the row across until you find a link labeled "State Qualifier Data Form" in the column marked "Online Forms".
- Click on the link and follow the instructions to fill out the required pages.

❖ *All team and administrative photos must be uploaded through the School Center (instructions on the following page)*

****REMINDER****

If your team qualifies for the Girls Lacrosse State Final Tournament, you must complete the Up-to-Date Statistics form which is included in this manual. Please fax this to the IHSA Office by 10:00 a.m. Wednesday, May 30.

INSTRUCTIONS FOR SUBMITTING PHOTOS

Submit your photos by uploading them in the Schools Center.

1. Sign into the Schools Center. Choose: [Upload state tournament program photos here](#) on Main Menu

The screenshot shows the Schools Center interface. On the left is a 'Departments' menu with various options like 'Sport & Activity Tracker', 'School Information & Facility Maps', etc. Below it is a 'Quick Links' section with a link 'Upload state tournament program photos (old interface)' highlighted in yellow and pointed to by a red arrow. On the right is a 'Message Center' showing a message from 10/23 about an 'IHSA Webinar on Residence & Transfer - Oct. 30 at 1 pm'.

2. Add administrators and coaches. Choose: [Add a new administrator or coach](#). **Do this step before adding team photos.** Follow the step-by-step instructions, making sure that you **SAVE the photos**. Do not use all capital letters.

3. Upload your School logo in .jpg format

4. **Upload your team photo.** Choose: The [Edit](#) button that corresponds with your sport.

- a. Follow the instructions to upload your team photo. **SAVE changes**.

The screenshot shows the 'State Program Photo Collection' interface. It has two main sections: 'Staff Photos' and 'Team Photos'. The 'Team Photos' section contains a table with columns for Activity, Team Photo, Cutlines, Assigned Staffers, and Upload Photo. The 'Girls Basketball' row is circled in red, and its 'Edit' button is also circled in red.

Activity	Team Photo	Cutlines	Assigned Staffers	Upload Photo
Boys Baseball	None	None		Edit
Boys Basketball	None	None		Edit
Girls Basketball	None	None		Edit
Boys Fishing	None	None		Edit
Competitive Cheerleading	None	N/A		Edit
Boys Football	None	None		Edit
Girls Softball	None	None		Edit
Scholastic Bowl	None	None		Edit
Boys Soccer	None	None		Edit
Girls Volleyball	None	None		Edit

- b. Assign staff members. Use the pull down menus to assign staff members to be included in this program. **SAVE changes to staff assignments**.

- c. Add your cutline. List the individuals (first and last name) in each row. Do not use all capital letters. Do not include numbers, year in school, etc. Please use the following to designate supervisors in the photo: Head Coach John Smith, Asst. Coach Billy Bob, Mgr. Jane Doe. **SAVE changes to cutline**.

5. Go back to School Photos Menu. Check to make sure you have included all photos and cutline for this sport. If everything is correct, you can exit the Schools Center.

If you have any questions, please call **Raye McDonald** – 309-663-6377 or email rmcdonald@ihsa.org

**Photos are due by midnight Saturday,
May 26, 2018 for both Girls and Boys Lacrosse.**

ScoreZone Reporting Procedures for 2017-18

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

How to Submit ScoreZone Final Scores

1. Log on to the IHSA Schools Center using your Login ID and password (www.ihsa.org).
2. Look for the "IHSA State Series Hosting & ScoreZone" icon. Click on the "ScoreZone" link. You will be shown a list of state series contests hosted by your school.
3. Find the game you want and click on "Edit".
4. Fill out the score and other appropriate information and click the button labeled "FINAL" to submit.

Please note: Your score must be submitted online. It will appear on the ScoreZone page moments after you submit it.

The screenshot shows the 'ScoreZone Report' interface. At the top, there are links for 'Log out', '0101 Abingdon', and 'Main menu'. The IHSA Schools Center logo is prominently displayed. The main form is divided into several sections: 'Competing Teams' with input fields for 'Urbana (H.S.)' and 'Danville (H.S.)'; 'Score' and 'Status' fields; 'Time remaining' and 'Period' dropdown menus; a 'Highlights' section for entering high goal scorers; and an 'Unusual Circumstances' section with radio button options. A 'FINAL Score' button is located at the bottom of the form. A large grey arrow points from the 'FINAL' button in the instructions to the 'FINAL Score' button in the screenshot.

A sample of the page in the IHSA Schools Center where you will submit Soccer scores.

It is the responsibility of each tournament manager to:

- Submit the final score of each contest you host.
- Submit the final score as soon as possible after the conclusion of each contest.

For more information, check out the ScoreZone page at www.ihsa.org/scores

Interactive ScoreZone means live updates!

Submitting scores online means being able to submit scores during the contest. Imagine being able to track scores from dozens of hot games around the state — as they happen. The technology is here. All we need now is your help.

How to Submit "Live Updates"

1. Log on to the IHSA Schools Center and find the contest you want to report (as outlined above).
2. Submit the score and the status of the contest (the inning, or the time remaining in the quarter or the half).
3. Submit the score as often as you like (including, of course, the final score).

Think it's a great idea, but need help? Remember, you can give the ScoreZone password to a trusted student or adult. The ScoreZone password gives access only to the ScoreZone area of the Schools Center. Live updates can be posted from the site of the contest, or even from home while listening to the radio.

No obligation: You are not required to submit "live updates" — but you just might want to!

STUDENT MEDIA CREDENTIALS FOR PARTICIPATING SCHOOLS

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

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

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

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

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

VIDEO TAPING STATE FINALS FOR COACH FILM BREAKDOWN

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

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

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

Internet Video Broadcasting Information



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

IHSA Tournament Managers/Hosts,

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

BROADCAST RIGHTS FEE PAYMENT REQUIRED

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

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

BROADCAST RIGHTS FEE PAYMENT *NOT* REQUIRED

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

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

Internet Video Broadcast Rights Fee Schedule

BOYS BASKETBALL

Per Regional Game-\$125
Per Sectional Game-\$150
Per Super-Sectional Game-\$225

GIRLS BASKETBALL

Per Regional Game-\$125
Per Sectional Game-\$150
Per Super-Sectional Game-\$225

FOOTBALL

Per 1st Round Playoff Game-\$250
Per 2nd Round Playoff Game-\$325
Per Quarterfinal Playoff Game-\$400
Per Semifinal Playoff Game-\$475

ALL OTHER SPORTS

Per Regional Game/Meet-\$75
Per Sectional Game/Meet-\$100
Per Super-Sectional Game/Meet-\$150



SAMPLE FORM

IHSA Pass Gate List

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

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

The following are the only persons representing a member school to be admitted free to this contest. The top eight (8) categories will be admitted for the entire tournament. Rostered players will only be admitted accompanied by the coach.

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

Sport/Activity:	
Host School:	
Level of Contest:	
Your School:	

The top four (4) are allowed to have one (1) guest. Guests 1-3 must arrive with administrator. Guest 4 may arrive late.

Administration

1.		
2.		
3.		
4. Head Varsity Coach		Guest <input type="text"/>

The remaining coaches, etc. are allowed entry into the tournament but are not permitted a guest.

5. Assistant Coach	
6. Assistant Coach	
7. Assistant Coach	
8. Assistant Coach	
9. Manager	
10. Scorekeeper	
11. Video/Camera Operator	
12. Bus Driver	
13. Athletic Trainer	
14. All rostered players according to the terms and conditions.	

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

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

Contact Person:	<input type="text"/>	Contact Person:	<input type="text"/>
Cell Phone:	<input type="text"/>	Cell Phone:	<input type="text"/>
Email:	<input type="text"/>	Email:	<input type="text"/>

2017-2018 IHSA Order Form and Pricing for Additional State Series Awards

- 1.) To ensure an accurate order of awards, please complete the form below.
- 2.) Please fax or email this completed form to Cheryl Lowery @ 309-663-7479 (clowery@ihsa.org).
- 3.) An invoice will be generated and emailed to you, upon receipt of this form.
- 4.) School must remit payment with invoice to A & M Products.

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

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

Coop School
 Dual Campus
 Lost-Replacement
 Broken-Replacement

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

Classification (check one):

1A

5A

2A

6A

Music Sweepstakes Only (Indicate Classification: AA, A, B, C, D)

3A

7A

4A

8A

Gender:

Girls

Boys

Level of Competition:

Regional

Sectional

Super-Sectional

State

Type of Award:

Team Plaque
 Team Trophy
 Medal/Medallion
 Sweepstakes Medallion

Gold State 3rd/4th Place-top figure (#1)
 State 3rd/4th Place Gold-side figure (#2)
 Gold Girls Soccer-side figure 3rd/4th (#3)
 Gold Music Lyre-side figure 3rd (#3)
 Badminton Gold shuttlecock and/or riser
 Replacement Trophy Plate w/lasering
 Replacement Trophy Plate w/o lasering
 Bat, Tennis, Golf Club Replacement

Trophy Parts (check below):

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

Ind. Event Medals (indicate Event name): _____

(ie: Pole Vault, Long Jump, Diving, 100-yd. Butterfly, Single, Doubles, 102lb., Speech: IE, etc.)

Name:

Email Address:

School:

Address:

City, ZIP Code:

Phone Number:

2017-2018 IHSA Order Form and Pricing for Additional State Series Awards

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

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

Pricing for Schools (INCLUDING MUSIC SWEEPSTAKES):

<u>Qty:</u>	<u>Finish</u>	<u>State Medallion</u>	<u>Reg./Sect Medal</u>	<u>Shipping</u>
1 – 5	Goldtone (1 st)	\$4.45	\$4.00	\$5.00
	Nickel Silver (2 nd)	\$4.95	\$4.50	
	Bronze (3 rd)	\$4.60	\$4.20	
6 – 12	Goldtone (1 st)	\$4.20	\$3.75	\$7.00
	Nickel Silver (2 nd)	\$4.70	\$4.25	
	Bronze (3 rd)	\$4.35	\$3.90	
13 – 24	Goldtone (1 st)	\$3.95	\$3.50	\$8.00
	Nickel Silver (2 nd)	\$4.45	\$4.00	
	Bronze (3 rd)	\$4.10	\$3.70	
25 or more	Goldtone (1 st)	\$3.70	\$3.25	\$9.00
	Nickel Silver (2 nd)	\$4.20	\$3.75	
	Bronze (3 rd)	\$3.85	\$3.45	

Plaque/Trophy Pricing for Schools (Shipping included):

Regional Champion Plaque (AM-260)	\$ 52.00
Sectional and Super-Sectional Champion Plaque (AM-261)	\$ 68.00
Third/Fourth place trophy (AM-558)	\$154.00
Champion/Runner-Up(AM-557/AM-557-1)	\$161.00

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

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

<u>Gold</u> State Champion-top figure (#1)	\$58.00
<u>Gold</u> State Champion-side figure (#1)	\$58.00
<u>Gold</u> State Runner-up-top figure (#1)	\$58.00
<u>Gold</u> State Runner-up-side figure (#1)	\$58.00
<u>Gold</u> State 3rd/4th Place-top figure (#1)	\$58.00

Gold figures and plate replacement pricing

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

State 3 rd /4 th Place Gold-side figure (#2)	\$40.00, plus \$10.00 shipping
Girls Soccer – Gold-side figure 3 rd /4 th Place (#3)	\$36.00, plus \$10.00 shipping
Music Lyre – Gold-side figure 3 rd Place (#3)	\$36.00, plus \$10.00 shipping
Badminton Gold shuttlecock and/or riser	\$36.00, plus \$10.00 shipping
Repl. Trophy Plate w/ lasering names	\$30.00, plus \$10.00 shipping
Repl. Black Plate for SF Trophy w/o lasering	\$12.00, includes shipping
Bat, Tennis, Golf Club Replacement for All Figurine	\$16.00, includes shipping

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