

**2014-15**

***Girls Softball***

**Manual for  
Schools**



# Girls Softball Manual for Schools

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### Revision History



# 2014-15 Girls Softball Series Terms and Conditions

In accordance with Section 1.450 of the IHSA Constitution, the Board of Directors has approved the Terms and Conditions governing the 2014-15 IHSA Class 1A, 2A, 3A, and 4A Girls Softball Tournament Series.

## I. SCHOOL CLASSIFICATION

Competition in the IHSA Girls Softball Tournament Series will be determined on an enrollment basis.

**A.** The classification of a school shall be determined on the basis of its total student enrollment figure reported to the Illinois State Board of Education in its Fall Housing Report on September 30 of the preceding school year.

**B.** For classification purposes, the total student enrollments for one-year high schools, two-year high schools, three-year high schools and high schools which enroll boys only or girls only shall be calculated as follows:

1. For one-year high schools, the total student enrollment figure reported shall be quadrupled.

2. For two-year high schools, the total student enrollment figure reported shall be doubled.

3. For three-year high schools, one-third of the total student enrollment figure shall be added to the total student enrollment figure reported.

4. For schools which enroll boys only or girls only, the total student enrollment figure reported shall be doubled.

**C.** A multiplier of 1.65 will be added to all non-boundary schools.

**D.** Schools participating in sports and activities operating under the four-class system shall be classified as follows:

1. Schools with enrollments of 292.00 and below will be Class 1A.

2. Schools with enrollments of 292.01-606.00 will be Class 2A.

3. Schools with enrollments of 606.01-1496.00 will be Class 3A.

4. Schools with enrollments of 1496.01-above will be Class 4A.

## II. DATES AND SITES

**A. Class 1A/ 2A:** Regional play shall begin on Monday, May 18, 2015. All play will follow the schedule below, as determined by the number of teams in a respective bracket.

**\*Regional Quarterfinals:** Monday, May 18, 2015

**\*These games will be played at the site of the highest seed.**

**Regional Semifinals:** Tuesday, May 19, and Wednesday, May 20, 2015

**\*Regional Semifinal and Final will be played at the Regional host site.**

**\*Regional Finals:** Saturday, May 23, 2015  
The Sectional semifinal games may be played on Tuesday, May 26, and Wednesday, May 27. The Sectional Final (Championship) shall be played on Saturday, May 30. The Super-Sectional games shall be played on Monday, June 1.

Sites for Regional, Sectional, and Super-Sectional games shall be announced on the IHSA web site.

The Class 1A/2A Girls Softball State Final tournament will be held on Friday, June 5, and Saturday, June 6, 2015 at the EastSide Centre, East Peoria., Illinois.

**B. Class 3A/4A –** Regional play shall begin on Monday, May 25, 2015. All play will follow the schedule below, as determined by the number of teams in a respective bracket.

**Regional Quarterfinals\*:** Monday, May 25, 2015 (**The Memorial Day holiday is scheduled as a day of state tournament competition.**)

**\*These games will be played at the site of the highest seed.**

**Regional Semifinals:** Tuesday, May 26, and Wednesday May 27, 2015.

**Regional Semifinal and Final will be played at the Regional host site.**

**Regional Finals:** Saturday, May 30, 2015  
The Sectional semifinal games may be played on Tuesday, June 2, and Wednesday, June 3. The Sectional Final (Championship) shall be played on Saturday, June 6. The Super-Sectional games shall be played on Monday, June 8.

Sites for Regional, Sectional, and Super-Sectional games shall be announced on the IHSA web site.

The Class 3A/4A Girls Softball State Final tournament will be held on Friday, June 12, and Saturday, June 13 at the EastSide Centre, East Peoria, Illinois. The tournament manager will be named at a later date.

## III. ON-LINE ENTRIES, WITHDRAWAL PROCEDURES, ELIGIBILITY, AFFIRMATIVE ACTION

The policy for Original Entry Deadlines, Late Entries, and Late Withdrawals shall be the policies and procedures regarding entry for all IHSA-sponsored sport/activities included in the **2014-15 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](http://www.ihsa.org). The deadline for entry is February 1, 2015. **The 2014-15 Entry Policies and Procedures outlining the online entry procedures for all IHSA-sponsored tournaments can be found in the Schools Center on the IHSA website.**

## B. Late Entries:

Any attempt to enter a sport or activity on-line after the established deadlines will be denied. Schools that wish to enter after the deadline will be considered late. To be considered for late entry, the Principal/Official Representative must contact the IHSA 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 prior to the seeding meeting date and/or the date the List of Participants is due for that sport.

If a school withdraws after the seeding meeting date/List of Participants due date 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.

## E. Affirmative Action

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

## IV. HOST FINANCIAL ARRANGEMENTS

**A. All Quarterfinal Regional games (1A/2A and 3A/4A)** are financially independent from the IHSA. All local expenses, including the cost of the officials, will be paid by the host school. If admission is charged, the host school will receive 100 percent of the gate receipts. The

IHSA will reimburse the school for the cost of the game officials. **In the Semifinal and Final Regional games**, the host school shall pay for all local expenses and issue checks to game officials from money generated by gate receipts. The host school shall receive a guarantee of \$550.00 and shall be reimbursed the cost of officials. The host school shall retain 20% of net income and submit remainder to the IHSA. In the event of a negative balance, the host school shall be reimbursed for the entire deficit. If admission is not charged, the host school shall forfeit the guarantee.

**B. In the Sectional tournament**, the host school shall pay for all local expenses and issue checks to game officials from money generated by gate receipts. Each host school shall receive a host guarantee of \$560.00 and shall be reimbursed the cost of officials. The host school shall retain 20% of net income and submit remainder to the IHSA. In the event of a negative balance, the host school shall be reimbursed for the entire deficit. If admission is not charged, the host school shall forfeit the guarantee.

**C. In the Super-Sectional tournament**, the host school shall pay for all local expenses and issue checks to game officials from money generated by gate receipts. Each host school shall receive a guarantee of \$200.00 and shall be reimbursed the cost of officials. The host school shall retain 20% of net income and submit remainder to the IHSA. In the event of a negative balance, the host school shall be reimbursed for the entire deficit. If admission is not charged, the host school shall forfeit the guarantee.

**D. Admission Prices (1A/2A and 3A/4A):**

1. **Regional — \$4.00 per session (if admission is charged)**
2. Sectional — \$5.00 per session
3. Super-Sectional — \$5.00 per session
4. State Final — \$6.00 per session
5. **Baby in Arms** Free Admission to all tournament levels of competition

**Note:** Season Ticket Prices for Regional/Sectional Tournaments: Local managers of Regional and/or Sectional tournaments in which two (2) or more sessions are conducted may sell season tickets along with session tickets. In the event a manager exercises this option, the season ticket price will be the session ticket price times the number of sessions.

Friday	Session 1	Game 1	10:00 a.m.
		Game 2	12:30 p.m. (approx.)
	Session 2	Game 3	3:00 p.m.
		Game 4	5:30 p.m. (approx.)
Saturday	Session 3	Game 5	10:00 a.m. (3rd place game)
		Game 6	12:30 p.m. (approx.) (Championship)
	Session 4	Game 7	3:00 p.m. (3rd place game)
		Game 8	5:30 p.m. (approx.) (Championship)

**Note:** At the discretion of the Tournament Manager and IHSA Softball Administrator, games on either day may be played simultaneously in an effort to ensure that the tournament is completed. The teams from the top bracket will play on Field #2 and the teams from the bottom bracket will play on Field #3. Please remind your fans to check the IHSA web site for up-to-date game information, if inclement weather exists.

**E. 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 Television Policy section of the current IHSA Handbook with Illustrations

2. Radio Rights Fees to be charged by Local Managers and/or the IHSA are contained in the IHSA Broadcast Policy section of the current IHSA Handbook with Illustrations.

3. Policy regarding the softball state series media requirements for each Local Manager is contained in these Terms and Conditions.

**V. TOURNAMENT ASSIGNMENTS AND SEEDING MEETINGS**

**A. Class 1A and Class 2A:** In Class 1A and 2A, all state tournament series will begin in Regionals. Regionals will be used for all 1A and 2A assignments. Geography will be the factor used in the assignments. Regionals will seed with a 1 vs. 4, 2 vs. 3 concept.

**B. Class 3A and 4A Chicago Suburban Area:** In Class 3A and 4A, all state series tournaments in the Chicago suburban area will begin with a sectional complex. The sectional complex will utilize true seeds unless conflicts arise from the seeds of the pre-determined hosts.

**C. Class 3A and 4A outside the Chicago Suburban Area:** in Class 3A and Class 4A, all state series tournaments outside the Chicago suburban area will begin with traditional geographic regionals. Generally, the Chicago suburban area will be defined as the following counties – Cook, Northern Will, DuPage, Kendall, Kane, McHenry, and Lake. By Policy, in sectionals that have a large geographic representation, a designated pairing may be used to reduce travel.

**D. Tournament Series:** The successive tournament series shall be designated respectively as regional, sectional, super-sectional and state final. The IHSA Office will select all regional, sectional and super-sectional host sites. All schools including the Chicago Public Schools entered in the state series will be assigned to a regional, or sectional complex based on geography.

**E. Seeding and Pairings:** The seeding shall be done on Tuesday, May 5, 2015 for Class 1A & 2A and on Tuesday, May 12, 2015 for Class 3A & 4A. The seeding will be done online in the Schools Center by all coaches. All coaches will be required to fill out the online data form which con-

tains information about their team. Information on all schools in your tournament will be available for each coach to review prior to making their seeds online. Pairings will be released on the IHSA website. Pairings for the first round of games of the State Final Tournament(s) will be made by chance drawings at the Spring Sports Drawing. It is the responsibility of each competing school entered in the state series to complete the IHSA Season Summary Sheet prior to the seeding of schools. The school must complete their school form online in their Schools Center no later than 8:00 a.m. on the day that the online seeding is conducted. Non-compliance may result in IHSA review and possible sanctions imposed upon the school.

**VI. TOURNAMENT STRUCTURE AND TIME SCHEDULES**

**A. Time Schedule:**

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

2. **Starting times for regional quarterfinal games will be 4:30 p.m., unless the contest host has requested, and been approved for, a different start time from the IHSA Office.**

Starting times for all games will be announced by the local manager, but in the Regional, Sectional and Super-sectional tournaments, games should not be played during school hours. The following starting times are recommended to the host schools: 4:30 p.m. for afternoon games, 7:00 p.m. for night games, and 11:00 a.m. for Saturday games.

3. If a Regional or Sectional host has the facilities, they may request to host the Regional or Sectional semifinals in a single session. The request must be made in advance of the start of the state series to the IHSA. If approved, the double-header must be played on the first scheduled day of semifinal play in the respective tournament.

4. Starting times for any State Series contests that fall on Memorial Day will be 11 a.m., unless the contest host has requested, and been approved for, a different start time from the IHSA Office.

5. All state final contests will be played on Field #2 at EastSide Centre, unless conditions dictate moving a contest(s) to a different field, using the following time schedule:

## VII. ADVANCEMENT OF WINNERS

**A.** The thirty-two (32) Regional champions shall advance to one of eight (8) Sectional tournaments.

**B.** The winners of the eight (8) Sectional tournaments shall be assigned to four (4) Super-Sectional games.

**C.** The winners of the four (4) Super-sectional games shall be entered in the State Final Tournament.

## VIII. TOURNAMENT RULES

**A. Determining Home Team:** The home team in tournament games shall be determined according to the following procedure:

1. In all Regional games, the highest seeded team is the home team. The Regional host school local management shall determine the team benches (dugout).

2. In Sectionals that feed from Regionals, the home team in each Sectional semifinal contest and the Sectional final game will be determined by a coin flip, which will be called by the team from the bottom of the bracket. The Sectional host school/local management shall determine the team benches (dugout).

3. In Sectional complexes, the home team in each Sectional semifinal contest and the Sectional final game will be determined by the highest seed. The Sectional host school/local management shall determine the team benches (dugout).

4. In Super-Sectional games, the home team in each contest will be determined by a coin flip, which will be called by the team from the bottom of the bracket. The host school/local management shall determine the team benches (dugout).

5. In the State Final tournament, at a meeting of the coaches of the teams participating in the State Final tournament, home team privileges shall be determined by a coin flip. Home team privileges for all State Final tournament games shall be determined at this meeting. The visiting team shall occupy the first base team bench (dugout) and the home team shall occupy the third base team bench (dugout). In the event the coach of the participating team(s) is not in attendance at this meeting, the State Final manager shall conduct the appropriate coin flip(s) to determine home team for all State Final tournament games. The team from the bottom of the bracket shall call the coin toss.

### **B. Rules of Play:**

1. The current edition of Official Softball Rules of the National Federation for 12-inch Fast Pitch are adopted as the official rules of play for the state series tournaments unless otherwise specifically indicated in these Terms and Conditions or in printed instructions.

2. The host school for all tournament games shall provide the official scorekeeper.

3. The decisions of the game umpires are final. The IHSA Board of Directors will not review decisions of umpires whether alleged errors are due to faulty judgment or misinterpretation of rules.

### **C. Playing Regulations:**

1. All Tournaments will be conducted on a single elimination basis.

2. Tournament games will be seven innings except games in which one team has a lead of ten or more runs at the end of the fifth inning (at the end of 4 -1/2 innings if the team in the lead is at bat in the last half of the inning) or at the end of any inning thereafter shall be terminated by the umpire.

### **D. Postponement of Games:**

1. If a game in any tournament must be postponed because of rain or wet grounds, or if a game is called by the umpires because of rain, darkness, or other reasons that are in accordance with the National Federation Softball Rules, it is ruled a "suspended game and shall be continued from the point of suspension at a later time" unless provisions of Rule 4-2-3 have been met making it a regulation game. Any game that is not an official game will be considered a suspended game.

2. Postponed or called game(s) in opening round game(s) must be rescheduled for the next day, excluding Sundays.

3. If a coin toss has been made and the game does not begin and is rescheduled, the original coin toss shall stay in effect.

4. In all cases where postponements are necessary, tournament games must take precedence over all games.

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

6. The local manager will be in charge of all site assignments for the tournament, including postponed or called games.

7. The local manager shall keep the IHSA informed during bad weather situations.

### **E. Suspended Game:**

1. If a game is called with the score tied after enough innings have been played to make it a regulation game as provided in Rule 4-2-3, it shall be considered a "suspended game and shall be continued from the point of suspension at a later time." Play shall be resumed the following day at the exact point where the game was terminated.

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

3. If a coin toss has been made and the game does not begin and is rescheduled, the original coin toss shall stay in effect.

4. Suspended tournament games will take precedence over all other games.

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

6. The local manager will be in charge of all site assignments for the tournament, including suspended games.

### **F. Bad Weather Guidelines for Regional 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. Double-headers may be played if both coaches agree.

3. If both coaches do not agree then the game must be scheduled the following day, excluding Sundays.

4. All regional games must be completed before the Sectional games can begin.

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

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

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

### **G. Bad Weather Guidelines for Sectional Play:**

1. Games shall be played in bracket order.

2. Double headers may be played if both coaches agree.

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

4. The local manager shall keep the IHSA informed.

5. In the event that the Sectional game(s) cannot be completed, the highest seeded team remaining shall advance to the Super-Sectional.

### **H. Bad Weather Guidelines for Sites at the Regionals and Sectionals:**

1. If play cannot continue at the predetermined site any playable site can be used to complete play.

### **I. Bad Weather Guidelines for Super-Sectional Play:**

1. Super-sectional games can be played up to the start of the first game at the state tournament.

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

3. The local manager shall keep the IHSA informed.

4. In the event that the Super-sectional game cannot be completed, one coin toss will determine which team advances to the state tournament.

**J. Guidelines for Play at the State Final in Case of Bad Weather**

1. The first priority is to crown a champion.
2. If the consolation game cannot be played, a tie will be awarded to both teams.
3. If the tournament can only be played on one day due to bad weather, then five inning games will be played and warm up time will be determined by the state final manager and the IHSA.
4. In the event of delays, the Championship game and the Consolation games may be reversed.

**IX. TOURNAMENT POLICIES**

**A. State Final Passes:**

For the State Final Tournament games, each Super-Sectional winner will receive:

1. thirty-one (31) passes for its players and other team personnel
2. one (1) state final event pass to properly licensed medical personnel for each team participating in the state final. The pass would be available for either a licensed (i.e., certified) athletic trainer or team physician. This individual must be listed on the school's Team Data Form.

**B. Signs and Banners:**

The display of signs, banners, placards or similar items at IHSA state series events is permitted, provided:

1. they are in good taste and reflect good sportsmanship in their message and use;
2. they reflect identification and encouragement to participants and their school/community;
3. they are not displayed on the field of play or in a manner which interferes with play;
4. they do not obstruct the view of participants or spectators; and
5. they are not safety hazards.

**C. Damage to Property and 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.

**D. Practice Facilities:**

In the Regional, Sectional, Super-Sectional and State Final Tournament, the hosting schools shall not make the facilities available to the incoming teams for practice, other than customary scheduled batting practice and infield prior to the start of the game.

**E. Media Requirements:**

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

**2. Radio and TV Originators:**

It is the responsibility of the Local Manager to accept applications, approve requests to originate radio broadcasts, which will be processed according to the IHSA Broadcast Policy. It is the responsibility of the Local Manager to direct requests to televise play-by-play of a game to the IHSA Office, which will be processed according to the IHSA Television 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. Required Reports:**

Reporting information to the news media and/or the IHSA Office, as stipulated in instructions to Local Managers, shall be the responsibility of each Local Manager and is required.

**F. Videotaping:**

Videotaping will be allowed provided the local manager has a comparable area for both competing schools to videotape. When one school requests the video space, then the local manager shall provide similar space to both competing schools. Non competing schools and spectators will be allowed to videotape games in the stands, provided they do not obstruct the view of participants and spectators.

**G. Tobacco/Liquid Nicotine Products:**

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

**H. 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.

**I. Alcoholic Beverages and IHSA State Series Events:**

The possession, distribution, sale and/or consumption of alcoholic beverages are prohibited at the site and on any affiliated property of any IHSA state series contest. State series hosts are required to make all state series contest sites and any affiliated property, including parking lots, fan accommodation areas, and other school or event venue property, alcohol free zones on the date or dates of any IHSA event being held at the site. Violation of this policy by an event host will subject the host to a penalty for violation of IHSA By-law 2.020. Such penalty may include, but not necessarily be limited to, prohibition against subsequent event hosting assignments. Violation of this policy by a non-hosting member school will subject the school to penalty for violation of IHSA By-law 2.020. Patrons of any IHSA state series contest determined to be in violation of this policy will be removed from the premise, and law enforcement officials will be called as warranted. No ticket refunds will be granted in such cases.

**J. Prayer at IHSA State Series Contests:**

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

**K. State Final Team Reimbursements:**

1. Each school participating in the tournament series will be responsible to pay any and all expenses related to the team at the regional and sectional levels.
2. In the State Final Tournament, the teams participating in the tournament shall be reimbursed in accordance with the following:

Round Trip Mileage to State Final Site	Flat Rate Reimbursement	Mileage
0-150 miles	\$500.00	\$2.00/mile
151-300 miles	\$1,000.00	\$2.00/mile
301-over miles	\$1,500.00	\$2.00/mile

3. Neither the State Association nor the tournament management will assume responsibility for unusual or extraordinary expenses. Individual schools entering the tournaments must be ready themselves to assume responsibility for unusual expenses due to accident, inclement weather, fire, theft or any other extraordinary cause.

**L. Failure to Appear:**

All teams entered in the tournament are expected to participate. The original entry is a final entry. Failure to appear for scheduled games unless satisfactory arrangements are made with the local manager in advance of the game will be regarded as a breach of contract and schools that are guilty of such violation will be subject to penalty under the provisions of By-law 6.041.

**M. Players in Team Uniforms:**

In each of the tournaments, no school shall have in uniform more than twenty-two (22) players. Only those eligible player(s) or coaches may serve as coaches at first and third base.

#### **N. Softballs:**

The Wilson 9011 WTA9011BSST (Poly Core) ball is required to be used in all girls state softball tournament series games. There can be no substitution of a ball manufactured by another company. Regional Sites: Each school hosting regional games will be supplied with a dozen balls. Four new balls should be used in each game. Disposition of the balls at the end of the tournament is at the discretion of the host. If additional balls are needed, it is the responsibility of the host school to provide them.

Sectional Sites: Each school hosting the semifinals and championship game will be supplied with a dozen balls. Four new balls should be used in each game. Disposition of the balls at the end of the tournament is at the discretion of the host. If additional balls are needed, it is the responsibility of the host school to provide them.

Super-Sectional Sites: Each super-sectional site will be supplied with a half-dozen (6) balls. Disposition of the balls at the end of the tournament is at the discretion of the host.

#### **O. Players Bench:**

A maximum of 31 individuals officially connected with the school shall be permitted to occupy the players' bench.

#### **P. Conduct of Coaches and Players:**

1. No coach, player or other person officially connected with the team shall be permitted to smoke or chew tobacco on the bench or playing field either during practice or while a game is in progress.

2. No coach or other school official shall, during the progress of a game, be allowed on the field of play except by permission of the game umpires.

3. Except for those coaches or eligible players who may be serving as coaches at first or third base and players legally in the "on deck circle", all other coaches, managers, substitutes and players awaiting their turn at bat shall remain on the player's bench. Umpires will be instructed to enforce this rule.

4. The captain and the head coach shall be the official spokespersons and the sole representatives of their team in all communications with the umpires.

5. Abusive remarks to game umpires by coaches or players shall be regarded as unsportsmanlike conduct and shall be punishable under the provisions of By-Law 2.040.

### **X. AWARDS**

**A. Regional:** A plaque will be awarded to the winner in each Regional

**B. Sectional:** A plaque will be awarded to the winner in each Sectional

**C. Super-Sectional:** A plaque will be awarded to the winner in each Super-Sectional.

#### **D. State Final:**

1. A trophy will be awarded to teams finishing first, second, third and fourth places in the State Final Tournament.

2. A total of thirty-one (31) medallions will be presented to the schools of the first four placing teams at the State Final Tournament. In addition, the superintendent, principal, the athletic director and a certified athletic trainer or team physician, provided one is listed on the school's State Final Program Information, will be presented with a medallion. No other trophies or awards of any kind may be presented in the tournament series. Only thirty-one (31) team/school representatives, the superintendent, principal, the athletic director and certified athletic trainer or team physician, may participate in the awards presentation.

These awards will be furnished by the State Association and are not an expense charge upon the individual tournament.

### **XI. OFFICIALS**

#### **A. Appointment and Fees:**

Umpires for all tournaments must be licensed by the IHSA. Preference shall be given first to those umpires who have certified ratings, then to those who have recognized ratings.

##### **1. Regional tournaments:**

Umpires (two per game) for all Regional games shall be appointed by the IHSA Office. If a regional game is postponed due to inclement weather, every effort will be made to use the same umpiring crew. If an umpire(s) is unavailable on the rescheduled date, the local manager will appoint a replacement in conjunction with the IHSA Office. Coaches of participating schools and certified officials will have an opportunity to assist the IHSA Office in ranking officials who are being considered for this assignment. Each official will receive a fee of \$57.50 per game.

##### **2. Sectional tournaments:**

Umpires (three per game) for the Sectional games will be assigned by the IHSA Office. If a Sectional game is postponed due to inclement weather, every effort will be made to use the same umpiring crew. If an umpire(s) is unavailable on the rescheduled date, the IHSA Office will appoint the replacement umpire(s) in conjunction with the local manager. Coaches of participating schools and registered officials will

have an opportunity to assist the IHSA Office in ranking officials who are being considered for this assignment. Each official will receive a fee of \$71.50 per game.

##### **3. Super-Sectional games:**

Umpires (three per game) for the Super-Sectional games will be assigned by the IHSA Office. If a Super-sectional game is postponed due to inclement weather, every effort will be made to use the same umpiring crew. If an umpire(s) is unavailable on the rescheduled date, the IHSA Office will appoint the replacement umpire(s) in conjunction with the local manager. Coaches of participating schools and registered officials will have an opportunity to assist the IHSA Office in ranking officials who are being considered for this assignment. Each official will receive a fee of \$97.00.

##### **4. State Final Tournaments:**

Umpires for the Class A and Class AA State Final Tournaments will be assigned by the IHSA Office. Coaches of participating schools and registered officials will have an opportunity to assist the IHSA Office in ranking officials who are being considered for this assignment. Each official will receive a fee of \$510.00 flat fee and Head Official \$125 per day plus up to three nights lodging at a hotel designated by the IHSA Administrator.

##### **5. State Series Officials Fee for Suspended or Postponed Contest:**

a. An official is notified before arriving at the site—No compensation.

b. An official arrives at the site and the contest is suspended/cancelled before it begins—A show up fee is provided to the officials, which is one half of the game fee.

c. Contest is started, and then is suspended until the next day—Official gets full fee for the started game and then a full fee for the completion of the game the next day.

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

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

##### **C. Smoke and Tobacco Policy**

Umpires working tournament games shall not smoke or chew tobacco on the playing field or designated smoke free areas during practice or while a game is in progress.



# Girls Softball



## ILLINOIS HIGH SCHOOL ASSOCIATION

2715 McGraw Drive • Bloomington, IL 61704

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

This manual includes pertinent information related to this year's state softball series. Please read the Terms and Conditions.

**School Manuals:** The school manual will be posted online in the Schools Center and on the IHSAA website. Schools will use the Girls Softball website to access general information and the IHSAA Schools Center to manage the state series.

**Managers Manual:** The managers manual will be posted on the IHSAA Girls Softball webpage. Please read the Girls Softball Terms and Conditions thoroughly.

**Forms:** All school and manager forms are included in the manuals.

**Season Summary Sheet:** All coaches must fill out the Season Summary Form online in the Schools Center no later than 10:00 a.m. the Monday prior to the seed meeting (Classes 1A and 2A by May 4 and Classes 3A and 4A by May 11). Non-compliance may result in IHSAA review and possible sanctions imposed upon the school.

**Seeding Meetings:** There will be no seed meetings. Schools must complete the online seeding process in the Schools Center on May 5 for 1A and 2A and May 12 for 3A and 4A.

**Regional Sites:** Regional Preliminary and Quarterfinal games (if necessary) will be played at the site of the highest seeded team. Semi-Final and Final Games shall be played at the pre-determined regional host site.

**Wilson Balls:** The IHSAA will provide official Wilson balls for each game.

**Regional Winners:** Schools winning their Regional are **required** to complete the on-line State Final Program Information. This will help us to achieve accuracy and timeliness of the information. Managers: Please remind your regional winners to complete the State Final Program Information.

### Financial Information:

**Regional games:** The IHSAA will assign a crew of two (2) umpires to each Regional site. The regional host site may request a third (3<sup>rd</sup>) umpire at their own expense. Each official will be paid a fee of \$57.50 per game. The host shall pay for all local expenses and issue checks to game officials.

**Sectional games:** The IHSAA will assign a crew of three (3) umpires to each Sectional site. Each official will be paid a fee of \$71.50 per game. The host shall pay for all local expenses and issue checks to game officials.

**Super-Sectional games:** The IHSAA will assign a crew of three (3) umpires to each Super-Sectional site. Each official will be paid a fee of \$97.00 per game. The host shall pay for all local expenses and issue checks to game officials.

**State Final:** Each official will be paid a flat fee of \$510.00 and Head Official \$125 per day plus up to three nights lodging at a hotel designated by the IHSAA Administrator.

### State Series Officials Fee for Suspended or Postponed Contest:

Officials will receive the fees listed above except for the following conditions:

1. An official is notified before arriving at the site—No compensation.
2. An official arrives at the site and the contest is suspended/cancelled before it begins—A show up fee is provided to the officials, which is one half of the game fee.
3. Contest is started, and then is suspended until the next day—Official gets full fee for the started game and then a full fee for the completion of the game the next day.

### Admission Prices:

The Board of Directors has established the following ticket prices for all Regional, Sectional, Super-Sectional, and State Final tournament games:

Regionals: \$4.00 per session

Sectionals: \$5.00 per session

Super-Sectionals: \$5.00 per session

State Final: \$6.00 per session

If you have questions concerning your tournament, please don't hesitate to call our office and speak with Tracie Henry.



# 2014-15 GIRLS SOFTBALL

## IMPORTANT DEADLINES AND STATE SERIES DATES

### CLASS 1A & 2A SCHEDULE

<b>May 4 (Mon.)</b>	<b>Schools must complete and submit the <i>Season Summary Form</i> on-line by 10:00 a.m.</b>
May 4 (Mon.)	View and/or Print Season Summary Forms
<b>May 5 (Tues.)</b>	<b>Submit Seeds Online in IHSA Schools Center by 12:00 noon</b>
May 6 (Wed.)	Regional Pairings available online
May 18 (Mon.)	Regional Quarterfinals
May 19-20 (Tues. - Wed.)	Regional Semifinals
May 23 (Sat.)	Regional Finals
May 26-27 (Tues. – Wed.)	Sectional Semifinals
<b>May 30 (Sat.)</b>	<b>State Final Program Information due (Complete and Submit online in Schools Center)</b>
<b>May 30 (Sat.)</b>	<b>Program Pictures uploaded in Schools Center (See instructions in Manual)</b>
May 30 (Sat.)	Sectional Finals
June 1 (Mon.)	Super-Sectionals
<b>June 2 (Tues.)</b>	<b>Up-to-date Statistics completed and faxed to IHSA office – Due at 10:00 a.m.</b>
June 5 (Fri.)	State Final (Semifinal Games)
June 6 (Sat.)	State Final (Consolation & Title Games)

### CLASS 3A & 4A SCHEDULE

May 11 (Mon.)	<b>Schools must complete and submit the <i>Season Summary Form</i> on-line by 10:00 a.m.</b>
May 11 (Mon.)	View and/or Print Season Summary Forms
May 12 (Tues.)	<b>Submit Seeds Online in IHSA Schools Center by 12:00 noon</b>
May 13 (Wed.)	Regional Pairings available online
May 25 (Mon.)	Regional Quarterfinals
May 26-27 (Tues. - Wed.)	Regional Semifinals
May 30 (Sat.)	Regional Finals
June 2-3 (Tues.-Wed.)	Sectional Semifinals
<b>June 6 (Sat.)</b>	<b>State Final Program Information due (Complete and submit online in Schools Center)</b>
<b>June 6 (Sat.)</b>	<b>Program Pictures uploaded in Schools Center (See instructions in Manual)</b>
June 6 (Sat.)	Sectional Finals
June 8 (Mon.)	Super-Sectionals
<b>June 9 (Tues.)</b>	<b>Up-to-date Statistics completed and faxed to IHSA office – Due at 10:00 a.m.</b>
June 12 (Fri.)	State Final (Semifinal Games)
<b>June 13 (Sat.)</b>	<b>State Final (Consolation &amp; Title Games)</b>

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

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

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

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

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

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



# SCHOOL'S RESPONSIBILITY TO AN OFFICIAL DURING THE CONTEST

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

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

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



# Do What's Right!

## Sportsmanship

### DWR! EXPECTATIONS

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

### Acceptable Behavior...

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

### Unacceptable Behavior...

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



# Heat Stress and Athletic Participation

Practices are conducted in very hot and humid weather in many parts of the United States. There are no excuses for heat stroke deaths if the proper precautions are taken. During hot weather, the athlete is subject to the following:

The following is by Dr. Frederick O. Mueller, University of North Carolina

**Heat Cramps** - painful cramps involving abdominal muscles and extremities caused by intense, prolonged exercise in the heat and depletion of salt and water due to profuse sweating.

**Heat Syncope** - weakness, fatigue and fainting due to loss of salt and water in sweat and exercise in the heat. Predisposes to heatstroke.

**Heat Exhaustion (Water Depletion)** - excessive weight loss, reduced sweating, elevated skin and core body temperature, excessive thirst, weakness, headache and sometimes unconsciousness.

**Heat Exhaustion (Salt Depletion)** - exhaustion, nausea, vomiting, muscle cramps, and dizziness due to profuse sweating and inadequate replacement of body salts.

**Heat Stroke** - an acute medical emergency related to thermoregulatory failure. Associated with nausea, seizures, disorientation, and possible unconsciousness or coma. It may occur suddenly without being preceded by any other clinical signs. The individual is usually unconscious with a high body temperature and a hot dry skin (heat-stroke victims, contrary to popular belief, may sweat profusely).

It is believed that the above mentioned heat stress problems can be controlled provided certain precautions are taken. According to the American Academy of Pediatrics Committee on Sports Medicine, heat related illnesses are all preventable. (Sports Medicine: Health Care for Young Athletes, American Academy of Pediatrics, 1991). The following practices and precautions are recommended:

1. Each athlete should have a physical examination with a medical history when first entering a program and an annual health history update. History of previous heat illness and type of training activities before organized practice begins should be included. State High School Association's recommendations should be followed.
2. It is clear that top physical performance can only be achieved by an athlete who is in top physical condition. Lack of physical fitness impairs the performance of an athlete who participates in high temperatures. Coaches should know the **physical condition** of their athletes and set practice schedules accordingly.
3. Along with physical conditioning, the factor of acclimatization to heat is important. Acclimatization is the process of becoming adjusted to heat and it is essential to provide for **gradual acclimatization to hot weather**. It is necessary for an athlete to exercise in the heat if he/she is to become acclimatized to it. It is suggested that a graduated physical conditioning program be used and that 80% acclimatization can be expected to occur after the first 7-10 days. Final stages of acclimatization to heat are marked by increased sweating and reduced salt concentration in the sweat.
4. The old idea that water should be withheld from athletes during workouts **has no scientific foundation**. The most important safeguard to the health of the athlete is the replacement of water. Water must be on the field and readily available to the athletes at all times. It is recommended that a minimum of 10-minutes should be scheduled for a water break every half hour of heavy exercise in the heat. **Water should be available in unlimited quantities**. Check and be sure athletes are drinking the water. Cold water is preferable. Drinking ample water before practice or games has also been found to aid performance in the heat.
5. Salt should be replaced daily. Modest salting of foods after practice or games will accomplish this purpose. Salt tablets are not recommended. **Attention must be directed to replacing water - fluid replacement is essential**.
6. Cooling by evaporation is proportional to the area of the skin exposed. In extremely hot and humid weather reduce the amount of clothing covering the body as much as possible. **Never use rubberized clothing**.
7. Athletes should weigh each day before and after practice and **weight charts checked**. Generally a 3 percent weight loss through sweating is safe and over a 3 percent weight loss is in the danger zone. Over a 3 percent weight loss the athlete should not be allowed to practice in hot and humid conditions. Observe the athletes closely under all conditions. Do not allow athletes to practice until they have adequately replaced their weight.
8. Observe athletes carefully for signs of trouble, particularly athletes who lose significant weight and the eager athlete who constantly competes at his/her capacity. Some trouble signs are nausea, incoherence, fatigue, weakness, vomiting, cramps, weak rapid pulse, visual disturbance and unsteadiness.
9. Teams that encounter hot weather during the season through travel or following an unseasonably cool period should be physically fit but will not be environmentally fit. Coaches in this situation should follow the above recommendations and substitute more frequently during games.
10. Know what to do in case of an emergency and have your emergency plans written with copies to all your staff. Be familiar with immediate first aid practice and pre-arranged procedures for obtaining medical care, including ambulance service.

**HEAT STROKE: THIS IS A MEDICAL EMERGENCY - DELAY COULD BE FATAL.** Immediately cool body while waiting for transfer to a hospital. Remove clothing and place ice bags on the neck, in the axilla (armpit), and on the groin area. An increasing number of medical personnel are now using a treatment for heat illness that involves applying either alcohol or cool water to the victim's skin and vigorously fanning the body. The fanning causes evaporation and cooling. (Source - the First Aider - September 1987)

**HEAT EXHAUSTION: OBTAIN MEDICAL CARE AT ONCE.** Cool body as you would for heat stroke while waiting for transfer to hospital. Give fluids if athlete is able to swallow and is conscious.

**SUMMARY:** The main problem associated with exercising in the hot weather is water loss through sweating. Water loss is best replaced by allowing the athlete unrestricted access to water. Water breaks two or three times per hour are better than one break an hour. Probably the best method is to have water available at all times and to allow the athlete to drink water whenever he/she needs it. Never restrict the amount of water an athlete drinks, and be sure the athletes are drinking the water. The small amount of salt lost in sweat is adequately replaced by salting food at meals. Talk to your medical personnel concerning emergency treatment plans.

# Prevention of Heat Illness Guidelines

Athletes participating outdoors in hot, humid weather or indoors, in non-air conditioned or poorly ventilated gyms are susceptible to heat related illness. While it is the responsibility of each school participating in an IHSA contest to allow adequate acclimatization to the heat prior to the contest, it is the authority of the local manager to adjust or alter a contest based on the environment. Managers should check the environment one-hour before the scheduled contest.

If a high risk is present, the manager has the authority to alter game conditions. Athletes should drink one to two cups of water in the hour preceding competition and continue drinking during the activity every 15-20 minutes. If conditions become severe, the manager may suspend or alter the contest. Altering the contest may include stoppage of play for a mandatory drink period, stopping play for a rest period where gear and clothing may be loosened to allow heat loss, stopping play to allow for removal of outer clothing, socks and or shoes or even postponing the contest.

Local Managers should refer to the Heat Index Table below if the host school does not have a plan or means to assess both the temperature and humidity prior to the contest. This heat index can be used to define caution, extreme caution, danger and extreme danger risk conditions. Additional heat and hydration information can be found by accessing the Sports Medicine link on the IHSA web site at [www.ihsa.org](http://www.ihsa.org).

## Heat Index Chart

Heat Index in °F (°C)

Temp in °F/°C	Relative Humidity (%)												
	40	45	50	55	60	65	70	75	80	85	90	95	100
110 (47)	136 (58)												
108 (43)	130 (54)	137 (58)											
106 (41)	124 (51)	130 (54)	137 (58)										
104 (40)	119 (48)	124 (51)	131 (55)	137 (58)									
102 (39)	114 (46)	119 (48)	124 (51)	130 (54)	137 (58)								
100 (38)	109 (43)	114 (46)	118 (48)	124 (51)	129 (54)	136 (58)							
98 (37)	105 (41)	109 (43)	113 (45)	117 (47)	123 (51)	128 (53)	134 (57)						
96 (36)	101 (38)	104 (40)	108 (42)	112 (44)	116 (47)	121 (49)	126 (52)	132 (56)					
94 (34)	97 (36)	100 (38)	103 (39)	106 (41)	110 (43)	114 (46)	119 (48)	124 (51)	129 (54)	135 (57)			
92 (33)	94 (34)	96 (36)	99 (37)	101 (38)	105 (41)	108 (42)	112 (44)	116 (47)	121 (49)	126 (52)	131 (55)		
90 (32)	91 (33)	93 (34)	95 (35)	97 (36)	100 (38)	103 (39)	106 (41)	109 (43)	113 (45)	117 (47)	122 (50)	127 (53)	132 (56)
88 (31)	88 (31)	89 (32)	91 (33)	93 (34)	95 (35)	98 (37)	100 (38)	103 (39)	106 (41)	110 (43)	113 (45)	117 (47)	121 (49)
86 (30)	85 (29)	87 (31)	88 (31)	89 (32)	91 (33)	93 (34)	95 (35)	97 (36)	100 (38)	102 (39)	105 (41)	108 (42)	112 (44)
84 (29)	83 (28)	84 (29)	85 (29)	86 (30)	88 (31)	89 (32)	90 (32)	92 (33)	94 (34)	96 (36)	98 (37)	100 (38)	103 (39)
82 (28)	81 (27)	82 (28)	83 (28)	84 (29)	84 (29)	85 (29)	86 (30)	88 (31)	89 (32)	90 (32)	91 (33)	93 (34)	95 (35)
80 (27)	80 (27)	80 (27)	81 (27)	81 (27)	82 (28)	82 (28)	83 (28)	84 (29)	84 (29)	85 (29)	86 (30)	86 (30)	87 (31)

Category	Heat Index	Possible heat disorders
Extreme Danger	130° F or higher (54° C or higher)	Heat stroke or sunstroke likely
Danger	105°-129° F (41°-54° C)	"Sunstroke, muscle cramps, and/or heat exhaustion likely. Heatstroke possible with prolonged exposure and/or physical activity.
Extreme Caution	90°-105° F (32°-41° C)	"Sunstroke, muscle cramps, and/or heat exhaustion possible with prolonged exposure and/or physical activity.
Caution	80°-90° F (27°-32° C)	Fatigue possible with prolonged exposure and/or physical activity.

• reproduced from NWS, Birmingham, AL

# 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

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

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

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

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

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

### **Definition of a Concussion**

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

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

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

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

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

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

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

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



## Concussion Information

### Mandatory Concussion Course for Coaches

House Bill 5431 will go into effect for the 2014-15 school year. The legislation requires ALL high school coaches and athletic directors to receive a certificate of completion every two years for an online concussion awareness and education program developed by the IHSA.

The program includes a presentation and other supplementary materials that ALL high school coaches and athletic directors 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 at an IHSA member school. The legislation also requires student-athletes to watch the video presentation portion of the over-all curriculum each year.

The program includes information on concussion awareness training, concussion recognition, best practices for avoiding concussions, return to play guidelines, and sub-concussive head trauma. 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.

### Return to Play (RTP) Policy

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

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

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



## GIRL SOFTBALL SEEDING MEETING INFORMATION

At their October 2008 meeting, the IHSA Board of Directors approved a recommendation from the IHSA Athletic Administrators Advisory Committee to implement on-line seeding in bracketed team sports effective with the winter sports season of the 2008-09 school term. The following is intended to provide an explanation of the process that coaches will follow in seeding the first level tournament assignment for their school.

Coaches are expected to take part in the seeding process with the highest standard of integrity and to ensure fairness and equity for all participants. One coach or an official representative from each school who has completed the *IHSA Season Summary Form* on-line will be allowed to vote. *Schools who have not submitted the Season Summary Form will not vote or participate in the seeding process. The Season Summary Form can be found in the Activity Tracker section of the IHSA Schools Center under the 'Required Data Forms' column for softball.*

Coaches will not be allowed to vote for their own team. Coaches will determine their seeds based on these factors:

- Head to head victories against teams assigned to the first level tournament
- Record against common opponents
- The total win/loss record of schools in the tournament, and
- Team evaluation based on narrative provided by coaches

These factors have not been prioritized. The IHSA reserves the right to review all submitted seeds and throw out ballots and adjust the seeds accordingly.

In the event that schools tie for a seed, the IHSA will use the following criteria to break the tie:

- Head to head competition between the tied schools
- Random draw (if more than 2 schools are tied for a seed)
- Coin flip (if 2 schools are tied for a seed and head to head competition can't break the tie)

Schools will be able to access all the seeds made by other schools assigned to their seeding meeting prior to the seeds being posted on-line through the IHSA website. Tournament assignments will then be posted by the end of the week during which seeding occurs. The time table that follows shows the dates for the 2014-15 school term.



## 1A/2A Regional Tournament Seeding Timetable

Starting	Ending	Phase	Description
	DEADLINE: Mon., May 4 <b>10 am sharp</b>	<b>Submit Season Summary Form</b>	To be eligible to seed the teams in your regional tournament, <u>you must fill out the Season Summary Form</u> with your team's won-lost record and game-by-game scores prior to the deadline. You may also submit a comment about your team giving information that might not be obvious from looking at the scores. Providing complete, accurate information is the key to getting a fair seed..
Mon., May 4 11 am	DEADLINE: Tue., May 5	<b>View and/or print Season Summary Forms</b>	Before submitting your seeds, you may review all the Season Summary Forms submitted by coaches in your regional. Take some time to familiarize yourself with the other teams and be sure to read the comments posted by other coaches
		<b>Submit seeds</b>	After you have reviewed all the available information, you may submit your seeds. Be sure to seed every team in your regional.
Tue., May 5 2 pm	—	<b>View all seeds</b>	After the deadline for seeding has passed, you can review the seeds submitted by every coach in your regional. These seeds will be compiled by the IHSA Office and a single seed number will be determined for each team.
Tue., May 5 4 pm	—	<b>View official seeds</b>	Once the IHSA Office has reviewed all the seeds, they will be posted on IHSA.org.
Wed., May 6 4 pm	—	<b>View pairings</b>	Once the IHSA Office has completed the pairings, they will be posted on IHSA.org.
Thu., May 7	—	<b>Submit Team Data Form</b>	Once the seeding process is complete, you can begin work on the Team Data Form, which incorporates information already submitted on the Season Summary Form. The link for this form will be in Sport & Activity Tracker.



## 3A/4A Sectional Tournament Seeding Timetable

Starting	Ending	Phase	Description
	DEADLINE: Mon., May 11 <b>10 am sharp</b>	<b>Submit Season Summary Form</b>	To be eligible to seed the teams in your sectional tournament, <u>you must fill out the Season Summary Form</u> with your team's won-lost record and game-by-game scores prior to the deadline. You may also submit a comment about your team giving information that might not be obvious from looking at the scores. Providing complete, accurate information is the key to getting a fair seed.
Mon., May 11 11 am	DEADLINE: Tue., May 12	<b>View and/or print Season Summary Forms</b>	Before submitting your seeds, you may review all the Season Summary Forms submitted by coaches in your sectional. Take some time to familiarize yourself with the other teams and be sure to read the comments posted by other coaches.
		<b>Submit seeds</b>	After you have reviewed all the available information, you may submit your seeds. Be sure to seed every team in your sectional.
Tue., May 12 2 pm	—	<b>View all seeds</b>	After the deadline for seeding has passed, you can review the seeds submitted by every coach in your sectional. These seeds will be compiled by the IHSA Office and a single seed number will be determined for each team.
Tue., May 12 4 pm	—	<b>View official seeds</b>	Once the IHSA Office has reviewed all the seeds, they will be posted on IHSA.org.
Wed., May 13 4 pm	—	<b>View pairings</b>	Once the IHSA Office has completed the pairings, they will be posted on IHSA.org.
Thu., May 14	—	<b>Submit Team Data Form</b>	Once the seeding process is complete, you can begin work on the Team Data Form, which incorporates information already submitted on the Season Summary Form. The link for this form will be in Sport & Activity Tracker.

# **Schools are Required to Submit State Final Program Information Online**

Dear Coach or Athletic Director:

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

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

Log on to [www.ihsa.org](http://www.ihsa.org) and click on the Schools Center Login. Enter your personal ID number and password. Go to the "Sports and Activity Tracker". Find Girls' Softball (may need to click on Spring Sports), and click on "State Qualifier Data Form" link under the "Required Data Forms" heading. Please follow the instructions shown on the screen as you fill in the necessary information.

The information you will provide online includes administration, coaching staff, coaching history, season record (including high scorers & high rebounders), and roster. **Up-to-date statistics must be submitted on the printed forms included in this manual and faxed to the IHSA office immediately after the Sectional contest prior to the state final.**

You will also need to upload your photos while signed into the Schools Center. Instructions are provided on the following page.

**Class 1A & 2A due May 30**

**Class 3A & 4A due June 6**

# 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.](#)

NOTE: Only your administrative staff has access to this link.

The screenshot shows the Schools Center interface. On the left is a 'Departments' menu with buttons for: T Sport & Activity Tracker, L Staff Responsibilities & Logins, I School Information & Facility Maps, E Eligibility Requests & Rulings, V Voting & Town Meetings, R Special/SAVA Reports & Yellow Cards, H IHSA State Series Hosting & ScoreZone, O Officials & Body Fat Testers, PES Performance-Enhancing Substance Program, D Open Dates, A All-Time Records, S Student Recognition, F Forms & Other Resources, and P Personal Information. Below this is a 'Quick Links' section with a link for 'Upload state tournament program photos (old interface)' circled in red. On the right is a 'Message Center' showing a message from 10/23: 'IHSA Webinar on Residence & Transfer - Oct. 30 at 1 pm'. The message text states: 'The IHSA will host its first Educational Webinar for member school administrators on Wednesday, October 30 at 1:00 PM. The subject of the webinar will be the IHSA Residence and Transfer By-laws. This optional webinar will be led by IHSA Executive Director Marty Hildman and is an excellent chance for administrators to learn more about these by-laws and ask questions. Interested principals, athletic directors or other pertinent individuals in your building can sign up to attend in the Schools Center. There is a limit of 100 attendees per session. The webinar will be taped and can be reviewed afterward for those who cannot make it. Additional sessions may be added based on interest. In order to maximize the effectiveness of the webinar and its subject matter, we ask that if you have questions on other by-laws, please call our office and speak to an administrator, or reply to this email and suggest as a future webinar topic. To register for the IHSA webinar on Wednesday, October 30 at 1:00 p.m., click or copy the address below into your web browser.'

2. Add administrators and coaches. Choose: [Add a new administrator or coach.](#) You will want to do this before adding team photos. (If your sport/activity does not include administrators or coaches in the program, you can skip this step and start uploading your team photo.) Follow the step-by-step instructions, making sure that you **save the photos and information.** Do not use all capital letters.

The screenshot shows the 'State Program Photo Collection' page. It has two main sections: 'Staff Photos' and 'Team Photos'. The 'Staff Photos' section has a link 'Add a new administrator or coach' circled in red. The 'Team Photos' section has a table with columns: Activity, Team Photo, Cutlines, Assigned Staffers, and Upload Photo Edit Cutlines Assign Staff. The table lists activities like Boys Baseball, Boys Basketball, Girls Basketball, Bass Fishing, Competitive Cheerleading, Boys Football, Girls Softball, Scholastic Bowl, Boys Soccer, and Girls Volleyball. The 'Girls Softball' row is circled in red, and its 'Upload Photo' link is also circled in red.

3. Upload your team photo. Choose: The [Edit](#) button that corresponds with your sport/activity.

a. Following the instructions upload your team photo. **Save changes.**

b. Assign staff members. Use the pull down menus to assign staff members to be included in this program. **Save changes to staff assignments.** (If no administrators or coaches are included in the program, you can skip this step.)

c. Add your cutlines. List 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 cutlines.**

4. Go to School Photos Menu. Check to make sure you have included all photos and cutlines for this sport/activity. If everything is correct, you can exit the Schools Center. Make sure that you have completed all other state final information for the program.

If you have any questions, please call Laura Hennings – 309-663-6377 or email [lhennings@ihsa.org](mailto:lhennings@ihsa.org).

**Photos are due by midnight Saturday, May 30, 2015 for Class 1A/2A and Saturday, June 6, 2015 for Class 3A/4A.**

# ScoreZone Reporting Procedures for 2014-15

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](http://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.

A sample of the page in the IHSA Schools Center where you will submit Baseball and Softball 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](http://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!

## 2014-15 Required Use of the Wilson Softball

The Wilson ball is required to be used in all girls' softball tournament series games. There can be no substitution of a ball manufactured by another company, nor can you substitute a different legal Wilson ball for this one, which incorporates the registered mark of the IHSA in its construction.

The IHSA Official Ball Game Plan for girls' softball is reproduced below.

If you have any questions regarding "official ball" use, please contact the IHSA Office.

### **Class 1A, 2A, 3A, 4A Girls' Softball - Wilson 9011 WTA9011BSST (Poly Core)**

- 1) Semi-final and final Regional Sites:** Each school hosting will be supplied with at least a dozen balls. Four new balls should be used in each game. Disposition of the balls at the end of the tournament is at the discretion of the host.
- 2) Sectional Sites:** Each school hosting will be supplied with a dozen balls. Four new balls should be used in each game. Disposition of the balls at the end of the tournament is at the discretion of the host.
- 3) Super-Sectional Sites:** Each host site will be supplied with eight balls. Disposition of the balls at the end of the tournament is at the discretion of the host.

### **ASA – Approved Label Requirement on Softball Bats**

Only softball bats, that meet the NFHS Softball Rule 1-5.1d, will be legal for competition.

Rule 1-5.1d - (The bat shall:) meet the 2004 ASA Bat Performance Standard, bear either the 2000 or 2004 certification mark and not be listed on the ASA non-approved bat list....







# Girls Softball State Series



ILLINOIS HIGH SCHOOL ASSOCIATION

2715 McGraw Drive • Bloomington, IL 61704

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

## GAME TIMELINE

Teams Should Arrive at least 45 minutes before the scheduled game time.

In games that require a coin toss, the coin toss should be conducted at least one hour before the game or as soon as both teams arrive. Dugouts can be assigned prior to coin toss by tournament manager and do not need to be changed based upon home/visitor designation.

	<u>Minutes Before Game</u>
Gates Open	60
Warm-up <i>(Both teams in the outfield or on adjacent fields)</i>	45
Home Team Infield	30
Visitor Team Infield	20
Umpire Conference with Coaches at Home Plate	10
Introduction of Players & Coaches	5
National Anthem	2
Team take the field	0





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 seven (7) 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:**    Regional            Sectional            Super-Sectional

**Your School:**

The top seven (7) are allowed to have one (1) guest.

**Administration**

1.	<input type="text"/>	<b>Guest</b>	<input type="text"/>
2.	<input type="text"/>	<b>Guest</b>	<input type="text"/>
3.	<input type="text"/>	<b>Guest</b>	<input type="text"/>
4.	<input type="text"/>	<b>Guest</b>	<input type="text"/>
5.	<input type="text"/>	<b>Guest</b>	<input type="text"/>
6. <b>Head Varsity Coach</b>	<input type="text"/>	<b>Guest</b>	<input type="text"/>
7. <b>Assistant Coach</b>	<input type="text"/>	<b>Guest</b>	<input type="text"/>
<b>Assistant Coach</b>	<input type="text"/>		
<b>Assistant Coach</b>	<input type="text"/>		
<b>Assistant Coach</b>	<input type="text"/>		
8. <b>Manager</b>	<input type="text"/>		
9. <b>Scorekeeper</b>	<input type="text"/>		
10. <b>Video/Camera Operator</b>	<input type="text"/>		
11. <b>Bus Driver</b>	<input type="text"/>		
12. <b>Athletic Trainer</b>	<input type="text"/>		
13. <b>All rostered players according to the terms and conditions.</b>			

**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:**

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



## IHSA State Series Press Box Priority List

IHSA State Series hosts that utilize a Press Box for its contests will need to follow the IHSA State Series Press Box Priority List Policy (Policy 37-C-1) for postseason contests, including football playoff games. Please note that this is a new procedure for the 2010-11 school term that was passed by the IHSA Board of Directors via a recommendation from the IHSA News Media Advisory Committee.

The order below is the preference that should be given when allowing entry and seating to the Press Box for IHSA postseason contests, including football playoff games:

### **IHSA Press Box Priority List**

1. Official Timer
2. Scoreboard Operator
3. Public Address Announcer
4. Public Address Spotter
5. Official Scorer (if applicable)
6. Coaches
7. Home Radio (priority given to season-long coverage or # of games covered  
2 individuals per station unless space allows for more)
8. Visitor Radio (priority given to season-long coverage or # of games covered)  
2 individuals per station unless space allows for more)
9. Television/Internet Streaming (if approved by IHSA/host)
10. Other radio (2 individuals per station unless space allows for more)
11. Print Media
12. VIPs, fans, boosters, parents, etc.

*\* Schools may provide media of any kind who have covered their team for all contests throughout the season priority after Coaches (6) and ahead of Home Radio (7). In these instances, home and visiting radio must still be offered press box access, although they can then be limited to one member per station if space dictates.*

*\*\*Special areas adjacent or connected to the press box that have been built or functioned specifically as seating for booster clubs or other fans can continue to be used as such. An area in the working press box cannot be designated as a booster/fan area if all of the other members of the Press Box Priority List have not yet been accommodated.*

*\*\*\*The IHSA Press Box Priority List is not applicable for regular-season contests.*

Please contact IHSA Media Relations liaison Matt Troha (mtroha@ihsa.org) with any questions.

Contact: Matt Troha • [mtroha@ihsa.org](mailto: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](http://www.IHSA.tv/schoolname)).

## ***Internet Video Broadcast Rights Fee Schedule***

Prior to the 2011-12 school year, internet video webcasts fell under the same broadcast rights fee schedule as television. Because of the growing number of internet broadcasting entities, the IHSA Media Advisory Committee felt like it was in the best interest of the medium to develop more affordable broadcast rights fees for video internet broadcasts. The rights fee schedule below was adopted beginning in the fall of 2011 for streaming video:

### **BOYS BASKETBALL**

Per Regional Game-\$50  
Per Sectional Game-\$75  
Per Super-Sectional Game-\$100

Per Regional Tournament-\$100  
Per Sectional Tournament-\$125

### **GIRLS BASKETBALL**

Per Regional Game-\$50  
Per Sectional Game-\$50  
Per Super-Sectional Game-\$75

Per Regional Tournament-\$75  
Per Sectional Tournament-\$75

### **FOOTBALL**

Per 1<sup>st</sup> Round Playoff Game-\$50  
Per 2<sup>nd</sup> Round Playoff Game-\$50  
Per Quarterfinal Playoff Game-\$75  
Per Semifinal Playoff Game-\$100

### **ALL OTHER SPORTS**

Per Regional Game/Meet-\$25 (\$50 whole tournament)  
Per Sectional Game/Meet-\$50 (\$75 whole tournament)  
Per Super-Sectional Game/Meet-\$75

## STUDENT MEDIA CREDENTIALS FOR PARTICIPATING SCHOOLS

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

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

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

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

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

## VIDEO TAPING STATE FINALS FOR COACH FILM BREAKDOWN

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

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

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

## 2014-2015 IHSA Request To Purchase Additional/Replacement State Series Awards

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

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

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

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

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

### Classification

<input type="checkbox"/> 1A	<input type="checkbox"/> 5A	<input type="checkbox"/> Class A
<input type="checkbox"/> 2A	<input type="checkbox"/> 6A	<input type="checkbox"/> Class AA
<input type="checkbox"/> 3A	<input type="checkbox"/> 7A	
<input type="checkbox"/> 4A	<input type="checkbox"/> 8A	

### Gender:

Girls     Boys

### Level of Competition:

Regional       Sectional       Super-Sectional       State

### Type of Award:

<input type="checkbox"/> Team Plaque <input type="checkbox"/> Team Trophy <input type="checkbox"/> Medal/Medallion <b>Replacement Trophy Parts (check below):</b> <input type="checkbox"/> Gold State Champion-top figure (#1) <input type="checkbox"/> Gold State Champion-side figure (#1) <input type="checkbox"/> Gold State Runner-up-top figure (#1) <input type="checkbox"/> Gold State Runner-up-side figure (#1)	<input type="checkbox"/> Gold State 3rd/4th Place-top figure (#1) <input type="checkbox"/> State 3 <sup>rd</sup> /4 <sup>th</sup> Place Gold-side figure (#2) <input type="checkbox"/> Gold Girls Soccer-side figure 3 <sup>rd</sup> /4 <sup>th</sup> (#3) <input type="checkbox"/> Gold Music Lyre-side figure 3rd (#3) <input type="checkbox"/> Badminton Gold shuttlecock and/or riser <input type="checkbox"/> Replacement Trophy Plate w/lasering <input type="checkbox"/> Bat, Tennis, Golf Club Replacement <input type="checkbox"/> Replacement Plate SF Trophy w/o lasering
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**Ind. Event Medals** (indicate Event name): \_\_\_\_\_  
 (ie: Pole Vault, Long Jump, Diving, 100-yd. Butterfly, Single, Doubles, 102lb., Speech: IE, etc.)

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

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 nual Files:Awards forms:School  
 Awards Form.doc



**2014-2015 IHSA Request To Purchase  
Additional/Replacement State Series Awards**

- ◆ **Tournament Managers/Hosts** who need to request duplicate awards due to ties at their tournament/meet must complete the form in the Online Manual for Managers and send it directly to the awards company– **Do Not Use the form above.**
- ◆ **Trophy Letters:** Schools who need replacement letters for trophies, please contact A & M Products direct at 815-875-2667.

**Extra Medal Pricing for Schools:**

<b>Qty:</b>	<b>Finish</b>	<b>State Medallion</b>	<b>Reg./Sect Medal</b>	<b>Shipping</b>
1 – 5	Goldtone (1 <sup>st</sup> )	\$4.45	\$3.95	\$6.50
	Nickel Silver (2 <sup>nd</sup> )	\$4.95	\$4.45	
	Bronze (3 <sup>rd</sup> )	\$4.60	\$4.15	
6 – 12	Goldtone (1 <sup>st</sup> )	\$4.20	\$3.70	\$7.00
	Nickel Silver (2 <sup>nd</sup> )	\$4.70	\$4.20	
	Bronze (3 <sup>rd</sup> )	\$4.35	\$3.85	
13 – 24	Goldtone (1 <sup>st</sup> )	\$3.95	\$3.45	\$7.50
	Nickel Silver (2 <sup>nd</sup> )	\$4.45	\$3.95	
	Bronze (3 <sup>rd</sup> )	\$4.10	\$3.65	
25 or more	Goldtone (1 <sup>st</sup> )	\$3.70	\$3.20	\$8.00
	Nickel Silver (2 <sup>nd</sup> )	\$4.20	\$3.70	
	Bronze (3 <sup>rd</sup> )	\$3.85	\$3.40	

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

Regional Champion Plaque	\$50.00
Sectional and Super-Sectional Champion Plaque	\$66.00
Third/Fourth place trophy	\$269.00
Champion/Runner-Up	\$297.00

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

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

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

**Gold side figures and plate replacement pricing**

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

State 3 <sup>rd</sup> /4 <sup>th</sup> Place Gold-side figure (#2)	\$32.00, plus \$10.00 shipping
Girls Soccer – Gold-side figure 3 <sup>rd</sup> /4 <sup>th</sup> Place (#3)	\$30.00, plus \$10.00 shipping
Music Lyre – Gold-side figure 3rd Place (#3)	\$24.50, plus \$10.00 shipping
Badminton Gold shuttlecock and/or riser	\$30.00, plus \$10.00 shipping
Repl. Trophy Plate w/lasering	\$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.