

## SCHOLASTIC BOWL RULES MEETING INFORMATION/BULLETIN

Last Edited: 8/14/2014

**INTRODUCTORY NOTE:** This bulletin has been prepared to give you a quick study guide for the upcoming Scholastic Bowl Season. Complete information will be included in the Terms & Conditions and the Manual for Schools on the IHSA Scholastic Bowl Website. **The Following Information** deserves your special attention. If you have questions about official interpretations or recommendations for rule changes for next year, please email IHSA Assistant Executive Director Ron McGraw ([rmcgraw@ihsa.org](mailto:rmcgraw@ihsa.org)).

### NOTICE:

#### • PROCESS FOR REVIEWING THE ONLINE RULES MEETING

Coaches are encouraged to view the Scholastic Bowl Online Rules Meeting. This informational presentation was created to make coaches aware of the Rules and Regulations governing Scholastic Bowl. Coaches **must** login to the IHSA Schools Center by using their School's USER ID (5 digits, a letter followed by 4 numbers) and Coaches Password (through instructions in an email from their high school administration). It is our hope that **all** Scholastic Bowl coaches will take the few minutes necessary to refresh themselves with the current IHSA Scholastic Bowl rules and procedures.

#### I. Important Dates

<u>Week #</u>	<u>Event</u>	<u>Event Date</u>
8	Contests Begin (Mon.)	8/25/2014
9	Online Rules Meeting Presentation begins (Fri.)	9/5/2014
9	Rules Meeting Bulletin Posted (Fri.)	9/5/2014
9	Rule Book Posted (Fri.)	9/5/2014
9	Case Book Posted (Fri.)	9/5/2014
9	Terms and Conditions Posted (Fri.)	9/5/2014
17	Team Entries Due at IHSA Office through Schools Center (Fri.)	11/1/2014
31	Team Record Report Form (Fri.) - Noon	2/6/2015
32	Sectional Seeding Mtg. (Wed.)	2/11/2015
33	Schools Assignments Posted (Fri.)	2/13/2015
36	Regionals (Mon.)	3/9/2015
36	Sectionals (Sat.)	3/14/2015
37	State Final (Fri.)	3/20/2015
37	Season Ends (Fri.)	3/20/2015
44	Advisory Committee Mtg. (Wed.)	5/6/2015

#### IV. II. Important Procedures for Participating Schools To remain Eligible to Compete In the IHSA State Series

This following guideline is an attempt to help keep schools and/or its participants eligible to compete in the Scholastic Bowl State Series. It is not intended to replace the Terms and Conditions or the Manual for Schools. It is the coaches responsibility to check their online Activity Tracker for information and to meet all required deadlines. To be fully informed, coaches must make themselves familiar with **the Online Manual for Schools**. **PLEASE DO SO!**

##### A. What: Enter school into the Scholastic Bowl State Series

**Who:** Principal or Official Representative

**When:** By November 1

**Where:** IHSA.org

**How:** Go to [www.ihsa.org](http://www.ihsa.org)

- 1) Click on IHSA Schools & Officials Center Login
- 2) Enter your User ID (5 digit ID, a letter followed by 4 letters) and Official Representative or Principal password
- 3) Click on Sport & Activity Tracker
- 4) Click on "enter your programs"
- 5) Click all applicable sports your school will participate in for 2014-2015

**Why:** This data is what IHSA uses to assign schools to their Regional and/or Sectional sites.

##### B. What: Staff Compliance in the IHSA Schools Center

**Who:** Principal, Official Representative, Athletic Director

**When:** By November 1

**Where:** IHSA.org

**How:** Go to [www.ihsa.org](http://www.ihsa.org)

- 1) Click on IHSA Schools & Officials Center Login
- 2) Enter your User ID (5 digit ID, a letter followed by 4 letters) and Official Representative or Principal password
- 3) Click on Staff Compliance

**Why:** This page is very important because if any information is missing from the coaching profile, the coach will not be able to add his/her name to their list of coaches on their List of Participants and will not be issued credentials at the State Final. This page indicates:

- a. Who has been listed as coaches for your school

(To make changes to this information you should click on the "Staff Logins & Roster" link and click the name of the person you want to edit and make necessary changes.)

#### **C. What: Review the Online Manual for Schools**

**Who:** Coach and/or Athletic Director

**When:** Late August

**Where:** The Manual for Schools **will be posted on the respective IHSA Scholastic Bowl Activity Page and in the Schools and Officials Center (by logging in):**

**How:** Go to [www.ihsa.org](http://www.ihsa.org)

- 1) Click on "Activity Tracker"
- 2) Click on Manual for Schools (If the Scholastic Bowl Manual for Schools link doesn't appear, you are not listed as the coach and/or your school isn't entered to participate this year).

**Why:** This manual has information for coaches and athletic directors as to what is necessary in order for their athletes to participate in the Scholastic Bowl State Series. Failure of coaches and athletic directors to become familiar with these details often results in the student athletes and/or coaches from their schools being denied the opportunity to compete.

#### **D. What: Online Rules Video Presentation for Scholastic Bowl**

**Who:** All schools entering Scholastic Bowl should take time to refresh themselves by viewing this Rules Meeting Presentation to be kept up-to-date on the changes for Scholastic Bowl this school term.

**When:** Available September 5

**How:** Go to [www.ihsa.org](http://www.ihsa.org)

- 1) Click on "School & Officials Center Login"
- 2) Enter your User ID (5 digit ID, a letter followed by 4 digits) and your Scholastic Bowl Coaches password.
- 3) Click on "Rules Video" next to Scholastic Bowl
- 4) View the online Rules Video to view, interact and receive credit.

**Why:** This is not a requirement, but strongly suggested to help coaches prepare for the upcoming school term.

#### **E. What: Entering into the State Series Meets: "Team Record Report Form"—Do not wait until the last minute, you can always make changes up until the deadline.**

**Who:** Coach

**When:** Deadline is Noon, February 6 - If a school does not submit their Online Team Record Report Form by the deadline, coaches and/or participants from that school are subject to sanctions, which could include but not be limited to being ruled ineligible to compete in the State Series. Schools which do not do so and are consequently ruled ineligible for the State Final Series and must email [tcraig@ihsa.org](mailto:tcraig@ihsa.org) a letter indicating they are withdrawing from the Scholastic Bowl State Series by noon on the day of the Team Record Report Form deadline or a \$100.00 penalty will be assessed to your school.

**Where:** Go to [www.ihsa.org](http://www.ihsa.org)

- 1) Click on "School & Officials Center Login"
- 2) Enter your "User ID" (5 digits, a letter followed by a number) and the password issued to you by your school. All of this information was emailed to you by your school. IHSA login ID and your unique Scholastic Bowl Coaches password, issued through your school administration through the IHSA Schools Center.
- 3) Click on Sport & Activity Tracker
- 4) Click on the "Team Record Report Form" link
- 5) Type in the requested information and save your page(s).
- 6) **Certify & Submit your Form (changes to records can be made at the Seeding Meeting)**
- 7) **PRINT EACH PAGE (ctrl key+P) on your keyboard. After the deadline, you will not be able to do so.**

**Why:** This is how the IHSA knows the your school is participating in the Regional/Sectional Scholastic Bowl State Series. This information will be given to the Regional Manager to conduct the Seeding Meeting. Once the Seeding Meeting results are

received in the IHSA Office, Regional assignments will be completed and posted to the IHSA State Series Information and Results section on the IHSA Website.

**Reasons for the “Red Box” to appear in the Sport/Activity Tracker:**

- ❖ School hasn't completed the “Certify & Submit” page.

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

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

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

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

**F. What: Withdrawal from Scholastic Bowl after being entered**

**Who:** Principal or Official Representative

**When:** Prior to Noon, February 9

**Where:** IHSA Office

**How:** Email Tammy Craig ([tcraig@ihsa.org](mailto:tcraig@ihsa.org)) a letter indicating the desire to officially withdraw.

**Why:** Schools that fail to participate after entering and who fail to formally withdraw will be fined \$100.00 (additional penalties may apply, refer to Terms and Conditions). The fine is necessary to encourage schools to make us aware of their intent not to participate. When schools do not show up it adversely affects the balance in the numbers of teams assigned to each Regional and/or Sectional. This can create situations that are unfair to others. When you become aware that your school will not participate in the State Series, please withdraw immediately!

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**III. SCHOLASTIC BOWL ADVISORY COMMITTEE MINUTES PLEASE ACTIVATE LINK:  
<http://www.ihsa.org/documents/adv%20minutes/13-14/14-scb-minutes.pdf>**

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**IV. State Final Volunteers Welcome**

Any school, coach, current or graduated player wishing to be involved in the IHSA Scholastic Bowl State Final as a volunteer should contact Cheryl Lowery ([clowery@ihsa.org](mailto:clowery@ihsa.org)). Knowledgeable volunteers are always welcome.