

2014-15

Scholastic Bowl

**Manual for
Schools**





Table of Contents



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

Scholastic Bowl Manual for Schools

I.	Table of Contents/Contacts	
II.	Terms and Conditions	1-8
III.	Important Dates	9
	a. Do Whats Right! Sportsmanship Criteria	10
IV.	Playing Rules	
	a. Coaches Cover Letter	11-13
	b. Schools Center Login Instructions.....	14-16
	c. On-Line Team Record Report Form Instructions.....	17
	d. Coaches Checklist.....	18-19
	e. Seeding Instructions	20-22
	f. Structure, Criteria and Philosophy Used to Determine State Champion	23
	g. Instructions for Scorekeepers.....	24-25
V.	State Final Information	
	a. State Final Information and Photo Requirements for the State Final Program.....	26
	b. Peoria Civic Center Map and Map of Peoria	27-28
	c. Awards Procedures	29
	d. IHSA Royalty Policy and Vendor Information.....	30
VI.	Forms	
	a. Scholastic Bowl Question Order Form	31
	b. Score Sheet.....	32
	c. Duplicate Awards Order Form.....	33-34

IHSA CONTACTS

- Ron McGraw, Assistant Executive Director (309) 663•6377 rmcgraw@ihsa.org
 1. Rules regarding Scholastic Bowl
 2. Regional or Sectional Problems

—Or—

- Cheryl Lowery, Scholastic Bowl Administrative Asst. (309) 663•6377 clowery@ihsa.org
 1. Team Record Report Form Questions or Problems
 2. Regional or Sectional Winner Report Questions or Problems
 3. Regional or Sectional errors in results posted on the IHSA Web Site

Revision History

Jan. 20 Terms and Conditions, XI-D Revised



2014 – 2015 Scholastic Bowl Series Terms and Conditions

Last Edited: 8/12/2014

In accordance with Section 1.450 of the IHSA Constitution, the Terms and Conditions governing the IHSA Class A and AA Scholastic Bowl State Tournament Series have been approved by the Board of Directors.

I. Competition in the IHSA Scholastic Bowl Tournament Series will be determined on an enrollment basis and will operate under the two class system.

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-boundaried schools.

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

1. Schools with enrollments of 518 and below will be Class A (50% of the membership).

2. Schools with enrollments of 518.01 and above will be Class AA (50% of the membership).

II. DATES AND SITES

A. Seeding Meeting: The seeding meeting will be hosted at the Sectional Tournament site on Wednesday, February 11, 2015. Information regarding this meeting will be sent by the Local Sectional Manager in advance of this meeting.

B. Regionals: Class A and AA Regional tournaments will be held on Monday, March 9, 2015, at sites to be announced after the seed-

ing meetings. Regional sites will be determined by the schools at the seeding meetings.

C. Sectionals: Class A and AA Sectional tournaments will be held on Saturday, March 14, 2015, at sites to be announced.

D. State: The Class A and Class AA State Final Tournament will be held on **FRIDAY, March 20, 2015**, at the Peoria Civic Center, Peoria, Illinois.

E. Changes to Dates, Sites and Times: No local manager is authorized to change the date or order of matches as determined and announced by the IHSA. Matches must be played as listed from top to bottom on the official pairings unless otherwise changed and approved by the Illinois High School Association.

III. ON-LINE ENTRIES, WITHDRAWAL PROCEDURES, ELIGIBILITY, AFFIRMATIVE ACTION, RULES MEETING PRESENTATION AND TEAM RECORD REPORT FORM

The policy for Original School Entry Deadlines, Late Entries, and Late Withdrawals shall be the policies and procedures regarding entry for all IHSA-sponsored sport/activities. **Directions:** go to www.ihsa.org; click on Schools & Officials Center login (an administrative password is required to access this area and perform this task), Enter your User ID and Password (5 digits, a letter followed by 4 letters), go to the activity tracker and click the button to add sports/activities for the upcoming year. Sports/Activity Entry Deadlines are Sept. 5 (fall), Nov. 1 (winter) and Feb. 1 (spring).

A. On-Line School Entries: All member schools must enter their school into the State Scholastic Bowl competition through the IHSA School Center on the IHSA Website at www.ihsa.org to compete at the Regional level. On-Line School Entries are used to enter your school into State Series Competition in order for IHSA to assign your school to a Regional Meet. The deadline for school entry is **November 1, 2014**.

B. Online Rules Video Presentation: All schools entering Scholastic Bowl should take time to review changes pertaining to the Scholastic Bowl state series this year. These changes were suggested by the Scholastic Bowl Advisory Committee and the IHSA Board of Directors adopted the changes at the end of last school term. This brief presentation will

remind coaches of important dates and rule changes for this school term to help coaches keep their teams eligible to compete in the 2015 Scholastic Bowl State Series. The Rules Meeting presentation will be available September 5 by using the instructions below:

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

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

C. Late On-Line School 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.

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

To withdraw without penalty, the Principal must send an email to Tammy Craig (tcraig@ihsa.org), notifying IHSA of the school's withdrawal from Scholastic Bowl prior to February 9, 2015.

If a school withdraws after the Seeding Meeting and/or does not show up for competition, the school will be charged a \$100 penalty. If applicable, the school may be charged for any additional financial loss sustained by the offended school(s) or the Association as a result of such breach.

E. Eligibility: Only students who are eligible in accordance with IHSA By-laws may participate in the IHSA Scholastic Bowl Tournament Series. A school may enter one (1) team in the IHSA Scholastic Bowl State Tournament Series. A maximum of fifteen (15) competitors will be allowed to participate for a school in the Regional, Sectional and/or State Final tournaments. Five (5) team members must start the match. However, fewer than five (5) players may continue in the day's competition if there are extenuating circumstances. A coach must designate one of the five participating players as captain.

F. Team Record Report Form: All schools must submit their On-line Team Record Report Form via the Internet through the IHSA Schools Center Web Site to the IHSA Office. This document provides the sectional host your win/loss record for the purpose of seeding the top 8 teams in each sectional at the seeding meeting. The On-Line Team Record Report Form must be received in the IHSA Office by noon on **Friday, February 6, 2015**. You may go back online to make adjustments to your Team Record Report Form until noon on Monday, February 9, 2015, but you must have sent it originally by February 6 in order to meet the deadline. The Team Record Report Form will only indicate any team's win/loss record. Coaches are encouraged to bring their season score book to document their record to the seeding meeting, indicating who they competed against and match scores. Again, please note that all participating schools are **required** to submit their Team Record Report Form on-line to the IHSA. If a school does not submit the On-Line Team Record Report Form by the deadline, coaches and 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 submit their school's On-Line Team Record Report Form and are consequently ruled ineligible for the State Final Series **must formally withdraw** (see Withdrawal Procedures/Breach of Contract above in section III-C).

NOTE: Each coach will provide a team roster to the manager at each Regional and Sectional Tournament in which they compete. A typed list is preferred by tournament managers.

The IHSA will post all of the Team Record Report Forms from schools assigned to their Sectional Tournament in the IHSA Schools Center on the afternoon of Tuesday, February 10, 2015. This file will allow managers to pre-see the teams assigned to their sectional prior to coaches arrival at the seeding meeting. Adjustments to records can be made at the seeding meeting with proper documentation. All schools are encouraged to attend the seeding meeting, but it is not required. Coaches need to remember they cannot contest the seeding meeting results, if they do not attend the seeding meeting. **REMEMBER YOU MUST COMPLETE THE ON-LINE TEAM RECORD REPORT FORM BY NOON, FRIDAY FEBRUARY 6, 2015.**

Confirmation: Schools can login to their School Center site on the IHSA website and select Activity Tracker to verify that their On-Line Team Record Report form has been received by the IHSA Office.

F. State Final Program Information: All sectional champions are REQUIRED to go on-line and complete the **State Final Program Information located in their school center by 8:00 a.m. the Monday following sectional**

tournaments, (March 16, 2015). The IHSA will utilize the name spellings and year in school data from the State Final Program Information submitted on-line by Sectional Tournament winners for publication in the State Final Program. Failure to provide this information by the deadline will result in your team page in the State Final Program being blank. If you experience difficulties with this process, please email (clowery@ihsa.org) or contact Cheryl Lowery at (309) 663-6377 at the IHSA Office. This link will not be activated until the day following Regional contests, Tuesday, March 10, 2015.

IV. HOST FINANCIAL ARRANGEMENTS

A. Regional Host Allowance: The host school shall pay all local tournament expenses and issue checks to tournament workers. The host school shall receive a \$200.00 guarantee plus the cost of the moderators and scorers.

B. Sectional Host Allowance: The host school shall pay all local tournament expenses and issue checks to tournament workers. The host school shall receive a \$250.00 guarantee plus 40.00 for hosting a seeding meeting and reimbursement for the moderators and scorers.

C. Team Tournament Expense: Neither the State Association nor local meet management will assume responsibility for any team expenses for any tournament.

D. Admission Prices: There shall be no admission price for the Regional, Sectional or State Final tournaments.

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.

2. Radio fees which shall be charged are:

- a. Regional Tournament = No charge
- b. Sectional Tournament = No charge
- c. State Final = \$50.00

3. Policy regarding media requirements for each local manager is contained in the current News Media Directory.

V. TOURNAMENT ASSIGNMENTS AND SEEDING MEETINGS

A. Assignment Structure: All schools entered in the IHSA Class A and Class AA State Scholastic Bowl Tournament Series will be assigned to thirty-two (32) regionals and eight (8) Sectional tournaments for each class on a geographical basis by the IHSA Office.

B. Seeding Meeting

1. The Sectional Manager will conduct a Seeding Meeting Wednesday, February 11, 2015 for the purpose of seeding teams and **determining the four (4) Regional host schools.** The meeting shall be held after school hours. The time shall be designated by the Sectional Manager. Sectional Managers should take into consideration the travel time of competing schools when establishing this meeting time. While highly recommended, attendance is not required.

2. The Sectional Manager should cover the following points of emphasis at the Seeding Meeting:

a. Matching tops are required (Tops must be similar, not necessarily identical).

b. Name Plates (no nicknames)

c. Sportsmanship (at all times)

d. Reminder to review the Scholastic Bowl School and Manager Manuals

e. A team is required to have five (5) members to begin a match. Fewer than five (5) may continue in the day's competition, if there are extenuating circumstances.

3. The top eight (8) teams in each Sectional will be seeded.

4. Before a seeding vote begins, each team's weighted winning percentage should be displayed. The weighted winning percentage is calculated in the following manner: (winning percentage) + (total number of matches ÷ 100). For example; 6 wins and 2 losses $6/(6+2) + (6+2)/100 = .83$ compared to 25 wins and 15 losses $25/(25+15) + (25+15)/100 = 1.025$. The following criteria should be applied when determining seeds:

a. Head to Head common opponent or record

b. Number of Matches Played

c. Win/Loss Record

d. Quality of Competition

e. Returning players

5. Each school's representative should bring a record of season's matches. They should also bring enough copies to distribute to each school in the sectional. These sheets will be used by coaches in attendance to help guide their voting.

6. Any school who fails complete their On-Line Team Record Report by the deadline, are subject to sanctions, which could include but not be limited to being ruled ineligible to compete in the State Series. As a courtesy to your seeding meeting host, please contact them to indicate whether you plan to attend the seeding meeting.

7. Each school's representative will have three (3) minutes to present their case as to where their team should be seeded. This time may not be used to raise other issues, and this time may not be used to speak about other teams. Coaches may waive their time.

8. Coaches will then rank the top eight (8) teams in their Sectional. Each coach will complete a ballot listing all teams. Each

coach will rank the top 8 teams. **The best team will be given the number 8**, next best 7, etc. Total each team's points and calculate an average by dividing the team's total points by the number of teams **eligible** to vote for them. This would be one (1) less than the total number of teams present at the seeding meeting for any school that is in attendance at the seeding meeting. All ballots must be made public. No school may vote for itself (this is the reason we use one (1) less than the total number of schools present at the seeding meeting when calculating the average). The team with the highest average will be the number one (1) seed. Continue with this process until eight (8) teams are ranked.

9. Coaches should consider the following when voting: weighted winning percentage, head-to-head records, records against common opponents, placing in tournaments, and strength of schedule.

10. For purposes of seeding, no school should include its own "B", "C" or "D" team's record on the Sectional Seeding Team Information Report sheet.

11. The IHSA will assign Sectional Hosts (any participating school is invited to host a Sectional Tournament, simply contact Ron McGraw). Regional sites will be filled at the seeding meeting. The opportunity to host a regional will be offered first to the top four (4) teams in each Sectional. If the top team is unwilling to host a Regional, the hosting opportunity will pass to the next highest seed until all teams are given an opportunity to host. **Geography shall be considered when selecting Regional host sites.**

12. **Regionals that do not have a host will be cancelled. Do not leave the Seeding Meeting without identifying four (4) hosts. Coaches must know that their school administration has or will approve their school as a host. Coaches must discuss the possibility of hosting prior to offering their school as a host.**

13. After the meeting, the Local Sectional Manager will email or fax the Seeding Report Form results to Ron McGraw at the IHSA. This form will be e-mailed to each

Sectional manager prior to the seeding meeting. Upon receipt of all results from the Sectional Seeding Meetings, the IHSA will assign each school into a Regional Tournament based on the geography of the Regional hosts identified at the Sectional Seeding Meeting. Every effort will be made to separate the top 4 seeds in each Sectional, but this is not guaranteed (this can be impacted by who volunteers to host, and the geography involved). The Regional pairings will be posted on the IHSA Scholastic Bowl; State Series Information and Results; assignments web page.

VI. TOURNAMENT STRUCTURE AND TIME SCHEDULES

A. Regional Pairings: The bracketing and pairings of teams for each Regional will be completed in the IHSA Office on the basis of a combination of volunteering host schools, geography and seed. The pairing announcements will be posted on the IHSA Scholastic Bowl; State Series Information and Results; assignments web page.

B. Sectional Pairings: At the Sectional Tournament the Regional Winners will compete in a pool play format. The teams will play three (3) matches. The team with the most wins will advance to the State Finals.

Within the Sectional, Regionals will be identified as A B, C and D. Regionals A and B will contain the number 1 & 2 seeds respectively from their sectional. Regionals C & D will contain the number 3 & 4 seeds respectively from their sectional.

The sectional round robin component of the State Series will be assigned as follows:

Round 1:A vs. C
B vs. D

Round 2:A vs. D
B vs. C

Round 3:A vs. B
C vs. D

1. If two teams are tied with identical records in a pool, the head-to-head result in pool play will break the tie, and determine advancement.

2. If three teams are tied with identical records in a pool, the total points scored in pool play (against the tied teams) will be used to break the tie, and determine advancement (regardless of head to head records in that pool).

3. In the event that three teams are tied with identical records, and two of those three teams have identical total points scored in pool play (against the tied teams), the head-to-head result in pool play will break the tie between those two teams, and determine advancement.

4. If three teams are tied with identical records in a pool, and all three teams have identical total points scored in pool play (against the tied teams), the team with the larger number of toss-up questions answered correctly will break the tie, with the head-to-head result in pool play used to break any remaining ties.

5. If the above methods cannot break a tie between three teams, teams will be drawn by lot to determine advancement among tied teams.

C. Regional Rounds: Each Regional Tournament will consist of three (3) rounds of single-elimination matches. At some Regionals, additional preliminary rounds may be necessary depending on the number of teams assigned to the regional.

D. Number of Rounds: Each Sectional Tournament will consist of three (3) rounds of pool play.

E. Recommended Time Schedule: The following are the *recommended* Time Schedules for the Regional and Sectional tournaments. These schedules may be adjusted to meet the needs of the host school:

Regional Time Schedule Including a Preliminary Round (4 Round Regional)

No later than 3:00 p.m. Moderators' meeting starts
4:00 p.m. – 4:30 p.m. Coaches' Meeting
4:30 p.m. – 5:20 p.m. Preliminary Round
5:20 p.m. – 6:10 p.m. Round One
6:10 p.m. – 7:00 p.m. Round Two
7:00 p.m. – 7:50 p.m. Round Three
7:50 p.m. Awards Ceremony

All rounds may begin earlier if both teams are ready.

Regional Time Schedule Without a Preliminary Round (3 Round Regional)

No later than 3:00 p.m. Moderators' meeting starts
4:00 p.m. – 4:30 p.m. Coaches' Meeting
4:30 p.m. – 5:20 p.m. Round One
5:20 p.m. – 6:10 p.m. Round Two
6:10 p.m. – 7:00 p.m. Round Three
7:00 p.m. Awards Ceremony

All rounds may begin earlier if both teams are ready.

Class A and Class AA Sectional Time Schedule

8:30 a.m. – 9:30 a.m. Moderators' Meeting
9:30 a.m. – 9:45 a.m. Coaches' Meeting
10:00 a.m. – 10:50 a.m. Round One
10:50 a.m. – 11:40 a.m. Round Two
11:40 p.m. – 12:30 p.m. Round Three
12:30 p.m. Awards Ceremony

All rounds may begin earlier if both teams are ready.

Class A and Class AA State Final Time Schedule (Any round may begin earlier if the event manager determines that the tournament is ahead of schedule).

8:00 a.m. Schools may begin to Check-In
9:15 a.m. Coaches/Captains/Moderators Meeting (optional)
9:30 a.m. Opening Ceremonies
10:00 a.m. – 10:50 a.m. First Round of Preliminary Pool Play
11:00 a.m. – 11:50 a.m. Second Round of Preliminary Pool Play
11:50 a.m. – 12:50 p.m. Break
1:00 p.m. – 1:50 p.m. Third Round of Preliminary Pool Play
2:10 p.m. – 3:00 p.m. Championship and Consolation Rounds
3:00 p.m. – 3:45 p.m. Awards Ceremony

Class A and Class AA (Pairings Determined By Blind Draw To Determine Which Qualifying School Will Be A, B etc.)

Pool 1 Pool 2

Round 1 Team A vs. Team B Team E vs. Team F
Team C vs. Team D Team G vs. Team H

Round 2 Team A vs. Team C Team E vs. Team G
Team B vs. Team D Team F vs. Team H

Round 3 Team A vs. Team D Team E vs. Team H
Team B vs. Team C Team F vs. Team G

Championship Pool #1 Winner vs. Pool #2 Winner

Consolation Pool #1 Runner-up vs. Pool #2 Runner-up

VII. ADVANCEMENT OF WINNERS

A. Regional to Sectional Advancement:

The winner from each Class A and Class AA Regional tournament will advance to compete in their respective Sectional.

B. Sectional to State Advancement: The winning team from each Class A and Class AA Sectional tournament will advance to compete in their respective Class State Final tournament. The winning teams from the eight (8) Class A and eight (8) Class AA Sectional tournaments will compete in the State Final tournament for first, second, third, and fourth places in their class.

C. State Final Format

1. Eight (8) teams from Class A and Class AA will compete in Pool Play at the State Finals. The eight (8) teams in each class will be divided by blind draw into two separate pools of four (4) teams each. The teams will play a round-robin format in which each team will play three (3) matches. The winner of each pool will advance to the Championship match in their class. The runner-up in each pool will compete in the Consolation match in each class.

2. If two teams are tied with identical records in a pool, the head-to-head result in pool play will break the tie, and determine advancement.

3. If three teams are tied with identical records in a pool, the total points scored in pool play (against the tied teams) will be used to break the tie, and determine advancement (regardless of head to head records in that pool).

4. In the event that three teams are tied with identical records, and two of those three teams have identical total points scored in pool play (against the tied teams), the head-to-head result in pool play will break the tie between those two teams, and determine advancement.

5. If three teams are tied with identical records in a pool, and all three teams have identical total points scored in pool play (against the tied teams), the team with the larger number of toss-up questions answered correctly will break the tie, with the head-to-head result in pool play used to break any remaining ties.

6. If the above methods cannot break a tie between three teams, teams will be drawn by lot to determine advancement among tied teams.

VIII. TOURNAMENT RULES

A. Official Rules: The official rules governing competition in the State series tournaments shall be those included in the IHSA Scholastic Bowl School Terms and Conditions, IHSA Scholastic Bowl Rules Book, and the

IHSA Scholastic Bowl Case Manual. All of these resources can be found at www.ihsa.org; click on Sports & Activities; click on Scholastic Bowl. Local tournament managers are responsible for making sure the competition is conducted in accordance with these official rules.

B. Moderator's Authority: The moderator has the final authority and shall decide all matters arising during the match that are not specifically covered in the current IHSA Scholastic Bowl School Terms and Conditions, IHSA Scholastic Bowl Rules Book, and the IHSA Scholastic Bowl Case Manual.

C. Local Manager's Authority: The Local Manager shall be authorized to make all administrative decisions based on the enforcement of the current IHSA Scholastic Bowl School Terms and Conditions, IHSA Scholastic Bowl Rules Book, and the IHSA Scholastic Bowl Case Manual. All of these resources can be found at www.ihsa.org; click on Sports & Activities; click on Scholastic Bowl; under Resources, click on the appropriate link. Situations not stipulated in any of the IHSA rules are administrative in nature and shall be made by the local manager. The Local Manager's decision is final.

D. Appeals to the IHSA: The decisions of match moderators and Local Managers shall be final and cannot be appealed. The IHSA

Board of Directors will not review decisions of the contest officials, whether an alleged error is due to faulty judgment, misinterpretations of the rules, or acceptability of the competition questions.

E. Number of Players: A team shall consist of a maximum of fifteen (15) players. Five (5) team players must start the match. A coach must designate one of the five participating players as captain. Fewer than five (5) may continue in the day's competition, if there are extenuating circumstances.

F. On-Line Team Record Report Form: All schools entered in the Scholastic Bowl State Series must go on-line to submit their team's "Team Record Report Form" before noon on Friday, February 6, 2015. If a school does not submit the On-line Team Record Report Form by the deadline, coaches and 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 submit their school's On-Line Team Record Report Form and are consequently ruled ineligible for the State Final Series **must formally withdraw** (see Withdrawal Procedures/Breach of Contract III-C).

1. Regional, Sectional, State Final Rosters: At the Regional, Sectional and State Final, the coach or faculty representative must bring a copy of their School's Team Roster indicating which fifteen (15) players will compete in the respective level of competition before his/her team competes in the first round of competition in those tournaments. The fifteen (15) players for each level of competition (Regional, Sectional and State Final) can change as long as the players are in all aspects eligible to compete in IHSA activities.

G. Coaches

1. Each team shall be accompanied by at least one faculty member or other adult who has been designated as coach by the principal of the high school.

2. Each school should designate to the moderator before the match begins the name of one (1) adult who will act as head coach. This head coach will be the only person permitted to approach the moderator and be involved in consultations with the moderator without being specifically requested to do so by the moderator.

3. A school using "co-coaches" must designate a single head coach for a match, but may change head coaches for different matches in the same tournament.

H. Team Seating: The competitors within each team will be seated side-by-side and facing in the same direction. The moderator will be positioned so as to see the faces, name plates, and responder lights of all competitors,

and as close as possible to halfway between the two teams. Coaches and reserve players should be physically separated from the competitors and may be behind or in front of the teams depending on room constraints. Only coaches, school officials, and substitute players may sit at the coaches table. When there are a large number of spectators watching a match the preferred setup is to have the teams positioned in a chevron (V-shape), with moderator at the point of the V, all facing the coaches, reserve players, and spectators.

I. Dress: All Scholastic Bowl teams must wear appropriate matching tops for competing in the state series. Matching tops shall be defined as being similar in style, color, and markings. Members of the same gender must have similar tops, though males may wear slightly different tops than females.

1. Team competitors and coaches will appear in appropriate attire. Acceptable apparel will include, but not be limited to: slacks, turtlenecks, sport shirts with collars, sport coats, T-shirts, sweatshirts, sweaters, nice jeans, skirts and dresses.

2. Unacceptable apparel will include, but not be limited to: tank tops, cut-offs, short-shorts, clothing that advertise alcohol, drugs, or explicit material, jeans with holes or patches, hats or non-religious head gear, boxer-type shorts, spandex tights, hooded sweatshirts or pants worn below the hips.

3. A student or coach may wear apparel that bears the trademark or logo of a manufacturer or distributor during competition provided that the student or coach's apparel bears only a single manufacturer's or distributors normal label or trademark, not to exceed a one and one-half inch by one and one-half inch square.

J. Illegal uniform

1. When a team cannot begin a match with 5 players wearing legal, matching uniform tops, 30 points shall be awarded the opponents. The penalty will be assessed at the beginning of each match of the state series that the team is in violation. The moderator will notify the IHSA of non-compliance.

2. If it is discovered that a player with an illegal uniform started or entered the match, and at least one toss-up has been read while that player was in the match, the moderator will call a time out. The player must leave the match, and a substitute player with a legal uniform, if available, may enter in his/her place. The player with the illegal uniform may not re-enter the match until he/she has a legal uniform and the coach has called a time out. If a substitute player with a legal uniform is not available; 30 points shall be awarded the opponents and the player with the illegal uniform may re-enter the match immediately.

K. Nameplates:

1. Each individual playing in the game must display their name on a legible placard that will be displayed in front of the player at all times so that the moderator can read the name on the placard. At the state final nameplates will be supplied.

2. The name printed on the placard must match the first name of the player on the team roster given to the tournament manager before the tournament began. Diminutive forms of names (i.e. Mary for Maria; John or Jack for Jonathan) are acceptable. Nicknames are unacceptable.

3. Players attempting to enter the game will not be permitted to enter the game until they are in compliance with this rule.

4. State Final Tournament nameplates will be supplied by IHSA. They will be issued to every person listed on the team in the data submitted by each participating school in their State Final Program Information.

L. Forfeit(s):

1. **Time:** Each team present at the host site should be at their match location at least five (5) minutes before the match is scheduled to begin. A team that is not present when the round is scheduled to begin shall forfeit its match. A team arriving at a host site and their match location after the scheduled start time for the match, without calling ahead, shall forfeit all its matches that day. If a team calls ahead to notify the host of the delay, the start time can be moved to accommodate the delay, but never by more than 45 minutes. Note: When entering a forfeit in the IHSA ScoreZone managers must select the "forfeit" option. In addition they must enter a score of 1 to 0 to indicate to the computer software which team received the forfeit and the win.

2. **School representative:** Each team shall be accompanied by at least one faculty member or other adult who has been designated as coach by the principal of the high school. Failure to have such a representative will call for the team to forfeit.

3. **Number of players:** Five (5) team players must start the match. Failure to start the match with five (5) team players will cause the team to forfeit. However, fewer than five (5) team players may continue in the day's competition if there are extenuating circumstances.

Note: Any team which forfeits a match in pool play, will be excluded for the remainder of that competition and all matches played to that point in that pool play will become void. This will eliminate all points scored for and against for the forfeiting team and all of the teams they have competed against.

4. **To Record a Forfeit:** When reporting scores in the IHSA ScoreZone, forfeits must be recorded as a forfeit. In the appropriate box, click on "Forfeit." In the score

box area you must enter a score of 1 to 0 so the computer knows who received the forfeit, and consequently won the match.

M. Question formats:

1. Match questions will be a combination of toss-up and bonus. Toss-ups are worth ten (10) points each. Bonus questions are three (3) parts worth ten (10) points each and are rebounding. Rebounding refers to the fact that the team to which the bonus is NOT awarded has the opportunity to answer any part(s) not answered correctly by the team to which the bonus was originally awarded.

2. No true-false or other types of two-option questions will be permitted.

3. Multiple choice toss-up questions will not be permitted. Multiple choice bonus questions will not be permitted except in the case where the setup enumerates a list of potential word-choice answers (in order to limit the range of possible answers) and there is not a one-for-one matching correspondence between the choices and bonus parts.

4. Audio and visual material in questions may be used.

5. If a handout is to be used for a question, a copy of the handout must be provided to each playing member of both teams.

6. Bonus parts will be read, and rebounded if necessary, one part at a time. As such, succeeding parts of bonus questions (parts 2 and 3) may reveal, or refer back to, the answer to previous parts of the same bonus question.

7. The topic of the toss-up should be different from its bonus. Question category in a round should be ordered in a non-predictable, apparently random way but with some balance between halves. The last three (3) toss-up questions and the last three (3) bonus questions in each match may not be from the miscellaneous category.

8. Bonus parts should be related in some way and tied together with a setup that helps focus players' thoughts.

9. For non-computational toss-ups, the preferred style is multi-clue, starting with a more challenging clue and ending with a clue that most teams should reasonably be expected to answer correctly. Question writers and editors should exercise restraint and use their best judgment to limit the number of, and length of, clues so that toss-ups are of a reasonable length.

10. For all bonus questions, the preferred style for each part is straightforward or single-clue, with brevity a consideration. This guideline is not intended to stifle creativity, limit necessary information, or require that all bonus parts be easy. Each bonus should be constructed with one easy part, one moderately difficult part, and one difficult part.

11. For computational bonus questions, each part should be answerable by a competent player within 10 seconds. While the

bonus parts should be in some way related, having all parts use the same exact formula, pattern, or algorithm is discouraged.

12. Question writers and/or editors are encouraged to consider and research alternative correct answers and/or common, similar, or related incorrect answers and to list them with instructions to the moderator to "accept also", "do not accept", or "prompt on."

13. Questions should be pristine – **writers may not re-use questions from previously written competition sets or practice sets.** Word-for-word plagiarism from copyrighted sources or previously used question sets is not permitted. **Writers may consult printed or online sources for facts or definitions to use in creating fresh questions. If a source is paraphrased or quoted verbatim, the source must be cited in a note or as part of the question; no citation is needed for information that is generally known or that can be found in many different sources.** Short excerpts from primary sources such as literature, poetry, music, film, and other media are permitted, especially when the intent of the question is to identify the source, author, era, or other information for which the excerpt is a clue.

14. The vast majority of questions should be academic in nature and relevant to topics typically taught in Illinois High Schools, including Advanced Placement courses, as per the sub-categories listed in VIII-O. Each round should contain questions from a variety of places and eras, and no one place or era should dominate any category or the series as a whole. While there should be some basic questions and some challenging questions in every round, the general trend and flow of the series should be increasing in difficulty from Regionals to Sectionals to the State Finals.

15. Within the first few words or within the first clue, toss-up questions should uniquely identify what is being asked (by using a pronoun, or a phrase such as "identify the person" or "name the book"). Avoid starting toss-up questions with statements containing superfluous information that will cue a knowledgeable player to buzz in early with an applicable, germane, but incorrect answer. In no case should a toss-up begin by heading in one direction, then change direction and ask a completely different question.

N. Lockout System: A ten-position electronic lockout response system will be used for all matches in the State Scholastic Bowl Series. **Lockout systems will be provided by IHSA for use during the State Final matches.**

O. Categories and Sub-categories for Toss-up and Bonus Questions (X/Y = # of Tossups/Number of Bonuses)

SCIENCE 5/5

A. 4/4 Drawn from a mix of:

Biology, Chemistry, Physics

B. 1/1 Drawn from other sciences such as but not limited to:

a. Astronomy, Earth Science, Environmental Science, Health Science, Archaeology/Paleontology and not requiring all subcategories to be represented equally or at all.

MATH 5/5

A. 4/4 Drawn from a mix of:

Algebra, Geometry, Pre-Calculus, Trigonometry, Analytic Geometry, Calculus

B. 1/1 Drawn from other mathematics such as but not limited to:

Number Theory, Probability, Statistics, Combinations, Topology, Set Theory and not requiring all subcategories to be represented equally or at all.

SOCIAL STUDIES 5/5

A. 3/3 History, Drawn from a mix of:

US History, European History, World History from a variety of cultures, Ancient History

B. 2/2 Drawn from a mix of:

Geography, Current Events – within the past year, US Government, Comparative Government, Psychology, Sociology, Religion, Economics, Philosophy, Political Science and not requiring all subcategories to be represented equally or at all.

LITERATURE 5/5

A. 2/2 US Literature

B. 1/1 Mythology

C. 2/2 Drawn from a mix of;

Language Arts, British Literature, other European Literature, World Literature from a variety of cultures and time periods, and not requiring all subcategories to be represented equally or at all.

FINE ARTS 3/3

A. 1/1 Visual Arts, composed of:

a. At least 1/1 History of Art

b. No more than 1/1 Theory and Technique

B. 1/1 Music, composed of:

a. At least 1/1 Classical Music and Opera

b. No more than 1/1 drawn from other Music including but not limited to: Jazz, Musical Theatre, Theory, Composers of the Modern Era, and not requiring all subcategories to be represented equally or at all.

C. 1/1 Other: Chosen from any of the categories in A or B.

MISCELLANEOUS 1/1 Drawn from the different categories below:

Interdisciplinary, Journalism, Sports, Technology, Agriculture, Family Consumer Science, Drivers Education, Industrial Arts, Pop Culture, Consumer Education and not requiring all subcategories to be represented equally or at all.

P. Breakdown of Questions at all levels of the IHSA State Final Series: The forty eight (48) questions, twenty four (24) toss-up and twenty four (24) bonus questions, for each match throughout the state series will consist of the following specific number of questions in each category:

1. **Science:** Five (5) toss-up and five (5) bonus questions per match.
2. **Mathematics:** Five (5) toss-up and five (5) bonus questions per match.
3. **Social Studies:** Five (5) toss-up and five (5) bonus questions per match.
4. **Literature:** Five (5) toss-up and five (5) bonus questions per match.
5. **Fine Arts:** Three (3) toss-up and three (3) bonus questions per match.
6. **Miscellaneous:** One (1) toss-up and one (1) bonus questions per match.
7. All toss-up questions involving calculation must be labeled.
8. There will be no less than two (2) and no more than three (3) computational math toss-ups per round. There will be no more than one (1) computational science toss-up per round. All computational toss-up questions will be from either the math or science categories, and need not be multi-clue.

Note: There will be two (2) toss-up and two (2) bonus replacement questions for each level of competition.

Note: Questions should be prefaced by a mention of the major category only, with no specification of sub-category.

Q. Sets of Questions

1. Class A and Class AA will use the same sets of questions for each round of play in the State Series.
2. Three (3) different sets of questions will be used at each Class A and Class AA Regional Tournament. At some Regional tournaments, it will be necessary to use four (4) different sets of questions.
3. Three (3) different sets of questions will be used at each Class A and Class AA Sectional Tournament.
4. Four (4) different sets of questions will be used at each Class A and Class AA State Final Tournament.
5. Questions used at Regional and Sectional competition are the property of the IHSA and **must be destroyed** by the host school immediately following the tournament. Questions should not be returned to the IHSA office, nor kept by the host school for use in the future.

R. Moderators' Meeting

1. Regional and Sectional Managers may allow the moderators to view the questions starting one (1) week prior to the round of competition and to bring their findings to the Moderators' Meeting. Regional and Sectional moderators may communicate with each other for purposes of reviewing the questions as soon as they are able to.

2. Before each round of the State Scholastic Bowl Series, the local manager will arrange for a moderators' meeting to be held at least one hour before the beginning of the first round of play for that tournament (or as soon as possible before the start of the first round if the school day intrudes).

3. No coach should be present at the moderators' meeting. No coach should at any time prior to the conclusion of the competition view the questions in any round(s) in which their team will compete.

4. Moderators should have access to all question sets in use at the tournament, and copies of the IHSA Scholastic Bowl School and Manager Manual.

5. The moderators should open the sets of questions and examine them for completeness, accuracy, and pronunciation.

6. Moderators may consult printed material to confirm answers and pronunciation.

7. Moderators should review the rules among themselves, review procedures in conducting the match, and consult the Local Manager to confirm room assignments and the procedure for reporting results and obtaining new question sets, and prepare themselves to begin the match.

S. Tournament Personnel

1. At each Regional and Sectional tournament, moderator's and scorer's will be appointed by the Local Manager of that tournament. For the State Final tournament, ten (10) moderators and scorer's will be appointed by the IHSA.

2. The officials for each match in the State Series will include a moderator and a scorer. The adult scorer also serves as an assistant judge to the moderator.

3. The moderator must always be an adult, and it is highly advised that an experienced moderator be used in each match of the State Series.

T. Coaches' Meeting

1. At least one coach from each school participating in the tournament should be present at the Coaches' meeting. All moderators and the Local Manager should also be present.

2. Assistant coaches and scorer's are also advised to attend, if they are able. It is understood that some of these people may need to supervise competition rooms while other adults are attending the Coaches' meeting.

3. The Local manager should review times and locations of facilities and all events for the tournament.

4. The Local Manager may have the most experienced moderator discuss specific rules, or may conduct that part of the meeting himself/herself.

5. Allow the meeting to end so that coaches and personnel have time to arrive at the competition rooms and begin the initial round on time.

U. End of Match, Overtime Procedures

3-G. End of Match

3-G-1. The team that scores the greatest number of points during a match wins the match.

3-G-2. If there is a tie at the end of regulation, overtime will be played.

3-G-2a. Overtime will consist of one or more readings of a toss-up question and a bonus, drawn from the set of replacement questions provided for the tournament at each venue.

3-G-2b. Select the first available (not previously used as a replacement) toss-up, and pair it with the first available (not previously used as a replacement) bonus from a different category.

3-G-2c. The toss-up and bonus question should not be of the same category.

3-G-2d. If the toss-up question is answered correctly, the winner of the match shall be the team leading after the accompanying bonus question is attempted and completed.

3-G-2e. If there is still a tie after a toss-up question is answered correctly and a bonus is attempted and completed; or the toss-up question is not answered correctly, the moderator will once again randomly select a toss-up question and bonus question and continue.

V. Technology Use During Competition

1. Coaches, officials, and spectators shall have cell phones, smart phones, and pagers turned off or silenced during matches. Players, in particular, must have any and all communication devices turned off and stored in inaccessible places (pockets, purses, held by non-players or coaches, etc.) while playing. Any use of technology that appears to be allowing illegal communication to the current players is prohibited and will result in a team's disqualification. This does not include the use of technology, internet-capable or otherwise, for doing research **during an appeal**.

IX. TOURNAMENT POLICIES

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

B. Qualified Coaches: In accordance with IHSA By-laws 2.020 and 2.030, all schools are required to have a coach or faculty representative who has been appointed by the high school principal to be present at the tournament site during tournament play. If a school

does not have a duly appointed coach or faculty representative present at the tournament site during tournament play, the school's competitors shall not be permitted to participate.

C. Signs, Banners, Balloons and Mechanical Noisemakers

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

a. They are in good taste and reflect good sportsmanship in their message and use;

b. They reflect identification and encouragement to participants and their school/community;

c. They are not displayed on the field of play or in a manner that interferes with play;

d. They do not obstruct the view of participants or spectators; and,

e. They are not safety hazards.

2. All mechanical noisemaking devices, including balloons, shall be excluded from the Scholastic Bowl facilities.

D. Media Requirements

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

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

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

b. Radio Broadcast Rights Fees are not required for any level of competition in this series except the 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. Administrative Details: 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.

4. Sessions at the Sectional and State Final may be videotaped

E. Video Replay and Television Monitoring Equipment:

Use of video replay or television monitoring equipment other than the official equipment approved by the IHSA shall not be used to make decisions related to the tournament. Only IHSA state meet officials, will have the authority to review official video results.

F. Flash Photography: Flash photography is not allowed by anyone except the photographers from V.I.P. These photographers are contracted by the IHSA and have been trained in the appropriate uses of flash photography during events.

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.

X. AWARDS

A. Regional: A plaque will be distributed to the winning team. No individual awards.

B. Sectional: A plaque will be distributed to the winning team. No individual awards.

C. State Final:

1. **Individual:** Fifteen (15) individual medallions will be presented to the members of the first, second, third, and fourth place teams at the State Final Tournament. Two (2) coaches medals will be provided to the coaches of the first, second, third, and fourth place teams at the State Final Tournament. In addition, one medal for the Superintendent, Principal and Activities Director will be provided for each team finishing 1st – 4th.

2. **Team:** Trophies will be presented to the first, second, third, and fourth place teams.

XI. OFFICIALS

A. Regional Appointment and Fees:

Local Managers are responsible for hiring the Moderator and Scorer. The host school shall issue payment to each official which will be reimbursed by the IHSA Office upon receipt of the Financial Report Form.

Moderator: \$15.00 per match

Scorer: \$10.00 per match

B. Sectional Appointment and Fees:

Local Managers are responsible for hiring the Moderator and Scorer. The host school shall issue payment to each official which will be reimbursed by the IHSA Office upon receipt of the Financial Report Form.

Moderator: \$15.00 per match

Scorer: \$10.00 per match

C. State Final Appointment and Fees:

State Final Officials will be paid and appointed by the IHSA Office.

Moderator: \$100.00 per day.

Scorer: \$10.00 per match worked

D. Mileage Reimbursement Policy:

The official's appointed by the IHSA will be paid mileage from the IHSA Office upon receipt of a mileage voucher submitted by the appointed official to the IHSA Office within 30 days of the contest. Appointed officials will receive 30 cents per mile for every mile over 70 miles for each round trip. Mileage vouchers can be printed from the IHSA Web Site through the IHSA Officials Center. **Note:** Mileage is determined to and from the official's home to the site of the competition, unless prior approval has been given from the administrator in charge of the sport/activity.



2014-2015 Important Dates and Times

STATE FINALS WILL BE CONDUCTED ON FRIDAY, MARCH 20



- www.ihsa.org • rmcgraw@ihsa.org or clowery@ihsa.org •
 • Phone: 309-663-6377 • Fax: 309-663-7479 •

September 5	All schools entering Scholastic Bowl should take time to refresh themselves by viewing the Rules Meeting Presentation to be kept up-to-date on the changes for Scholastic Bowl this school term.		
February 6	All competing schools must complete the On-Line Team Record Report Form by noon Friday, February 6. Please note: It must include all completed matches you wish to be included to determine seed. If a school does not submit the On-line Team Record Report Form, coaches and 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.		
February 10	Team Record Report Forms Released to Sectional Managers by 3:30 p.m.. Managers, please log-in to the IHSA Schools Center for the Team Record Report Forms for the schools assigned to your Sectional.		
February 11	Sectional Seed Meeting. Sectional Manager must fax results to IHSA Office immediately. Schools have the option to attend the seeding meeting, but are encouraged to do so. Please be courteous and notify your Sectional Manager if you will not attend.		
March 9	Regional Time Schedule Including a Preliminary Round (4 Round Regional)		
	No later than 3:00 p.m.	Moderators' meeting starts	
	4:00 p.m. – 4:30 p.m.	Coaches' Meeting	
	4:30 p.m. – 5:20 p.m.	Preliminary Round	
	5:20 p.m. – 6:10 p.m.	Round One	
	6:10 p.m. – 7:00 p.m.	Round Two	
	7:00 p.m. – 7:50 p.m.	Round Three	
	7:50 p.m.	Awards Ceremony	
	All rounds may begin earlier if both teams are ready.		
	Regional Time Schedule Without a Preliminary Round (3 Round Regional)		
	No later than 3:00 p.m.	Moderators' meeting starts	
	4:00 p.m. – 4:30 p.m.	Coaches' Meeting	
	4:30 p.m. – 5:20 p.m.	Round One	
	5:20 p.m. – 6:10 p.m.	Round Two	
	6:10 p.m. – 7:00 p.m.	Round Three	
	7:00 p.m.	Awards Ceremony	
All rounds may begin earlier if both teams are ready.			
March 14	Class A and Class AA Sectional Time Schedule		
	8:30 a.m. – 9:30 a.m.	Moderators' Meeting	
	9:30 a.m. – 9:45 a.m.	Coaches' Meeting	
	10:00 a.m. – 10:50 a.m.	Round One	
	10:50 a.m. – 11:40 a.m.	Round Two	
	11:40 p.m. – 12:30 p.m.	Round Three	
	12:30 p.m.	Awards Ceremony	
	All rounds may begin earlier if both teams are ready.		
March 14	Sectional Manager must report the results of their Sectional Tournament to the IHSA Score Zone (located in the schools center).		
March 16	State Final Teams deadline to place food order with Centerplate Catering at Peoria Civic Center. Instructions are included in this manual.		
March 16	Sectional Winner photographs, cut-lines & school logos due in the IHSA Office.		
March 19	State Final Moderators meeting at 4:00 p.m. - Embassy Suites Hotel, East Peoria		
FRIDAY !!! March 20	State Final Tournaments at Peoria Civic Center, Peoria		
	Class A and Class AA State Final Time Schedule (Any round may begin earlier if determined by the IHSA).		
	8:00 a.m.	Schools may begin to Check-In	
	9:15 a.m.	Coaches/Captains/Moderators Meeting (optional)	
	9:30 a.m.	Opening Ceremonies	
	10:00 a.m. – 10:50 a.m.	First Round of Preliminary Pool Play	
	11:00 a.m. – 11:50 a.m.	Second Round of Preliminary Pool Play	
	11:50 a.m. – 12:50 p.m.	Break	
	1:00 p.m. – 1:50 p.m.	Third Round of Preliminary Pool Play	
	2:10 p.m. – 3:00 p.m.	Championship and Consolation Rounds	
	3:00 p.m. – 3:45 p.m.	Awards Ceremony	
	Class A and Class AA Pairings by blind draw (qualifying schools are drawn into this schedule)		
	Round	Pool 1	Pool 2
	Round 1	Team A vs. Team B	Team E vs. Team F
		Team C vs. Team D	Team G vs. Team H
	Round 2	Team A vs. Team C	Team E vs. Team G
		Team B vs. Team D	Team F vs. Team H
	Round 3	Team A vs. Team D	Team E vs. Team H
		Team B vs. Team C	Team F vs. Team G
	Championship	Pool 1 Winner vs. Pool 2 Winner	
Consolation	Pool 1 Runner-Up vs. Pool 2 Runner-Up		

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.





Scholastic Bowl 2013-14



- www.ihsa.org • rmcgraw@ihsa.org or clowery@ihsa.org •
- Phone: 309-663-6377 • Fax: 309-663-7479 •

To: Schools Entered in the 2014-2015 Scholastic Bowl State Series

From: Ron McGraw, Assistant Executive Director

This manual is for use by Schools entered to participate in the 2014-2015 Scholastic Bowl State Series. Please check with the Official Representative of your school to check your schools entry status. This manual contains important information for the Scholastic Bowl coach to stay eligible to compete in Regionals, Sectionals, and the State Final Tournaments. Please read this manual in its entirety to keep informed and familiar with the following important items, dates and times contained in this manual.

If you receive an email from the IHSA office, please do not ignore it. Please forward it immediately to the appropriate person for follow up with our office. This is a “Red Flag” that IHSA needs important information from your school. If you are not the person or your personnel has changed, please notify our office so IHSA can correct our records.

If you don't intend on participating in the 2014-2015 Scholastic Bowl State Series, please notify your Official Representative immediately and ask him/her to withdraw your school from the Scholastic Bowl State Series (failure to do so will result in a \$100.00 fine to your school).

Assignments: Schools entered into the Scholastic Bowl State Series will be assigned to Sectionals and Regionals throughout the state. Entering schools will be assigned to 32 Class A and 32 Class AA regional sites. Sectional assignments will be posted on our Scholastic Bowl Activity webpage at: <http://www.ihsa.org/SportsActivities/ScholasticBowl/StateSeriesInformationResults.aspx> after the November 1st school entry deadline. Please contact Ron McGraw or Cheryl Lowery at the IHSA if your school isn't assigned to a Sectional on November 1. Assignments indicate what Sectional and Sectional Seeding Meeting your school is assigned to. Regional pairings will be posted by Friday after the Sectional Seeding meeting indicating Regional Hosts, pairings and assignments. Unless schools officially withdraw through the IHSA Office by the deadline date indicated in the Terms and Conditions, they will be included in the draw.

Terms and Conditions: The Terms and Conditions govern the IHSA State Scholastic Bowl Tournament Series and are available with this manual as well as on-line on the Scholastic Bowl Activity webpage under “Resources”. The highlighted areas denote new changes. **TO AVOID MAKING PROCEDURAL ERRORS THAT COULD PUNISH YOUR TEAM PLEASE READ THEM CAREFULLY!**

Coaches Informational Rules Meeting: This brief Power Point Presentation is provided to coaches for the purpose of supplying information regarding participation in the Scholastic Bowl State Series. The Power Point presentation may be viewed (not required) on the Scholastic Bowl Activity webpage under “Resources”.

Rule Book: This book is intended to assist coaches and moderators with regular season contest(s), and offer greater detail than available in the Terms and Conditions. The Rule Book is also available on-line on the Scholastic Bowl Activity webpage under the “Resources” Section. Please, review this section as well.

Case Manual: The Case Manual is a supplement to the Terms and Conditions and Rule Book and is available on-line. The Case Manual contains illustrations on how the Terms and Conditions are to be interpreted and applied. The Case Manual Book is also available on-line on the Scholastic Bowl Activity webpage under the “Resources” Section. Please, review this section as well.

Helpful Information for Coaches: IHSA has Question Sets from previous State Tournament Series available for purchase by completing the Questions Order Form located elsewhere in this manual and on the Scholastic Bowl Activity Webpage.

To withdraw from participating in Scholastic Bowl without penalty (Breach of Contract By-law 6.041—Withdrawal Procedure). **The Principal** must email Tammy Craig (tcraig@ihsa.org), notifying IHSA of your school's withdrawal from Scholastic Bowl prior to the Sectional Seed Meeting.

If a school withdraws after the Seeding Meeting deadline and/or does not show up for competition, the school will be charged a \$100 penalty. If applicable, the school may be charged for any additional financial loss sustained by the offended school(s) or the Association as a result of such breach. **SCHOOLS ARE REQUIRED TO WITHDRAW THROUGH THE IHSA OFFICE AS DIRECTED ABOVE—NOT THEIR SECTIONAL OR REGIONAL MANAGER OR A \$100.00 FEE WILL BE IMPOSED FOR NOT WITHDRAWING PROPERLY.**

Go to www.ihsa.org – Click on “Schools & Officials Center login” – Enter your “User ID” (5 digits, a letter followed by 4 numbers) and the password issued to you by your school. All of this information was emailed to you by your school. Coaches must have a valid email on file in the School's Center to be issued a password. **PASSWORDS ARE ASSIGNED TO EVERY COACH.** Click on “Team Record Report Form” – Type in your record and save and print your page.

Required On-Line Team Record Report Form: All schools must submit their On-line Team Record Report Form via the Internet through the IHSA Schools Center Web Site to the IHSA Office. This document provides the sectional host your won/lost record for the purpose of seeding the top 8 teams in each sectional at the seeding meetings (If you haven't competed, you still must enter a won/lost record 0-0). The On-Line Team Record Report Form must be received in the IHSA Office by noon on **Friday, February 6, 2015**. You may go online to make adjustments to your Team Record Report Form until noon on Monday, February 9, 2015 (but you must have sent it originally by February 6th to meet the deadline). The Team Record Report Form will only indicate any team's won/lost record. Coaches are encouraged to bring the seeding meeting their season score book to document their record, who they competed against and match scores. Again, please note that all participating schools are **required** to submit their Team Record Report Form on-line to the IHSA. If a school does not submit the On-Line Team Record Report Form by the deadline, coaches and 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 submit their school's On-Line Team Record Report Form and are consequently ruled ineligible for the State Final Series **must formally withdraw**.

NOTE: Each coach will provide a team roster to the manager at each Regional and Sectional Tournament in which they compete. A typed list is preferred by tournament managers.

IMPORTANT: IF YOUR SCHOOL IS RECEIVING REMINDERS FROM THE IHSA OFFICE TO COMPLETE THE TEAM RECORD REPORT FORM PROCESS, THAT MEANS YOUR SCHOOL IS STILL ENTERED IN THE SCHOLASTIC BOWL STATE SERIES AND YOU HAVE NOT “CERTIFIED AND SUBMITTED” THE TEAM RECORD REPORT FORM. DO NOT IGNORE NOTIFICATIONS, OTHERWISE YOU MAY BE IMPOSED THE \$100.00 PENALTY FOR NOT WITHDRAWING PROPERLY.

Once the Team Record Report Form deadline passes you will no longer be able to access it to print a copy (CTRL+P on your computer keyboard). Once the deadline passes, the Activity Tracker will indicate so. It does not indicate that you failed to complete the Team Record Report Form. It does mean the deadline has expired and IHSA is now importing your information for your sectional manager to use to seed their meet.

Team Record Confirmation: Coaches can login to their School Center site on the IHSA website and view the Activity Tracker to verify that their On-Line Team Record Report form has been “Certified & Submitted” if the coach indicated previously that they were finished with the form. Schools may still make changes to their Team Record Report Form by updating their Team Record Report Form, until noon on Monday, February 9 when the site is closed.

The IHSA will send each Sectional Host (and all seeding meeting hosts) all of the Team Record Report Forms assigned to that Sectional Tournament for seeding purposes on the afternoon of February 10, 2015. All schools are encouraged to participate in the seeding meeting. However, each school continues to have the option of attending their seeding meeting. **REMEMBER YOU MUST COMPLETE THE ON-LINE TEAM RECORD REPORT FORM BY NOON FRIDAY, FEBRUARY 6, 2015.**

Download Center: Go to www.ihsa.org, click on “Resources” on the IHSA Main Page; click on Download Center to find Graphics and other forms not included in the IHSA Schools Center.

Interactive Forms: All interactive forms necessary to participate in Scholastic Bowl can be found on www.ihsa.org by clicking on the “Schools & Officials Center Login” and entering your schools User ID and Scholastic Bowl Coaches password.

School and Team Information: Schools may be requested to send information to Regional Managers and/or Sectional Managers well in advance of the competition dates for planning purposes and for use in preparation of programs. You are encouraged to mail or FAX this information in a timely manner, if requested to do so.

Official Regional Team Roster: A team roster must be submitted to the Regional Tournament Check-In Manager upon arrival, or at the latest, immediately following the coaches’ meeting. **The team roster shall include a maximum of 15 players (mark the 15 participants on your List of Participants).** The school will be limited to the use of no more than 15 eligible players included on the team roster. Five team members must start the match. A coach must designate one of the five participating players as captain. To be included on the team roster, a player must be eligible under all the eligibility rules and conditions of the IHSA. Eligibility is certified by the Principal of the participating school. Eligibility questions should be directed to your Principal.

Regionals: The regional champion team will advance to the local Sectional Tournament. **The date for all Class A and AA Regional Tournaments is Monday, March 9, 2015 (after school hours).**

Sectional Seeding Meetings: Sectional Seeding Meetings will take place on February 11, 2015. At this meeting teams will be seeded and Regional hosts will be determined. It is not mandatory to attend, but highly recommended by the IHSA Office. If a representative from your school will not attend their assigned seeding meeting, please be courteous and notify your Seed Meeting Host of your intentions. Regional hosts will be determined at the seeding meeting.

Sectionals: The date for all Class A and AA Sectional Tournaments is Saturday, March 14, 2015. Four teams compete at a Sectional and all Sectional Tournaments will consist of 3 matches in a pool play format.

Sectional Champions: Sectional champions will advance to the State Final Tournament. Each sectional champion **MUST** enter their team information in the IHSA Schools Center no later than 8:00 a.m., Monday, March 16, 2015 to enable IHSA to produce the Scholastic Bowl State Final Program. **Go to:** IHSA.org; click on “Schools & Officials Center Login”; enter School User ID and Scholastic Bowl Coaches password; “Required Data Forms” and click on State Final Information then follow screen instructions. Schools must email photographs of the team, coaches and administration along with the cutlines to clowery@ihsa.org by 8:00 a.m. on Monday, March 16, 2015. Coaches are urged to plan ahead.

State Final Tournaments: Both the Class A and Class AA State Final Tournaments will be held at the Peoria Civic Center on the same **FRIDAY**, March 20, 2015, as the Boys Class 3A & 4A Basketball State Final Tournament. It is hoped that the heightened media attention and the large group of spectators already on hand will make this experience an exciting one for all teams involved and will help to increase the level of awareness of Scholastic Bowl among members of the general public. Eight teams will compete in each State Final Tournament. Each tournament will consist of 3 matches in a pool play format, with the top two teams competing for the championship and the next two teams competing in the consolation match.

State Final Housing: Sectional champions advancing to the State Final tournament need to make their own hotel/motel arrangements. You must contact the hotel of your choice to secure housing (if you plan to stay overnight). For information concerning housing opportunities contact the Peoria Area Convention and Visitors bureau. The phone number to call is 1-800-747-0302. It is our suggestion you make room reservations immediately upon completion of the Sectional.

State Final Food & Beverage Policy: Centerplate Catering is the sole caterer of food & beverage functions on Civic Center property. Under no circumstances will customers be allowed to bring in outside food or beverages. State Final qualifying teams will be provided an option to pay for Lunch through Centerplate Catering at a low cost. Further details and procedures will be forthcoming in the State Final Instructions posted on the IHSA Scholastic Bowl website closer to the State Final.

We wish all coaches and teams the best of luck in their pursuit of a Regional, Sectional, or State Scholastic Bowl Championship!

IHSA School Center Website Login Instructions

Sport/Activity Tracker Information

Access to Scholastic Bowl Web Page

To access the IHSA Scholastic Bowl Web page, school User ID and password is not required.

Please follow the steps below:

1. On the World Wide Web Go to: www.ihsa.org
2. Click "Sports & Activities", a pull down menu will appear.
3. Click on Scholastic Bowl.

On this page, you will find Links for:

Advisory Committee Information
5-year Season Calendar
Open Dates
Records

Scholastic Bowl Resources

Terms & Conditions
Manual for Schools
Manual for Managers
Question Order Form
Regional/Sectional Sites
Regional/Sectional Assignments
Regional/Sectional Results
State Final Information

Access to IHSA Schools Center Web Page

To access the School Center, school USER ID and Scholastic Bowl Coaches password is required.

Note: The School's Center Web Site can only be accessed with your Schools User ID and Scholastic Bowl Coaches Password. Contact your Official Representative, Principal or Athletic Director, if you haven't been sent an email with that Information. Tournament Management section of the School's Center can only be accessed with the Official Representative, Principal or Athletic Director password from your school. If you are having a problem accessing certain areas of the Schools Center, you may be using the wrong level password.

Coaches can Access the Schools Center with their Scholastic Bowl Coaches password by following the steps below:

1. On the World Wide Web Go to: www.ihsa.org
2. Click on "School's & Officials Center Login"
3. Enter your schools ID number (number is listed in the School Directory)
4. Enter your schools **Winter Coaches** password

With the winter coaches password, coaches will have access to view and complete items and watch for important deadlines to keep their team/individuals eligible to compete in any IHSA sport/activity.
Sport/Activity Tracker
Rules Meeting Bulletin
Rules Meeting Video
Online Team Record Report Form
State Final Information
Manual for Schools

Sport and Activity Tracker within the Schools Center

Once logged-in to your Schools Center, you will notice the Sport and Activity Tracker. This is the section that Administrators and Coaches should check weekly for important dates and deadlines for any sport or activity your school is signed up to participate in to keep your school eligible to compete in the Sports the school is signed up to compete in.

Important: There is no qualifying tournament to be eligible to compete in the first qualifying level of any IHSA State Series Tournament. Once deadlines passes, the Sport and Activity Tracker will show if your school has met the required Sport/Activity deadlines. It will show:

1. Entry Status (indicates if your school team/individuals are signed up to participate in the current sport(s)/activity(s))
2. View the Rules Meeting Video and get credit
3. Check to see if your school was given credit for watching the Rules Meeting Video
4. Program Status of each Sport/Activity (whether your school is on probation or suspension)
5. Manual For schools
6. Review/print the Manual for Schools for the respective Sport/Activity (this should be reviewed by all coaches)
7. Participation Survey
8. Top 15 List
9. Deadline dates for Required Forms for the respective Sport/Activity and verification that those reports have been sent to the IHSA Office.
10. Rating Officials (If applicable to that Sport/Activity)

Enter user ID:

 Enter password:



Welcome to the IHSA Schools & Officials Center

To log in, please type your user ID in the upper box and your password in the lower box, then click the button.

Forgot your password? You can [reset your password](#) via email.

SCHOOL PERSONNEL: If you don't know your ID or password, please contact your athletic director or AD's assistant.

Have a question about clinics or rules meetings or other Officials Center items? Contact the [IHSA Officials Department](#).

The Schools & Officials Center is closed every morning between 3 and 4 am Central Time.

Please report problems to the [IHSA Technology Department](#).

Scott Johnson
 A0000

IHSA (Test School)

MAIN MENU



jackie

Enter new selection:

Admin

Departments

T Sport & Activity Tracker	L Staff Responsibilities & Logins
I School Information & Facility Maps	E Eligibility Requests & Rulings
V Voting & Town Meetings	R Special/SAWA Reports & Yellow Cards
H IHSA State Series Hosting & ScoreZone	
O Officials & Body Fat Testers	D Open Dates
PES Performance-Enhancing Substance Program	CON Concussion Risk Program
A All-Time Records	S Student Recognition
W Webinars	F Forms & Other Resources
P Personal Information	

Office Shortcuts

LOP: GOG GOB TNG CCG cdc CCB cdb SWG sdc
 DAC CHC BWB bdb BWL bdc CT IE GYG SWB sdb WR DB DGI
 JRN BSF GYB BAD TRG tdc TRB tdb TNB **Sched:** FB

SUM: SOB VBG FB WR BKG BKB SCB
 WPG WPB VBB SOG SBG BA

SFI: SOB VBG FB xGYG WR BKG BKB SCB
 WPG WPB xGYB VBB SOG SBG BA

[View an overview of the new concussion exam requirement](#)

Message Center

If you're interested in hosting IHSA State Series events, now is a good time to revisit your [facilities](#) and [host availability](#) surveys.

6 days ago

[2014-2015 All-School Mailing](#)

One week ago

[Concussion Course now available](#)

[Concussion Course for Coaches update](#)

[View older messages →](#)

8/5 2014-2015 All-School Mailing

High School Administrators:

Quick Links

Log out

Scott Johnson
A0000

IHSA (Test School)

MAIN MENU



jackie

Enter new selection:

Find

Admin

IHSA Sport & Activity Tracker

TRACKER: [Action items only](#) | [Fall sports](#) | [Winter sports](#) | [Spring sports](#) | [Activities](#) | [All sports & activities](#)
[Entry form](#) | [Coop teams](#) | [Emerging sports](#) | [Participation summary](#) | [Ratings summary](#)

This page tracks the progress your sport and activity programs have made in completing items required for IHSA State Series.
Red cells indicate action items. It is your responsibility to **get the red out!**

You may still [enter your programs](#) in IHSA state series for the current school term. In some cases a late penalty may apply.

BOYS GOLF	Status of Head Coach	Status in IHSA State Series	Status of Program	Online Forms	Rating of Officials	Documents, Printed Forms and Other Information
	Scott Johnson	enter your school deadline is 9/5	probation	Participation Survey has not yet been submitted		Terms and Conditions
Class 3A	coaching qualification: ISBE certification PES exam passed on 8/12/13		view rules video starting 8/12 until 9/16			
email task reminder to coach	concussion exam passed on 8/1/14					Case situations

GIRLS TENNIS	Status of Head Coach	Status in IHSA State Series	Status of Program	Online Forms	Rating of Officials	Documents, Printed Forms and Other Information
		enter your school deadline is 9/5	probation	Participation Survey should be submitted on fifth day of practice		Terms and Conditions
			view rules video starting 8/12 until 9/16			School Manual
email task reminder to coach				Lists of Participants from sectional schools will be available morning after LOP deadline		Case situations

BOYS SOCCER	Status of Head Coach	Status in IHSA State Series	Status of Program	Online Forms	Rating of Officials	Documents, Printed Forms and Other Information
	Wilfred Jamieson	enter your school deadline is 9/5	probation	Participation Survey should be submitted on fifth day of practice		
Class 3A	coaching qualification: ISBE certification PES exam passed on 7/23/14		view rules video starting 8/12 until 9/16			
email task reminder to	concussion exam is expired and must be					Case situations

2015 IHSA Scholastic Bowl On-Line Team Record Report Form Instructions

Deadline: Noon, Friday, February 6, 2015

Required On-Line Team Record Report Form: All schools must submit their On-line Team Record Report Form via the Internet through the IHSA Schools Center Web Site to the IHSA Office. This document provides the sectional host your won/lost record for the purpose of seeding the top 8 teams in each sectional at the seeding meetings. The On-Line Team Record Report Form must be received in the IHSA Office by noon on **Friday, February 6, 2015**. You may go online to make adjustments to your Team Record Report Form until noon on Monday, February 9, 2015 (but you must have sent it originally by February 6th). The Team Record Report Form will only indicate any team's won/lost record. Coaches are encouraged to bring the seeding meeting their season score book to document their record, who they competed against and match scores. Again, please note that all participating schools are **required** to submit their Team Record Report Form on-line to the IHSA. If a school does not submit the On-Line Team Record Report Form by the deadline, coaches and 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 submit their school's On-Line Team Record Report Form and are consequently ruled ineligible for the State Final Series **must formally withdraw** (see Withdrawal Procedures/Breach of Contract above in section III-C).

NOTE: Each coach will provide a team roster to the manager at each Regional and Sectional Tournament in which they compete. A typed list is preferred by tournament managers.

The IHSA will send each Sectional Host (and all seeding meeting hosts) all of the Team Record Report Forms assigned to that Sectional Tournament for seeding purposes on the afternoon of February 10, 2015. All schools are encouraged to participate in the seeding meeting, however, each school continues to have the option of attending their seeding meeting. **REMEMBER YOU MUST COMPLETE THE ON-LINE TEAM RECORD REPORT FORM BY NOON FRIDAY, FEBRUARY 6, 2015.**

If you receive an email from the IHSA office, please do not ignore it. Please forward it immediately to the appropriate person for follow up with our office. This is a "Red Flag" that IHSA needs important information from your school. If you are not the person or your personnel has changed, please notify our office so IHSA can correct our records.

Some important reminders when you complete the On-Line Team Record Report Form:

1. Double-check your Team Record Report Form to make sure you have given the correct team record. If you notice errors after you've sent it to the IHSA Office, you can make corrections **until the deadline listed above**.
2. Coaches should receive information from the Sectional Manager inviting them to attend the Seeding meeting held at each Sectional site. The Sectional Seeding Meeting will take place on **Wednesday, February 11, 2015. At this meeting, the top eight (8) teams will be seeded.** If your school can't send a representative to attend the Seed Meeting, please notify your Sectional Host prior to the Seed Meeting.
3. Falsifying a team's record for seeding can result in disqualification from the state series. Please double-check your record before submitting the form to your principal. Your honest mistake can end up being costly.
4. If you use a split squad ("A" team and "B" team; no matter what they are called), then only the record of your best squad (your "A" team) is included for seeding.

Online Team Record Report Form Step-by-Step Instructions:

1. Go to www.ihsa.org
2. Click on Schools & Officials Center Login
3. Enter your schools User ID (5 digits, a letter followed by 4 numbers)
4. Enter your Scholastic Bowl Coaches password. Every IHSA Member School was directed to supply passwords to their coaches. If you did not get an email from your school, then please contact your Activities/Athletic Director. IHSA doesn't have access to your password. The IHSA Schools Center is the main resource and how IHSA interacts/notifies coaches of impending deadlines, but you have to log in and check it to see your requirements. This password enables you to perform your coaching requirements for IHSA
5. Click on Team Record Report Form
6. Complete the on-line form as prompted by the directions on the web page. You may go back to the site as often as you need to make changes to your Team Record Report Form until noon, February 9, 2015.

Important Notes: If you have to leave your computer while entering the Team Record Report Form information, please use the save button on the bottom of the page to save the information before leaving. The system will time-out if there is no activity. **Lost information will be prevented if you save the page frequently.**

Confirmation of receipt of Team Record Report Form: Schools should login to their School Center site on the IHSA website and go to the Activity Tracker. The Activity Tracker will show "Completed", if you have checked the button indicating you have finished with your report. If it doesn't indicate "Completed", then you must go back into your schools Team Record Report Form and check the button indicating you are finished.

PRINT YOUR TEAM RECORD REPORT FORM WHEN YOU ARE DONE MAKING CHANGES AND BEFORE THE DEADLINE!!!!



Coaches Checklist



- www.ihsa.org • rmcgraw@ihsa.org or clowery@ihsa.org •
- Phone: 309-663-6377 • Fax: 309-663-7479 •

1. _____ **Required On-Line Team Record Report Form:** All schools must submit their On-line Team Record Report Form via the Internet through the IHSA Schools Center Web Site to the IHSA Office. This document provides the sectional host your win/loss record for the purpose of seeding the top 8 teams in each sectional at the seeding meetings. The On-Line Team Record Report Form must be received in the IHSA Office by noon on **Friday, February 6, 2015**. You may go online to make adjustments to your Team Record Report Form until noon on Monday, February 9, 2015 (but you must have sent it originally by February 6). The Team Record Report Form will only indicate any team's win/loss record. Coaches are encouraged to bring the seeding meeting their season score book to document their record, who they competed against and match scores. Again, please note that all participating schools are **required** to submit their Team Record Report Form on-line to the IHSA. If a school does not submit the On-Line Team Record Report Form by the deadline, coaches and 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 submit their school's On-Line Team Record Report Form and are consequently ruled ineligible for the State Final Series **must formally withdraw** (see Withdrawal Procedures/Breach of Contract above in section III-C).

_____ **NOTE:** Each coach will provide a team roster to the manager at each Regional and Sectional Tournament in which they compete. A typed list is preferred by tournament managers.

_____ The IHSA will send each Sectional Host (and all seeding meeting hosts) all of the Team Record Report Forms assigned to that Sectional Tournament for seeding purposes on the afternoon of February 9, 2015. All schools are encouraged to participate in the seeding meeting, however, each school continues to have the option of not attending their seeding meeting. **REMEMBER YOU MUST COMPLETE THE ON-LINE TEAM RECORD REPORT FORM BY NOON FEBRUARY 6, 2015.**

_____ **Confirmation:** Schools can login to their School Center site on the IHSA website under Activity Tracker to verify that their On-Line Team Record Report form has been received by the IHSA Office (as long as the person reporting has "Certified & Submitted" the form).

_____ All competing schools must complete the On-Line Team Record Report Form by noon Friday, February 6, 2015. **Please note:** It must include all completed matches you wish to be included to determine seed. If a school neglects to submit their On-Line Team Record Report Form, coaches and 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 **must formally withdraw** (see Withdrawal Procedures/Breach of Contract above in section III-C). **ALL** participating schools **MUST** go to IHSA.org then to their School Center and complete the required On-Line Team Record Report Form. The information collected will be sent electronically by the IHSA Office directly to the Seeding Meeting Host to be used in the regional seeding process. Coaches will continue to have the option of attending the seeding meeting, but they **must "CERTIFY & SUBMITTED" THE TEAM RECORD REPORT FORM ON-LINE FORM TO THE IHSA OFFICE.**

2. _____ **Attendance Optional Seeding Meeting:** Coaches will continue to have the option of attending the seeding meeting, but they **must SUBMIT THE TEAM RECORD REPORT FORM ON-LINE FORM TO THE IHSA OFFICE.** It is recommended that schools send a representative to the Sectional Seeding Meeting, but it is not a requirement. It would be courteous to contact the Seeding Meeting Manager to inform them of your plans.

3. _____ **Required Team Rosters:** Schools must submit to the tournament manager a team roster prior to the start of each level of competition. We are suggesting that coaches supply a typed copy of their team roster to the tournament manager upon arrival at the competition site. You must designate 15 students you plan to use in each level of the state series. You may use different combinations at each level of competition. However all participants to be used at any level provided they are eligible in all aspects to compete in IHSA events.

4. _____ **Required for Sectional Champions:** Sectional champions will advance to the State Final Tournament. Each sectional champion **MUST** enter their team data information in the Team Data area. Go to: IHSA.org; click on Schools & Officials Center Login"; enter School User ID and Scholastic Bowl Password. Click Required Data Forms; then follow screen instructions. Photographs of the team, coaches and administration along with the cut-lines (identification of people in the photo) **MUST BE RECEIVED** at the IHSA Office by Monday, March 16, 2015. Coaches are urged to plan ahead.

5. _____ **Required by All Coaches:**
 - a.) Each team shall be accompanied by at least one faculty member or other adult who has been designated as coach by the principal of the high school.
 - b.) Each school should designate to the moderator before the match begins the name of one (1) adult who will act as head coach. This head coach will be the only person permitted to approach the moderator and be involved in consultations with the moderator without being specifically requested to do so by the moderator.
 - c.) A school that uses "co-coaches" must designate a single head coach for a match, but may change head coaches for different matches in the same tournament.

6. _____ **Required Dress Code:** All Scholastic Bowl teams must wear appropriate matching tops for competing in the state series. Matching tops shall be defined as **BEING SIMILAR** in style, color, and markings. Members of the same gender must have **SIMILAR** tops, though males may wear slightly different tops than females.
 - a.) Team competitors and coaches will appear in appropriate attire. Acceptable apparel will include, but not be limited to: slacks, turtlenecks, sport shirts with collars, sport coats, T-shirts, sweatshirts, sweaters, nice jeans, skirts and dresses.
 - b.) Unacceptable apparel will include, but not be limited to: tank tops, cut-offs, short-shorts, clothing that advertise alcohol, drugs, or explicit material, jeans with holes or patches, hats or non-religious head gear, boxer-type shorts, spandex tights, **HOODED SWEAT SHIRTS** or pants worn below the hips.
 - c.) A student or coach may wear apparel that bears the trademark or logo of a manufacturer or distributor during competition provided that the student or coach's apparel bears only a single manufacturer's normal label or trademark, not to exceed a one and one-half inch by one and one-half inch square.



Seeding Instructions



- www.ihsa.org • rmcgraw@ihsa.org or clowery@ihsa.org •
- Phone: 309-663-6377 • Fax: 309-663-7479 •

Seeding Meeting Date and Times

Sectional Tournament Managers will conduct a seeding meeting on Wednesday, February 12, 2014. The seeding meeting may not be held on school time. The Sectional Manager shall determine the specific time of the meeting. The purpose of the meeting will be to seed the top 8 teams in the Sectional and to determine the 4 regional hosts.

Purpose of Seeding

The objective of seeding is to pair teams in the Sectional so that, absent upsets, the two (2) strongest teams should meet in the final round of the Sectional.

Factors for Seeding

1. Only coaches present at the meeting may be involved in the ranking of teams.
2. One representative from each school shall vote.
3. Each team will be given the opportunity to compare their teams' strength by discussing head-to-head competition, indirect victories, season records, strength of returning team members.
4. Before a seeding vote begins, each team's weighted winning percentage should be displayed. The weighted winning percentage is calculated in the following manner: $(\text{winning percentage}) + (\text{total number of matches} \div 100)$. For example; 6 wins and 2 losses $6/(6+2) + (6+2)/100 = .83$ compared to 25 wins and 15 losses $25/(25+15) + (25+15)/100 = 1.025$ The following criteria should be applied when determining seeds:
 - a.) Head to Head common opponent or record
 - b.) Number of Matches Played
 - c.) Won/Lost Record
 - d.) Quality of Competition
 - e.) Returning players
5. Each representative will be given one (1) minute to speak on behalf of their team, and why they should be ranked favorably. Representatives may use this time ONLY to speak on behalf of their team. No team is to be denied their opportunity to speak, though a school may give up their time if they choose to. (Sectional Managers may choose to set a time limit.)
6. **For purposes of ranking, the best team shall be designated with the #8 (in other words, 8 points), the second best team shall receive the number 7 (7 points), etc., until the top 8 teams are identified. Obviously in this system the team receiving the most points is the number one seed.**
7. Ties will be broken by a coin toss.
8. Coaches are not to seed their own team.

Tournament Pairings

Regional Assignment of Schools: Following the seeding meeting, the seeds shall be faxed by the Sectional Manager to the IHSA where the remaining schools will be assigned geographically to a regional. When the IHSA develops the Regional brackets every effort will be made to separate the top four (4) seeds (and 5-8 if possible). However this can be impacted by who volunteers to host the Regionals and the relative geography involved.

Pairings: The bracketing and pairings of teams for each Regional (and State Final tournament) will be completed in the IHSA Office based upon their seed as determined at the seeding meetings. Pairings for the Sectional Round Robin Tournament will be predetermined by seed. The tournament will not be re-seeded at the Sectional level of competition. The pairing announcements will be posted on the IHSA website.

Regional Hosts: All Regional hosts will be assigned at the seeding meetings. The Regionals must be offered to the top seeds first (however, schools should keep geography in mind as the hosts are selected). If no school is willing to host the regional, then that regional will be cancelled.

REGIONAL SEEDING PROCEDURES

1. At each seed meeting, attending schools will seed **the top 8 teams**. Use the seeding instructions provided in this manual (the best team will be assigned the #8).
2. Four (4) Regional hosts must be selected at the seed meeting. The opportunity to host must be offered to the top seeds first. After this anyone can offer to host a Regional. Schools should keep the geography of the Regional in mind as they select Regional sites. Regionals without hosts will be cancelled.
3. When the IHSA develops the Regional brackets every effort will be made to separate the top four (4) seeds (and 5-8 if possible). However this can be impacted by who volunteers to host the Regionals and the relative geography involved.
4. Place all other schools in the 4 regional brackets according to the best geography.

Sectional

Regional A	1

Regional B	2

--

--

8

7

--

--

Regional C	4

Regional D	3

--

--

5

6

--

--

ASSIGNMENT OF SECTIONAL QUALIFIERS INTO THE SECTIONAL ROUND ROBIN TOURNAMENT

Regional winners will be assigned to the sectional round robin tournament in the following manner:

Round 1 A vs. D
B vs. C

Round 2 A vs. C
B vs. D

Round 3 A vs. B
C vs. D

As with all other bracketed tournaments, this format provides for the opportunity for the two regionals with the number 1 seeds to meet in the final round. However, as with all other sports/activities there is no guarantee that the number 1 seeds from those regionals will advance to the sectional level of competition. It only provides for the opportunity for them to meet. The only level of competition allowed to be seeded is the lowest level.



Tournament Series Structure



- www.ihsa.org • rmcgraw@ihsa.org or clowery@ihsa.org •
- Phone: 309-663-6377 • Fax: 309-663-7479 •

Criteria and Philosophy Used to Determine a State Champion

1. Qualifiers for the State Final Tournament are determined on a geographical basis.
2. Schools are assigned to a Regional based on their geographical proximity to the host sites and the geographical location of all the schools entered. The top 8 teams are paired in their respective Regional bracket on the basis of their seed as determined at the seed meetings (unless geography restricts such pairings).
3. The Regional champion will advance to a Sectional. Teams are paired at the Sectional tournament based upon the top seed in their Regional. If a Regional is canceled, one bye at the Sectional will represent that area.
4. The Sectional champions advance to the State Final Tournament. Sectional winners are paired at the State Tournament on the basis of a draw by lot.
5. Schools are assigned to the state series geographically. Only Regionals are seeded.
6. Factors that affect the assignments from year to year: a.) location of schools hosting a Regional &/or Sectional, b.) number of schools entered in state series, c.) classification, d.) number of schools in a Regional/Sectional.
7. The State Final Tournament is structured to include the “best teams” from each geographical area in the state, thus being a true State tournament. The State Final Tournament is not structured to represent the “best teams” in the state.
8. This system is seeking to crown a State Champion.

Basic Premises and Foundations upon Which This Activity is Based

1. Scholastic Bowl competition will provide a show place for the academically talented student developed by the Illinois school systems.
2. Scholastic Bowl competition provides an educational opportunity that is valuable to students taking any or all of the college entrance exams.
3. Scholastic Bowl competition is a continuation of Jr. High competition and provides articulation between feeder schools and high schools.
4. Scholastic Bowl provides motivation to learn and excel without the pressures of grades.
5. Scholastic Bowl will be an excellent entry for student's transcripts and record, mailed to colleges and prospective employers.

IHSA BY-LAW 5.340 – Scholastic Bowl

5.341 Season Limitation

- a. No school belonging to this Association shall organize its Scholastic Bowl teams, practice or participate in inter-scholastic contest earlier than Monday of Week 8 or later than Sunday of Week 38.
- b. Each school belonging to this Association shall be limited to practicing and participating in no more than one (1) scholastic bowl tournament beginning the Sunday of Week No. 38 and ending the Monday of Week No. 8.

5.342 Contest Limitation

- a. No school belonging to this Association shall participate on more than eighteen (18) dates of interscholastic contest, exclusive of the IHSA series.
- b. No individual shall compete on more than eighteen (18) dates, exclusive of the IHSA series.

An event in which 5 students representing 2 schools compete with or against each other in academic quizzing utilizing a format comparable to the IHSA series is considered a Scholastic Bowl contest. A date is a single day on the calendar. Tournaments held on a single date count as one date, regardless of the number of matches the team participates in. If a school sends teams to two different contests or tournaments on the same date, this counts as one date. The 18 dates may be spread over the weeks from the opening of school (Monday of Week 8) and the end of the Scholastic Bowl season (Sunday of Week 38). Summer contests, academic contests with rules that are not comparable to the IHSA series format, if held after the state series, are not included in the 18 dates. JV or Frosh/Soph teams and players must also follow the 18-date rule. Schools are allowed to count the Masonic Tournament as one date.



Instructions for Scorekeepers & Moderators



- www.ihsa.org • rmcgraw@ihsa.org or clowery@ihsa.org •
- Phone: 309-663-6377 • Fax: 309-663-7479 •

Instructions for Scorekeepers

Note: Be sure to read the current "Rules for Illinois Scholastic Bowl." This is only a summary of duties.

Pick up a Score Sheet from the local manager prior to each match.

Discuss timekeeping duties with the Moderator. Be prepared to assist with the timing of 30-second calculation toss-ups, time outs, halftime, and appeals. Moderators typically handle their own 10-second and 3-second timing. If you are not able to assist with timekeeping duties, ask to have a volunteer appointed.

Enter the team rosters and other requested information on the Score Sheet. List the starters first, in the order they are seated. The roster is also needed by the Moderator to verify that nameplates are legal.

Record toss-up and bonus points earned for each question. Experienced scorekeepers may also be able to record the question categories and the number or name of the player attempting each toss-up.

Keep the running score for each team by calculating a new total after each question. Each toss-up is worth 10 points. Each of the three bonus parts is worth 10 points, for a total of 30 points per bonus. Consult with the moderator if you are unsure how many points to award; it is critical that your Score Sheet be 100% accurate.

Point out any errors to the Student Scorekeeper who is keeping score on the blackboard. Blackboard results are unofficial.

If a coach asks for a score check, report the score. Resolve any discrepancies by working back through the Score Sheet.

Act as an official for the match. If you catch an error on the part of the Moderator or the person keeping time, notify the Moderator immediately. If there is an appeal, the Moderator may ask for your help in reaching a decision on the matter. (Adults Only)

At the end of the match report the final score to the Moderator. In the event of a tie there will be an overtime period with one or more toss-up/bonus questions; record the results on the Score Sheet. Sign the Score Sheet, and have each coach initial the Score Sheet next to their name.

Return the Score Sheet and Team Roster to the local manager following the completion of the match.

Instructions for Moderators

Note: Be sure to read the current "Rules for Illinois Scholastic Bowl." This is only a summary of duties.

Be prepared for the match to begin. Pick up two question sets from the secure location and give one set to the Scorekeeper (if they are an adult). **Verify that you have the appropriate question set.** Verify seating, equipment, nameplates, and uniforms. Teams must be in the room when the match is scheduled to begin. Consult with the Local Manager on potential uniform violations or possible forfeits.

Familiarize yourself with the equipment before the match begins. Understand the operation of the reset button and how to "clear" the system. Note that there are some models which clear *themselves* after a short period of time. If the lockout system has a built-in timer, familiarize yourself with its operation and check that it is working correctly.

Be sure that all cables are safely and tightly connected. Conduct a pre-test of the system if you are the first to use equipment that has just been set up in the room. Players will also test the system during introductions for each match.

Greet everyone and conduct the introductions. State your own name and introduce all tournament personnel in the room. Verify captains. Ask each captain to introduce their team and coaches; the lockout system is tested during introductions. Identify/Verify the head coach for each team; only the head coach may call a time-out, and only the head coach or a competing player may initiate an appeal. Clarify the pronunciation of any names that are not spelled the way they sound. Speak loudly, enunciate clearly, and request that all players do the same. If any nameplates are blocking your view of the indicator lights, adjust their positions. Players must begin the match with blank papers or empty bonus grids, and may not begin writing until introductions are over.

Be firm, and in control, at all times. You are in charge! The Moderator should not be tentative in any way. It should be clear to everyone in the room that you are running the match. If there are spectators, remind them that they need to be silent during the match. The moderator has the authority to eject unruly persons during the match.

Clarify how you will be recognizing players who ring in to answer a toss-up. Recognition by name prior to answering is the historical preferred style, but there is no penalty for answering without being recognized.

Remind players that they may stand up, huddle, and confer quietly during bonus questions, and that there is no penalty if players continue to confer, write, or hold writing implements, even while players are answering.

Shield the questions. The student keeping score on the board and/or the students sitting around you may be ones who will later be subbed into the game. In cramped quarters, the current players may be able to see answers. Do not leave questions exposed during time-outs or halftime when students and coaches are allowed to stand up or move around the room.

Do not read too fast or too slow. Reading too fast creates a frenetic feeling that is inappropriate for high school Scholastic Bowl. Reading too slow makes it difficult for players to remember the beginning of the question by the time you get to the end; furthermore, reading too slow will delay the match and throw off the schedule for the entire tournament. Use a natural rhythm not unlike what you might hear from a television newscaster.

Be sure that the system is reset before each toss-up is read. Players or coaches will probably say the word "Clear!" if you forget to reset before reading a toss-up. This is not illegal talking; it is *your* error. **Do not reset the system until after you recognize the player who rings in and the player has begun speaking.** Clear the system as soon as possible after that so the second team can ring in if the answer from the first team is ruled as incorrect.

Say the question number; pause; category; pause; indicate if it's a computation; then begin reading the question. A buzzer is considered inadvertent prior to the first word of the question; there is no penalty. An appeal must be requested before the first word of the next toss-up or bonus. Time-outs must be called before the category is stated.

Do not favor one team or the other. Be careful to direct the reading of questions to each team, not one side or the other.

Time 10 seconds (or 30 seconds in the case of questions involving computation) from the completion of the reading of each toss-up and if neither team rings in, call "time" when this time expires. Remember that the second team always has at least a three second grace period (and at most the remainder of the 10 or 30 seconds) in which to respond if the first team's answer is ruled incorrect. If the first team responds before the toss-up question is fully read, time does not start; start the time after the toss-up question has been completely read for the second team. If you need assistance with timekeeping duties, ask the Scorekeeper, or ask for a volunteer to be appointed.

Time the three seconds (typically with a silent count or hand gesture count).

Apply the Rules on Communication (4-A), Penalties (4-G), Answering (4-B) and Completeness (4-C) fairly and to the best of your ability. Here are a few important points:

Players must begin answering within three seconds of being recognized. Words such as "uh", used as a delay tactic does not constitute answering. Use hand swipes to count this out visually. If a player pauses in mid answer, start counting immediately. The three second limit is cumulative for all hesitations and pauses. Computations are not treated differently; the usual three second rule applies.

If a player gives additional correct information, that pertains to the correct answer, without pause, up to a total of two pieces of information, the answer will be ruled correct. If a player gives additional information that is incorrect, or additional information that is correct but unrelated, the answer will be ruled incorrect. This rule may apply to, but is not limited to, creator/creation situations such as author/title.

Prompt whenever necessary. Moderators must ask for additional information to be given ("prompt") if the answer given is correct but is ambiguous.

Be the best possible judge. Moderators have the authority and the responsibility to accept or reject alternative answers and different forms of answers, using their best judgment. A correct answer should be ruled as correct regardless of what is printed on the page.

Here are a few of the major points from the Rules on Toss-Up Questions (4-D) and Bonus Questions (4-E):

Stop reading the toss-up question immediately if a player buzzes in before you finish. Good players are waiting for you to get to the *key word* that will finally narrow their mental list down to the one answer that fits, and will buzz in as you open your mouth to say the key word. If you blurt out that word or more, you give an advantage to a team using this strategy.

If you are interrupted during the first reading of a toss-up, and the answer given is incorrect, resume reading at a natural point in the question's wording. Although it behooves the second team to wait for you to finish the entire question, teams are not required to do so. Coaches and players may use the "Wait" gesture without penalty at this, or any time during the match.

Discard and replace any "hoses". If a moderator believes that a toss-up has misled the listener by clearly changing intent or direction and that has resulted in a wrong answer on an early buzz by one or both teams, the toss-up should be discarded and replaced.

During the reading of the bonus, time 10 seconds for each part.

After reading the bonus lead-in, bonus parts are read one at a time. Players on both teams may stand, huddle, confer, write, and/or hold writing implements during reading or answering with no penalty. The controlling team has up to ten seconds to begin their answer; prompt them after eight seconds with the phrase, "answer please." If the controlling team says "pass" or if their answer is incorrect, turn towards the rebounding team and give them just three seconds to begin their answer or "pass". If neither team gives a correct answer, read the correct answer and proceed to the next bonus part. When the bonus is complete, announce the number of points earned by each team.

It is recommended that the captain give answers to bonus parts, but the moderator should take the first answer that is unambiguously directed at him or her. If conflicting answers are directed at the moderator, ask the captain to choose which one to consider. The determination of whether an answer is directed at the moderator is not protest able.

Bonus lead-in's or parts may not be repeated unless, in the moderator's opinion, the question may not have been understood because of moderator error, wording error, or an environmental condition in the room.

Consider the player's entire answer and rule it as either correct or incorrect with those words only. You must never use body language, visual cues, or other wordings that may give clues to the other team.

If neither team gives the correct answer, state the correct answer without undue editorial comment. In some cases the printed answer includes helpful information you can give.

Apply the Rules on Equipment Malfunctions (4-F), Moderator and Timekeeper Errors (4-H), and Replacement Questions (4-J) fairly and to the best of your ability. Unread bonus questions can be used later in the match to replace a bonus question.

Apply the Rules on Appeals (4-I) and Moderator's Authority (4-K) fairly and to the best of your ability. Understand the limitations on appeals: Appeals must be reasonable and civil; no arguments are allowed; no more than ten minutes total; and only the moderator may leave the room. The Moderator always has the right to refuse to hear an appeal on a matter of correctness of an answer.

Declare half time after the 12th toss-up question. Teams will need to change sides if either coach requests it.

Time the time-outs, halftime, and appeals. Time-outs can be either 30 or 60 seconds; the coach will state which he or she wants. Halftime is 5 minutes, although it may end sooner if both Coaches agree. An appeal (which does not count as a time-out) may last no more than 10 minutes, but is often resolved within a few minutes.

After time-outs and halftime, verify captains and ask if there have been any substitutions. Allow subs to test buzzers, and then test all buzzers quickly if appropriate. Verify nameplates and uniforms for subs before resuming; subs must enter the match with blank papers or blank bonus grids and may not begin writing until after all introductions are completed.

End the match. After the final question declare the match over. Verify the score. If there is a tie, conduct overtime using replacement toss-up and bonus questions. Thank everyone involved, congratulate the winning team, and urge that good sportsmanship be exhibited by all. Collect the question set from the Scorekeeper and return both sets to the secure location. Tell the local manager who won the match.



State Final Program Information



- www.ihsa.org • rmcgraw@ihsa.org or clowery@ihsa.org •
- Phone: 309-663-6377 • Fax: 309-663-7479 •

**Deadline: Monday, March 16, 2015
at 8:00 a.m.**

Schools are Required to Submit State Final Program Information Online

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 Scholastic Bowl State Final Tournament.

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

To log in the Schools Center, go to the main IHSA Web page (www.ihsa.org) and click on the “Schools & Officials Center Login”; Enter your School User ID and Scholastic Bowl Coaches password (obtainable from your A.D. or principal) to log in. On the main menu of the Schools Center, follow the row across until you find a link labeled “SFInfo” in the column labeled “Required Data Forms”. Click on “SFInfo” and follow the instructions to fill out the required pages.

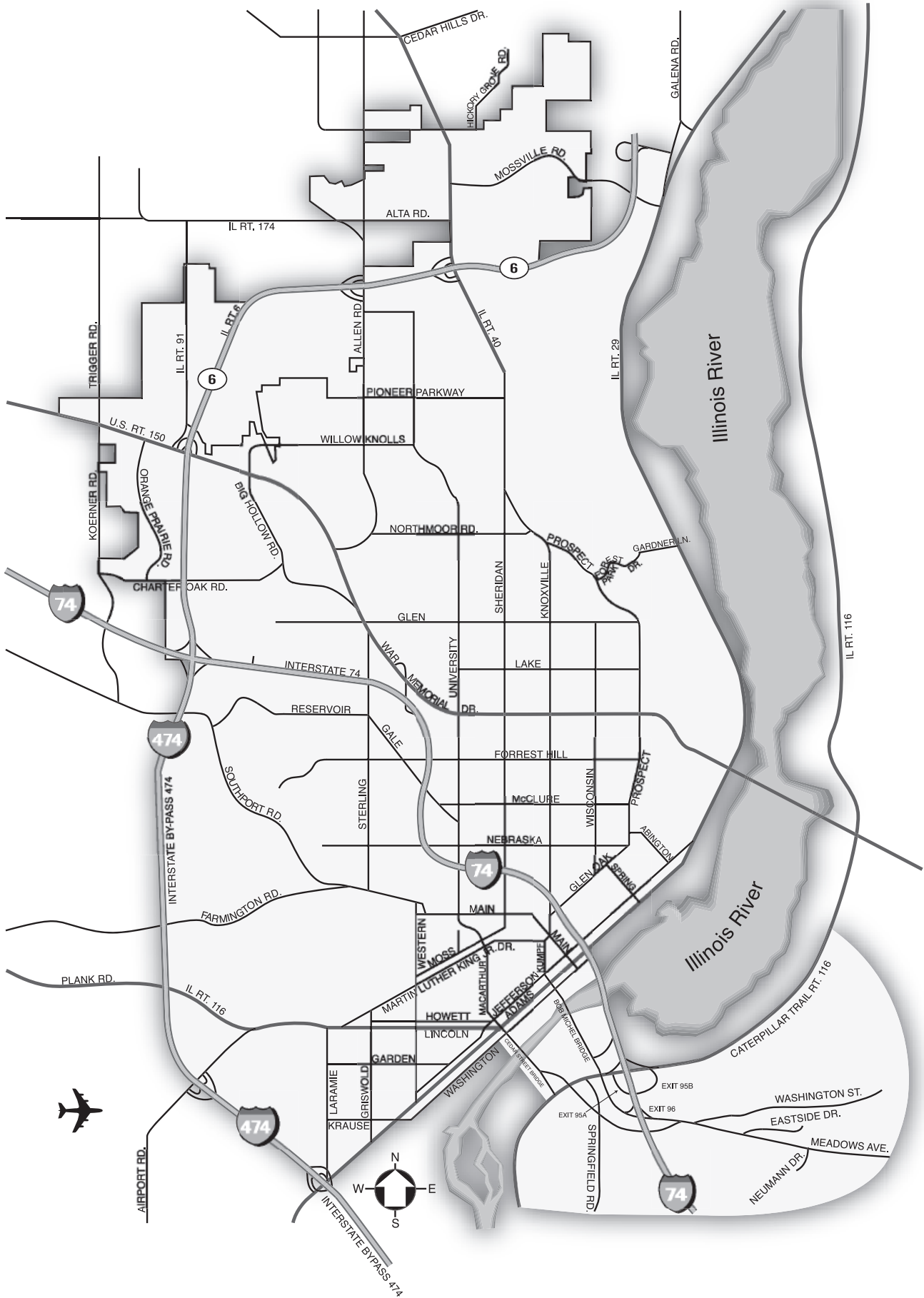
The information you will provide online includes administration, coaching staff, coaching history, season record, and roster. Up-to-date statistics must be submitted on the printed forms included in this manual and faxed to the IHSA office immediately after the last contest prior to the state final.

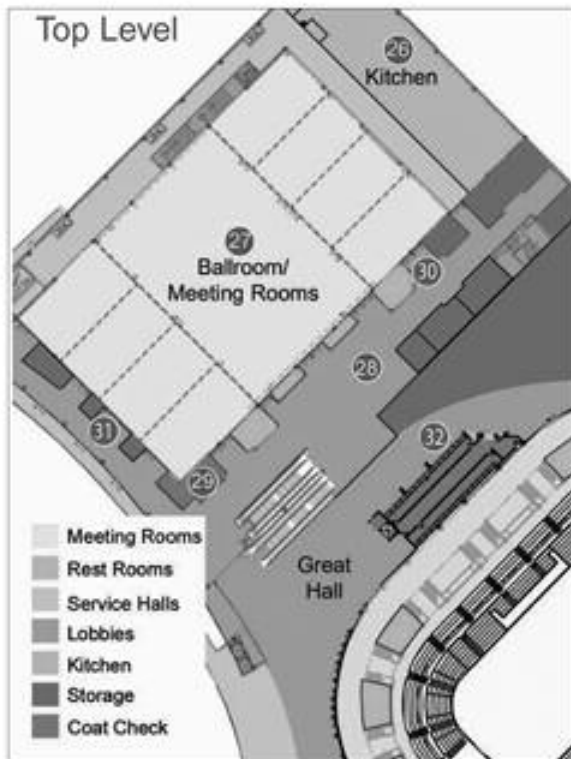
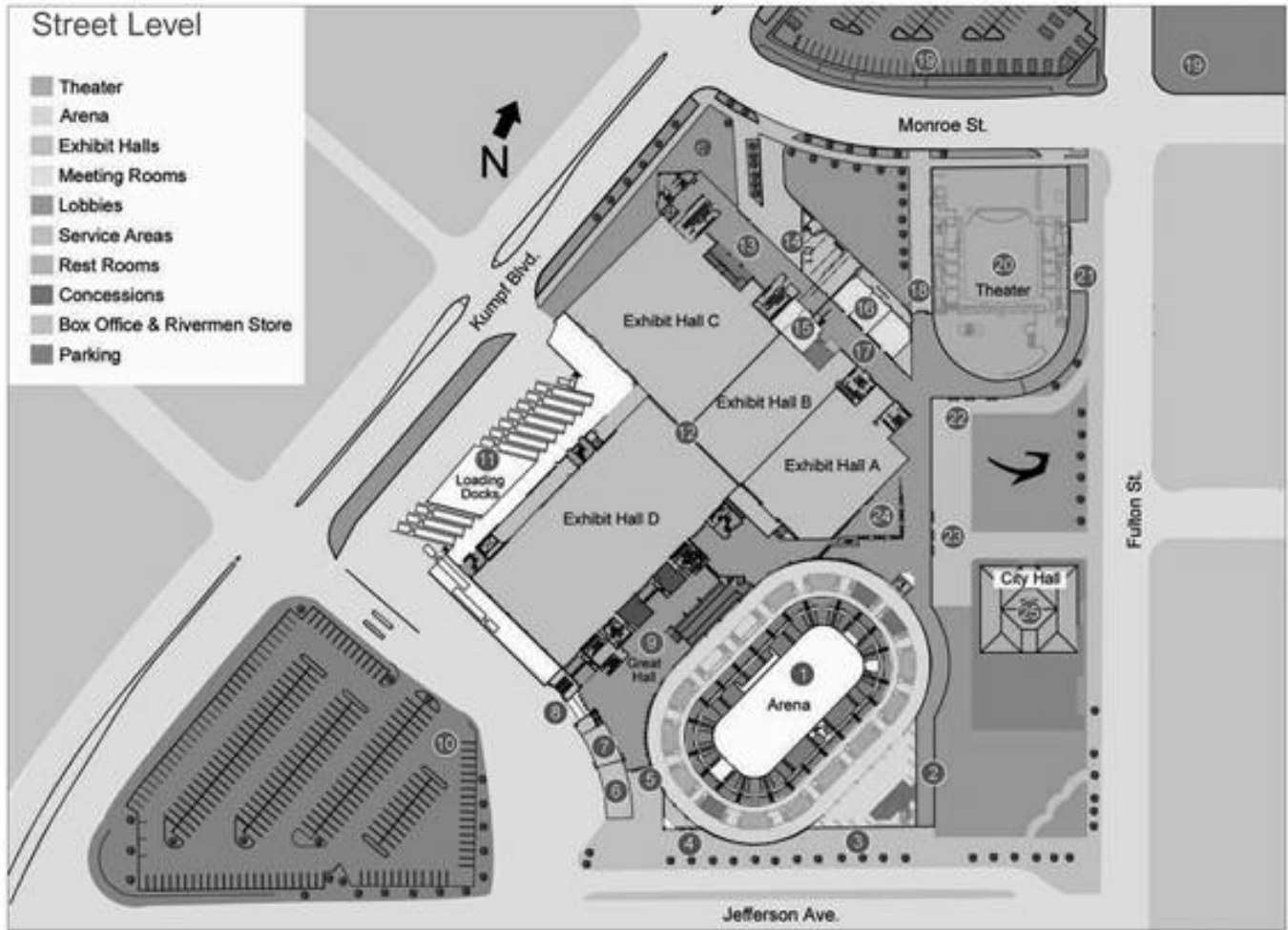
Team/Administrative Photos: Sectional Winners are **required** to submit their team picture, administration pictures (superintendent, principal, activity director, and head coach), and cut-lines (identification of each person in the picture) for the State Final Program.

Thank you for your cooperation.

(If you experience any problems, please call the IHSA Office and ask for Cheryl Lowery)

Map of Peoria Area





FINDING YOUR WAY

Street Level

- 1 Arena
- 2 Arena Entrance
- 3 Arena Entrance
- 4 Arena VIP Entrance
- 5 Great Hall Entrance
- 6 Peoria Rivermen Hockey Team Store
- 7 Box Office
- 8 Box Office Entrance
- 9 Great Hall
- 10 Marquee Parking Lot
- 11 Loading Docks
- 12 Exhibit Halls
- 13 Terrazzo Lobby
- 14 Terrazzo Entrance

15 Business Center

- 16 Meeting Rooms
- 17 Skylight Lobby
- 18 Monroe Theater Entrance
- 19 Fulton Parking Lot
- 20 Theater
- 21 Fulton Theater Entrance
- 22 Skylight Lobby Entrance
- 23 Triangle Lobby Entrance
- 24 Triangle Lobby
- 25 City Hall

Top Level

- 26 Kitchen
- 27 Ballroom / Meeting Rooms
- 28 Pre-function Space
- 29 Coat Check
- 30 Restrooms
- 31 Skyline Lounge
- 32 Club Room



Awards Presentation Procedures



- www.ihsa.org • rmcgraw@ihsa.org or clowery@ihsa.org •
- Phone: 309-663-6377 • Fax: 309-663-7479 •

Immediately following the Championship/Consolation round of play, all teams and fans should report to the center area of the Grand Ballroom for the awards ceremony (the same location used for the opening ceremonies and team tables). The awards ceremony will proceed as follows:

1. The top 4 teams for Class A and Class AA will sit in the front of the room prepared for the presentation.
2. The Class A and AA 4th place teams will be asked to the stage area first. The class A and AA 3rd place teams will be awarded next. The class A and AA 2nd place teams will be awarded next. The class A and AA 1st place teams will be awarded next.
3. Class A will be recognized first, followed by Class AA.
4. IHSA administrator will introduce the school administrators, followed by the head coach.
5. After being announced, the head coach from each team will be asked to remain at the podium.
6. The head coach will then announce his/her team in the order submitted to us on line. We will provide coaches with a list to read from. IHSA Board members will drape the contestants with their medal on stage. Contestants should exit the stage on the side opposite the side they entered the stage and have their individual photo taken. After all team members have been recognized, the team trophy will be presented to the coach and team captains by an IHSA Board member. The entire team should immediately assemble for a team photo on the exit side of the stage.
7. Each team will follow this procedure and then return to their original seat. Teams are requested to return to their seat quietly via the back of the room so as to respect the awards ceremony of the schools that follow them.
8. If requested, the IHSSBCA will be permitted to read the names of the All State recipients. If the recipient is present they may come forward to receive their award. Only the athlete will be permitted to come forward.

IHSA Licensed Vendor



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

School Information:

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

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

Vendor Information:

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

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

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

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

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

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

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

Royalty Report: For a downloadable pdf of the Royalty Report go to http://www.ihsa.org/documents/forms/State_Tournament_Series_Royalty_Report.pdf



The IHSAA Office has sets of questions available for sale from past state tournaments is \$50.00 for each set purchased.

The following question sets are available for purchase:

Year	Quantity
2002-2003	
2003-2004	
2004-2005	
2005-2006	
2006-2007	
2007-2008	

Year	Quantity
2008-2009	
2009-2010	
2010-2011	
2011-2012	
2012-2013	
2013-2014	

If you are interested in purchasing questions, complete this form and return it with

Attn.: Cheryl Lowrey (lowrey@hsa.org fax 309-7479)

Illinois High School Association

2715 McGraw Drive

Bloomington, IL 61704

Question files will be emailed upon receipt of payment.

Name:
Email Address:
School / City:
Purchase Order Number:
Name as appears on Credit Card:
Credit Card Number (MasterCard or Discover)
Credit Card Expiration Date:
CSV Number:
Phone Number:

Scholastic Bowl Score Sheet

Tournament/Round/Level: _____

Date: _____ Scorer's Signature: _____

Town/School: _____ Final Score: _____

Town/School: _____ Final Score: _____

Coach: _____ Initials: _____

Coach: _____ Initials: _____

Roster (1-5 = Starters; 3 = Captain): 8	
1	9
2	10
3	11
4	12
5	13
6	14
7	15

Roster (1-5 = Starters; 3 = Captain): 8	
1	9
2	10
3	11
4	12
5	13
6	14
7	15

1st Half Time Out: 30s 60s 2nd Half Time Out: 30s 60s

1st Half Time Out: 30s 60s 2nd Half Time Out: 30s 60s

	Tossup Category/ Respondent*/Score	Bonus Category/ **Score	Running Total
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			
22			
23			
24			
Tie			

	Tossup Category/ Respondent*/Score	Bonus Category/ **Score	Running Total
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			
22			
23			
24			
Tie			

Tossup: 5 S- 5 M- 5 SS - 5 L - 3 A - 1 X -
 Bonus: 5 S- 5 M- 5 SS - 5 L - 3 A - 1 X -

* Tossup Score: Correct 10 pts; Incorrect mark as —

** Bonus Score: 3 parts 10 points each

Score Sheet © 2013 Illinois High School Scholastic Bowl Coaches Association (IHSSBCA). Created by Deb Voorhees. Modified by Rob Grierson.
 Permission granted to copy for use until the regular season Scorebook you purchased from the IHSSBCA arrives.

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

___ 1A	___ 5A	___ Class A
___ 2A	___ 6A	___ Class AA
___ 3A	___ 7A	
___ 4A	___ 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 Replacement Trophy Parts (check below): <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 rd /4 th Place Gold-side figure (#2) <input type="checkbox"/> Gold Girls Soccer-side figure 3 rd /4 th (#3) <input type="checkbox"/> Gold Music Lyre-side figure 3 rd (#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
--	---

Ind. Event Medals (indicate Event name): _____
 (ie: Pole Vault, Long Jump, Diving, 100-yd. Butterfly, Single, Doubles, 102lb., Speech: IE, etc.)

Name:
Email Address:
School:
Address:
City, ZIP Code:
Phone Number:
Fax Number:



**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:

<u>Qty:</u>	<u>Finish</u>	<u>State Medallion</u>	<u>Reg./Sect Medal</u>	<u>Shipping</u>
1 – 5	Goldtone (1 st)	\$4.45	\$3.95	\$6.50
	Nickel Silver (2 nd)	\$4.95	\$4.45	
	Bronze (3 rd)	\$4.60	\$4.15	
6 – 12	Goldtone (1 st)	\$4.20	\$3.70	\$7.00
	Nickel Silver (2 nd)	\$4.70	\$4.20	
	Bronze (3 rd)	\$4.35	\$3.85	
13 – 24	Goldtone (1 st)	\$3.95	\$3.45	\$7.50
	Nickel Silver (2 nd)	\$4.45	\$3.95	
	Bronze (3 rd)	\$4.10	\$3.65	
25 or more	Goldtone (1 st)	\$3.70	\$3.20	\$8.00
	Nickel Silver (2 nd)	\$4.20	\$3.70	
	Bronze (3 rd)	\$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 rd /4 th Place Gold-side figure (#2)	\$32.00, plus \$10.00 shipping
Girls Soccer – Gold-side figure 3 rd /4 th Place (#3)	\$30.00, plus \$10.00 shipping
Music Lyre – Gold-side figure 3 rd 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.

Macintosh
HD:Users:jackieiverson:Desktop:***Ma
nual Files:Awards forms:School
Awards Form.doc

