

2013-14

Girls Soccer

**Manual for
Managers**



2013-14 Girls Soccer Managers Manual and Forms

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Revision History



2013-14 Girls Soccer Series Terms and Conditions

In accordance with Section 1.450 of the Constitution, the Terms and Conditions governing the 2013-14 IHSA Girls Soccer Tournament Series have been approved by the Board of Directors.

I. SCHOOL CLASSIFICATION

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

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

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

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

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

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

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

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

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

1) Schools with enrollments of 800 and below will be Class 1A

2) Schools with enrollments of 800.01-1741 will be Class 2A

3) Schools with enrollments of 1741.01 and above will be Class 3A

II. DATES AND SITES

A. Class 1A

Thirty-Two Class 1A sites shall be selected by the IHSA Office to host the Semifinal and Final games for each Regional Tournament. Regional Quarterfinal games shall be played at the higher seeded team unless the two competing schools mutually agree to change sites. Regional Quarterfinal games shall be sched-

uled on Friday or Saturday, May 9 or 10, Regional Semifinal games will be played at designated sites on Tuesday or Wednesday, May 13 or 14, and the Regional Finals will be held on Friday or Saturday, May 16 or 17. All Regional dates and times shall be determined by the host school.

B. Eight Class 1A sites shall be selected by the IHSA Office to host the Semifinal and Final games for each Sectional Tournament. Sectional Semifinal games will be played at designated sites on Tuesday or Wednesday, May 20 or 21, and the Sectional Finals will be played on Friday or Saturday, May 23 or 24. All Sectional dates and times shall be determined by the host school

C. Four Class 1A sites shall be selected by the IHSA Office to host the Super-Sectional game. The Super-Sectional game will be played on Tuesday, May 27. All Super-Sectional start times shall be determined by the host school.

D. The Class 1A Semifinal and Final games of the State Final will be played on May 30-31 at North Central College in Naperville.

E. Class 2A & 3A

Thirty-two Class 2A and thirty-two Class 3A sites shall be selected by the IHSA Office to host the Semifinal and Final games for each Regional Tournament. Regional Quarterfinal games shall be played at the higher seeded team unless the two competing schools mutually agree to change sites. Regional Quarterfinal games shall be scheduled on Friday or Saturday, May 16 or 17, Regional Semifinal games will be played at designated sites on Tuesday or Wednesday, May 20 or 21, and the Regional Finals will be held on Friday or Saturday, May 23 or 24. All Regional dates and times shall be determined by the host school.

F. Eight Class 2A and eight Class 3A sites shall be selected by the IHSA Office to host the Semifinal and Final games for each Sectional Tournament. Sectional Semifinal games will be played at designated sites on Tuesday or Wednesday, May 27 or 28, and the Sectional Finals will be played on Friday or Saturday, May 30 or 31. All Sectional dates and times shall be determined by the host school.

G. Four Class 2A and four Class 3A sites shall be selected by the IHSA Office to host the Super-Sectional games. Super-Sectional games will be played on Tuesday, June 3. All Super-Sectional start times shall be determined by the host school.

H. The Class 2A and Class 3A Semifinal and Final games of the State Final will be played on June 6-7 at North Central College in Naperville.

III. ON-LINE ENTRIES, WITHDRAWL PROCEDURES, ELIGIBILITY, AFFIRMATIVE ACTION AND ON-LINE LIST OF PARTICIPANTS

The policy for Original Entry Deadlines, Late Entries, and Late Withdrawals shall be the policies and procedures regarding entry for all IHSA-sponsored sport/activities included in the 2013-14 Policies and Procedures.

A. On-line Entries

All member schools must enter their school into the state series competition through the IHSA School Center on the IHSA Website at www.ihsa.org. The deadline for entry is **February 1, 2014**. The 2013-14 Entry Policy and Procedures outlining the online entry procedures for all IHSA-sponsored tournaments can be found in the Schools Center on the IHSA website.

B. Late Entries:

Any attempt to enter a sport or activity on-line after the established deadlines will be denied. Schools that wish to enter after the deadline will be considered late. To be considered for late entry, the Principal/Official Representative must contact the IHSA administrative officer in charge of that sport or activity. The penalty for late entry shall be a payment of \$100.00 for that sport/activity by the school.

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

To withdraw without penalty, the Official Representative must notify the IHSA Office, in writing, of the school's withdrawal from the respective sport by 2:00 p.m. on the Monday prior to the Wednesday Season Summary Form deadline.

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

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

D. Eligibility

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

E. Affirmative Action

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

IV. HOST FINANCIAL ARRANGEMENTS

A. At Member School Sites:

1) Class 1A, 2A & 3A Regional Quarterfinal Games: The Quarterfinal games of the Regional tournament are financially independent. The host school shall pay all local expenses and issue checks to game officials. If admission is charged the host school will receive 100 percent of the gate receipts. IHSA will reimburse the school for the cost of the game officials.

2) Class 1A, 2A & 3A Regional Semifinal and Final Games: The host school shall pay for all local expenses and issue checks to game officials. Each host shall receive a flat fee of \$440.00 for hosting the semifinal and final games of Regionals and shall be reimbursed the cost of officials. The host shall retain 20% of the net income and submit remainder to the IHSA. In the event of a negative balance, the host shall be reimbursed for the entire deficit. If admission is not charged, the host school shall forfeit the guarantee.

3) Class 1A, 2A & 3A Sectional Semifinal and Final Games: The host school shall pay for all local expenses and issue checks to game officials. Each host shall receive a flat fee of \$440.00 for hosting the Sectional games and shall be reimbursed the cost of officials. The host shall retain 20% of the net income and submit remainder to the IHSA. In the event of a negative balance, the host shall be reimbursed for the entire deficit. If admission is not charged, the host school shall forfeit the guarantee.

4) Class 1A, 2A & 3A Super-Sectional Games: The host school shall pay for all local expenses and issue checks to game officials. Each host shall receive a guarantee of \$240.00 and shall be reimbursed the cost of officials. Host shall retain 20% of net income and submit remainder to the IHSA. In the event of a negative balance, the host shall be reimbursed for the entire deficit. If admission is not charged, the host school shall forfeit the guarantee.

B. Sites Other Than Member Schools:

When Sectional and Super-Sectional tournaments are held at sites other than IHSA member schools, the IHSA administrator in charge will determine the financial arrangements with the host using current financial arrangements as guidelines.

C. Admission Prices:

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

Regional Quarterfinals, Semifinals and Finals - \$4.00 per day
Sectional Semifinals and Finals - \$5.00 per day
Super-Sectionals - \$5.00 per day
State Finals - \$6.00 per session
Baby in Arms - No charge

D. Team Tournament Expenses:

1) In the State Final Tournament, the teams participating in the tournament shall be allowed transportation expenses at the rate of \$2.00 per mile per team for one round trip to and from the site where the tournament will be played. In addition, each team that participates in the State Final Tournament shall receive a flat expense allowance under the following formula, based on the school's distance from the State Final site:

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

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

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 at www.ihsa.org.

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

- a) Regional Contest = No Charge
- b) Sectional Contest = No Charge
- c) Super-Sectional = No Charge
- d) State Final = \$100.00

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

V. TOURNAMENT ASSIGNMENTS AND SEEDING

A. Class 1A-3A Assignments for Schools: All Class 1A, 2A, and 3A teams outside the Chicago suburban area will be assigned directly to Regional tournaments. Class 2A and 3A teams in the Chicago subur-

ban area will be assigned to a sectional complex. The Sectional complex will utilize true seeds unless conflicts arise from the seeds of the pre-determined hosts. Generally, the Chicago suburban area will be defined as the following counties – Cook, Northern Will, DuPage, Kane, and Lake. The Regionals will utilize true seeds for determining their Regional bracket.

B. Tournament Series: The successive tournament series shall be designated respectively as Regional, Sectional, Super-Sectional and State Final. The IHSA Office will select all Regional, Sectional and Super-Sectional host sites. All schools entered in the state series will be assigned to a site based on geography.

C. Season Summary Form: Schools entered into the Class 1A, 2A and 3A state series will be required to submit a *Season Summary Form* on-line in the IHSA Schools Center. Failure to do so by **10:00 a.m.** on Wednesday, April 23 for Class 1A, and **10:00 a.m.** on Wednesday, April 30 for Class 2A and 3A will result in a school forfeiting its opportunity to participate in the seeding process. The *Season Summary Form* can be found in the IHSA Schools Center.

D. Class 1A Seeding: All seeding will be conducted on-line through the IHSA Schools Center. Each school that completes the *Season Summary Form* by the established deadline shall have one (1) vote in the seeding process. No school shall vote for their own team. The link to seed the teams is located in the IHSA Schools Center and will be activated at **11:00 a.m.** on Wednesday, April 23. The deadline to seed teams is 12:00 Noon on Thursday, April 24. Seeding will only occur at the regional tournament level.

E. Class 2A and 3A Seeding: All seeding will be conducted on-line through the IHSA Schools Center. Each school that completes the *Season Summary Form* by the established deadline shall have one (1) vote in the seeding process. No school shall vote for their own team. The link to seed the teams is located in the IHSA Schools Center and will be activated at **11:00 a.m.** on Wednesday, April 30. The deadline to seed teams is 12:00 Noon on Thursday, May 1. Seeding will only occur at the regional tournament level.

F. Seed Meeting: Each school that completes the *Season Summary Form* by the established deadline shall have one (1) vote in the seeding process. No school shall vote for their own team. Seeding will occur at the Regional or sectional complex level, depending on each school's first level tournament assignment. Neither the Super-Sectional nor the State Final shall be seeded.

G. Sectional Pairings for Geographic Regionals: The sectional tournament bracket for those sectionals involving teams from geographic Regionals will be based on the luck of the draw.

H. Announcement of Pairings: The Class 1A pairings will be made by the IHSA and posted on the IHSA website no later than **Friday, April 25, 2014**. The Class 2A and 3A pairings will be made by the IHSA and posted on the IHSA website no later than **Friday, May 2, 2014**.

VI. TOURNAMENT STRUCTURE AND TIME SCHEDULES

A. Names:

The successive series shall be designated respectively, Regional, Sectional, Super-Sectional and State Final.

B. Time Schedules:

1) Single-Game Session Time Schedule (For example, if the game begins at 6:00 pm):

5:30-Warm-up clock will start for 20 minute warm-up.

5:50-When the warm-up clock strikes 0:00 teams return to benches.

5:51-In order: begin Equipment Check, Sportsmanship Meeting, Coaches and Captains Meeting, Coin Toss, Team Introductions and National Anthem.

6:00-Game begins.

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

3:30-Warm-up clock will start for 20 minute warm-up.

3:50-When the warm-up clock strikes 0:00 teams return to benches.

3:51- In order: begin Equipment Check, Sportsmanship Meeting, Coaches and Captains Meeting, Coin Toss, Team Introductions and National Anthem.

4:00-Game begins.

5:30-Warm-up clock begins for second game, and host will follow same schedule, omitting National Anthem.

3) State Final Tournaments:

**Class 1A
Friday, May 30, 2014
(Semifinals)**

Game 1 5:00 p.m.

Game 2 7:00 p.m.

**Saturday, May 31, 2014
(Finals)**

Game 3 3:00 p.m. – Loser Game 1 vs. Loser Game 2 (Third Place)

Game 4 5:00 p.m. – Winner Game 1 vs. Winner Game 2 (Championship)

Class 2A and 3A

Friday, June 6, 2014

Session 1 (Class 2A Semifinals)

Game 1 Class 2A 11:00 a.m.

Game 2 Class 2A 1:00 p.m.

Session 2 (Class 3A Semifinals)

Game 3 Class 3A 5:00 p.m.

Game 4 Class 3A 7:00 p.m.

Saturday, June 7, 2014

Session 3 (Class 2A Finals)

Game 5 Class 2A 11:00 a.m. – Loser Game 1 vs. Loser Game 2 (Third Place)

Game 6 Class 2A 1:00 p.m. – Winner Game 1 vs. Winner Game 2 (Championship)

Session 4 (Class 3A Finals)

Game 7 Class 3A 5:00 p.m. – Loser Game 3 vs. Loser Game 4 (Third Place)

Game 8 Class 3A 7:00 p.m. – Winner Game 3 vs. Winner Game 4 (Championship)

C. Starting Times:

Non-Lighted field – weekday games: Begin the first contest no earlier than 4:00 p.m. and no later than 4:30 p.m. Host manager determines if two games will be played on the same day or if one game each will be played on two days.

Lighted field – weekday games: Begin the first contest no earlier than 4:30 p.m. and the second contest no later than 7:00 p.m.

Saturday games: Begin the first contest no earlier than 11:00 a.m. and the second contest no later than 7:00 p.m.

Sectional Final and Super-Sectional games: Begin no earlier than 4:00 p.m. and no later than 7:00 p.m.

Note 1: If two (2) games are to be played back-to-back (doubleheader) on the same field, the second game may be scheduled to begin no later than 7:00 p.m.

VII. ADVANCEMENT OF WINNERS

A. Class 1A, 2A & 3A:

The winners of the thirty-two (32) Regional tournaments shall advance to eight (8) Sectional tournaments consisting of four teams each. The winners of the eight (8) Sectional tournaments shall advance to four (4) Super-Sectional games consisting of two teams each. The winners of the four (4) Super-Sectional tournaments shall advance to the State Final tournament.

VIII. TOURNAMENT RULES

A. Rules of Play:

The National Federation Soccer Rules are adopted as the official rules of play for the 2013-14 series of tournaments with the following provisions:

1) Each game in the tournament series will be played in two forty-minute halves.

2) During the State Tournament, if there is a seven (7) goal differential at the start of the second half or anytime after the start of the second half, the clock shall be reduced by half of the remaining time.

3) During Regional Quarterfinals, Semifinals, and Finals, and during Sectional Semifinals and Finals, if the first half has ended, and if play cannot be continued due to conditions such as darkness, weather, etc., the game shall be terminated unless tied. If the game is tied and cannot be continued, the game shall be considered suspended and must be continued from the point of interruption at the next available playing time (except Sunday). Once the game has begun, the game officials are solely responsible for the decision.

4) If a Super-Sectional game is suspended due to conditions that make it impossible to play, the game will be rescheduled for the next day from point of suspension or if mutually agreed upon by both head coaches that the game may be considered final. If the game cannot be played or completed by the Thursday night prior to the State Semifinals, the team with the lead will be declared the winner. If the teams are tied and the game cannot be completed then a coin toss shall determine which team will qualify for the State Finals.

5) During weekday state series contests (M-Th), if a game is delayed (inclement weather, power outage, etc.) the game must resume by 10 p.m. No games shall start after 9 p.m. Local ordinances take precedence and will override the above.

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

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

B. Resolution of Tie Games:

Note 1: If the Class 1A, 2A & 3A third place game is tied at the end of regulation, the tie is broken by proceeding straight to penalty kicks following the procedure below.

The overtime used in the Illinois High School Association tournament series shall be as follows:

Play the regulation game and, if a tie exists;

5 minute break between regulation and 1st overtime

10 minutes-1st overtime period

2 minutes-between overtime period 1 and overtime period 2

10 minutes-2nd overtime period; and if a tie exists:

a) A coin toss occurs before: the first overtime; the first 5 kicks and the second set of 5 kicks. The visiting captain shall call the toss.

b) Each coach shall select five (5) players from the team roster to take tie-breaker kicks. The team winning the coin toss shall have the choice of shooting first or second. The goalkeeper for each team shall be any eligible team member determined by the coach. The teams will then each take five (5) tie-breaker kicks, alternating kickers. The team scoring on the greater number of these five (5) kicks shall be the winner.

c) If the score is still tied, a series of sudden victory tie-breaker kicks shall be taken. Each team shall designate five (5) different players to kick. Players shall kick alternately. If the first kicker from Team A scores and the first kicker from Team B does not score, the game is ended and Team A is the winner. If both first kickers score, the second kickers from each team take tie-breaker kicks and, if one scores but the other does not, the game is ended and the team of the scoring kicker is the winner. This process shall be repeated through as many as five (5) kickers for each team until there is a winner.

d) If the score is still tied, each team shall designate five (5) different players who did not kick under "c" above to take sudden victory tie-breaker kicks. Then the process of "c" is repeated. If the score is still tied, after these five (5) kickers from each team have taken their kicks, the process of "c" shall be repeated again, with any eligible player from the roster permitted to kick. **Note:** In any sequence of either the regular or sudden victory tie-breaker kicks no player may kick more than once in each ten (10) kick series. However, a player may kick in each ten kick series so, for example, a player may kick three times in a tie-breaker series which is not resolved until the twenty-fourth (24th) tie-breaker kick.

e) Kicking Procedure for tie-breaker kicks in the tie-breaking system: Kicks taken for tie-breaking purposes will be taken according to the following procedure:

(1) The kicker and goalkeeper will take their positions in preparation for the kick without delay.

(2) When ready, the referee will sound a whistle.

(3) The goalkeeper must start with both feet on the line and can only move laterally when the whistle sounds.

(4) Once the kicker starts his approach toward the ball, he may not interrupt his movement. The kicker will be permitted only one touch on the ball in taking the kick.

C. Tournament Officials

1) Officials for the Class 1A, 2A & 3A Regional Quarterfinal games must be obtained by the host school. All other tourna-

ment officials will be assigned through the IHSA Office.

Note: Information will be posted on the Schools Center no later than the Monday of the 1st round games.

2) In all tournaments, the decisions of the officials shall be final. The Board of Directors will not review decisions of officials, whether alleged errors are due to faulty judgment or misinterpretation of the rules.

D. Team Roster:

The coach of each competing school must indicate the names of twenty-two (22) players who will constitute the tournament squad prior to each game the team plays in the tournament series.

E. Substitution:

Schools may substitute persons on their team rosters for any reason and at any time between games throughout the state series provided all substitutes meet IHSA eligibility requirements.

F. Players in Team Uniform:

In each of the tournaments, no school shall have in uniform more than twenty-two (22) players. The twenty-two (22) players shall be the ones designated in D above. No more than a total of thirty (30) persons from a school may be on the field and/or team bench.

G. Players Uniforms:

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

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

H. Balls:

Balls for all levels of the State Tournament Series are being provided by Baden Sports, Inc. and only Baden balls may be used. The IHSA will provide three (3) Baden game balls for each Regional, Sectional and Super-Sectional site designated by the IHSA office and seven (7) Baden game balls for the State Final Tournament.

I. Unsportsmanlike Conduct:

1) Managers and officials have instructions to disqualify any player or coach guilty of profane or indecent language or gestures as well as gross unsportsmanlike conduct and shall be punishable under the provisions of By-laws 3.151, 6.011 and 6.012.

2) IHSA By-Law 2.040 gives the Board of Directors complete authority to penalize a school or individual(s) for any unsportsmanlike conduct on the part of the principal, coach, players or any member of the faculty or Board of Education, or any other official representative of any participating school.

3) Yellow cards received during regular season or tournament competition are tracked by the member schools. Once a coach or player has accumulated five yellow cards, they are suspended for the next game. Once the coach or player accumulates three additional yellow cards, they are suspended for the next two games; three more, they are suspended three games. These are minimum penalties. All yellow cards must be reported by the official to the IHSA and the member school as currently practiced with all ejection reports.

At the start of the IHSA tournament series, a coach and/or player will start with a clean slate if they have accumulated four or fewer yellow cards during the regular season. During the tournament series, once a coach or player accumulates five yellow cards, they are suspended for the next game; three more yellows, suspended for two games. If a coach or player enters the tournament series having accumulated five or more yellow cards during the season, their yellow card count continues.

4) All straight red cards received by a player and/or coach are to be tracked by the school and the IHSA. Recipients of the hard red card will have the following consequences:

1st straight red = 1 game suspension (current practice);

2nd straight red card = 2 game suspension for recipient;

3rd straight red card = 3 game suspension for recipient etc.

The straight red card(s) count accumulated during the regular will continue through the state series.

J. Practice:

In Regional, Sectional, Super-Sectional and State Final tournaments the host school shall not make its field available to visiting teams for practice sessions.

IX. TOURNAMENT POLICIES

A. Pre-Sale Tickets:

All tickets will be sold at the host site on the date of the contest.

B. All-Star Teams:

No officers of the tournament, game officials or anyone serving under the supervision of the IHSA may cooperate in any way in the selection of an all-star tournament team.

C. State Final Passes:

For the State Final Tournament games, each Class 1A, Class 2A and 3A Super-Sectional winner will receive:

1) Up to thirty (30) passes for its players and other team personnel

2) One (1) pass for properly licensed medical personnel. This individual must be listed on the school's Team Data Form.

3) Three (3) administrative passes will be provided for the Superintendent, Principal and Athletic Director. These passes allow bearer access to the stadium.

D. Bands:

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

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

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

E. Artificial Noisemakers:

All artificial and mechanical noise-making devices shall be excluded from the State Final venues. Cheerleaders may use megaphones.

F. Signs and Banners:

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

1) They are in good taste and reflect good sportsmanship in their message and use;

2) They reflect identification and encouragement to participants and their school/community;

3) They are not displayed on the field of play or in a manner which interferes with play;

4) They do not obstruct the view of participants or spectators; and

5) They are not safety hazards.

G. Cheerleaders and Mascots:

The number of cheerleaders permitted to cheer for the state finals shall be the same number that has cheered since the first game of the state series.

H. 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.

I. Media Requirements:

1) Provide Space:

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

2) Radio and TV Originators:

It is the responsibility of the Local Manager to accept applications, approve requests to originate, 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 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 Detail: 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.

J. Videotaping by Competing Schools or Spectators:

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

K. Tobacco Products:

No coach, player or any other person connected with a team shall be permitted to use tobacco products in the competition area, either during practice or while a contest is in progress.

L. 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.

M. Alcoholic Beverages and IHSA State Series:

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

N. Prayer at IHSA State Series Contests:

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

X. AWARDS

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

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

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

D. State Final: A trophy will be awarded to teams finishing first, second, third and fourth places in the State Final Tournament. A total of up to thirty (30) individual medallions will be presented to the first, second, third and fourth placing teams at the State Final Tournament. In addition, the Superintendent, Principal, Athletic Director and Athletic Trainer will be presented with a medallion.

XI. OFFICIALS

A. Appointment and Fees:

1) Regional Tournaments: Three (3) officials will be appointed by the IHSA Office for each Regional Semifinal and Final game. Each official will be paid a fee of \$57.50 per game.

2) Sectional Tournaments: Three (3) officials will be appointed by the IHSA Office for each Sectional Semifinal and Final game. Each official will be paid a fee of \$71.50 per game.

3) Super-Sectional games: Three (3) officials will be appointed by the IHSA Office for each Super-Sectional game. Each official will be paid a fee of \$97.00 per game.

4) Class 1A State Final Tournament: Six (6) officials will be appointed by the IHSA Office for the State Final games. Class 1A Officials will be paid \$127.50 per

game worked plus up to two nights lodging at a hotel designated by the IHSA Administrator. One (1) Head official will be appointed by the IHSA Office for the State Final games. The Head Official will be paid \$125.00 per day plus up to two nights lodging at a hotel designated by the IHSA Administrator. Two (2) 4th officials will be appointed by the IHSA Office for the State Final games. 4th Officials will be paid \$45.00 per game plus up to two nights lodging at a hotel designated by the IHSA Administrator.

5) Class 2A and 3A State Final Tournament: Eight (8) officials will be appointed by the IHSA Office for the State Final games. Class 2A and 3A Officials will be paid \$127.50 per game worked plus up to three nights lodging at a hotel designated by the IHSA Administrator. One (1) Head official will be appointed by the IHSA Office for the State Final games. The Head Official will be paid \$125.00

per day plus up to three nights lodging at a hotel designated by the IHSA Administrator. Two (2) 4th officials will be appointed by the IHSA Office for the State Final games. 4th Officials will be paid \$45.00 per game plus up to three nights lodging at a hotel designated by the IHSA Administrator.

B. Mileage Reimbursement Policy:

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



IMPORTANT DEADLINES AND STATE SERIES DATES

CLASS 1A

April 23 (Wed.)	Schools Must Submit the <i>Season Summary Form</i> online in the IHSA Schools Center by 10:00 a.m. View and/or Print Season Summary Forms
April 23 (Wed.)	Seeding form opens at 11:00 a.m. on April 23 . Submit Seeds On-Line in IHSA Schools Center by 12:00 Noon on Thurs., April 24 .
April 24 (Thurs.)	Deadline to Submit Changes to Regional and Sectional Game Times
May 2 (Fri.)	Regional Quarterfinal Game Schedule Due to IHSA Office by Noon
May 9-10 (Fri.-Sat.)	Regional Quarterfinals (<i>held at top seeded team's site</i>)
May 13-14 (Tues.-Wed.)	Regional Semifinals
May 16-17 (Fri.-Sat.)	Regional Finals
May 20-21 (Tues.-Wed.)	Sectional Semifinals
May 23-24 (Fri.-Sat.)	Sectional Finals
May 24 (Sat.)	<u>State Qualifier Data Form Due Online and Program Pictures Uploaded into the School Center</u>
May 27 (Tues.)	Super-Sectional
May 28 (Wed.)	<u>Up-to-Date Statistics Due to IHSA Office by 10:00 a.m.</u>
May 30 (Fri.)	State Final (Semifinal Games)
May 31 (Sat.)	State Final (3rd Place & Title Games)

CLASS 2A and 3A

April 30 (Wed.)	Schools Must Submit the <i>Season Summary Form</i> online in the IHSA Schools Center by 10:00 a.m. View and/or Print Season Summary Forms
April 30 (Wed.)	Seeding form opens at 11:00 a.m. on April 30 . Submit Seeds On-Line in IHSA Schools Center by 12:00 Noon on Thurs., May 1 .
May 1 (Thurs.)	Deadline to Submit Changes to Regional and Sectional Game Times
May 9 (Fri.)	Regional Quarterfinal Game Schedule Due to IHSA Office by Noon
May 16-17 (Fri.-Sat.)	Regional Quarterfinals (<i>held at top seeded team's site</i>)
May 20-21 (Tues.-Wed.)	Regional Semifinals
May 23-24 (Fri.-Sat.)	Regional Finals
May 27-28 (Tues.-Wed.)	Sectional Semifinals
May 30-31 (Fri.-Sat.)	Sectional Finals
May 31 (Sat.)	<u>State Qualifier Data Form Due Online and Program Pictures Uploaded into the School Center</u>
June 3 (Tues.)	Super-Sectional
June 4 (Wed.)	<u>Up-to-Date Statistics Due to IHSA Office by 10:00 a.m.</u>
June 6 (Fri.)	State Final (Semifinal Games)
June 7 (Sat.)	State Final (3rd Place & Title Games)



Manager Information



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

Thank you for your willingness to host a 2014 IHSA Girls Class 1A, 2A or 3A Soccer Tournament at your school. Your cooperation and assistance during this tournament series is greatly appreciated. PLEASE DOWNLOAD AND READ THE TERMS AND CONDITIONS and have it available at the matches.

This manual contains information for the management and conduct of the Girls Class 1A, 2A or 3A Soccer Tournament, which has been assigned to your school. PLEASE CHECK CAREFULLY THE DEADLINE DATES OF REPORTS THAT YOU ARE RESPONSIBLE FOR.

Financial Information (Regional/Sectional/Super-Sectional Manager):

Officials Fees:

1. **Regional games:** Each official will be paid a fee of \$57.50 per game worked.
2. **Sectional games:** Each official will be paid a fee of \$71.50 per game worked.
3. **Super-Sectional games:** Each official will be paid a fee of \$97.00 per game worked.

NOTE: Host school shall pay for all local expenses and issue checks to game officials.

Admission Prices:

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

Regional Quarterfinals, Semifinals and Finals - \$4.00 per day

Sectional Quarterfinals, Semifinals and Finals - \$5.00 per day

Super-Sectionals - \$5.00 per day

State Finals - \$6.00 per session

Class 1A, 2A and 3A Regional Quarterfinal Games: The Quarterfinal games of the Regional tournament are financially independent.

The host school shall pay all local expenses, including the cost of the officials. If admission is charged the host school will receive 100 percent of the gate receipts. IHSA will reimburse the school for the cost of the game officials.

Class 1A, 2A & 3A Regional Semifinal and Final Games: The host school shall pay for all local expenses and issue checks to game officials. Each host shall receive a flat fee of \$440.00 for hosting the Semifinal and Final games of the Regional and shall be reimbursed the cost of officials. The host shall retain 20% of the net income and submit remainder to the IHSA. In the event of a negative balance, the host shall be reimbursed for the entire deficit. If admission is not charged, the host school shall forfeit the guarantee.

Class 1A, 2A & 3A Sectional Semifinal and Final Games: The host school shall pay for all local expenses and issue checks to game officials. Each host shall receive a flat fee of \$440.00 for hosting the Semifinal and Final games of the Sectional and shall be reimbursed the cost of the officials. The host shall retain 20% of the net income and submit remainder to the IHSA. In the event of a negative balance, the host shall be reimbursed for the entire deficit. If admission is not charged, the host school shall forfeit the guarantee.

Class 1A, 2A and 3A Super-Sectional Games: The host school shall pay for all local expenses and issue checks to game officials. Each host shall receive a guarantee of \$240.00 and shall be reimbursed the cost of officials. Host shall retain 20% of net income and submit remainder to the IHSA. In the event of a negative balance, the host shall be reimbursed for the entire deficit. If admission is not charged, the host school shall forfeit the guarantee.

Soccer Balls (Regional/Sectional/Super-Sectional Manager):

Balls for all levels of the State Tournament Series are being provided by the Baden Sports, Inc. and only Baden balls may be used. The IHSA will provide three (3) Baden game balls for each Regional, Sectional, and Super-Sectional site and seven (7) Baden game balls for the State Final Tournament.

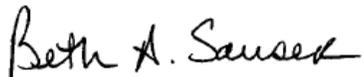
The IHSA assigns the following officials for Regional/Sectional/Super-Sectional games:

1. Three (3) officials will be appointed by the IHSA Office for each Regional Semifinal and Final game.
2. Three (3) officials will be appointed by the IHSA Office for each Sectional Semifinal and Final game.
3. Three (3) officials will be appointed by the IHSA Office for each Super-Sectional game.

See the 2014 Girls Soccer Managers or Schools Manual regarding the “IHSA ScoreZone Reporting Procedures” required of all hosts.

INQUIRIES: Please direct all inquiries concerning the IHSA Girls Soccer Tournament Series to Beth Sauser, Asst. Executive Director, or LeAnna Mutchler at the IHSA Office: (309) 663-6377.

Sincerely,



Beth A. Sauser
Assistant Executive Director

2013-14 SOCCER STATE ASSOCIATION ADOPTIONS

New sanctions to #11: Coaches Box

During regular and post season contests, and per NFHS rules, a designated coach's box must be marked for each game. By State Association Adoption, if one box or both boxes are not designated then coaching staff from each team must remain seated throughout the game.

First occurrence as a staff: Warning

Second occurrence as a staff: Caution

Third occurrence as a staff: Red Card and Ejection

1. By State Association Adoption, players may wear soft and yielding caps during inclement weather. Caps must be alike in color.
2. If anything (i.e. tape or velcro) is worn on the outside of the sock it must be clear or match the color of the socks.
3. Officials must meet with ball runner prior to the start of each game.
 1. Runners should be at least of Junior High age.
 2. Be consistent, be active and pay attention.
 3. Keep up with play.
 4. Don't coach or cheer for your team; remain neutral.
 5. Hand the ball to the player or place on the ground then retrieve the other ball.
4. Once an official arrives and enters the site of competition, their jurisdiction begins. Since officials are on the field during warm ups, their jurisdiction begins at that point, not solely 15 minutes prior to the game.
5. Pre-Game Protocol:

During regular season contests, when the warm-up clock runs to 0:00 (5 minutes before posted start time), officials, coaches and players meet for the equipment check, sportsmanship talk and coin flip.

If an announcer is present, introductions begin. If no announcer, game begins immediately. Following this protocol will allow athletes to warm up uninterrupted in preparation for the game.
6. Regular Season and State Series Contests:

In the event a game is suspended due to conditions that make it impossible to play, the head referee shall declare it an official game if one complete half or more of the game has been played.

If less than one half of the game has been played, the game may be continued from the point of interruption to the next available playing time; i.e., a delay may be called or a game suspended until rescheduled.
7. Class 1A/2A/3A Super-Sectionals Only:

In the event a game is suspended due to conditions that make it impossible to play, the game will be rescheduled for the next day from point of suspension. Or if mutually agreed upon by both head coaches, the game may be considered final.

If the game cannot be played or completed by the end of Thursday night prior to the State Semifinals, the team with the lead will be declared the winner. If the teams are tied and the game cannot be completed on Thursday, then a coin toss shall determine which team will qualify for the State Finals.
8. Caution Count:

Yellow cards received during regular season or tournament competition must be counted. Once a coach or player has accumulated five yellow cards, they are suspended for the next game. Once the coach or player accumulates three additional yellow cards, they are suspended for the next two games; three more - they are suspended three games, etc. These are minimum penalties.

 - a. All yellow cards must be reported by the official to the IHSA and the member school as currently practiced with all ejection reports. Schools are responsible to keep track of all yellow cards issued to their coaches and players. A yellow/red card form is available online through the IHSA Schools Center and the IHSA soccer webpage for schools to download during the season. Coaches are encouraged to complete the form and submit it to their Athletic Director after each game.
 - b. At the start of the IHSA tournament series, a coach or player will begin the tournament with a clean slate if they have accumulated four or fewer yellow cards during the regular season.

Soccer State Association Adoptions, continued

- c. If a coach or player enters the tournament series having accumulated five or more yellow cards during the season, their yellow card count continues. Once the individual accumulates 8 total cards they are suspended for two games; 11 yellows they are suspended for three games, etc.
- d. Officials who submit a yellow card report or an ejection report through the Officials Center do not need to send a separate report to the school. Schools are able to immediately see the yellow card or ejection report on their Schools Center.
- e. Officials who submit a yellow card report or an ejection report via fax to the IHSA need to send a separate report to the school.
- f. Schools or coaches who do not receive a special report electronically or by fax within 48 hours of the contest must send the officials name and ID number to the IHSA office for follow up. Officials who do not submit yellow/red cards will be contacted by the IHSA and may face sanctions.

Notes:

- 1. Once the game restarts cards cannot be rescinded after being issued, therefore all yellow and red cards MUST be reported to the school and the IHSA.
- 2. All yellow cards received are included in the yellow card count, regardless of how many the player or coach receives in a single game.
For example: If a player receives a caution during the game and then receives a subsequent straight red during the same game, that player's yellow card count will be charged for one and the red card count shall be charged for one.
- 9. Straight red cards received by a player or coach are to be tracked by the school and the IHSA. Recipients of the straight red card will have the following consequences:
1st straight red card = 1 game suspension (current practice);
2nd straight red card = 2 game suspension for recipient;
3rd straight red card = 3 game suspension for recipient etc.
The straight red card(s) count accumulated during the regular season will continue through the state series.
- 10. Goal Differential
During the regular season and State series games, if there is a seven (7) goal differential at the start of the second half or any time after the start of the second half, the clock shall be reduced by half of the remaining time. There are no other acceptable variations.
- 11. Coaches Box
During regular and post season contests, and per NFHS rules, a designated coach's box must be marked for each game. By State Association Adoption, if one box or both boxes are not designated then coaching staff from each team must remain seated throughout the game.
First occurrence as a staff: Warning
Second occurrence as a staff: Caution
Third occurrence as a staff: Red Card and Ejection
- 12. Once a regular season game begins, and overtime has not been discussed or agreed upon in the event of a tie score, there is no opportunity to play overtime or go to PK's to determine a winner. (Be cognizant of standing conference rules.)
Options to determine regular season games ending in a tie:
 - 1. No OT – game ends in a tie
 - 2. Up to 2 – 10 minute periods playing both OT's to the end. If still tied, the game is recorded as a tie.
 - 3. Up to 2 – 10 minute periods playing with golden goal. If still tied, the game is recorded as a tie.
 - 4. Up to 2 – 10 minute periods and PK's
 - 5. Straight to PK's



Guidelines for Management of an IHSA Soccer Regional/Sectional/Super-Sectional Game

1. **If the facility allows, host schools will place team benches on the opposite side from the fans for all state series games. If this is not possible, the team benches should be a minimum of 10 feet in front of the fan benches and an Administrator from the host school must be supervising the area at all times.**
 2. The host school will attempt to provide proper playing conditions as follows:
 - a. Field grass cut
 - b. Freshly painted markings;
 - c. Litter removed; and
 - d. Recommended maintenance between games (rolling, watering)
 3. The host school will provide an adult scorer and timer at the scorer's table at mid-field. A means of communication (field phones, walkie-talkies, etc.) should be available for use between the scorer's table and the announcer's location in the press box.
 4. The host school will be prepared to provide suitable staff to escort officials and/or participating team members away from the playing area to a secure area after the conclusion of the game.
 5. **The host school will provide at least 2 (preferably 4) lower level soccer players to be uniformed ball handlers.**
 6. **The IHSA will furnish three (3) Baden game balls, which shall be approved by the game referees, for Regional, Sectional, and Super-Sectional sites designated by the IHSA office.**
 7. The host school will provide concession stands.
 8. **Host school will notify competing schools if an Athletic Trainer will be available.**
 9. **The host school will provide parking facilities for team buses and communicate such provisions to participating teams prior to team arrivals. The host school will provide adequate fan parking facilities and, if needed, traffic control.**
 10. The host school will provide locker room facilities and indoor facilities for half-time use by both participating teams if they desire to use them.
 11. The host school will provide programs with accurate team rosters to include the following information:
 - a. Players' names;
 - b. Players' numbers;
 - c. Players' year in school;
 - d. Players' positions;
 - e. Tournament schedule;
 - f. Explanation of officials' signals; and
 - g.. Sportsmanship statement
- NOTE:** **Players in Team Uniform:** In each of the tournaments, teams shall have in no more than twenty-two (22) players in uniform. The twenty-two (22) players shall be the ones designated in (a) above. A maximum of thirty (30) persons from a school may be on the field and/or team bench.
12. The host school will provide a public address announcer who is familiar with the game of soccer, the officials' calls, and the correct pronunciation of players' names.
 - a. Before the game, the announcer will introduce players one at a time alternating between teams.
 - b. Team introductions should conclude with a formal recognition of the United States flag and an appropriate patriotic song
 - c. Pre-game announcements will also include the names of coaches, officials, and the win-loss record of the participating teams.
 - d. Additional PA Announcements are at the end of this manual.
 - e. During the game, the announcer will announce substitutions and officials' calls as signaled.**Reminder to PA Announcer:** Please do not make any announcements during the officials' pre-game meeting with the teams.
 13. Participating schools may bring a band that should be invited to perform at half-time. Band members should be admitted free to the game. If live music is not available, appropriate pre-game and half-time recorded music should be provided.
 14. The host school will admit participating schools' cheerleaders and/or pom pon squad members without charge if they are in uniform. Pom pon squads may be invited to perform at half-time if bands do not perform. The number of cheerleaders permitted to cheer for the State Finals shall be the same number that has cheered since the first game of the state series.
 15. **Award arrangements:** The host school will provide arrangements for an awards presentation ceremony at the conclusion of the Regional, Sectional, or Super-Sectional championship game



IHSA State Series Press Box Priority List

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

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

IHSA Press Box Priority List

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

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

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

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

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

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.



STUDENT MEDIA CREDENTIALS FOR PARTICIPATING SCHOOLS

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

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

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

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

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

VIDEO TAPING STATE FINALS FOR COACH FILM BREAKDOWN

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

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

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

Internet Video Broadcasting Information



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

IHSA Tournament Managers/Hosts,

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

BROADCAST RIGHTS FEE PAYMENT REQUIRED

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

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

BROADCAST RIGHTS FEE PAYEMENT NOT REQUIRED

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

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

Internet Video Broadcast Rights Fee Schedule

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

BOYS BASKETBALL

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

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

GIRLS BASKETBALL

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

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

FOOTBALL

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

ALL OTHER SPORTS

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

Regional, Sectional and Super-Sectional Manager's Checklist

PRIOR TO CONTEST

FACILITIES

- ___ *Seating:* If facility allows, host schools will place team benches on the opposite side from the fans for all state series games. If it is not possible for the teams to be opposite the fans, the team benches should be 10 feet in front of the fan benches and an Administrator from the host school must be supervising the area at all times. There should be enough seats to accommodate fans. The IHSA recommends that the first couple rows be reserved for handicap or senior citizens
- ___ *Entrances and Exits:* All entrances and exits controlled
- ___ *Traffic Patterns:* Plan for teams going in and out of field area
- ___ *Parking:* Provide adequate parking for fans; all handicap and safety areas reserved and not blocked off; adequate lighting in parking lot; parking lot patrolled
- ___ *Equipment:* Check fields, goals, Baden soccer balls, scoreboard, PA, American Flag
- ___ *Awards:* Have team awards and ceremony in place

SUPERVISORY STAFF

- ___ *Workers:* Hire enough people to cover the event
Train and assign specific jobs
Sections of the stands and field assigned for crowd control supervisors
Workers easily identifiable
- ___ *Communication:* Key people with walkie-talkies/mobile phones
- ___ *Bench:* Scorekeepers, scoreboard operators, timer, and announcer
- ___ *Ball Holders:* Designate 2 (preferably 4) lower level soccer players to be uniformed ball handlers

PARTICIPANTS

- ___ *Rivalries:* Determine if there are any long standing rivalries
Find out if there are any past incidents between teams
- ___ *Visitor Security:* Identify yourself to the supervisor of each visiting school
- ___ *Support Activities:* Find out which school bands will be attending
- ___ *Pressure:* Note level of importance of your game
- ___ *Spectators:* Note reputation of each competing school's crowd.

SPORTS INFORMATION

- ___ *Press Area:* Set up area for reporting, making copies and interviews
- ___ *Photographer Area:* Set up area for local photographers
- ___ *Team Rosters:* Collect team rosters, pictures or other pertinent information for program

OFFICIALS

- ___ Confirmation from IHSA of Officials assigned
- ___ Locker room assigned for officials
- ___ Cut checks for officials

CONCESSION

- ___ Coordinate workers, what will be sold, and where garbage cans will be placed

SIGNAGE

- ___ *Awareness:* Use announcers, backs of tickets, signs, messages in the program to print rules of the home field including no alcohol, tobacco and expectations of sportsmanship
- ___ *Post Signs:* Ticket Prices, Restrooms, Parking, Concession, Sportsmanship support and fans seating

TRAINER

- ___ Determine time schedule and access to services

GAME DAY

FIELD AND STANDS

- ___ Baden Soccer Balls
- ___ Goals
- ___ Team benches – **Set up on the opposite side from the fan seating if possible**
- ___ Scorers bench
- ___ Scorebooks
- ___ PA materials
- ___ Scoreboard operator
- ___ Bleachers and Handicap seating identified
- ___ Water for teams and officials
- ___ Set-up for ticket takers and sellers
- ___ *Officials:* Determine if officials will be announced
One person assigned to escort officials on and off field
Identify the administrator in charge to the officials
- ___ *PA Announcers:* All introductions, music, and commentary are to be presented in a team-neutral manner

GAME SCHEDULES

Single-Game Time Schedule: (For example, if the game begins at 6:00 pm)

- 5:30-Warm-up clock will start for 20 minute warm-up.
- 5:50-When the warm-up clock strikes 0:00 teams return to benches.
- 5:51-In order, begin Equipment Check, Sportsmanship Meeting, Coaches and Captains Meeting, Coin Toss, Team Introductions and National Anthem.
- 6:00-Game begins.

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

- 3:30-Warm-up clock will start for 20 minute warm-up.
- 3:50-When the warm-up clock strikes 0:00 teams return to benches.
- 3:51- In order, begin: Equipment Check, Sportsmanship Meeting, Coaches and Captains Meeting, Coin Toss, Team Introductions and National Anthem.
- 4:00-Game begins.
- 5:30-Warm-up clock begins for second game, and host will follow same schedule, omitting National Anthem.

POST GAME

- ___ Hand out plaque (*fans are not allowed on the field post game; please inform competing schools prior to and during the game*)
- ___ Remind winning coaches to complete the State Qualifier Data form online in the Schools Center and upload photos for the State Final Program
- ___ Pay officials at conclusion of game
- ___ Submit ScoreZone results online
- ___ Complete Financial Report online located in the Schools Center

SCHOOL'S RESPONSIBILITY TO AN OFFICIAL PRIOR TO THE SEASON

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

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

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

SCHOOL'S RESPONSIBILITY TO AN OFFICIAL PRIOR TO THE CONTEST

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



SCHOOL'S RESPONSIBILITY TO AN OFFICIAL DURING THE CONTEST

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

SCHOOL'S RESPONSIBILITY TO AN OFFICIAL AFTER THE CONTEST

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





Boys/Girls Soccer Post Season Tie-Breaker Procedure

RESOLUTION OF TIE GAMES

The overtime used in the Illinois High School Association tournament series shall be as follows:

Play the regulation game and, if a tie exists;

5 minute break between regulation and 1st overtime

10 minutes-1st overtime period

2 minutes-between overtime period 1 and overtime period 2

10 minutes-2nd overtime period; and if a tie exists:

a) A coin toss occurs before: the first Overtime; the first 5 kicks and the second set of 5 kicks. The visiting captain shall call the toss.

b) Each coach shall select five (5) players from the team roster to take tie-breaker kicks. The team winning the coin toss shall have the choice of shooting first or second. The goalkeeper for each team shall be any eligible team member determined by the coach. The teams will then each take five (5) tie-breaker kicks, alternating kickers. The team scoring on the greater number of these five (5) kicks shall be the winner.

c) If the score is still tied, a series of sudden victory tie-breaker kicks shall be taken. Each team shall designate five (5) different players to kick. Players shall kick alternately. If the first kicker from Team A scores and the first kicker from Team B does not score, the game is ended and Team A is the winner. If both first kickers score, the second kickers from each team take tie-breaker kicks and, if one scores but the other does not, the game is ended and the team of the scoring kicker is the winner. This process shall be repeated through as many as five (5) kickers for each team until there is a winner.

d) If the score is still tied, each team shall designate five (5) different players who did not kick under “c” above to take sudden victory tie-breaker kicks. Then the process of “c” is repeated. If the score is still tied, after these five (5) kickers from each team have taken their kicks, the process of “c” shall be repeated again, with any eligible player from the roster permitted to kick. Note: In any sequence of either the regular or sudden victory tie-breaker kicks no player may kick more than once in each ten (10) kick series. However, a player may kick in each ten kick series so, for example, a player may kick three times in a tie-breaker series which is not resolved until the twenty-fourth (24th) tie-breaker kick.

e) Kicking Procedure for tie-breaker kicks in the tie-breaking system: Kicks taken for tie-breaking purposes will be taken according to the following procedure:

- (1) The kicker and goalkeeper will take their positions in preparation for the kick without delay.
- (2) When ready, the referee will sound a whistle.
- (3) The goalkeeper must start with both feet on the line and can only move laterally when the whistle sounds.
- (4) The kicker will be permitted only one touch on the ball in taking the kick.

Prevention of Heat Illness Guidelines

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

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

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

Heat Index Chart

Heat Index in °F (°C)

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

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

• reproduced from NWS, Birmingham, AL

IHSA Severe Weather Safety Guidelines

To be used during any IHSA state series contest

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

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

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

Advance Planning:

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

Monitoring Weather:

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

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

Lightning Awareness

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

Criteria for Suspending Play

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

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

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

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

Evacuation Plan

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

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

Resuming Activity

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

****IMPORTANT****

SEASON SUMMARY FORM INSTRUCTIONS/ SEEDING INFORMATION

Schools entered into the state series will be required to submit a *Season Summary Form* online in the IHSA Schools Center. Failure to do so by **10:00 a.m.** on Wednesday, April 23 for Class 1A and **10:00 a.m.** on Wednesday, April 30 for Class 2A and 3A will result in a school forfeiting its opportunity to participate in the seeding process. The *Season Summary Form* can be found in the IHSA Schools Center. Each school that completes the *Season Summary Form* by the established deadline shall have one (1) vote in the seeding process. No school shall vote for their own team. Beginning Wednesday, April 23 at **11:00 a.m.** for Class 1A and Wednesday, April 30 at **11:00 a.m.** for Class 2A and 3A, the link to seed the teams will be activated. Class 1A schools have until 12:00 Noon on Thursday, April 24 to complete the seeding process, and Class 2A and 3A schools have until 12:00 Noon on Thursday, May 1 to complete the seeding process. The Super-Sectional nor State Final are not seeded. Once the seeds have been finalized, the IHSA will post the Class 1A results online by 4:00 p.m. Thursday, April 24 and Class 2A and 3A by 4:00 p.m. Thursday, May 1. The Class 1A pairings will be released by 4:00 p.m. on Friday, April 25 and Class 2A and 3A pairings will be released by 4:00 p.m. on Friday, May 2. Managers and coaches are prohibited from releasing the results of their seeding votes to media.

SEASON SUMMARY FORM DEADLINES:

CLASS 1A

10:00 A.M. - WEDNESDAY, April 23

CLASS 2A & 3A

10:00 A.M. – WEDNESDAY, April 30

ON-LINE SEEDING DEADLINES:

CLASS 1A

12:00 NOON – THURSDAY, April 24

CLASS 2A & 3A

12:00 NOON – THURSDAY, May 1

Boys/Girls Soccer 2013-14 Required Use of the Baden Soccer Ball

The Baden ball is required to be used in all boys and girls state soccer tournament series games. There can be no substitution of a ball manufactured by another company, nor can you substitute a different legal Baden ball for this one, which incorporates the registered mark of the IHSA in its construction, until the designated supply has been exhausted. If your supply becomes exhausted, you must use the designated Baden ball and obtain it locally.

The IHSA Official Ball Game Plan for boys and girls soccer is reproduced below. If you have any questions regarding “official ball” use, please contact the IHSA Office.

Class 1A, 2A and 3A Boys and Girls Soccer (Perfection Elite™ SX751-CPL)

- 1) Class 1A, 2A and 3A Regional Semifinal and Final Sites:** Each school hosting will be supplied with 3 soccer balls. These balls should be used in each game. Disposition of the balls at the end of the tournament is at the discretion of the host.
- 2) Class 1A, 2A and 3A Sectional Semifinal and Final Sites:** Each school hosting will be supplied with 3 soccer balls. These balls should be used in each game. Disposition of the balls at the end of the tournament is at the discretion of the host.
- 3) Class 1A, 2A and 3A Super-Sectional Sites:** Each school hosting will be supplied with 3 soccer balls. These balls should be used in each game. Disposition of the balls at the end of the tournament is at the discretion of the host.



ScoreZone Reporting Procedures for 2013-14

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

How to Submit ScoreZone Final Scores

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

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

Log out
0104
Abingdon
Main menu

IHSA Schools Center

ScoreZone Report

Competing Teams	Score	Status	Highlights
Urbana (H.S.)	<input type="text"/>	<input type="text"/>	Include high goal scorer(s). If match was decided in PK, give PK score here. Please give first name, last name, and school of each player mentioned. Your comments will be viewed by many people. Please keep them accurate and professional.
Danville (H.S.)	<input type="text"/>	<input type="text"/>	

Time remaining:
Period:
(If match is in progress)

Score is NOT final **FINAL Score** Your update will appear in the IHSA ScoreZone area within 60 seconds.

Unusual Circumstances

(none)
 postponed
 suspended
 forfeited
 rain delay
 lightning delay
 other delay

Please click a button and then give an explanation and information about the make-up date and site. When you are finished, click the "FINAL Score" button.

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

It is the responsibility of each tournament manager to:

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

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

Interactive ScoreZone means live updates!

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

How to Submit "Live Updates"

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

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

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



Awards Delivery Information

To Managers of All IHSA Tournaments:

In an effort to better serve our tournament sites and the suppliers of our awards, we would like to have you read this bulletin carefully and then do what you can to expedite the instructions:

1. Be advised that at **Regional and Sectional Tournaments**, medals and plaques may be shipped separately and may not arrive at your tournament site on the same day. Please open boxes immediately to check contents, as medals **CAN** be in plaque boxes. **NOTE:** There are no medals given at Regional and/or Sectional Levels in the team sports of baseball, basketball, competitive cheerleading, football, soccer, softball and volleyball, and in the activities of Drama/Group Interpretation and scholastic bowl.

Our awards supplier, A and M Products of Princeton, IL, often ships Regional and/or Sectional medals in the box with the plaque. **PLEASE CHECK THE PLAQUE BOXES CAREFULLY AND DO NOT DISCARD THEM UNTIL YOU HAVE DETERMINED THE MEDALS ARE NOT THERE!!**

At State Final Tournaments, medallions and trophies may be shipped separately and may not arrive at your tournament site on the same day. Please open boxes immediately to check contents, as medallions can be in trophy boxes.

2. Awards will be shipped to the school sites directly from A & M Products via United Parcel Service.
3. Please inform whoever receives your United Parcel deliveries to expect awards to arrive up to two weeks prior to the tournament, and ask them to deliver the packages directly to you when they arrive.
4. It is very likely that some awards (particularly trophies) will arrive in two or more boxes and will need to be assembled. **They may not arrive on the same day, but should be opened as they arrive.**
5. Please check all trophies, plaques, etc., to see that they are in good condition and not damaged in any way. You should note that they are engraved with the proper sport, tournament level, year, etc.

If, after doing all of this, a problem develops, please contact Cheryl Lowery at the IHSA office at (309) 663-6377.

Thank you very much for your cooperation.

Ron McGraw
Asst. Executive Director

2013-2014 IHSA Tournament Manager Duplicate Medal Order Form for Ties

Tournament Site: _____ **Level Of Competition:** ___ Regional ___ Sectional

Sport/Activity: _____ **Gender:** ___ Girls ___ Boys

Print Tournament Manager's Name: _____

Tournament Manager's Phone Number: _____

Classification (circle one): 1A 2A 3A 4A 5A 6A 7A 8A Class A Class AA Unclassified

This form must be used and completed by the **Regional and/or Sectional Manager** to order duplicate medals for participants who earned them at the Regional or Sectional Tournament whose medal needs could not be fulfilled from existing tournament supplies. **Please return unused medals to A & M Products, 575 Elm Place, Princeton, IL 61356.**

Immediately following the **Regional and/or Sectional** tournament, please **fax this order form** to **A & M Products at (815) 879-0400**. The medals will be sent directly from A & M Products to the School listed. Tournament Managers must use this form to place orders. This form can be duplicated, if necessary.

***Event Name** ie-Pole Vault, Discus, Diving, 100-yd. Butterfly, Singles, Doubles, 102 lb., Speech: IE, etc.

◆ **Recipient Town/School (Must supply both):** _____

Name of Recipient: _____ **Place:** _____

I=Individual Medal/Event Name* _____

◆ **Recipient Town/School (Must supply both):** _____

Name of Recipient: _____ **Place:** _____

I=Individual Medal/Event Name* _____

◆ **Recipient Town/School (Must supply both):** _____

Name of Recipient: _____ **Place:** _____

I=Individual Medal/Event Name* _____

◆ **Recipient Town/School (Must supply both):** _____

Name of Recipient: _____ **Place:** _____

I=Individual Medal/Event Name* _____

◆ **Recipient Town/School (Must supply both):** _____

Name of Recipient: _____ **Place:** _____

I=Individual Medal/Event Name* _____





2013-14
Regional, Sectional, and Super-Sectional
PA Announcements

The following announcements are required to be made over your public address system each day/night of competition in the state series soccer tournament hosted by your school. Thank you!

ATTENTION: PA and bench personnel shall remain unbiased and non-partial towards participating teams.

1. (Announce before the start of each game, each session)

Good people make good sports. Sport A Winning Attitude today. Welcome to today's/tonight's IHSA Soccer tournament game. Interscholastic athletics are an extension of the educational process, and the field is the coach's classroom. Be Smart; Sport A Winning Attitude...Good Sportsmanship. Add A. Tude is for everyone. Thank you.

2. (Announce before start of each game & at the end of each game)

The 27th year of the IHSA Girls Soccer State Finals, for Class 1A, 2A and 3A will be held at North Central College in Naperville. High School Girls soccer is fun, exciting and unpredictable.

3. (Announce before the start of each game each session)

Baden Sports, Inc. is making a major commitment to the schools of I-H-S-A, and the young people who represent them in state series competition. Baden is manufacturing the "Official Ball" for use in nine different Illinois High School Association state tournament series, from the very first competition in the Regionals all the way through the state championship.

4. (Announce before the start of each game & at half time)

To help insure the safest and most comfortable atmosphere the host event staff will diligently maintain established security procedures and activities. This will require complete cooperation by all competing teams, contest officials, and fans. Security will always have priority over convenience; therefore, if you are requested to cooperate with event personnel in any manner, please do so promptly. Your assistance will enable event staff to fulfill its responsibilities efficiently.

5. (Announce before the start of each game & at half time)

The possession, distribution, and consumption of alcoholic beverages and other illegal substances are prohibited at the site and on any affiliated property of the IHSA State Series Contest. State series hosts are required to make all state series contest sites and any affiliated property alcohol free zones on the date or dates of any IHSA event being held at the site. This includes parking lots, fan accommodation areas, and other school or event venue property. Event staff will enforce this policy rigorously.

6. (Announce During the 1st half of each game)

The 20th Annual Illinois High School Association All-State Academic Team presented by Caterpillar was honored the evening of April 21st during a banquet at the DoubleTree Hotel in Bloomington. The evening has become a wonderful recognition of America's future leaders. Call the I-H-S-A Office for more information about the banquet and how you can become part of the Illinois High School Activities Foundation.

7. (Announce once each half)

We've got the kids – more than 300,000 -- and we've got the games – in 37 different sport state series. All we need is you! The schools of the Illinois High School Association are looking for someone like you to become an IHSA licensed official. We need sports minded women and men to get into the action. It's easy to become a licensed official. Just contact your local high school athletic director or visit the IHSA Web Site at www.ihsa.org for details. Stay in the game.

8. (Announce in 1st and 2nd half of each game)

Here's a challenge for all of you here at the game. Participation in interscholastic activities generates values that make athletes better citizens. These young people out here competing today are doing that, just like many of you when you were their age. When you get home after the game, be sure to talk about those values learned through competition and participation. Challenge our young people not just to go to school...but to go beyond with the IHSA... Are you up to the challenge?

9. (Announce during the second half)

Good people make good sports. Sport A Winning Attitude Today. Interscholastic athletics are an extension of the educational process, and the athletic arena is the coach's classroom. Be Smart, Sport A Winning Attitude . . . good Sportsmanship. Remember, Add A. Tude is for everyone

10. (Announce throughout each game)

www.ihsa.org is the address for the IHSA web site on the Internet. Check it out anytime you want to find out immediately what's happening with high school activities throughout Illinois. In fact, all the results of the Girls' soccer state series, including this match, will be online in the ScoreZone.

11. (Announce at the end of each game)

Buckle up fans. It's the law! When you leave the field today/tonight, please remember to use your seat belt. The IHSA is cooperating fully with the Illinois State Police in the statewide campaign to promote seat belt usage. Be a winner when you're on the road. Buckle Up!

12. (Announce at the end of half-time of each game each session)

The Illinois High School Association is proud to announce that the "Official Ball" used in the Boys/Girls Soccer State Tournament series has been manufactured by Baden Sports, Inc. When kids from Illinois play their games, they make the outcome official with Baden.

13. (Announce in 2nd and 4th quarter of each game)

The interscholastic athletics and activities experience is something we cannot take for granted. For more than 100 years the I-H-S-A has provided the vehicle for recognition of students, their schools and their communities through competition in I-H-S-A state series in sports and non-athletic activities. But participation in sports and activities is a lot more than just winning and losing. Students who participate in programs offered by their schools are taught valuable life lessons that will make them a success in whatever endeavors they choose. We must teach our students, their coaches, their families and their supporters that it is very important to participate. They must take advantage of the learning opportunities that are uniquely made available to them through I-H-S-A programs.

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



**Class 1A, 2A & 3A Girls Soccer
Officials for Regional
Quarterfinal Games**

For the Regional Quarterfinal games hosted by the higher-seeded team, host schools shall secure and pay three IHSA-licensed officials. The fee for Regional Quarterfinal Round Games is **\$57.50**. Host schools will be reimbursed for the officials' fees by submitting a Financial Report Form which is available in your Schools Center under "IHSA State Series Hosting." (Box H)

Please list the names of your officials below and submit it to the IHSA office for approval at least five days prior to your contest.

CHECK APPROPRIATE CLASS:

Class: 1A _____ Class 2A _____ Class 3A _____

Host School: _____

Manager's Name: _____

Manager's Fax Number: _____

Manager's Email: _____

Official 1: _____ ID Number: _____

Official 2: _____ ID Number: _____

Official 3: _____ ID Number: _____

OFFICE USE ONLY

Official 1: Accept Decline Reason _____

Official 1: Accept Decline Reason _____

Official 1: Accept Decline Reason _____

Please email lmutchler@ihsa.org or fax (309-663-7479) this form to the IHSA



Financial Reports Must Be Filed Online

The final phase of your hosting responsibilities is to file a financial report with the IHSA. The financial report forms are available in the password-protected Schools Center area of the IHSA Web site.

Log in to the Schools Center with your User ID and password. On the main menu of the Schools Center, under the heading "IHSA State Series Hosting", you will find a link to the financial report. Please fill out the one-page form and press the submit button to file your report.



SAMPLE FORM

IHSA Pass Gate List

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

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

The following are the only persons representing a member school to be admitted free to this contest. The top seven (7) categories will be admitted for the entire tournament. Rostered players will only be admitted accompanied by the coach.

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

Sport/Activity:

Host School:

Level: Regional Sectional Super-Sectional

Your School:

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

Administration

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

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

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

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