

**PLAY SMART.**  **PLAY HARD.®**

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2016-17  
Boys Volleyball  
Manual for Schools

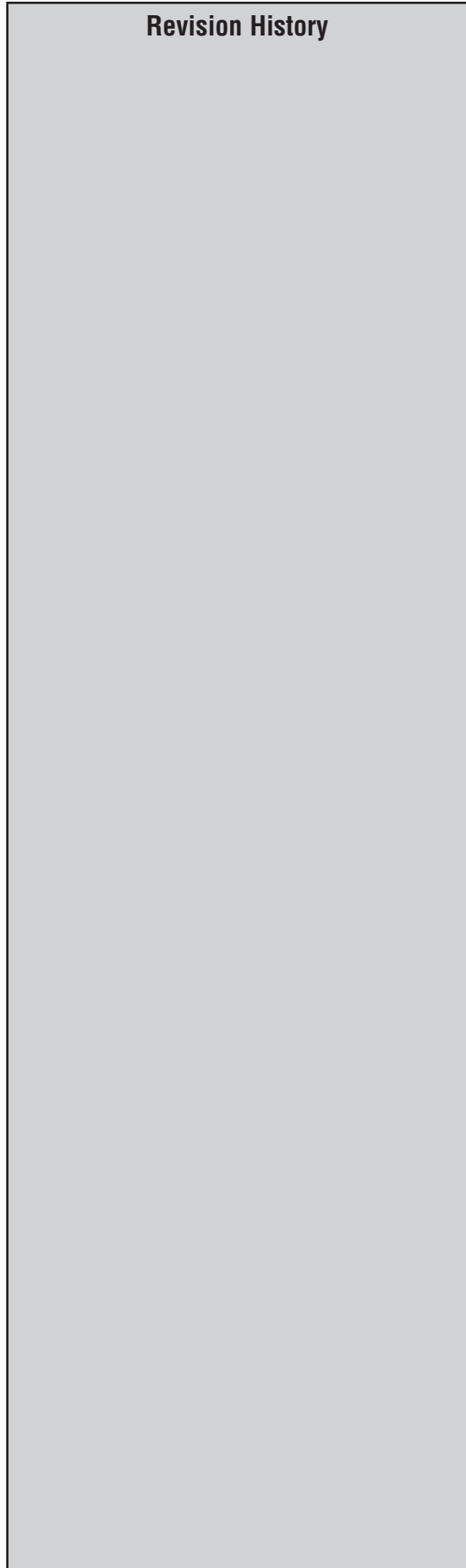
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## Revision History





# 2016-17 IHSA Boys Volleyball Series Terms and Conditions

In accordance with Section 1.450 of the IHSA Constitution, the Board of Directors has approved the Terms and Conditions governing the 2016-17 IHSA Boys Volleyball Tournament Series.

## I. SCHOOL CLASSIFICATION

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

## II. DATES AND SITES

**A. Regional preliminary matches** shall begin on Monday, May 22, 2017. Regional semifinals shall be held on Tuesday, May 23, 2017. The regional finals shall be held on Wednesday, May 24, 2017. **In years when the regional preliminary matches fall on Memorial Day Monday, hosts have the option to play their preliminary matches on the Saturday prior to Memorial Day Monday and continue with semifinal matches on Tuesday as originally scheduled.**

**B.** The sectional semifinal matches shall be held on Friday, May 26, 2017. The Sectional Final match shall be held on Tuesday, May 30, 2017.

**C.** The State Final Tournament shall be held on Friday June 2, 2017 and Saturday, June 3, 2017, at Hoffman Estates High School, 1100 W. Higgins Road, Hoffman Estates. Mr. Steve Lacni, Athletic Director, will serve as the State Final Manager.

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

The policy for Original Entry Deadlines, Late Entries, and Late Withdrawals shall be the policies and procedures regarding entry for all IHSA-sponsored sport/activities included in the 2016-17 Entry Policies and Procedures.

**A. On-Line Entries:** All member schools must enter their school into the state series competition through the IHSA Schools Center on the IHSA Website at ([www.ihsa.org](http://www.ihsa.org)). The deadline for entry is February 1, 2017. The 2016-17 Entry Policies and Procedures outlining the online entry procedures for all IHSA-sponsored tournaments can be found in the Schools Center on the IHSA website.

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

**C. Breach of Contract By-law 6.041 (Withdrawal Procedure):** To withdraw without penalty, the Principal must notify the IHSA Office, in writing, of the school's withdrawal from the respective sport prior to the seeding meeting date and/or the date the List of Participants is due for that sport.

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

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

**D. Eligibility:** All member schools in good standing may enter one team under the provisions of IHSA By-law 3.054.

**E. Affirmative Action:** Only boys shall be permitted to participate in the state series except as provided in the IHSA Affirmative Action Policy.

**F. On-Line List of Participants:** On-line List of Participants does not apply to team sports.

## IV. HOST FINANCIAL ARRANGEMENTS

**A. Regional Host:** Host school shall pay for all local expenses and issue checks to game officials and line judges. Each host shall receive a guarantee of \$265.00 per night of competition and shall be reimbursed the cost of officials and line judges. The host shall retain 20% of net income and submit the remainder to the IHSA. In the event of a negative balance, the host school will be reimbursed the entire deficit.

**B. Sectional Host:** The host shall pay for all local expenses and issue checks to game officials and line judges. Each host shall receive a guarantee of \$600.00 and shall be reimbursed for the cost of officials and line judges. The host shall retain 20% of the net income and submit the remainder to the IHSA. In the event of a negative balance, the host school shall be reimbursed for the entire deficit. If admission is not charged, the host shall forfeit the guarantee.

**C. Admission Prices:** The IHSA Board of Directors has set the following ticket prices. "In Advance" or "At the Door."

Regionals - \$5.00 per session

Sectionals - \$5.00 per session

State Final - \$8.00 per session

Baby in Arms - No Charge at any level

Under no circumstances shall there be a refund of ticket money for tickets sold.

**D. Rights Fees for TV and Radio:** See the IHSA web site ([www.ihsa.org](http://www.ihsa.org)) for the fees to be charged by Local Managers and/or the IHSA for television and cable broadcasts and radio originations.

## V. TOURNAMENT ASSIGNMENTS AND SEEDING MEETINGS

**A. Sectional Complex Assignments for Schools:** All sectionals that have teams outside the Chicago suburban area will be assigned directly to one (1) of four (4) regional tournaments. All sectionals that have assigned teams from exclusively the Chicago suburban area will be assigned to a sectional complex. Generally, the Chicago suburban area will be defined as the following counties – Cook, Northern Will, DuPage, Kane, and Lake.

**B. Regional Assignment for Schools:** The sectional(s) with teams assigned from outside the suburban area will have all the teams assigned directly to one of four regionals.

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

**D. Seed Meetings:** All seeding meetings shall be conducted on-line through the IHSA School Center. Schools competing in the state series whose teams are assigned to a sec-

tional complex shall seed the teams in their sectional. All schools assigned to a regional shall seed all schools assigned to their regional. Information regarding the on-line seeding process will be made available to participating schools in the *IHSA Boys Volleyball Manual for Schools*.

**E. Season Summary Sheet:** Schools entered into the state series will be required to submit a *Season Summary Sheet* on-line in the IHSA School Center. Failure to do so by the required date and time will result in a school forfeiting its opportunity to participate in the seeding process. The *Season Summary Sheet* can be found in the IHSA School Center.

**F. Pairings:** Schools assigned to the regional tournaments will utilize true seeds within their regional for determining the regional bracket. The sectional pairings for this group shall have the two regional winners from the south playing each other and the two regional winners from the suburban area playing each other. Teams assigned to a sectional complex will utilize true seeds for determining the regional and sectional brackets unless conflicts arise from the seeds of the pre-determined host.

## VI. TOURNAMENT STRUCTURE AND TIME SCHEDULES

**A. Playing Order:** No local manager is authorized to change the order matches are to be played as determined by the system adopted and announced by the IHSA Office. Matches must be played as listed from top to bottom on the official schedule unless otherwise specifically approved by the IHSA office. Any request for changes must be based on mutual agreement of the participating schools and officials. All such requests must be made through the Sectional Manager to the IHSA.

### B. Time Schedule:

1. Regional matches shall start no earlier than 5:30 pm with the regional championship starting no earlier than 6:00pm.

2. Sectionals with 2 matches in one night shall start no earlier than 5:30 pm; sectionals with 1 match shall start no earlier than 6:00 pm.

### 3. State Final Time:

#### Friday, June 2

Session 1 (Quarterfinals)	
Match 1	10:00 a.m.
Match 2	11:00 a.m.

Session 2 (Quarterfinals)	
Match 3	4:00 p.m.
Match 4	5:00 p.m.

#### Saturday, June 3

Session 3 (Semifinals)	
Match 5	10:00 a.m.
Match 6	11:00 a.m.

Session 4 (Consolation and Championship Matches)	
Match 7	4:00 p.m.
Match 8	5:15 p.m.

## VII. ADVANCEMENT OF WINNERS

The winners of 32 regional tournaments shall advance to 8 sectional tournaments consisting of 4 teams each. The winners of the 8 sectionals shall advance to the state final tournament.

## VIII. TOURNAMENT RULES

**A. Rules of Play:** The current NFHS Volleyball Rules published by the National Federation of State High School Associations are the official rules for all tournament matches except as state in these Terms and Condition or in printed instructions from the IHSA Office.

**B. Rally Scoring:** By state association adoption, matches will consist of the best 2 out of 3 games (no cap). Each game including the deciding game will be played to 25 points (no cap).

**C. Players in Team Uniform:** In each of the tournament matches, a participating school shall not have more than fifteen (15) eligible participants in uniform for a match or for warm-ups. The roster of players may change from match to match in the state series.

**D. Warm-up Time:** When taking the floor for a contest, teams should take the shortest path to their own side of the court and not run through the area occupied by the opposing team, where their opponents are warming up, or split into two lines and circle their opponents. Where possible, teams should only enter, jog, or warm-up on their own half of the court.

If a team arrives early, ball handling is permitted on the court prior to the timed warm ups. If both teams are present, each team shall be restricted to their side of the playing court. The warm-up time for each match will be 2-6-6 with both teams sharing the first 2 minutes, the first 6 minutes will be the home team on the entire court, the second 6 minutes will be the visiting team on the entire court. When teams are off the court ball handling is allowed if space allows. If space is limited teams shall be restricted to ball handling behind the end line.

All warm-up apparel (jackets, pants, shirts, shorts, etc.) must be removed by both teams by the conclusion of the 2 minute warm-up period. Warm-up apparel is not required to be worn by a team or to have a number on it.

The team listed on the top of the bracket shall be the home team. Teams listed on the bottom of the bracket shall be the visiting team. Teams shall occupy the bench adjacent to their playing court.

**E. Official Wilson Volleyballs:** In the state series a Red/White/Blue Wilson I-Cor WTH7700/XRWB volleyball with the NFHS logo. The host school will choose the ball for regular season match (white is still an option).

**F. Team Roster:** At least one-half hour before the match a roster of the 15 eligible boys must be submitted to the official scorer. After having designated these 15 players, a school will be limited in that tournament match to the use of the 15 boys thus named. Rosters may change at each level of state series and each day.

**G. Practice:** In the Sectional and State Final Tournament matches, the host school shall not make its gymnasium available to the visiting teams for practice sessions prior to day of competition.

**H. Host Schools:** For regionals and sectionals, only, the gym (and the net system) need to be available and ready 45 minutes prior to the start of the match.

## IX. TOURNAMENT POLICIES

**A. State Final Passes:** For the state final tournament matches, each sectional winner will receive 22 passes for its 15 players and other team personnel for the state final tournament. Passes shall be used by a school approved, certified assistant coaches or students from the member high school acting in a team manager role. In addition, a school will be provided 1 athletic training pass for a school that brings a certified athletic trainer. The team bench area shall be restricted to the players and team personnel who have been issued a pass.

**B. Bands:** A host school may provide a school pep band. Members of the band will be admitted free of charge. Instruments should not be used for cheering purposes. No other band other than the one from the host school shall be admitted as an organization except by special permission of the Executive Director who will act only on a local manager's request.

**C. Artificial Noisemakers:** All artificial noisemaking devices shall be prohibited. The local manager has the authority to exclude noise making devices that distract from the competition including megaphones and drums. The playing of music/sound effects shall only be permitted prior to start of sets, during warm ups, time outs, between sets, and following competition.

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

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

**E. Cheerleaders and Mascots:** Participating schools may use their school's cheerleaders. A maximum of twelve cheerleaders in school uniforms may be on the floor.

**F. 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.

**G. Media Requirements:**

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

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

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

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

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

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

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

**H. Videotaping by Schools or Spectators:** Videotaping 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 matches in the stands, provided they do not obstruct the view of participants and spectators.

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

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

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

**L. Alcoholic Beverages and IHSA State Series Events:** The possession, distribution, sale and/or consumption of alcoholic beverages are prohibited at the site and on any affiliated property of any IHSA state series contest. State series hosts are required to make all state series contest sites and any affiliated property, including parking lots, fan accommodation areas, and other school or event venue property, alcohol free zones on the date or dates of any IHSA event being held at the site. Violation of this policy by an event host will subject the host to a penalty for violation of IHSA By-law 2.020. Such penalty may include but not necessarily be limited to prohibition against subsequent event hosting assignments. Violation of this policy by a non-hosting member school will subject the school to penalty for violation of IHSA By-law 2.020. Patrons of any IHSA state series contest determined to be in violation of this policy will be removed from the premise, and law enforcement officials will be

called as warranted. No ticket refunds will be granted in such cases.

**M. Prayer at IHSA State Series Contest:** Prayer at an IHSA state series contest that takes place over the public address system is *prohibited*.

**N. State Final Team Reimbursements:** In the State Final tournament, the participating teams shall be allowed transportation expenses at the rate of \$2.00 per mile per team for one round-trip to and from the center where the State Final tournament is played. In addition, each team that participates in the State Final tournament shall receive a flat team expense allowance. Teams traveling 0-150 miles round trip to the state final site shall receive a \$500.00 reimbursement. Teams traveling 151-300 miles round trip to the state final site shall receive a \$1,000.00 reimbursement. Teams traveling over 300 miles round trip to the state final site shall receive a \$1,500.00 reimbursement.

Neither the State Association nor the local tournament manager will assume responsibility for any other team expenses of any kind except those expenses specified above. Individual schools entering the tournament series must be ready to assume responsibility for unusual expenses due to accident, inclement weather, fire, theft or any other extraordinary cause.

**O. Regional and Sectional Pass Gate:** Five (5) school administrators, head and assistant coaches will be admitted free to the regional and sectional tournament. In addition, they will also be allowed one guest each. Additionally, the manager, scorekeeper, video/camera operator, bus driver, athletic trainer and all rostered players will be admitted free to the contest on the days their team is playing. They will not be allowed a guest. Rostered players will only be admitted into the regional and sectional tournament if accompanied by the coach. All other representatives from a school must pay to attend a state series tournament. Participating schools must complete the IHSA Pass Gate Form and return it to the Tournament Manager prior to the start of the regional and/or sectional event.

**X. AWARDS**

**A. Regional and Sectional:** The IHSA will furnish a team plaque for the winners of the regional and sectional tournaments.

**B. State Final:**  
**1. Team:** Trophies will be presented to the first, second, third and fourth place teams at the state finals.

**2. Individual:** A total of 26 medals will be presented to the schools of the first four placing teams at the state Final

Tournament. This includes the superintendent, principal, athletic director and athletic trainer (if working at the state final) will be presented with a medallion.

**C.** No other trophies or awards of any kind may be presented in the tournament series. Only 15 players, coaches, managers, trainer plus if present a Superintendent, Principal and/or the Athletic director may participate in the awards presentation. These awards will be furnished by the State Association and are not an expense charged upon the individual tournament.

## **XI. OFFICIALS**

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

**1. Tournament Officials:** The R1 and R2 for all tournament series matches including the preliminary match will be assigned by the IHSA Office. In all tournaments, the decision of the officials shall be final. The Board of Directors will not review decisions of officials, whether alleged error is due to faulty judgment or misinterpretation of the rules.

Detailed information regarding assignment of officials will be posted on the IHSA Schools Center to all schools that are hosting a tournament by Tuesday, May 19, 2015.

**a. Regional Fee:** In the preliminary, quarterfinal and semi-final and final regional tournaments, each Referee and Umpire shall receive a fee of \$61.00 per match. Line Judges shall receive a fee of \$20.00 per match worked.

**b. Sectional Fee:** In the sectional tournaments, each Referee and Umpire appointed by the IHSA shall receive a fee of \$76.00 per match worked. Line Judges shall receive a fee of \$20.00 per match worked.

**c. State Final Fee:** In the state final tournament each appointed Referee and Umpire should receive a flat fee of \$544.00. Each Line Judge shall receive a flat fee of \$104.00. In addition, each Official and Line Judge who actually incurs an overnight lodging expense, shall receive a \$60.00 lodging allowance for each of the three (3) nights lodging upon receipt and approval from the IHSA Administrator.

**d. State Final Officials Coordinator:** The Coordinator shall receive \$125.00 a day. In addition, the Coordinator shall receive an overnight lodging expense of \$60.00 per night for a maximum of three (3) nights upon receipt and approval from the IHSA Administrator.

**B. Scorers and Timers:** The local manager will hire scorers and timers. Experienced adults are recommended as scorers and times.

The host school shall pay all local workers including the scorers and times from the host school allowance.

**C. Line Judges:** Regional managers will provide (2) two line judges, a scorer, a libero tracker, and a timer. It is recommended that the regional manager hire a licensed official for the line judge positions. Local officials' associations or assignors can be used to help find officials to fill these roles. If a licensed official is not available, line judges must be at least 18 years of age and may not be a member of a competing boys' volleyball team. It is recommended that the line judges be adults and wear a white, short-sleeve polo shirt, dark slacks and black or white shoes and socks. Line judges **may** use flags.

The IHSA will assign line judges for the sectional contests.

**D. Mileage Fee:** 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 per contest.



### III. Boys Volleyball Cover Letter

- A. Attention Teams Assigned to the South Sectional:** Due to the growth of boys volleyball outside the Chicago suburban area, IHSA policy 19 'Grouping and Seeding State Tournament Series' applies. Specifically the policy provides "that all bracketed team state series tournaments outside of the Chicago suburban area will begin with geographic sub-sectionals." This policy is no different than what your girls' volleyball, boys' and girls' basketball, softball, baseball, boys' and girls' soccer programs have been following although it is relatively new to boys' volleyball.

What that means to boys' volleyball teams assigned to one of those sectionals is that they will be assigned directly into a sub-sectional based on geography. The other sectionals will remain sectional complexes. Refer to the assignment sheet posted on the boy's volleyball website to see if your school is assigned to a sectional complex or directly to a regional. Also refer to the Terms and Conditions for the actual language and details on pairings. Assignments are located at [www.ihsa.org](http://www.ihsa.org) click on boys' volleyball page.

- B. Terms and Conditions:** The IHSA Boys' Volleyball Terms and Conditions control the state series. All coaches and officials are responsible to follow the rules and policies provided within them. This includes entry and withdrawal from the state series, IHSA rules, policies, financial arrangements, tournament structure, awards and official fees.
- C. Boys' Volleyball Manual and Forms for Schools:** All the necessary instructions for the state series are included in this manual. This includes the terms and conditions, seeding process, playing rules, up-to-date statistics information, instruction for uploading photos for the state final program, state final information, Score Zone reporting, tournament information and miscellaneous downloadable forms. This manual will be located at [www.ihsa.org](http://www.ihsa.org) click on the boys' volleyball page.
- D. IHSA Boys' Volleyball Website:** ([www.ihsa.org](http://www.ihsa.org) click on the boys' volleyball page.) This site is where coaches can find the Terms and Conditions, the Boys Volleyball Manual for Schools, the Boys Volleyball Manual for Managers, assignment sheets, final seeds and pairings and more. This site is open to the public and is continually updated throughout the season.
- E. IHSA School Center – Password Protected:** Coaches and Managers will use the IHSA School Center for the seeding process and reporting of information. Athletic Directors and Coaches will find the activity tracker indicating when and if a task has been completed, the Volleyball Season Summary Sheet, the seeding process and the results of seeds. Managers will find officials assignment for their regional or sectional, along with online financial reports. Since the IHSA School Center is a password protected center, coaches will need to talk to their athletic director about access. The IHSA School Center is located on the IHSA Home page at [www.ihsa.org](http://www.ihsa.org) click on School Center located at the top left side of the page.
- F. State Final Information:** Should your team qualify for the state finals, the state final information will be posted on the boys' volleyball web page ([www.ihsa.org](http://www.ihsa.org) click on the boys' volleyball page). No material will be sent or distributed to participating schools.
- G. Online Rules Meetings:** This meeting meets the by-law requirements for coaches to attend. It is mandatory for a school to participate in the state series.

## 2016-17 Boys Volleyball Season Calendar

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<b>Boys Volleyball</b>	<b>2016-17</b>
Season Starts (Mon.)	March 6
1st Contest May be Held (Mon.)	March 20
Online Season Summary Form Due (Wed. @ 10:00 a.m.)	May 3
Online Team Seeding Mtg. Deadline (Thur.@ Noon))	May 4
Regional Preliminaries (Mon.)	May 22
Regional Semifinals (Tues.)	May 23
Regional Finals (Wed.)	May 24
Sectional Semifinals (Fri.)	May 26
Sectional Finals (Tues.)	May 30
State Finals (Fri & Sat)	June 2-3
<b>Online Seeding Time Table</b>	<b>2016-17</b>
Season Summary Sheet Open to Coaches (Mon.)	March 20
Season Summary Sheet Closed (Wed.)	10:00 am, May 3
All Season Summary Sheets available to coaches to view in from their regional/sectional complex (Wed.-Thurs.)	11:00 am, May 3 to 12:01 pm, May 4
Coaches Seed Teams (Wed.-Thurs.)	11:00 am, May 3 to 12:01 pm, May 4
Administrative Review of Seeds (Thurs.)	12:02 – 4:00 pm, May 4
All Seeds posted Online (Thurs.)	4:00 pm, May 4
Final Pairings Posted (Fri.)	1:00 pm, May 5
Official Assignments Released to Managers (Mon.)	May 15
Team Data and Pictures due to IHSA (Sat.)	May 27



# Do What's Right!

## Sportsmanship

### DWR! EXPECTATIONS

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

### Acceptable Behavior...

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

### Unacceptable Behavior...

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



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

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

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

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

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

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



# SCHOOL'S RESPONSIBILITY TO AN OFFICIAL DURING THE CONTEST

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

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

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



## IV. Emergency Action Plan (EAP)

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

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

EAP's should consist of the following components:

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

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

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

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

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

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

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



## Venue-Specific Action Plan

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

**Sport:**   
**Location:**

### Emergency Personnel

**Present:**   
**On-Call:**

### Emergency Equipment Location On-Site

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

### Communication

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

### Role of First on the Scene:

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

### EMS Access:

If EMS is called provide directions/access to scene

Directions to site/location:

Open access gates  
Designate individual to meet EMS at entrance

# COACHES' AND MANAGERS' SAFETY INFORMATION

## Healthy Volleyball Environment

School administrators, coaches and officials share a very important responsibility to the student-athletes that are participating in the state series matches, to provide equipment, facilities and an environment that is as free of risk as possible. The concern for the health of our high school volleyball players in our programs should be primary.

## Responsibility

Crowd supervision is critical. Administrators and other supervisors should observe the crowd and react quickly and reasonably when conduct becomes negative and drops below the level of expected behavior. To ignore inappropriate behavior by any spectator will only enable a person or people to continue in the same fashion.

The role of an official in this regard is with the game. The role of the host school management is outside the lines. Any act dangerous to others, is an unsafe behavior, incites participants or spectators to violent or abusive action, exhibits obscene gestures, or yells profanity and/or provocative type language toward an official, student-athlete, coach, spectator, bench and/or score table personnel is considered unsportsmanlike. Such undesirable behavior requires immediate attention by the officials and/or the host school.

## Procedure

If a situation occurs outside the lines, therefore outside the jurisdiction of the rulebook, the official shall instruct the host manager to take care of the problem. If possible this should be done without stopping the match. (i.e. between a game or during a time out) If not possible, the official should stop play until the host management takes care of the situation. If the Manager, Athletic Director and/or local school Principal is not in the gym, it becomes the responsibility of the host school coach to handle if her/his team is playing.

The posting of the expected behavior at the gymnasium entrance clarifies to everyone the IHSA's expectation of all participants.

## Preventative

*Host School:* Whenever possible, the competing teams should be seated so that the crowd is not behind them. If that is not possible and fans must be seated behind a bench, that area should be carefully monitored. In situations of this kind, the IHSA suggests the first couple rows can be reserved for senior citizen, handicapped seating, press or other teams.

*Officials:* Officials should use the pre-game conference to do preventative officiating and make sure the line judges and scorers are trained. In addition, the official should consider any negative history between schools or teams, coaches, or fans. If there is, then the officials should discuss with her/his partner and choose a plan of action. Whenever possible, cover the expectation and consequences at the pre-game conference with captains and coaches.

# Managing Heat and Heat Illness

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

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

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

**Table 1**

**a.  $\leq 79.9$  degrees F**

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

**b. 80.0-84.5 degrees F**

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

**c. 84.6-87.5 degrees F**

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

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

**d. 87.6-89.9 degrees F**

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

**e. 90 degrees F**

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

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

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

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

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



# Cooling Methods Due to Heat Related Illness

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

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

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

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

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

## Resources

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

ILLINOIS HIGH SCHOOL ASSOCIATION

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

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

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

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

### Definition of a Concussion

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

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

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

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

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

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

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

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

## Concussion Information

### Return to Play (RTP) Policy

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

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

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

### Mandatory Concussion Education

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

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

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

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



## **Unmanned Aerial Vehicle (Drone) Policy**

**For IHSA Tournaments**

**Effective February 18, 2015**

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

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

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



## V. SEEDING MEETING INFORMATION

### Seeding Instructions

The following is intended to provide an explanation of the process that coaches will follow in seeding the first level tournament assignment for their school.

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

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

- Head to head victories against teams assigned to the first level tournament
- Record against common opponents
- The total win/loss record of schools in the tournament, and
- Team evaluation based on narrative provided by coaches
- These factors have not been prioritized. The IHSA reserves the right to review all submitted seeds and throw out ballots and adjust the seeds accordingly should the seeds be significantly out of the average range. In which case, the entire seeds of the out of range school will not be used.

Coaches will be allowed to indicate what range of seeds they think their team belongs: 1-4, 5-8, 9-12, 13-16, or 17-22 or in case of regional teams 1-2, 3-4, 5-6.

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

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

Schools will be able to access all the seeds made by other schools assigned to their seeding meeting prior to the seeds being posted on-line through the IHSA website. Tournament assignments will then be posted by the end of the week during which seeding occurs.

Therefore the online seeding process is:

- Coaches complete the *Season Summary Sheet*
- Coaches review all the *Season Summary Sheets* from teams assigned to their sectional complex/or regional level
- Coaches seed teams
- Coaches review all seeds submitted
- IHSA reviews seeds
- Seeds posted online
- Final pairings posted online



## Boys' Volleyball Online Seeding

Coaches, part of this seeding process is conducted through the IHSA School Center. Please see your athletic director for your school's password. The other part is conducted through the boy's volleyball webpage which is open to the general public. ([www.ihsa.org](http://www.ihsa.org) click on boy's volleyball)

Coaches, here is the basic process for completing the online seeding:

1. Coaches go online (to their school center) and complete their season summary sheet.
2. Coaches go online (to their school center) and view everyone's season summary sheet
3. Coaches seed the teams in their tournament
4. IHSA posts all seeds on the boys' volleyball web page
5. Final pairings are posted on the boys' volleyball web page.  
(Coaches and fans should double check these pairings later on before their contest as times have a tendency to change while our managers work through graduation conflicts)

## Actual Deadlines for Online Seeding

### **Now – Wednesday, Morning, May 3 (STEP ONE)**

During this time the Season Summary Sheets are available to coaches through the IHSA School Center. They must be completed no later than 10:00 am on Wednesday, May 3.

### **11:00 am – Wednesday, May 3 to 12:01 pm — Thursday, May 4 (STEPS TWO AND THREE)**

Beginning at 11:00 am on Wednesday, May 3 coaches will have a day and a half to review the Season Summary and also seed teams. Therefore coaches should study the Season Summary Sheets of the teams assigned to their tournament and prepare their seeds. Once the coach is confident in the seeds, s/he can then go to the school center and place the seeds online. Coaches will have up to 12:01pm on Thursday, May 4 to review the season summary sheets and seed the teams.

### **12:02 – 4:00 pm — Thursday, May 4**

For the remaining part of Thursday, the IHSA will review all seeds

### **4:00 pm — May 4 (STEP FOUR)**

At the end of the day on Thursday, the IHSA will post all the seeds on the boys' volleyball website.

### **1:00 pm — May 5 (STEP FIVE)**

On Friday afternoon, IHSA will post the boys' volleyball pairings.

## VI. Schools are Required to Submit State Final Program Information Online

Dear Coach or Athletic Director:

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

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

To log in the Schools Center, go to the main IHSA Web page ([www.ihsa.org](http://www.ihsa.org)) and click on the Schools Center link. Then use your ID and password to log in. On the main menu of the Schools Center, look for the "Sport & Activity Tracker" area. Find Boys Volleyball (you may have to click on "spring sports" on the yellow bar) and follow the row across until you find a link labeled "State Qualifier Data" in the column labeled "Online Forms". Click on the link and follow the instructions to fill out the required pages.

The information you will provide online includes administration, coaching staff, coaching history, season record, and roster.

*(If you experience any problems, please call the IHSA Office and ask for Linda Muxfeld)*

### IMPORTANT REMINDER

Your team picture, administration pictures (superintendent, principal, athletic director, head coach), and cutlines need to be uploaded to the School Center **no later than Saturday, May 27**. Your State Final Information Form needs to be entered online **no later than Saturday, May 27**.

If your school qualifies for the State Final Boys Volleyball Tournament, **you are required to complete the IHSA Up-to-Date Statistics form and fax (309-663-7479) it to the IHSA Office immediately following your sectional**.

Thank you for your cooperation.



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

# Boys Volleyball Up-to-Date Statistics

(Through Sectional Championship)

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

**Coach: Be sure to list cumulative statistics of all tournament roster players through the Sectional Championship. This form must be completed and FAXED to the IHSA Office immediately following your Sectional.**

School Name

## SEASON TOTALS

## SINGLE MATCH SEASON HIGH

Name	Kills	Blocks	Aces	Assists	Digs	Kills	Blocks	Aces	Assists	Digs
<b>Your Team Totals</b>										

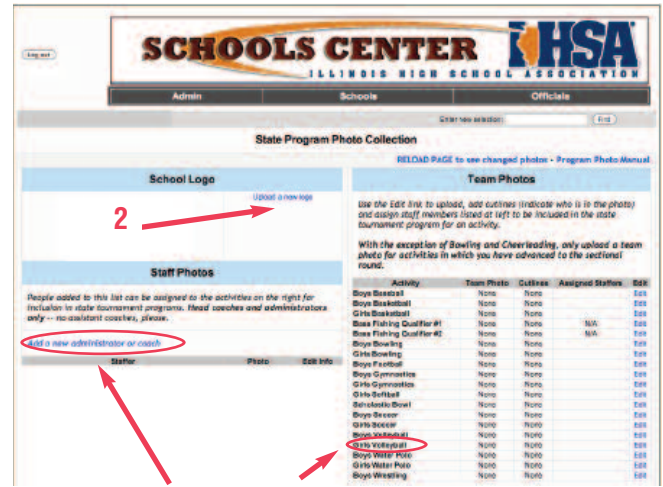


# INSTRUCTIONS FOR SUBMITTING PHOTOS

Submit your photos by uploading them in the Schools Center.



1. Sign into the Schools Center. Choose: [Upload state tournament program photos here](#).  
NOTE: Only your administrative staff has access to this link.



2. Upload School logo in .jpg format.
3. Add administrators and coaches. Choose: [Add a new administrator or coach](#). You will want to do this before adding team photos. (If your sport/activity does not include administrators or coaches in the program, you can skip this step and start uploading your team photo.) Follow the step-by-step instructions, making sure that you **save the photos and information**. Do not use all capital letters.
4. Upload your team photo. Choose: The [Edit](#) button that corresponds with your sport/activity.
  - Following the instructions upload your team photo. **Save changes**.
  - Assign staff members. Use the pull down menus to assign staff members to be included in this program. **Save changes to staff assignments**. (If no administrators or coaches are included in the program, you can skip this step.)
  - Add your cutlines. List individuals (first and last name) in each row. Do not use all capital letters. Do not include numbers, year in school, etc. Please use the following to designate supervisors in the photo: Head Coach John Smith, Asst. Coach Billy Bob, Mgr. Jane Doe. **Save changes to cutlines**.
5. Go to School Photos Menu. Check to make sure you have included all photos and cutlines for this sport/activity. If everything is correct, you can exit the Schools Center. Make sure that you have completed all other state final information for the program.

If you have any questions, please call Linda Muxfeld – 309-663-6377 or email [lmuxfeld@ihssa.org](mailto:lmuxfeld@ihssa.org).

**Photos are due  
by midnight  
Saturday, May 27, 2017**

# ScoreZone Reporting Procedures for 2016-17

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.

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

## It is the responsibility of each tournament manager to:

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

**For more information, check out the ScoreZone page at [www.ihsa.org/scores](http://www.ihsa.org/scores)**

## Interactive ScoreZone means live updates!

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

## How to Submit "Live Updates"

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

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

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

# *MaxPreps Reporting Procedures*

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

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

**Not a MaxPreps Member?** Please complete the following steps:

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

**Already a MaxPreps Member?** Please complete the following steps:

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

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

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

**How to Login to after Gaining Access?**

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

**Need Help?**

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

## VIII. OFFICIAL BALL DISTRIBUTION

### Required Use of the Wilson Volleyball

The Wilson ball is required to be used in all girls and boys state series volleyball games. There can be no substitution of a ball manufactured by another company, nor can a different brand of a Wilson ball be substituted.

#### Wilson I-Cor WTH7700XRWB Red/White/Blue Volleyball with NFHS Logo

**Sectional Managers:** You will receive two Wilson volleyballs. The winning school of the sectional will receive the game ball following the tournament.

**Regional Managers:** You will receive two Wilson volleyballs. The winning school of the regional will receive the game ball following the tournament.

The Wilson logo is displayed in a large, bold, red, cursive-style font. The word "Wilson" is written in a classic, slightly slanted script. A registered trademark symbol (®) is located at the end of the word.

# IX. 2016-17 Time Schedule

## IHSA Boys Volleyball State Finals

Friday-Saturday, June 2-3, 2017

Tournament Inquiries— Competing schools that have questions may contact Steve Lacni, State Final Manager at Hoffman Estates High School – slacni@d211.org, ph:(847) 755-5770.

### FRIDAY, JUNE 2, 2017 – SESSION ONE

#### Match 1 — 10:00 a.m.

7:30 a.m.	Officials and line judges meet with IHSA and Official Coordinator.
8:45 a.m.	Bench Officials report to court
8:45 a.m.	Pass Gate opens - earliest time for participating schools to enter
9:00 a.m.	Doors open to general public for Session 1
9:20 a.m.	Captains and head coaches for Match 1 meet for coin toss
9:34 a.m.	Team hosts escort Match 1 teams from practice gym to playing court Team rosters and line-ups for Match 1 due to official scorer
9:35 a.m.	Match 1 warm-ups begin (2-6-6)
9:50 a.m.	Welcome by Announcer National Anthem Introduction of <b>complete tournament squads</b> with starting line-ups given last Introduction of Match 1 officials and line judges
10:00 a.m.	Match 1 begins (quarterfinals)
After set 1	Captains and head coaches for Match 2 meet for coin toss
After Match 1	Team hosts for Match 1 escorts the winning team to the press conference. Losing team escorted to press conference after the winning team is done

#### Match 2 – Approx. 11:00 am

10:30 a.m.	Team hosts escorts Match 2 teams from practice gym to playing court Match 1 referees and line judge's report to court Team rosters and line-ups for Match 1 due to official scorer
10:35 a.m.	Match 2 warm-ups begin (2-6-6)
10:49 a.m.	Welcome by Announcer Introduction of <b>complete tournament squads</b> with starting line-ups given last Introduction of Match 1 officials and line judges
11:00 a.m.	Match 2 begins (quarterfinals)
After Match 2	Team hosts for Match 1 escorts the winning team to the press conference. Losing team escorted to press conference after the winning team is done

### FRIDAY, JUNE 2, 2017 – SESSION TWO

#### Match 3 — 4:00 p.m.

2:30 p.m.	Bench Officials report to court
2:35 p.m.	Pass Gate opens - earliest time for participating schools to enter
2:50 p.m.	Doors open to general public for Session 2
3:20 p.m.	Captains and head coaches for Match 3 meet for coin toss
3:34 p.m.	Team hosts escort Match 3 teams from practice gym to playing court Match 3 referees, and line judge's report to court Team rosters and line-ups for Match 3 due to official scorer
3:35 p.m.	Match 3 warm-ups begin (2-6-6)
3:50 p.m.	Welcome by Announcer National Anthem Introduction of <b>complete tournament squads</b> with starting line-ups given last Introduction of Match 3 officials and line judges
4:00 p.m.	Match 3 begins (quarterfinals)
After set 1	Captains and head coaches for Match 4 meet for coin toss
After Match 3	Team hosts for Match 3 escorts the winning team to the press conference. Losing team escorted to press conference after the winning team is done

#### Match 4 – Approx. 5:00 p.m.

4:30 p.m.	Team hosts escorts Match 4 teams from practice gym to playing court Match 4 referees and line judge's report to court Team rosters and line-ups for Match 4 due to official scorer
4:35 p.m.	Match 4 warm-ups begin (2-6-6)
4:49 p.m.	Welcome by Announcer Introduction of <b>complete tournament squads</b> with starting line-ups given last Introduction of Match 4 officials and line judges
5:00 p.m.	Match 4 begins (quarterfinals)
After Match 4	Team hosts for Match 4 escorts the winning team to the press conference. Losing team escorted to press conference after the winning team is done

## SATURDAY, JUNE 3, 2017 – SESSION THREE

### Match 5 — 10:00 a.m.

8:45 a.m.	Pass gate open to teams
9:00 a.m.	Doors open and tickets go on sale for Session 3 to the general public
9:20 a.m.	Captains and head coaches for Match 5 meet for coin toss
9:34 a.m.	Team hosts escort Match 5 teams from practice gym to playing court Match 5 referees and line judges report to the court Team rosters and line-ups for Match 5 submitted to Official Scorer by coaches
9:35 a.m.	Match 5 warm-ups begin (2-6-6)
9:50 a.m.	Welcome by Announcer National Anthem Introduction of <b>head coach</b> , starting line-ups, and libero given last Introduction of Match 5 officials and line judges
10:00 a.m. After set 1	Match 5 begins (semi-finals) Captains and head coaches for Match 6 will meet with officials for pre-match conference and coin toss.
After Match 5	Team hosts for Match 5 escort the winning team to the press conference. Losing team escorted to the press conference after the winning team is done.

### Match 6 – Approx. 11:00 a.m.

10:34 a.m.	Team hosts escorts Match 6 teams from practice gym to playing court Match 6 referees and line judge's report to court Team rosters and line-ups for Match 6 due to official scorer
10:35 a.m.	Match 6 warm-ups begin (2-6-6)
10:50 a.m.	Welcome by Announcer Introduction of <b>head coach</b> , starting line-ups, libero given last Introduction of Match 6 officials and line judges
11:00 a.m. After Match 6	Match 6 begins (semi-finals) Team hosts for Match 6 escorts the winning team to the press conference. Losing team escorted to press conference after the winning team is done

## SATURDAY, JUNE 3, 2017 – SESSION FOUR CONSOLATION AND CHAMPIONSHIP

### Match 7 — 4:00 p.m.

2:45 pm.	Pass gate open to teams
3:00 pm.	Doors open and tickets go on sale for Session 4 to the general public
3:20 pm.	Captains and head coaches for Match 7 meet for coin toss
3:34 pm.	Team hosts escort Match 7 teams from warm up gym to playing court Match 7 referees and line judges report to the court Team rosters and line-ups for Match 7 due to official scorer
3:35 pm.	Match 7 warm-ups (2-6-6)
3:50 pm.	Welcome by Announcer National Anthem Introduction of <b>head coach</b> , starting line-ups, and libero given last for Match 7 Introduction of Match 7 officials and line judges
4:00 pm. After set 1	Match 7 begins (consolation) Captains and head coaches for Match 8 will meet for coin toss
After Match 7	Awards Ceremony

### Awards Ceremony

- Awards ceremony for the Consolation Match will take place **immediately** following the match. Team hosts help line up teams immediately following match
- Senior Power Point
- Team hosts for Consolation Match 7 teams escort teams to warm up gym for photos.
- Announce starting time for Championship Match 8 at scheduled time (25 minutes following recognition)

After Ceremony	Team hosts for Match 7 escorts the winning team to the press conference. Losing team escorted to press conference after the winning team is done
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### Match 8 – Approx. 5:30 p.m.

5:05 pm.	Team hosts escort Match 8 teams from practice gym to playing court Match 8 Referees and Umpire and Line Judges report for duty Team rosters and line-ups for Match 8 submitted to Official Scorer by coaches.
5:06 pm. 5:20pm.	Match 8 pre-match warm-ups begin (2-6-6) Introduction of <b>head coach</b> , starting line-ups, and libero given last Introduction of Match 8 officials and line judges
5:30 pm. After Match 8	Starting time for Championship Match 8 Awards Ceremony

- Awards ceremony for the Championship Match will take place immediately following the match. Team hosts help line up teams immediately following match.
- Teams may remain on main floor for pictures

After Ceremony	Team hosts for Match 8 escorts the winning team to the press conference. Losing team escorted to press conference after the winning team is done
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# **HOFFMAN ESTATES HIGH SCHOOL ATHLETIC TRAINING ROOM**

1100 West Higgins Road  
Hoffman Estates, IL 60195

Phone: 847-755-5790  
Fax: 847-755-5773

Dear Athletic Trainer:

On behalf of Hoffman Estates High School, we welcome you to the IHSA State Boys' Volleyball Tournament. Congratulations on your team's success.

The Athletic Training Staff (Certified and Illinois Licensed) at Hoffman Estates High School will be present at all matches of the state tournament. Two staff members will be available on the floor during warm-up and competition sessions as well as one staff member will be present in the Athletic Training Room. The Athletic Training Room is located off the North West corner of the main gym floor.

The Athletic Training Room will be open for pre-game, and post-game treatments, taping, and other first-aid services for any of your athletes. Should your athlete require ultrasound or electric muscle stimulation, a physician-signed prescription is needed. In the event your athlete needs to be transported to a hospital, the Hoffman Estates Fire Department Paramedics primary hospital is St. Alexius Medical Center approximately 2.5 miles West on Higgins Road (1555 Barrington Road; Hoffman Estates, IL 60169).

Hoffman Estates High School will provide water, Gatorade, and cups for every match along with ice bags for your team's use on the bench. Feel free to bring along any of your supplies. We will do everything we can to accommodate your needs during this IHSA State event.

If any member of your staff has questions or concerns regarding an athlete's health care, please contact us at (847) 755-5790.

Sincerely,

***Greg Garofalo, ATC***

Greg Garofalo, ATC  
Athletic Trainer



## Boys Volleyball Media Information



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

### *Policies for the Press IHSA Boys Volleyball State Finals*

These special instructions have been recommended by the IHSA News Media Advisory Committee and approved by the IHSA Board of Directors.

#### **Reporter/Photographer Season Passes**

No working press will be admitted at the pass entrance without proper credentials. The pass gate personnel have been instructed that should a person come to the pass gate without proper credentials, they should be directed to the box office. Holders of the Media Passes must have proper company identification and a valid driver's license and must be ready to present them when they enter the facility.

#### **Credentials**

Working personnel can gain admittance with the following: A General Media Seasons Pass – These have been issued to members of the media for all current IHSA state series events. They must be visibly displayed. An Individual Event Media Pass – These passes are issued for the boys' volleyball only. Matt Troha at the IHSA Office through Wednesday issues them to the media. Note that passes after the state final will issue Wednesday pass gate manager. The IHSA Media Guide will be used to confirm the validity of late requests. Proper press credentials and a driver's license must be shown if the request is to receive consideration.

#### **Tournament Administration**

State final programs are printed by the IHSA with team stats and information. Media will be provided at no charge, one program. Quantities of programs are limited.

#### **Press Room**

Persons with proper media passes may use the pressroom located across from the gymnasium. Tom Petersen are the press supervisors whom will help the press with fax and phone access. Following a match, copies of the statistics will be placed in the pressroom.

#### **Press Interview Procedures**

The press interview room is located at the south end of the gymnasium. Following a match teams will be escorted to the pressroom by their hosts. The winning team's head coach and players will be interviewed first and the other team will be escorted to a waiting area for a 10 minute cooling off period. The non-winning team's head coach and players will be interviewed after the winning team has been escorted back to their locker room. Coaches will be advised that following the formal press conference, the news media may want a one-on-one interview with one or more members of their team.

#### **Press at Courtside**

In order for competing teams to have a larger area to play on, working press have been moved to tables located in the bleachers behind the team benches. Please restrict your activities to the working press areas. This specifically prohibits going to team benches or the playing floor.

#### **Photographers at Courtside**

The upper concourse provides a space for photographers in addition to the bleachers behind the team bench. No photographers will be permitted access to the area in front of the team benches except to briefly shoot coach action and jubilation shots during time outs. They are required to remain seated during "live ball" situations. Electronic flash equipment is permitted on the floor while shooting the pregame warm-ups, post match as the teams leave the floor, during the awards ceremonies and in the press interview room.

#### **Awards Area**

During the award ceremonies, photographers may shoot from outside the awards ceremony staging court. The lights will be turned off. Photos after the consolation award ceremony can be taken in the warm up gym. Photos for the championship match can be taken on the main floor following the award ceremony.



### STUDENT MEDIA CREDENTIALS FOR PARTICIPATING SCHOOLS

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

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

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

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

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

### VIDEO TAPING STATE FINALS FOR COACH FILM BREAKDOWN

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

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

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

## Internet Video Broadcasting Information



Contact: Matt Troha • [mtroha@ihsa.org](mailto:mtroha@ihsa.org) • Phone: 309-663-6377 • Fax: 309-663-7479

IHSA Tournament Managers/Hosts,

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

### **BROADCAST RIGHTS FEE PAYMENT REQUIRED**

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

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

### **BROADCAST RIGHTS FEE PAYMENT NOT REQUIRED**

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

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

## *Internet Video Broadcast Rights Fee Schedule*

### **BOYS BASKETBALL**

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

### **GIRLS BASKETBALL**

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

### **FOOTBALL**

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

### **ALL OTHER SPORTS**

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

## 2016-2017 IHSA Request To Purchase Additional/Replacement State Series Awards

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

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

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

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

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

**Classification**

___ 1A	___ 4A	___ 7A
___ 2A	___ 5A	___ 8A
___ 3A	___ 6A	

**Gender:**

Girls     Boys

**Level of Competition:**

Regional       Sectional       Super-Sectional       State

**Type of Award:**

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

**Name:**

**Email Address:**

**School:**

**Address:**

**City, ZIP Code:**

**Phone Number:**

**Fax Number:**

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 nual Files:Awards forms:Schools  
 Duplicate Awards.doc



## 2016-2017 IHSA Request To Purchase Additional/Replacement State Series Awards

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

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

### Extra Medal Pricing for Schools:

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

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

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

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

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

Gold State Champion-top figure (#1)	\$51.00
Gold State Champion-side figure (#1)	\$51.00
Gold State Runner-up-top figure (#1)	\$51.00
Gold State Runner-up-side figure (#1)	\$51.00
Gold State 3rd/4th Place-top figure (#1)	\$51.00

### Gold figures and plate replacement pricing

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

State 3 <sup>rd</sup> /4 <sup>th</sup> Place Gold-side figure (#2)	\$33.00, plus \$10.00 shipping
Girls Soccer – Gold-side figure 3 <sup>rd</sup> /4 <sup>th</sup> Place (#3)	\$27.00, plus \$10.00 shipping
Music Lyre – Gold-side figure 3 <sup>rd</sup> Place (#3)	\$27.00, plus \$10.00 shipping
Badminton Gold shuttlecock and/or riser	\$27.00, plus \$10.00 shipping
Repl. Trophy Plate w/lasering names	\$30.00, plus \$10.00 shipping
Repl. Black Plate for SF Trophy w/o lasering	\$12.00, includes shipping
Bat, Tennis, Golf Club Replacement for All Figurine	\$16.00, includes shipping

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

# Volleyball Lineup Sheet

## Team Roster

Team \_\_\_\_\_

Check one:   Home   Visitor

Player #	Player Name

Libero # \_\_\_\_\_

### Game 1

Check one:   Serving Team   Receiving Team

Serving Order	Player #
I	
II	
III	
IV	
V	
VI	

Libero # \_\_\_\_\_

### Game 2

Check one:   Serving Team   Receiving Team

Serving Order	Player #
I	
II	
III	
IV	
V	
VI	

Libero # \_\_\_\_\_

### Game 3

Check one:   Serving Team   Receiving Team

Serving Order	Player #
I	
II	
III	
IV	
V	
VI	



# Libero Tracking Sheet

TEAM	TEAM		L
GAME	Serving Order	SP	
	I		
	II		
	III		
	IV		
	V		
	VI		

TEAM	TEAM		L
Serving Order	SP		
I			
II			
III			
IV			
V			
VI			

TEAM	TEAM		L
GAME	Serving Order	SP	
	I		
	II		
	III		
	IV		
	V		
	VI		

TEAM	TEAM		L
Serving Order	SP		
I			
II			
III			
IV			
V			
VI			

Enter the Libero's number next to the L. Enter the jersey number of the starting player for each position under SP. When the Libero enters, slash the player number and enter L. When the Libero leaves, slash the L and enter the returning player number. If a regular sub occurs, slash the player number and enter the new number.

I	<del>14</del>	<del>14</del>	<del>14</del>	<del>7</del>
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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. <b>Head Varsity Coach</b>	<input type="text"/>	Guest	<input type="text"/>
7. <b>Assistant Coach</b>	<input type="text"/>	Guest	<input type="text"/>
<b>Assistant Coach</b>	<input type="text"/>	Guest	<input type="text"/>
<b>Assistant Coach</b>	<input type="text"/>	Guest	<input type="text"/>
<b>Assistant Coach</b>	<input type="text"/>	Guest	<input type="text"/>
8. <b>Manager</b>	<input type="text"/>		
9. <b>Scorekeeper</b>	<input type="text"/>		
10. <b>Video/Camera Operator</b>	<input type="text"/>		
11. <b>Bus Driver</b>	<input type="text"/>		
12. <b>Athletic Trainer</b>	<input type="text"/>		
13. <b>All rostered players according to the terms and conditions.</b>			

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

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

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



## **Volleyball Interpreters**

Barb Maue, Shiloh (Clinician)

Mark McKinnon, Homewood

Karen McNaught, Chatham

Nancy Nester, Gurnee

Mark Trapp, Villa Park

Ed Vesely, Aurora

Pam Young, Chicago