

**2014-15**

***Girls Volleyball***

**Manual for  
Schools**



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## Revision History



# 2014-15 IHSA Girls Volleyball State Series Terms and Conditions

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

## I. SCHOOL CLASSIFICATION

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

**A.** The classification of a school shall be determined on the basis of its total student enrollment figure reported to the Illinois State Board of Education in its Fall Housing Report on September 30th of the preceding school year. During the 2014-15 school term, the following sports and activities shall operate under this system: boys' baseball, boys' basketball, girls' basketball, girls' softball, and girls' volleyball.

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

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

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

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

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

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

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

1. Schools with enrollments of **247.00** and below will be Class 1A.

2. Schools with enrollments above **247.01-517.00** will be Class 2A.

3. Schools with enrollments above **517.01-1369.00** will be Class 3A.

4. Schools with enrollments above **1369.01 and over** will be Class 4A.

## II. DATES AND SITES

**A. Regionals:** Class 1A-4A regionals shall be played on Monday, Tuesday, Wednesday, and Thursday, October 27, 28, 29 & 30, 2014 based on the following schedule:

**1. Seven Team Regional:** The upper portion of the bracket's preliminary/quarterfinal contests shall be played on Monday, October 27, 2014. The lower portion of the bracket's preliminary/quarterfinal contests shall be played on Tuesday, October 28, 2014. All semifinal contests shall be played on Wednesday, October 29, 2014 with the championship occurring on Thursday, October 30, 2014.

**2. Five/Six Team Regional:** Preliminary/quarterfinals shall be played on Monday, October 27, 2014 with semifinal contests on Tuesday, October 28, 2014, and the regional championship shall be played on Thursday, October 30, 2014.

**3. Four Team Regional:** Teams shall play their semifinal matches (matches 1 and 2) on Tuesday, October 28, 2014. The regional championship shall be played on Thursday, October 30, 2014.

**B. Class 1A -- 4A Sectionals:** Class 1A - 4A sectionals shall be played on Tuesday and Thursday November 4 and November 6, 2014. Semifinal matches shall be played on Tuesday, November 4, 2014 and the Sectional Championship match shall be played on Thursday, November 6, 2014 at the sectional site.

**C. Class 1A -- 4A Super-Sectionals:** The Super-Sectional matches shall be held on Saturday, November 8, 2014.

**D. Class 1A -- 4A State Final:** The semifinal and final round matches of the State Final tournaments shall be played on Friday-Saturday, November 14-15, 2014, at Illinois State University in Redbird Arena. The State Final will be hosted by the ISU Department of Athletics.

## 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 2014-15 Entry Policies and Procedures.

**A. On-Line Entries:** All member schools must enter their school into the state series competition through the IHSA Schools Center on the IHSA Website at ([www.ihsa.org](http://www.ihsa.org)). The deadline for entry is September 5th. The 2014-15 Entry Policies and Procedures outlining the online entry procedures for all IHSA-sponsored tournaments can be found in the Schools Center on the IHSA website.

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

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

If a school withdraws after the seeding meeting date 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 the competition, the school will be charged a \$100 penalty, the cost of game officials and the host school guarantee according to the Terms & Conditions for the respective sport.

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

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

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

#### IV. HOST FINANCIAL ARRANGEMENTS

##### A. Host School Financial Arrangements:

**1. Regional Host:** Each host school shall receive \$230.00 per night for hosting the regional and shall be reimbursed the cost of officials and line judges. This fee does not include the seeding meeting allowance, where applicable. The host shall retain 20% of net income and submit the remainder to the IHSA. In the event of a negative balance, the host shall be reimbursed the entire deficit. If admission is not charged, the host shall forfeit the guarantee.

**2. Sectional Host:** Each host school shall receive a flat guarantee of \$540.00 for hosting the sectional and shall be reimbursed the cost of officials and line judges. This fee does not include the seeding meeting allowance, where applicable. The host shall retain 20% of net income and submit the remainder to the IHSA. In the event of a negative balance, the host shall be reimbursed the entire deficit. If admission is not charged, the host shall forfeit the guarantee.

**3. Super-Sectional Host:** The host school shall pay for all local expenses and issue checks to the game officials and line judges. Each host shall receive a guarantee of \$310.00 and shall be reimbursed the cost of officials. The host shall retain 20% of net income and submit the remainder to the IHSA. In the event of a negative balance, the host shall be reimbursed the entire deficit. If admission is not charged, the host shall forfeit the guarantee.

**B. Season Tickets for Regionals/Sectionals:** Local managers of regional and/or sectional tournaments in which two (2) or more sessions are conducted may sell season tickets as well as session tickets. If the local manager exercises this option, season ticket prices will be the same as the single-session price multiplied by the number of sessions. There is no discount price for season tickets.

##### C. Admission Prices:

###### 1. Preliminary and Regional

Baby in Arms	no charge
Child	\$4.00
High School	\$4.00
Adult	\$4.00

###### 2. Sectional

Baby in Arms	no charge
Child	\$5.00
High School	\$5.00
Adult	\$5.00

###### 3. Super-Sectionals

Baby in Arms	no charge
Child	\$6.00
High School	\$6.00
Adult	\$6.00

#### 4. State Finals

Baby in Arms	no charge
Child	\$8.00
High School	\$8.00
Adult	\$8.00

**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. Class 1A-4A Assignments for Schools:** All Class 1A, 2A, teams and 3A and 4A teams outside the Chicago suburban area, will be assigned directly to one of four regional tournaments. Class 3A and 4A teams in the Chicago suburban area will be assigned to a sectional complex. The sectional complex will utilize true seeds unless conflicts arise from the seeds of the pre-determined hosts. Generally, the Chicago suburban area will be defined as the following counties – Cook, Northern Will, DuPage, Kendall, Kane, McHenry, and Lake. The regional's will utilize true seeds for the determining their regional bracket.

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

**C. 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 sectional 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 Girls Volleyball Manual for Schools.

**D. 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. Season Summary Sheet is open to coaches by September 15 and will close by 10:00 am on October 8. All Season Summary Sheets will be available to coaches to view and seed teams in their regional/sectional complex by 11:00 am, October 8 to 12:01 pm, October 9.

**E. Pairings:** Schools assigned to the regional tournaments will utilize true seeds within their regional for determining the regional bracket.

**F. Sectional Pairings for Traditional Format:** In the case of traditional regionals, the teams advancing from each regional shall be placed in the sectional tournament bracket based on the luck of the draw.

**G. Announcement of Pairings:** The Class 1A-4A pairings will be made by the IHSA and posted on the IHSA web site no later than Friday, October 9.

#### VI. TOURNAMENT STRUCTURE AND TIME SCHEDULES

**A. Tournament Conflicts/Playing Order/Time Changes:** No local manager is authorized to change the dates or times of the matches played as determined by the IHSA Office. Managers shall contact the IHSA Office to resolve time conflicts, playing order conflicts, or changing the time schedule.

##### B. Time Schedules:

**1. Regional Time:** In a regional tournament that is held on Monday, Tuesday, or Wednesday, the matches shall start no earlier than 5:30 pm. The Thursday Regional Championship will be played no sooner than 6:00 pm.

**2. Sectional Time:** In a sectional with 2 matches shall be played no earlier than 5:30 pm. A sectional with 1 match shall be played no earlier than 6:00 pm.

**3. Super-Sectional Time:** Super-sectionals shall be played between the hours of 1:00 p.m. and 7:00 p.m.

##### 4. State Final Time Schedule

Please note ALL State Final match times are estimates. Matches will begin immediately at the conclusion of the previous match.

##### Session 1 Semifinals

Match 1	Class 1A	9:00-10:00 am
Match 2	Class 1A	10:30-11:30 am
Match 3	Class 2A	12:00-1:00 pm
Match 4	Class 2A	1:30-2:30 pm

##### Session 2 Semifinals

Match 5	Class 3A	4:30-5:30 pm
Match 6	Class 3A	6:00-7:00 pm
Match 7	Class 4A	7:30-8:30 pm
Match 8	Class 4A	9:00-10:00 pm

##### Session 3 Consolation and Championships

Match 9	1A Consolation	9:00-10:00 am
Match 10	1A Championship Award Ceremony	10:30-11:30 am Immediately after Match 10

Match 11	2A Consolation	12:25-1:25 pm
Match 12	2A Championship	1:55-2:55 pm
	Award Ceremony	Immediately after Match 12

#### Session 4 Consolation and Championships

Match 13	3A Consolation	4:00-5:00 pm
Match 14	3A Championship	5:30-6:30 pm
	Award Ceremony	Immediately after Match 14

Match 15	4A Consolation	7:25-8:25 pm
Match 16	4A Championship	8:55-9:55 pm
	Award Ceremony	Immediately after Match 16

### VII. ADVANCEMENT OF WINNERS

**A. Class 1A-4A:** The winners of the thirty-two (32) regional tournaments shall advance to eight (8) sectional tournaments consisting of four teams each. The winners of the eight (8) sectional tournaments shall advance to four (4) super-sectional matches consisting of two teams each. The winners of the four (4) super-sectional tournaments shall advance to the state final tournament.

### VIII. TOURNAMENT RULES

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

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

**C. Official Wilson Volleyballs:** The Red/White/Blue Wilson I-Cor WTH7700XRWB volleyball with the NFHS logo shall be used in the state tournament series. Wilson shall provide volleyballs for each level of the state series and only Wilson volleyballs may be used. The host school will choose the ball for regular season match (white is still an option).

**D. Team Roster and Personnel:** In each of the tournaments, a participating school shall not have more than fifteen (15) eligible players on the roster, in team uniform playing or warming up. The 15 players listed on the team's roster are eligible to compete in a match. The roster of players may change from match to match in the state series. No more than 22 coaches, players, support personnel may be in the team bench area.

**E. Administrative Passes:** Each school will receive 3 administrator passes in their Super-Sectional Boxes. These are intended to be used for the superintendent, principal, and athletic director to gain access to the facility and the floor for the awards ceremony. Any misuse of these passes will result in immediate forfeiture of the passes and possible disciplinary action for the member school.

**F. Warm-up Time:** 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, and 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.

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.

**G. Warm-Up Entry:** 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.

**H. Assignment of Officials and Line Judges:** The R1 and R2 for all tournament series matches including the preliminary match will be assigned by the IHSA Office. Local tournament managers will provide two (2) line judges, a scorer, a libero tracker, and a timer for each regional.

It is recommended that the local manager hire a licensed official for the line judge position. 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 school's varsity girls' volleyball team. It is recommended that line judges are adults and wear white short sleeve polo shirts, dark slacks and black or white shoes and socks. Line judges may use flags.

**The IHSA will assign line judges for the sectional and super-sectional contests.**

**I. Gym Set up:** For regional, sectional, and super sectionals, only, the gym (and net system) needs to be available and ready 45 minutes prior to the scheduled start of the match

### IX. TOURNAMENT POLICIES

#### A. Pre-Sale Tickets:

**1. Competing Schools:** Schools competing in a State Final Tournament session will have an opportunity to purchase tickets in advance for that Friday's session. Tickets will be picked up from the super-sectional manager which can be sold at the school.

**2. Refunds:** Under no circumstances shall there be a refund of ticket money for tickets sold in advance for the State Final even when tournament sessions are postponed. Tickets purchased in advance shall be good for the session when it is held.

**B. All-Star Teams:** No tournament management, game officials, nor anyone serving under the supervision of the Illinois High School Association, may cooperate in any way in the selection of an all-star tournament team for the regional, sectional or super-sectional tournaments.

**C. Regional/Sectional/Super-Sectional Pass Gate:** Participating schools must complete the IHSA Pass Gate Form for designated school personnel to be admitted free of charge. For a regional/sectional/and super-sectional, teams assigned to regional/sectional complexes shall not be given passes to any correlated sectional tournament or super-sectional.

**D. State Final Passes:** For the state final tournament matches, each super-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.

**E. Bands:** The host school is allowed to have a band play before matches and during time outs and intermission. Members of the band may be given free admission. Band instruments shall not be used for cheering purposes. No band other than the one from the host school shall be admitted as an organization unless approved by the IHSA if requested by the local manager. At Redbird Arena and at the state finals, 60 band members in addition to 1 band director will be admitted into the tournament free of charge. Bands will be selected by the IHSA.

**F. Signs and Banners:** The display of signs, banners, placards or similar items at IHSA state series events is permitted, provided they:

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

**G. Cheerleaders and Mascots:** No pompon squads or drill team groups shall perform at any tournaments. Cheerleaders of participating schools are allowed.

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

**I. Practice Sessions for State Series/State Final:** In the regional, sectional, and super-sectional, the host school shall not make its gymnasium available to the visiting teams for practice sessions. Teams participating in the State Final tournaments will be permitted to practice in Redbird Arena on the Thursday prior to the state tournament. Thursday practice schedule at Redbird Arena will mirror the state final playing schedule. In addition, a school may make arrangements to use facilities at an area high school or university during the days of the State Final tournament.

**J. Media Requirements:**

1. Provide Space:

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

2. Radio and TV Originators:

It is the responsibility of the Local Manager to accept applications, approve requests to originate, collect proper rights fees payments (where required) and make cancellation refunds for television and/or radio play-by-play origination's, 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.

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.

**K. Videotaping by Schools and/or Spectators:** Videotaping will be allowed provided the local managers have 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.

**L. Flash Photography:**

1. During the match, no flash cameras can be used by spectators.

2. Strobe lighting by the news media can be used if the Manager has conferred with both coaches who give permission.

3. News media photographers are allowed to use electronic flashes. Should the manager and game official agree that the flashes are causing interference with the conduct of the contest, and then they can require the photographer to cease use of the flash.

4. The Manager's decision is final.

**M. 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.

**N. Use of Inhalers:** A student with asthma may possess and use 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.

**O. Prayer at IHSA State Series Contest:**

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

**P. 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.

**Q. Team Reimbursements:**

There will be no team reimbursements for teams competing in the regional, sectional or super-sectional tournaments. Each school participating in any regional, sectional or super-sectional tournament match will be responsible to pay all expenses related to the team.

In the State Final tournaments, the participating teams shall be allowed transportation expenses at the rate of five dollars (\$5.00) per mile per team for one round-trip to and from the center where the State Final tournaments will be played. In addition, each team that participates in the State Final tournaments shall receive a flat team expense allowance. A team traveling 0-150 round trip miles to the state final site shall receive a \$750.00 reimbursement. A team traveling 151-300 round trip miles to the state final site shall receive a \$1,850.00 reimbursement. A team traveling over 300 round trip miles to the state final site shall receive a \$2,700.00 reimbursement.

Neither the State Association nor the local tournament management will assume responsibility for any other team expenses of any kind except those expenses specified above. 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.

**R. Housing:** Housing will be reserved by the IHSA for the teams participating in the State Final tournament. Schools participating in the State Final tournament will have an opportunity to state whether or not they will use the housing reserved for them by the IHSA Office.

If schools elect to use the reserved housing, they must accept the housing assigned by the IHSA Office. If schools do not elect to use the reserved housing, they will be responsible for making their own housing arrangements for the State Final tournament.

**S. Artificial Noisemakers:** All artificial noise-making devices shall be excluded from the gymnasium. The use of band instruments shall be limited as explained in "E" above. See National Federation Rules Book 1, Section 8.

Tournament managers should not permit spectators to bring megaphones into the gymnasium for cheering purposes. Cheerleaders may use megaphones for cheering purposes.

## X. AWARDS

**A. Team:** The IHSA will furnish a plaque to the winning teams of the regional, sectional, and super-sectional tournaments. Trophies will be presented to the first, second, third and fourth place teams at the state final tournament.

**B. Individual:** Twenty-six (26) medallions will be presented to players, coaches and other team members of the first, second, third and fourth place teams at the state tournament. This count includes the Superintendent's medallion, the Principal's medallion, the Athletic Director's medallion, and the Athletic Trainer medallion.

**C. Additional Awards:** No other trophies or awards of any kind may be presented at the tournaments unless approved by the Board of Directors.

## XI. OFFICIALS

### A. Appointment and Fees:

**1. Regional Fee:** In the preliminary, quarterfinal, semifinal and final regional tournaments, each Referee and Umpire shall receive a fee of \$57.50 per match. Line judges shall receive a fee of \$20.00 per match worked.

**2. Sectional Fee:** In the sectional tournaments, each R1 and R2 appointed by the IHSA shall receive a fee of \$71.50 per match. Line judges shall receive a fee of \$20.00 per match worked.

**3. Super-Sectional Fee:** In the super-sectional matches, each R1 and R2 shall receive a fee of \$97.00 per match. Line judges shall receive a fee of \$20.00 for the match.

**4. State Fee and Lodging:** In the state final matches, each appointed R1 and R2 shall receive a flat fee of \$510.00 (\$127.50 per match worked.). Each Line Judge shall receive a flat fee of \$97.50. In addition, each official and line judge who actually incurs an overnight lodging expense and uses the assigned housing shall receive a \$60.00 lodging allowance for each of the three (3) nights lodging upon receipt and approval from the IHSA Administrator.

**5. State Final Officials Coordinator:** The Class 1A/2A Officials Coordinator shall receive \$125.00 a day. In addition, the coordinator shall receive an overnight lodging expense at the assigned housing of \$60.00 per night for a maximum of three (3) nights upon receipt and approval from the IHSA Administrator. The Class 3A/4A Officials Coordinator shall receive \$125.00 a day. In addition, the coordinator shall receive an overnight lodging expense at the assigned housing of \$60.00 per night for a maximum of three (3) nights upon receipt and approval from the IHSA Administrator.

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



# 2013-14 Girls Volleyball Calendar

## 2014-15 Girls Volleyball Season/Seeding Calendar

### AUGUST

Season Starts (Wed.).....Aug. 13  
 1st Contest May be Held (Mon.).....Aug. 25

### SEPTEMBER

Season Summary Sheet open to coaches .....Sept. 15

### OCTOBER

Season Summary Sheet closed .....10:00 am, Oct. 8  
 All Season Summary Sheets available to coaches to view and seed  
 teams in their regional/sectional complex .....11:00 am, Oct. 8 to 12:01 pm, Oct. 9  
 IHSA to review all seeds .....12:02 pm – 4:13 pm, Oct. 9  
 Seeds posted on girls' volleyball web site .....4:15 pm, Oct. 9  
 Pairings posted .....1:00 pm, Oct. 10  
 Regionals:  
     7 Team (upper bracket).....Oct. 27, 29 & 30  
     7 Team (lower bracket) .....Oct. 28, 29 & 30  
     5/6 Team .....Oct. 27, 28 & 30  
     4 Team .....Oct. 28 & 30

### NOVEMBER

Sectionals (Tues. & Thurs.) .....Nov. 4 & 6  
 Super-Sectionals (Sat.).....Nov. 8  
 State Final (Fri.-Sat.).....Nov. 14-15  
 Season Ends (Sat.) .....Nov. 15





## Girls Volleyball School Cover Letter

### *Steps Needed to Participate in the IHSA Girls' Volleyball State Series*

This manual includes pertinent information related to this year's state series. There have been significant structural changes for the team bracketed sports including volleyball. Please read the Terms and Conditions to understand those changes. In some cases depending on your geographic location, your structure will be different than other areas.

**School Manual:** The school manual will be posted online each year around September 6th. No hard copies will be sent to participating schools. Schools will use the IHSA girls' volleyball website ([www.ihsa.org](http://www.ihsa.org) click on girls' volleyball) to access general information and the IHSA Schools Center (password protected) to manage the state series. Coaches should talk to the Athletic Director to get their school's ID and passwords.

**Managers Manual:** Included on the website is a manual for managers who are hosting a regional, sectional or super-sectional.

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

**Entry/Withdrawal:** If your school is listed on the assignment sheet, your school is entered into the state series. If your school is not listed, then you are not entered into the state series tournament. After September 1st, to either enter late or withdraw from the tournament, your school's Official Representative must call the IHSA to enter or send an email to Tammy Craig ([tcraig@ihsa.org](mailto:tcraig@ihsa.org)) to withdraw. There are penalties associated with late entries and withdrawals.

**Seeding Process:** Refer to this manual for online seeding instructions. All IHSA seeding is now done online.

**Regional, Sectional, and Super-Sectional Pass Gate:** Refer to the *Volleyball Pass Gate Form* included in this manual to know who will be admitted free into a regional, sectional and/or super-sectional contest. Coaches must complete the form and return it to the tournament manager prior to the start of the event. Do not alter or adjust the form to substitute people not authorized to attend. There is no pass gate for the state final, instead 22 passes will be provided to competing schools. Passes shall be used by school approved, certified assistant coaches or students from the member high school acting in a team manager role. Also, each school will receive 3 administrator passes in their super-sectional boxes. These are intended to be used for the superintendent, principal, and athletic director to gain access to the facility and the floor for the awards ceremony. Any misuse of these passes will result in immediate forfeiture of the passes and possible disciplinary action for the member school.

**Regional Winners:** It is imperative for each regional champion to provide the IHSA Office with photographs and state final program information in preparation for the state finals.

### *Information Needed to Participate in the IHSA Girls Volleyball State Tournament*

**State Finals:** Because the 4 teams from each class advancing to the state finals will play their first match as a semi-final match, all schools will be guaranteed to play on both Friday and Saturday.

**Housing:** Teams qualifying for the state final will be assigned housing and provided a code to release the rooms to them. Each school has been provided 12 rooms. The codes will be given to the advancing teams immediately after the super-sectionals.

**State Final Pre-sale Tickets:** Schools advancing to the state finals will receive from the super-sectional manager, pre-sale tickets that can be sold at the school.

**State Final Time Schedule:** Please note **ALL** State Final Game times are estimates. Games will be played continuously.

**State Final Qualifier Information:** The downloadable State Final Qualifier Information can be located in the Schools Center and on the Girls Volleyball Menu page.

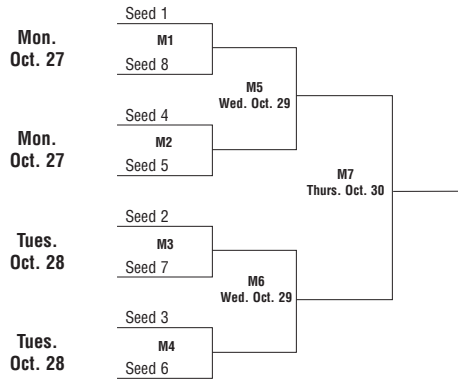
### *Promotions/Recognitions*

**Volley for a Cure:** A school may host **one** "Volley for the Cure" contest during the regular season. Officials may wear a pink shirt and teams may wear pink as well. Promotional information will be on the girls' volleyball website.

**Officials' Day:** Any volleyball official attending the state final will be recognized on the court on Saturday, along with other recognitions in the hospitality area. More information is included in this manual.

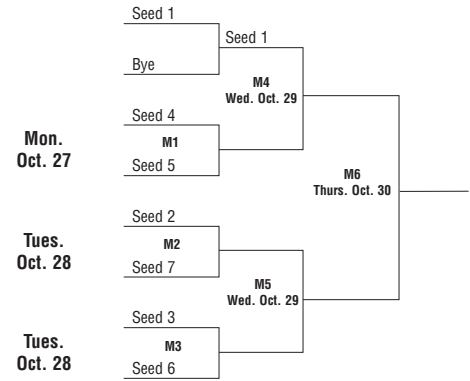
# Playing Schedule

## 8 teams



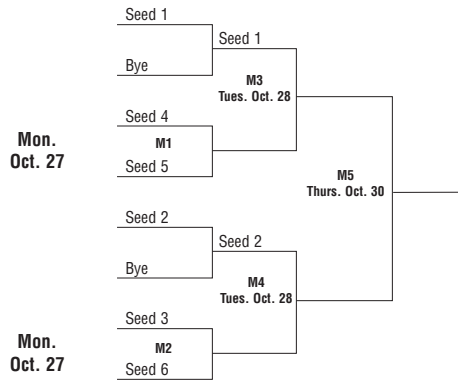
Matches 1, 2 will be played Monday  
 Matches 3, 4 will be played Tuesday  
 Matches 5, 6 will be played Wednesday  
 Match 7 will be played Thursday

## 7 teams



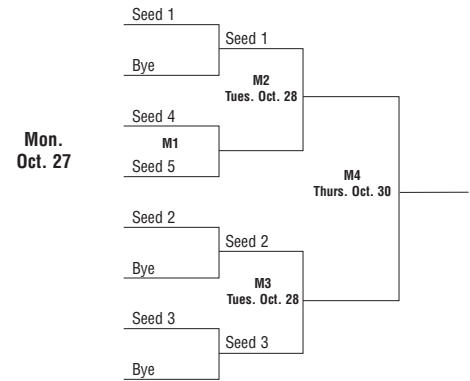
Match 1 will be played Monday  
 Matches 2, 3 will be played Tuesday  
 Matches 4, 5 will be played Wednesday  
 Match 6 will be played Thursday

## 6 teams



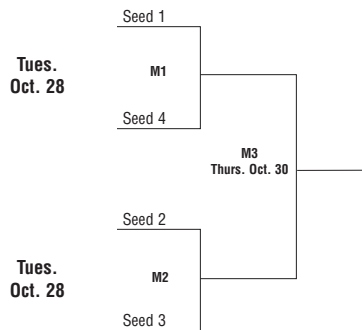
Matches 1, 2 will be played Monday  
 Matches 3, 4 will be played Tuesday  
 Match 5 will be played Thursday

## 5 teams



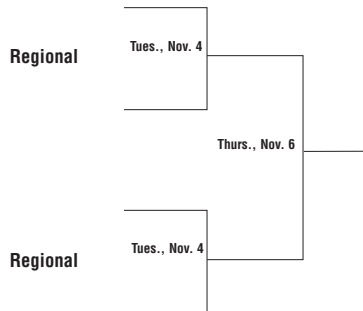
Match 1 will be played Monday  
 Matches 2, 3 will be played Tuesday  
 Match 4 will be played Thursday

## 4 teams



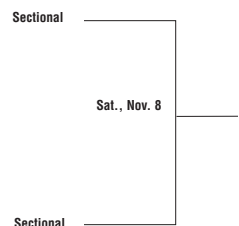
Matches 1, 2 will be played Tuesday  
 Match 3 will be played Thursday

## Sectionals



Pairings luck of draw

## Super-Sectional



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

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

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

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

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

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



# SCHOOL'S RESPONSIBILITY TO AN OFFICIAL DURING THE CONTEST

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

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

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



# Do What's Right!

## Sportsmanship

### DWR! EXPECTATIONS

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

### Acceptable Behavior...

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

### Unacceptable Behavior...

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





# Libero Tracking Sheet

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

TEAM	TEAM		L
GAME	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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# 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.



# Prevention of Heat Illness Guidelines

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

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

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

## Heat Index Chart

Heat Index in °F (°C)

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

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

• reproduced from NWS, Birmingham, AL

## Concussion Information

### Mandatory Concussion Course for Coaches

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

The program includes a presentation and other supplementary materials that ALL high school coaches and athletic directors need to review prior to taking a required exam over the curriculum. Individuals will be required to demonstrate proficiency on the exam by scoring at least 80% in order to serve as an athletic coach at an IHSA member school. The legislation also requires student-athletes to watch the video presentation portion of the over-all curriculum each year.

The program includes information on concussion awareness training, concussion recognition, best practices for avoiding concussions, return to play guidelines, and sub-concussive head trauma. Coaches will be able to access the program after logging into the IHSA Schools Center and clicking on the "CON" tab, which will be located under the 'Departments' heading on the Schools Center homepage.

### Return to Play (RTP) Policy

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

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

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

## 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>.



## Seeding Meeting Information

### SEEDING INSTRUCTIONS

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

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

New to this seeding process, 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 Form*
- Coaches review all the *Season Summary Forms* 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

# Girls' 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 girls' volleyball webpage which is open to the general public. (www.ihsa.org click on girls' 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 girls' volleyball web page
5. Final pairings are posted on the girls' volleyball web page.  
(Coaches and fans should double check these pairings later on before their contest for any time or location changes)

## Actual Deadlines for Online Seeding

### **Now – Wednesday Morning, October 8 (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, October 8.

### **11:00 am – Wednesday, October 8 to 12:01 pm — Thursday, October 9 (STEPS TWO AND THREE)**

Beginning at 11:00 am on Wednesday, coaches will have a day and a half to review the Season Summary and also seed teams. Therefore coaches should study the Season 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, October 9 to review the season summary sheets and seed the teams.

### **12:02 – 4:13 pm – Thursday, October 9**

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

### **4:15 pm – October 9 (STEP FOUR)**

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

### **1:00 pm – October 10 (STEP FIVE)**

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



## Schools are Required to Submit State Final Qualifier Data Online

Dear Coach or Athletic Director:

As your team moves closer to qualifying for the State Final Tournament, you will be required to complete the State Final Qualifier Data Forms online. These forms provide the IHSA with the necessary team data printed in the State Final program.

The link to the State Final Qualifier Data forms 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 User ID and password, which was given to you by your Athletic Director, to log in. On the main menu of the Schools Center, look for the "Sport & Activity Tracker" area. Find Girls Volleyball and follow the row across until you find a link labeled "State Final 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 through the School Center. The link for uploading photos can be found in your School Center. Click on the yellow bar to the right of the screen and follow the instructions. Photos need to be uploaded no later than Saturday, November 8. Your State Final Qualifier Data needs to be entered online no later than November 8.**

If your school qualifies for the State Final Girls 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 super-sectional.**

Thank you for your cooperation.



# ScoreZone Reporting Procedures for 2014-15

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

## How to Submit ScoreZone Final Scores

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

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

Log out  
0101  
Abingdon  
Main menu

## IHSA Schools Center

### ScoreZone Report

Competing Teams	Game 1	Game 2	Game 3	Highlights
Mattoon	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Include outstanding hitting, setting, blocking, or serving performances. Please give first name, last name, and school of each player mentioned.  Your comments will be viewed by many people. Please keep them accurate and professional!
Decatur (Eisenhower)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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

**Unusual Circumstances**

(incomplete)  
 postponed  
 suspended  
 forfeited  
 rain delay  
 lightning delay  
 other delay

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

A sample of the page in the IHSA Schools Center where you will submit 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!



# IHSA Official Wilson Ball Distribution

**The model that will be used is: Red/White/Blue I-Cor WTH7700XRWB Volleyball**

## **Required Use of Wilson Volleyball**

The Red/White/Blue Wilson ball is required to be used in all girls' volleyball matches in the state series. There can be no substitutions of a ball manufactured by another company.

**Regional, Sectional and Super-Sectional Managers:** You will receive two Wilson volleyballs. The winning school will receive the game ball following the tournament.

U:\Volleyball\Girls Volleyball\School Manual\IHSA Official Wilson Ball Distribution



# 2014-15 IHSA GIRLS VOLLEYBALL STATE FINALS

## THURSDAY TIME SCHEDULE

8:30--9:40 am	Group 1 practice and photo shoot
9:40--10:50 am	Group 2 practice and photo shoot
10:50--12:00 am	Group 3 practice and photo shoot
12:00--1:10 pm	Group 4 practice and photo shoot
1:10--2:20 pm	Group 5 practice and photo shoot
2:20--3:30 pm	Group 6 practice and photo shoot
3:30--4:40 pm	Group 7 practice and photo shoot
4:40--5:50 pm	Group 8 practice and photo shoot
5:00 pm	Officials meeting at Redbird Room

Please note ALL State Final Game times are estimates. Games will be played continuously.

## FRIDAY TIME SCHEDULE

### 1A-2A Semi-finals Session One

		9:00 am -- 10:00 am	1A -- Match 1
7:00 -- 8:00	Bench Officials and Teams Check-in		
8:00	Sportsmanship committee meets in Redbird Room with Beth Sauser		
8:00	Doors open and tickets go on sale at Box Office		
8:15	Coin Toss for teams playing in match 1		
8:30	Team Host escorts teams from locker room to playing court		
8:32	Pre-Match Warm-ups Begin (2-6-6)		
8:46	Welcome by Announcer		
	National Anthem		
	Team Introductions		
	Introduction of Floor Officials/Line Judges/Officials Coordinator		
9:00	Match 1 begins		
10:00	Match 1 ends		
After Match	Winning Team to Press Room		
	Non-winning teams to locker room, 5 minute cooling off		
	Officials/Line Judges Meet with Officials Coordinator		
	<b>Approx.</b>	<b>10:30 am – 11:30 am</b>	<b>1A -- Match 2</b>
After match 1	Coin Toss for match 2 at the beginning of the 2 <sup>nd</sup> game of match 1		
10:07	Teams escorted from locker room to playing court after the previous match is done		
10:21	Pre-match warm-ups begin (2-6-6)		
10:30	Introduction of complete teams, floor officials, line judges and coordinators		
11:30	Match 2 begins		
After Match	Match 2 ends		
	Winning Team to Press Room		
	Non-winning teams to locker room, 5 minute cooling off		
	Officials/Line Judges Meet with Officials Coordinator		
	<b>Approx.</b>	<b>12:00 pm – 1:00 pm</b>	<b>2A -- Match 3</b>
11:37	Coin Toss for match 3 at the beginning of the 2 <sup>nd</sup> game of match 2		
11:51	Teams escorted from locker room to playing court after the previous match is done		
12:00	Pre-match warm-ups begin (2-6-6)		
1:00	Introduction of complete teams, floor officials, line judges and coordinators		
After Match	Match 3 begins		
	Match 3 ends		
	Winning Team to Press Room		
	Non-winning teams to locker room, 5 minute cooling off		
	Officials/Line Judges Meet with Officials Coordinator		
12:45	<b>1A-4A 7<sup>th</sup> grade IESA Champions</b> assembled in northeast tunnel.		

		<b>Approx.</b>	<b>1:30 pm – 2:30 pm</b>	<b>2A -- Match 4</b>
			Coin Toss for match 4 at the beginning of the 2 <sup>nd</sup> game of match 3	
			Teams escorted from locker room to playing court after the previous match is done	
1:00			<b>IESA introductions</b>	
1:07			Pre-match warm-ups begin (2-6-6)	
1:21			Introduction of complete teams, floor officials, line judges and coordinators	
1:30			Match 4 starts	
2:30			Match 4 ends	
After Match			Winning Team to Press Room	
			Non-winning teams to locker room, 5 minute cooling off	
			Officials/Line Judges Meet with Officials Coordinator	

**3A-4A Semi-finals  
Session Two**

		<b>4:30 pm -- 5:30 pm</b>	<b>3A -- Match 5</b>
3:00 -- 3:45			Bench Officials and Teams Check-in
3:50			Coin Toss for match 5
4:05			Team Host escort teams from locker room to playing court
4:07			Pre-match warm-ups begin (2-6-6)
4:21			Welcome by Announcer
			National Anthem
			Team Introductions
			Introduction of Floor Officials/Line Judges/Officials Coordinator
4:30			Match 5 begins
5:30			Match 5 ends
After Match			Winning Team to Press Room
			Non-winning teams to locker room, 5 minute cooling off
			Officials/Line Judges Meet with Officials Coordinator

		<b>Approx.</b>	<b>6:00 pm – 7:00 pm</b>	<b>3A -- Match 6</b>
			Coin Toss for match 6 at the beginning of the 2 <sup>nd</sup> game of match 5	
5:30			Teams escorted from locker room to playing court after the previous match is done	
5:37			Pre-match warm-ups begin (2-6-6)	
5:51			Introduction of complete teams, floor officials, line judges and coordinators	
6:00			Match 6 begins	
7:00			Match 6 ends	
After Match			Winning Team to Press Room	
			Non-winning teams to locker room, 5 minute cooling off	
			Officials/Line Judges Meet with Officials Coordinator	

		<b>Approx.</b>	<b>7:30 – 8:30 pm</b>	<b>4A -- Match 7</b>
			Coin Toss for match 7 at the beginning of the 2 <sup>nd</sup> game of match 6	
7:00			Teams escorted from locker room to playing court after the previous match is done	
7:07			Pre-match warm-ups begin (2-6-6)	
7:21			Introduction of complete teams, floor officials, line judges and coordinators	
7:30			Match 7 begins	
8:30			Match 7 ends	
After Match			Winning Team to Press Room	
			Non-winning teams to locker room, 5 minute cooling off	

		<b>Approx.</b>	<b>9:00 – 10:00 pm</b>	<b>4A -- Match 8</b>
			Coin Toss for match 8 at the beginning of the 2 <sup>nd</sup> game of match 7	
8:30			Teams escorted from locker room to playing court after the previous match is done	
8:37			Pre-match warm-ups begin (2-6-6)	
8:51			Introduction of complete teams, floor officials, line judges and coordinators	
9:00			Match 8 begins	
10:00			Match 8 ends	
After Match			Winning Team to Press Room	
			Non-winning teams to locker room, 5 minute cooling off	
			Officials/Line Judges Meet with Officials Coordinator	
			Sportsmanship Committee meet in Redbird Room	

**SATURDAY TIME SCHEDULE**

**Session Three – Consolation/Championship**

		<b>9:00 am -- 10:00 am</b>	<b>1A Consolation Match 9</b>
7:00 -- 8:00	Bench Official Check-in		
8:00	Doors open and tickets go on sale at Box Office		
8:15	Coin Toss for Match 9		
8:30	Team Host escorts teams from locker room to playing court		
8:32	Pre-match warm-ups begin (2-6-6)		
8:46	Welcome by Announcer National Anthem Introduction starting line-ups Introduction of Floor Officials/Line Judges/Officials Coordinator		
9:00	Match 9 begins		
10:00	Match 9 – 1A Consolation		
After Match	Winning Team to Press Room Non-winning teams to locker room, 5 minute cooling off Officials/Line Judges Meet with Officials Coordinator		
		<b>Approx. 10:30 -- 11:30 am</b>	<b>1A Championship Match 10</b>
10:07	Coin Toss for match 10 at the beginning of the 2 <sup>nd</sup> game of match 9 Teams escorted from locker room to playing court after the previous match is done Pre-match warm-ups begin (2-6-6)		
10:21	Introduction of starting line-ups, floor officials, line judges and coordinators		
10:30	Match 10 begins		
11:30	Match 10 – 1A Championship ends		
Immediately following– 12:00	1A Consolation and Championship Awards Ceremony		
After Awards	Winning Team to Press Room Non-winning teams to locker room, 5 minute cooling off Officials/Line Judges Meet with Officials Coordinator		
		<b>Approx. 12:25 am – 1:25 pm</b>	<b>2A Consolation Match 11</b>
<i>Officials meet in section T for recognition after the match. Participants will assemble in the Northeast Tunnel just before the recognition.</i>			
12:02	Coin Toss for match 11 at the beginning of the 2 <sup>nd</sup> game of match 10 Teams escorted from locker room to playing court after award ceremony Pre-match warm-ups begin (2-6-6)		
12:16	Introduction of starting line-ups, floor officials, line judges and coordinators		
12:25	Match 11 begins		
1:25	Match 11 – 2A Consolation ends		
Immediately following (approx 1:25)	<b>Official Day Recognition followed with pizza/pictures in Redbird Room</b>		
After Match	Winning Team to Press Room Non-winning teams to locker room, 5 minute cooling off Officials/Line Judges Meet with Officials Coordinator		
		<b>Approx. 1:55 – 2:55 pm</b>	<b>2A Championship Match 12</b>
1:32	Coin Toss for match 12 at the beginning of the 2 <sup>nd</sup> game of match 11 Teams escorted from locker room to playing court after the previous match is done Pre-match warm-ups begin (2-6-6)		
1:46	Introduction of starting line-ups, floor officials, line judges and coordinators		
1:55	Match 12 begins		
2:55	Match 12 – 2A Championship ends		
Immediately following – 3:25	2A Consolation and Championship Awards Ceremony		
After Awards	Winning Team to Press Room/Non winning teams to locker room, 5 minute cooling off Officials/Line Judges Meet with Officials Coordinator		

### Session Four – Consolation/Championship

		4:00 pm-- 5:00 pm	3A Consolation Match 13
2:45 – 3:15	Bench Official Check-in		
3:25	Coin Toss for match 13		
3:35	Team Host escort teams from locker room to playing court		
3:37	Pre-match warm-ups begin (2-6-6)		
3:51	Welcome by Announcer		
	National Anthem		
	Introduction of starting line-ups		
	Introduction of Floor Officials/Line Judges/Officials Coordinator		
4:00	Match 13 begins		
5:00	Match 13 -- 3A Consolation Match ends		
	Winning Team to Press Room/Non winning teams to locker room, 5 minute cooling off		
		<b>Approx. 5:30 -- 6:30 pm</b>	<b>3A Championship Match 14</b>
	Coin Toss for match 12 at the beginning of the 2 <sup>nd</sup> game of match 13		
	Teams escorted from locker room to playing court after the previous match is done		
5:07	Pre-match warm-ups begin (2-6-6)		
5:21	Introduction of starting line-ups, floor officials, line judges and coordinators		
5:30	Match 14 begins		
6:30	Match 14 – 3A Championship ends		
Immediately following- 7:00	3A Consolation/Championship Awards Ceremony		
After Awards	Winning Team to Press Room/Non winning teams to locker room, 5 minute cooling off		
		<b>Approx. 7:25 -- 8:25 pm</b>	<b>4A Consolation Match 15</b>
	Coin Toss for match 15 at the beginning of the 2 <sup>nd</sup> game of match 14		
	Teams escorted from locker room to playing court after award ceremony		
7:02	Pre-match warm-ups begin (2-6-6)		
7:16	Introduction of starting line-ups, floor officials, line judges and coordinators		
7:25	Match 15 begins		
8:25	Match 15 – 4A Consolation ends		
After Match	Winning Team to Press Room/ Non winning teams to locker room, 5 minute cooling off		
		<b>Approx. 8:55 -- 9:55 pm</b>	<b>4A Championship Match 16</b>
	Coin Toss for match 16 at the beginning of the 2 <sup>nd</sup> game of match 15		
	Teams escorted from locker room to playing court after the previous match is done		
8:32	Pre-match warm-ups begin (2-6-6)		
8:46	Introduction of starting line-ups, floor officials/line judges		
8:55	Match 16 begins		
9:55	Match 16 – 4A Championship ends		
Immediately following – 10:25	4A Consolation/Championship Awards Ceremony		
After Awards	Winning Team to Press Room/Non winning teams to locker room, 5 minute cooling off Officials/Line Judges Meet with Officials Coordinator/IHSA for Final Meeting		

# IHSA GIRLS VOLLEYBALL 2014-15 HOTEL INFORMATION

## TEAMS

Congratulations on making it to the 2014 Final Four in Bloomington-Normal, Illinois. Qualified teams need to call and confirm your rooms at your assigned hotel by using a code number that will be provided to you in the Super-Sectional Winner Packet. This code is the only way you'll be able to get your block of rooms at your assigned hotel. Teams will be assigned to the hotels based on the following:

<u>Hotel</u>	<u>Contact</u>	<u>Phone</u>
Doubletree Hotel by Hilton	Gary Wilson	309-661-7583
Eastland Suites	Laura Kraynak	309-662-0000
Holiday Inn & Suites	Ron Oliver	309-662-4700
Hampton Inn & Suites	Kirsten Rock	309-452-8900

**THE DEADLINE FOR HOUSING IS TUESDAY, NOVEMBER 11TH AT 12:00 PM.**

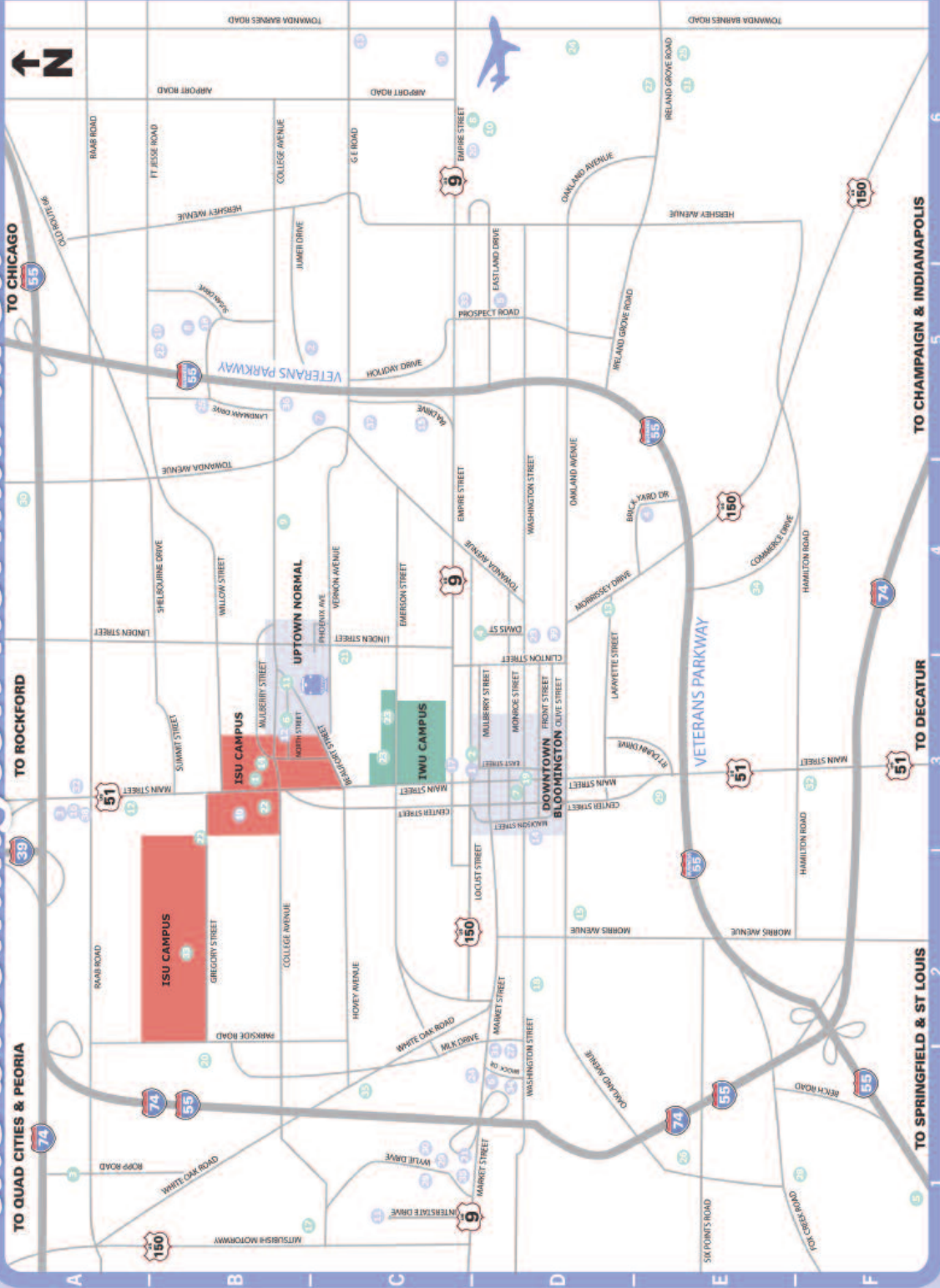
## FOR YOUR FANS

The above hotels will fill up very quickly, however there are many other hotels for your fans to contact for rooms during the 2014 IHSA Girls Volleyball State Tournament. Fans can visit the Bloomington-Normal Area Convention and Visitors Bureau web site ([www.bloomingtonnormalcvb.org](http://www.bloomingtonnormalcvb.org)) or the Girls Volleyball page on the IHSA web site ([www.ihsa.org](http://www.ihsa.org)) for more information on additional hotels in Bloomington-Normal.

U:Volleyball/Girls Volleyball/Manual for Schools/ Hotel Information



# the bloomington-normal area



- ### MEETING FACILITIES
1. Bloomington Center for the Performing Arts
  2. The Chateau Hotel & Conference Center
  3. DoubleTree Hotel & Conference Center
  4. DoubleTree Hotel & Conference Center
  5. Eastland Suites Hotel & Conference Center
  6. Hawthorn Suites & Conference Center
  7. Holiday Inn & Suites Hotel & Suites
  8. Holiday Inn Hotel & Suites
  9. Illinois State University
  10. The Interstate Center
  11. The Interstate Center
  12. Peoria Hotel & Conference Center
  13. Peoria Hotel & Conference Center
  14. U.S. Cellular Coliseum

- ### OTHER ACCOMMODATIONS
15. Baymont Inn & Suites
  16. Best Western University Inn
  17. Burr House (BBB)
  18. Country Inn & Suites Hotel
  19. Country Inn & Suites
  20. Country Inn & Suites Airport
  21. Country Inn & Suites West
  22. Courtyard by Marriott
  23. Days Inn (BBB)
  24. Days Inn & Suites
  25. Days Inn & Suites
  26. Econo Lodge
  27. Extended Stay America
  28. Hampton Inn West
  29. Hampton Inn West
  30. Holiday Inn Express West
  31. La Quinta Inn
  32. Motel 6
  33. Quality Inn & Suites East
  34. Quality Inn & Suites West
  35. Ramada Limited & Suites
  36. Signature Inn
  37. Super 8 Bloomington
  38. Super 8 Bloomington
  39. Vioman Vacation (BBB)

- ### AREA ATTRACTIONS
1. Brandon Auditorium
  2. McLean County Arts Center
  3. Ropp Jersey Cheese
  4. David Davis Johnson State Historic Site
  5. Historic Johnson State Historic Site
  6. Historic Normal Theater
  7. McLean County Museum of History
  8. Peoria Aviation Museum
  9. Peoria Aviation Museum
  10. Peoria Aquatic Center
  11. Children's Discovery Museum
  12. Fairview Family Aquatic Center
  13. Grady's Family Fun Park
  14. Miller Park Zoo
  15. Miller Park Zoo
  16. Mitsubishi Motors North America, Inc
  17. Pepsi Ice Center
  18. Upper Limits Rock Climbing Gym

- ### SPORTS FACILITIES
19. Bloomington Police & Recreation Department
  20. Normal Park & Recreation Department
  21. Normal Park & Recreation Department
  22. Illinois State University Sports Facilities
  23. Illinois Wesleyan University Sports Facilities
  24. Illinois Wesleyan University Sports Facilities
  25. Pony Baseball Complex
  26. Nord Fields
  27. Community Soccer Fields

- ### GOLF COURSES
28. The Den at Fox Creek
  29. Highland Park Golf Course
  30. The Links at Inland Grove
  31. The Links at Inland Grove
  32. Prairie Vista Golf Course
  33. Weiberg Golf Club at Illinois State University
  34. Weiberg Golf Club at Illinois State University
  35. Golf Learning Center at All Seasons

# 2014-15 IHSA Girls Volleyball State Finals Practice Schedule at Redbird Arena General Time Schedule

## Class 1A, 2A, 3A and 4A

*Format: 20 minutes shared time. 25 minutes alone on court. 25 minutes photo shoot.*

*Teams will be assigned to practice based on the tournament bracket. Wear or bring uniforms for pictures.*

Time	Team	Photo Shoot	Class	Super-Sectional Sites	State Final School
8:30-8:50	A/B		1A	A _____	_____
8:50-9:15	A	B		B _____	_____
9:15-9:40	B	A			
9:40-10:00	C/D		1A	C _____	_____
10:00-10:25	C	D		D _____	_____
10:25-10:50	D	C			
10:50-11:10	E/F		2A	E _____	_____
11:10-11:35	E	F		F _____	_____
11:35-12:00	F	E			
12:00-12:20	G/H		2A	G _____	_____
12:20-12:45	G	H		H _____	_____
12:45-1:10	H	G			
1:10-1:30	I/J		3A	I _____	_____
1:30-1:55	I	J		J _____	_____
1:55-2:20	J	I			
2:20-2:40	K/L		3A	K _____	_____
2:40-3:05	K	L		L _____	_____
3:05-3:30	L	K			
3:30-3:50	M/N		4A	M _____	_____
3:50-4:15	M	N		N _____	_____
4:15-4:40	N	M			
4:40-5:00	O/P		4A	O _____	_____
5:10-5:25	O	P		P _____	_____
5:25-5:50	P	O			



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

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

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

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

Coop School  
 Dual Campus  
 Lost  
 Broken

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

### Classification

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

### Gender:

Girls     Boys

### Level of Competition:

Regional     Sectional     Super-Sectional     State

### Type of Award:

Team Plaque  
 Team Trophy  
 Medal/Medallion

Gold State 3rd/4th Place-top figure (#1)  
 State 3<sup>rd</sup>/4<sup>th</sup> Place Gold-side figure (#2)  
 Gold Girls Soccer-side figure 3<sup>rd</sup>/4<sup>th</sup> (#3)  
 Gold Music Lyre-side figure 3rd (#3)  
 Badminton Gold shuttlecock and/or riser  
 Replacement Trophy Plate w/lasering  
 Bat, Tennis, Golf Club Replacement  
 Replacement Plate SF Trophy w/o lasering

### Replacement Trophy Parts (check below):

Gold State Champion-top figure (#1)  
 Gold State Champion-side figure (#1)  
 Gold State Runner-up-top figure (#1)  
 Gold State Runner-up-side figure (#1)

**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:School  
 Awards Form.doc



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

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

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

### Extra Medal Pricing for Schools:

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

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

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

### Gold side figures and plate replacement pricing

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

State 3 <sup>rd</sup> /4 <sup>th</sup> Place Gold-side figure (#2)	\$32.00, plus \$10.00 shipping
Girls Soccer – Gold-side figure 3 <sup>rd</sup> /4 <sup>th</sup> Place (#3)	\$30.00, plus \$10.00 shipping
Music Lyre – Gold-side figure 3rd Place (#3)	\$24.50, plus \$10.00 shipping
Badminton Gold shuttlecock and/or riser	\$30.00, plus \$10.00 shipping
Repl. Trophy Plate w/lasering	\$30.00, plus \$10.00 shipping
Repl. Black Plate for SF Trophy w/o lasering	\$12.00, includes shipping
Bat, Tennis, Golf Club Replacement for All Figurine	\$16.00, includes shipping

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

### 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 PAYEMENT NOT REQUIRED**

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

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

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

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

### **BOYS BASKETBALL**

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

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

### **GIRLS BASKETBALL**

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

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

### **FOOTBALL**

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

### **ALL OTHER SPORTS**

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



# 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.**

**Host School:**

**Level:**  Regional       Sectional       Super-Sectional

**Your School:**

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

**Administration**

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

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

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

<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, O'Fallon	bmaue@damiansvilleelem.com
Mark McKinnon, Homewood	mkmckin1@comcast.net
Karen McNaught, Chatham	kmcnaught@atg.state.il.us
Nancy Nester, Gurnee	njn51@hotmail.com
Mark Trapp, Villa Park	airhawk926@aol.com
Ed Vesely, Aurora	evesely@crossroadsrsmc.com
Pam Young, Chicago	PamelaDYoung@aol.com