

PLAY SMART.  **PLAY HARD.**

2017-18

**Boys & Girls
Water Polo**

Manual for Schools



Boys/Girls Water Polo School Manual and Forms

I.	Table of Contents	
II.	Terms and Conditions	1-4
III.	Competing School Information	
	Competing School Cover Letter	5-6
	Important Deadlines and Dates	6
	School's Responsibilities Towards Hosting Officials	7-8
	Do What's Right! Sportsmanship Criteria	9
IV.	Playing Rules	
	Emergency Action Plan	10-11
	IHSA Protocol for Implementation of NFHS Sports Playing Rule for Concussions	12
	Concussion Information	13
	Return to Play Policy	
	Mandatory Concussion Course for Coaches	
	Drone Policy	14
V.	Seeding Information	
	Season Summary Form Instructions/Seeding Information	15
VI.	State Final Program Information	
	How to Submit Required State Final Program Information	16
	Instructions for Emailing Pictures	17
VII.	Score Zone Reporting Information	18
VIII.	Tournament Information	
	Tournament Series Time Schedule	19
	Hotel Information	20
	State Final Student Media/Video Taping Information	21
	Internet Video Broadcasting Information	22
IX.	Miscellaneous Forms	
	Up-to-Date Statistics Form	23
	Pass Gate Form	24
	Request for Duplicate Awards	25-26

Revision History



2017-18 Boys and Girls State Water Polo Series Terms and Conditions

In accordance with Section 1.450 of the Constitution, the Terms and Conditions governing the 2017-18 IHSA Boys and Girls Water Polo Tournament Series have been approved by the Board of Directors.

I. SCHOOL CLASSIFICATION

Competition in the IHSA Boys/Girls Water Polo Tournament Series will be held for all member schools without classification.

II. DATES AND SITES

A. Game Sites: Eight sites shall be selected by the IHSA Office to host the Sectional series. The winners of the eight Sectional sites will automatically advance to the Quarterfinals of the State Tournament.

B. Sectional Game Dates: May 11-12, 2018

C. State Final Tournament: The State Final Tournament on **May 17-19, 2018** will be hosted by Stevenson High School in Lincolnshire, Illinois. Tricia Betthausser, Athletic Director, will serve as State Final Tournament Manager.

III. ONLINE ENTRIES, WITHDRAWL PROCEDURES, ELIGIBILITY, AFFIRMATIVE ACTION AND ONLINE 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 2017-18 Entry Policies and Procedures.

A. Online Entries: All member schools must enter their school into the state series competition through the IHSA School Center on the IHSA Website at www.ihsa.org. The deadline for entry is (February 1, 2018). The 2017-18 Entry Policy and Procedures outlining the online entry procedures for all IHSA-sponsored tournaments can be found in the Schools Center on the IHSA website.

B. Late Entries: Any attempt to enter a sport or activity online after the established deadlines will be denied. Schools that wish to enter after the deadline will be considered late. To be considered for late entry, the Principal/Official Representative must contact

the IHSA administrative officer in charge of that sport or activity. The penalty for late entry shall be a payment of \$100.00 for that sport/activity by the school.

C. Breach of Contract By-law 6.041 (Withdrawal Procedure): To withdraw without penalty, the Principal must notify the IHSA Office, in writing, of the school's withdrawal from the respective sport by 2:00 p.m. on the Monday prior to the Wednesday Season Summary Form deadline.

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

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

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

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

IV. HOST FINANCIAL ARRANGEMENTS

A. Preliminary Games: The host school shall pay for all local expenses and issue the checks to goal judges and game officials. The host shall receive a guarantee of \$250, reimbursement of goal judges and game officials and retain 20% of net income. If admission is not charged, the host school shall forfeit the guarantee.

B. Quarterfinal Games: The host school shall pay for all local expenses, the cost of goal judges and the cost of officials. The host shall receive a guarantee of \$300 and retain 20% of net income. If admission is not charged, the host school shall forfeit the guarantee.

C. Sectional Semifinal: Host school shall pay for all local expenses and issue the

checks to goal judges and game officials. Host shall receive a guarantee of \$300, reimbursement of goal judges and game officials and retain 20% of net income. If admission is not charged, the host school shall forfeit the guarantee.

D. Sectional Final: Host school shall pay for all local expenses and issue the checks to goal judges and game officials. Host shall receive a guarantee of \$300, reimbursement of goal judges and game officials and retain 20% of net income. If admission is not charged, the host school shall forfeit the guarantee.

The host school guarantee for each IHSA State series event has been calculated on the premise that certain expense components will most likely be incurred by the host school.

E. Admission Prices: The following ticket prices have been set by the IHSA Board of Directors, "In Advance" or "At the Door".

Preliminary Rounds	\$5.00 per day
Quarterfinal Rounds	\$5.00 per day
Sectional Semifinals	\$5.00 per day
Sectional Finals	\$5.00 per day
State Final	\$8.00 per session
Baby in Arms	No Charge at any level

F. State Final Team Expenses: In the State Final Tournament, the teams participating in the tournament shall be allowed transportation expenses at the rate of \$2.00 per mile per team for one round trip to and from the site where the tournament will be played. In addition, each school will receive a flat expense reimbursement to cover some of the costs incurred by schools at the State Final. The IHSA will reserve a block of rooms for teams competing at the state finals for their use if they so choose. Any expenses or costs associated or charged to the rooms will be at each schools' expense.

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

G. Rights Fees for TV and Radio:
1) Television Rights Fees to be charged by Local Managers and/or the IHSA are contained in the IHSA Television Policy.

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

a. Sectional Contest = No Charge

b. State Final = \$50.00

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

V. TOURNAMENT ASSIGNMENTS AND SEEDING

A. Sectional Assignment: All teams will be assigned to a Sectional complex on a geographic basis. If possible, an equal number of teams shall be assigned to each of the eight (8) Sectional tournament complexes.

B. Season Summary Form: Schools entered into the Boys and Girls Water Polo state series will be required to submit a Season Summary Form online in the IHSA Schools Center. Contest results shall be entered onto the MaxPreps website. The deadline to enter your scores and complete the Season Summary is **10:00 a.m.** on Wednesday, April 25.

C. Seeding: All seeding will be conducted online through the IHSA Schools Center. Each school shall have one (1) vote in the seeding process. No school shall vote for their own team. The link to seed the teams is located in the IHSA Schools Center and will be activated at **11:00 a.m.** on Wednesday, April 25. The deadline to seed teams is 12:00 Noon on Thursday, April 26. Seeding will only occur at the Sectional tournament level.

D. State Final pairings will be made by chance drawing in the IHSA Office.

VI. TOURNAMENT STRUCTURE AND TIME SCHEDULES:

A. Playing Schedules: Sectionals

Boys:

Sectional Preliminary Round (if needed):

Monday, May 7, 2018

Sectional Quarterfinals: **Wednesday, May 9, 2018**

Sectional Semi-Finals: **Friday, May 11, 2018**

Sectional Finals: **Saturday, May 12, 2018**

Girls:

Sectional Preliminary Round (if needed):

Tuesday, May 8, 2018

Sectional Quarterfinals: **Thursday, May 10, 2018**

Sectional Semi-Finals: **Friday, May 11, 2018**

Sectional Finals: **Saturday, May 12, 2018**

1) Starting Times: 5:00 p.m., 6:00 p.m., 7:00 p.m. and 8:00 p.m. on school days. The Saturday Sectional Final games are to begin no earlier than 10:00 a.m. and no later than 4:00 p.m. Sites with three (3) games to play in a night must play at 5:00 p.m., 6:00 p.m., and 7:00 p.m.

2) Warm-up time is 15 minutes prior to each game in competition pool if an auxiliary pool or swim lanes are not available for teams to use. If an auxiliary pool or lanes are available at a Sectional site, then warm-up time is 10 minutes prior to each game in the competition pool

3) In the event of a tie at the end of regulation play in tournament games, the overtime procedures in the National Federation Rules Book will be followed.

4) Preliminary Round games shall be held at the highest seeded school if facilities meet NFHS specifications. If not, a mutually agreed site shall be chosen.

5) In Even numbered years Boys will play M-W-F-S and Girls will play T-TH-F-S

6) In Odd numbered years Girls will play M-W-F-S and Boys will play T-TH-F-S

7) No local manager is authorized to change the order of games which are to be played as determined by the system adopted and announced by the IHSA Office.

State Final:

Thursday, May 17, Boys Quarterfinals

Game 1 4:30 p.m.

Game 2 5:45 p.m.

Game 3 7:00 p.m.

Game 4 8:15 p.m.

Friday, May 18, Girls Quarterfinals

Game 5 4:30 p.m.

Game 6 5:45 p.m.

Game 7 7:00 p.m.

Game 8 8:15 p.m.

Saturday, May 19, Boys Semifinals

Game 9 9:00 a.m. - Winner Game 1 vs. Winner Game 2

Game 10 10:15 a.m. - Winner Game 3 vs. Winner Game 4

Saturday, May 19, Girls Semifinals

Game 11 11:30 a.m. - Winner Game 5 vs. Winner Game 6

Game 12 12:45 p.m. - Winner Game 7 vs. Winner Game 8

Saturday, May 19, 3rd Place and Championship

Game 13 3:30 p.m. - Loser Game 9 vs. Loser Game 10 (Boys Third Place)

Game 14 5:00 p.m. - Loser Game 11 vs. Loser Game 12 (Girls Third Place)

Game 15 6:30 p.m. - Winner Game 9 vs. Winner Game 10 (Boys Championship)

Game 16 8:00 p.m. - Winner Game 11 vs. Winner Game 12 (Girls Championship)

1) A third place game shall be played at the State Final Tournament between the losers of the two semifinal games.

2) In the event of a tie at the end of regulation play in tournament games, the overtime procedures in the National Federation rules book will be followed.

3) In Even numbered years Boys will play TH-S and Girls will play F-S

4) In Odd numbered years Girls will play TH-S and Boys will play F-S

VII. ADVANCEMENT OF WINNERS

The eight (8) Sectional winners shall be advanced to the State Final Tournament.

VIII. TOURNAMENT RULES

A. Rules of Play: The 2017-18 National Federation Water Polo Rules as published by the National Federation of State High School Associations are adopted as the official playing rules for all tournament matches.

1) Each game in the tournament series will be played in four seven-minute periods.

2) A game shall not remain in a tie. Overtime procedures in the NFHS are to be followed.

B. Warm-up time is 15 minutes prior to each game in the competition pool if an auxiliary pool or swim lanes are not available for teams to warm up during the preceding game. If an auxiliary pool is available at the Sectional site, competing teams will warm up after half time of the preceding game. The host manager will determine if swimming and passing drills may be practiced during this warm up or just swimming drills based upon the configuration of the pool. Warm-up time in the competition pool is then reduced to 10 minutes prior to each game in the competition pool when an auxiliary pool or swim lanes are available for teams to use.

C. Home Team: Throughout the tournament series, the teams listed on the top line or the team listed first of a single game playing bracket shall wear dark colored caps and will be considered the home team. The team listed on the bottom line shall wear white caps and will be considered the visiting team.

D. Balls: The KAP7 International, Inc. KAP 105 is the Official Game Ball of the IHSA Boys Water Polo State Tournament. The KAP7

International, Inc. KAP 104 is the Official Game Ball of the IHSA Girls Water Polo State Tournament. Each Sectional Manager will receive three (3) balls to be used in the games at the site. The Manager shall give one ball to the Sectional winner upon completion of the Sectional Tournament.

E. Team Roster: The coach of each competing team must indicate the names of a maximum twenty-one (21) team players who will constitute the squad, prior to each game of the tournament series.

F. Players in Team Uniform: In each of the tournaments, a school shall have a maximum of twenty-one (21) participants in uniform. The twenty-one (21) players shall be the ones designated in E above. A maximum total of twenty-five (25) persons from a school may be on the team bench.

G. Player Uniforms:

1) All players shall wear regulation caps. Please refer to the NFHS Water Polo Rules Book Rule 4, Sections 1-6 regarding cap specifications. **NOTE:** new cap specifications will be in effect July 1, 2015.

2) The color of the ear guards on the field players' caps must match the color of the caps as closely as possible. Ear guards on the cap of the home goalkeeper must be dark; the ear guards on the caps of the visiting goalkeeper must be white.

3) Players shall wear non-transparent, one-piece swim suits. The suits shall contain only one visible manufacturer's logo/trademark/reference not exceeding 2 ¼ square inches in area and not exceeding 2 ¼ inches in any dimension. The suits may also include the name of the school or mascot.

4) Players shall remove any articles likely to cause injury including the following: jewelry, medical or religious medals, watches and swim goggles.

H. Scorers and Timers: Adults are recommended.

I. Goal Judges: Goal judges will be hired by the local manager. It is recommended that you use an IHSA licensed official. If a licensed IHSA official is not available, adults at least 21 years of age are recommended. Goal judges must be at least 21 years of age and may not be a member of the girls or boys water polo teams competing. It is recommended to secure adult goal judges. All goal judges should wear a plain white shirt and khakis while working the games.

J. Assignment of Officials: IHSA will hire four officials for all state series matches prior to the State Final. Host schools will be notified of those assigned officials. The IHSA will hire a total of eight officials for the Boys and Girls State Finals.

K. Conduct of Coaches and Players:

1) No coach, player or any other person connected with the team shall be permitted to use tobacco products on the bench or playing area either during practice or while a game is in progress.

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

3) Abusive remarks to game officials by coaches or players shall be regarded as unsportsmanlike conduct and shall be punishable under the provisions of By-law 3.151, 6.011, and 6.012.

IX. TOURNAMENT POLICIES

A. All-Star Teams: No tournament personnel, game officials or 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.

B. Consolation Games: In the Sectional tournaments, consolation matches to determine third place winners will not be permitted.

C. State Final Passes: Teams shall not be given passes to any Sectionals. For the State Final Tournament games, each Sectional winner will receive up to 25 deck passes for its 21 players and other team personnel for the State Final tournament. Three (3) additional passes for the Superintendent, Principal and Athletic Director will be given to gain entry to the tournament, but not on the deck.

D. Bands: Musical Instruments and bands shall be excluded from the natatorium.

E. Signs and Noisemakers: The display of signs, banners, placards or similar items at IHSA state series events is permitted, provided they are in good taste, reflect good sportsmanship in their message, they reflect identification and encouragement to participants and their school/community, they are not displayed on the field of play or in a manner which interferes with play, they do not obstruct the view of participants or spectators, and they are safe.

All mechanical and artificial noisemaking devices shall be excluded from the natatoriums. The local manager has the authority to exclude other noise making

devices that distract from the competition including megaphones.

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

G. Practice Sessions: For the Sectional and State Final Tournament games, teams will not be permitted to practice in the pool, unless it is their home school.

H. Media Requirements:

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

2) Radio and TV Originators: It is the responsibility of the Local Manager to accept applications, approve requests to originate, collect proper rights fees payments (where required) and make cancellation refunds for television and/or radio play-by-play 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 according to the financial terms stipulated in these Terms and Conditions.

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

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

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

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

I. Videotaping by Schools or Spectators: Videotaping is allowed under the following conditions:

1) Local managers should be ready to provide an area for a competing school to videotape, if requested. When one school requests video space, then the local manager should provide similar space to both competing schools.

2) Non-competing schools and spectators will be allowed to videotape matches in the stands provided they do not obstruct the view of participants or spectators.

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

K. 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.

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

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

N. Prayer at IHSA State Series Contests:

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

X. AWARDS

A. Sectional:

1) Team awards will be provided by the IHSA for the winning team at each Sectional tournament.

B. State Final:

1) Team awards and individual medallions will be presented to the first, second, third and fourth placing teams at the State Final.

2) A medallion will also be presented to the Superintendent, Principal, Athletic Director and Athletic Trainer of the first, second, third and fourth placing teams at the State Final.

XI. OFFICIALS

A. Appointment and Fees:

1. Sectional:

a) Four (4) officials will be appointed by the IHSA Office for each Sectional game. Each official will be paid a fee of \$35.00 per game worked. Goal Judges will be paid a flat fee of \$10.00 per game worked.

2. State Final:

a) Eight (8) officials will be appointed by the IHSA Office for the State Final games. Officials will be paid a flat fee of \$49.00 per game worked plus up to three nights lodging at a hotel designated by the IHSA Administrator.

b) Goal Judges will be paid a flat fee of \$10.00 per game worked plus up to three nights lodging at a hotel designated by the IHSA Administrator.

c) One (1) Head Official will be appointed by the IHSA Office for the State Final games. The Head Official will be paid \$125.00 per day plus up to three nights lodging at a hotel designated by the IHSA Administrator.

B. Mileage Reimbursement Policy:

1) Each of the appointed officials, who actually incurs the expense, will receive 30 cents per mile for each mile over 70 miles for one round trip to the site provided the official submits a mileage reimbursement form to the IHSA office.

School Information Letter



ILLINOIS HIGH SCHOOL ASSOCIATION
2715 McGraw Drive • Bloomington, IL 61704
www.ihsa.org • Phone: 309-663-6377 • Fax: 309-663-7479

To: All school teams entered in the 2018 Boys and Girls Water Polo Tournament Series:

1. Dates and Places: Boys and Girls Sectional Water Polo games will be held the week of Monday, May 7 through Saturday, May 12. A list of schools assigned to the Boys and Girls Water Polo Sectionals is located on the IHSAA Boys and Girls Water Polo webpages.
2. Terms and Conditions: Please download and read the Terms and Conditions for the 2018 Boys and Girls Water Polo Series which are located on the IHSAA Boys and Girls Water Polo web page and at the beginning of this manual.
3. State Final Program Pictures: All team photos submitted to the IHSAA for program publication **require athletes to wear team warm-ups, t-shirts and shorts or school uniform**. Teams submitting a photo without the required apparel will not be printed in the program.
4. Sectional Seeding: **All Seeding will be conducted online in the IHSAA Schools Center. Refer to the Season Summary Form Instructions and Seeding Information located in this manual.**
5. Filming/Videotaping by Schools/Spectators: Please see Item IX-I of the Terms and Conditions.
6. No Children Allowed on Deck: No Children will be allowed on deck at the Sectionals or State Finals. **NO EXCEPTIONS!**
7. Special Note: Each principal/official representative is reminded that in accordance with the provisions of IHSAA By-law 2.020, an accredited faculty representative must be appointed to be present and responsible for the conduct of the competitors and persons from their school at all times during their participation or attendance at the Sectional and/or State Final Meets.
8. Assignment of Officials: IHSAA will hire 4 officials for all state series matches prior to the State Final. Host schools will be notified of those assigned officials. The IHSAA will hire a total of 8 officials for the Boys and Girls State Finals.
9. Water Polo General Reminders:
 - High School players may not compete on non-school teams 7 days after the first high school practice or tryout.
 - High school teams may not compete against non-high school teams during the season or school year.
 - Tournament games count toward the 30-game contest limitation during a season.
 - Advantage Rules: Referee does not call a foul when the advantage is away from the team in possession of ball has an opportunity to score.
 - The shot clock changes when the possession changes.
 - Loss of possession occurs when the other team clearly has possession.
 - Feet first entry
 - Review the Terms and Conditions
 - Tattoo—Non-Permanent is illegal; Permanent cannot be objectionable
 - Provide room for officials to get down sides of pool

- Warm-ups – Warm-up time is 15 minutes prior to each game in the competition pool. Note: If a separate warm-up area is available to all schools, then each team must have equal access.
 - No foreign materials in the pool without referee-specific permission
10. Inquiries: Please direct all inquiries about the IHSA Boys and Girls Water Polo to my assistant, LeAnna Mutchler, or to myself.
 11. Sectional Note: Preliminary Round games shall be held at the highest-seeded school if their facilities meet NFHS specifications. If not, a mutually agreed-upon site shall be chosen.
 12. State Final Note: For the quarterfinal and semifinal games held on Thursday, May 17 and Friday, May 18, the ticket booth and doors will open at 3:30 p.m.

Sincerely,



Beth Sauser
Assistant Executive Director

IMPORTANT DEADLINES AND STATE SERIES DATES

Boys/Girls Water Polo

April 25	Schools Must Complete their MaxPrep entries, and Submit the On-Line Season Summary Form by 10:00 a.m. on Wed., April 25
April 25	View and/or Print Season Summary Forms
April 25-26 (Wed.-Thurs.)	Submit Seeds On-Line in IHSA Schools Center by 12:00 Noon on Thurs. April 26
May 7-10 (Mon.-Thurs.)	Sectional Preliminaries and Quarterfinals
May 11 (Fri.)	Sectional Semifinals
May 12 (Sat.)	Sectional Finals
May 12 (Sat.)	State Final Program Information Due in School Center and Program Pictures uploaded
May 14 (Mon.)	Up-To-Date Statistics due to IHSA Office by 10:00 a.m.
May 17 (Thurs.)	State Final (Girls Quarterfinal Games)
May 18 (Fri.)	State Final (Boys Quarterfinal Games)
May 19 (Sat.)	State Final (Boys/Girls Semifinal Games)
May 19 (Sat.)	State Final (Boys/Girls Consolation & Title Games)

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

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

Acceptable Behavior...

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

Unacceptable Behavior...

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



Emergency Action Plan (EAP)

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

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

EAP's should consist of the following components:

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

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

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

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

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

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

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



Venue-Specific Action Plan

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

Venue

Sport:
Location:

Emergency Personnel

Present:
On-Call:

Emergency Equipment Location On-Site

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

Communication

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

Role of First on the Scene:

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

EMS Access:

If EMS is called provide directions/access to scene

Directions to site/location:

Open access gates
Designate individual to meet EMS at entrance

ILLINOIS HIGH SCHOOL ASSOCIATION

2715 McGraw Drive • Bloomington, IL 61704

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

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. In accordance with the Youth Sports Concussion Safety Act, appropriate health care professionals are defined as: physicians licensed to practice medicine in all its branches in Illinois, certified athletic trainers, advanced practice nurses (APN) and physician assistants (PA).

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 (who meets the description above) 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 cannot 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 his or her school’s Return to Play (RTP) protocols 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>.

ILLINOIS HIGH SCHOOL ASSOCIATION

2715 McGraw Drive • Bloomington, IL 61704

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

Concussion Information

Return to Play (RTP) and Return to Learn (RTL)

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, advanced practice nurses (APN), physician’s assistants (PA) 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.

In 2015, the Illinois General Assembly passed the Youth Sports Concussion Safety Act, and this legislation, among other items, required schools to develop Concussion Oversight Teams and create Return to Play (RTP) and Return to Learn (RTL) protocols that student-athletes must meet prior to their full return to athletic or classroom activity

Mandatory Concussion Education

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

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

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

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

For those first adopters of this training, new curriculum from the IHSA/IESA is expected to be released in March of 2018 so those whose training will expire in 2018 will be able to remain in compliance with the law.



Unmanned Aerial Vehicle (Drone) Policy

For IHSA Tournaments

Effective February 18, 2015

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

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

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

****IMPORTANT****

SEASON SUMMARY FORM INSTRUCTIONS/SEEDING INFORMATION

Schools entered into the IHSA State Series will be required to complete a *Season Summary Form* in the Schools Center.

SEASON SUMMARY INSTRUCTIONS:

- Coaches will submit their contest results online using MaxPreps **ONLY**. (this can be updated throughout the season)
- Coaches will log into their School Center to *complete* the Season Summary form.
- On the “Coaches” link, please indicate your head and assistant coaches.
- On the “Comments” link, please list your team’s W-L record, and submit any comments you would like to make regarding your season or seeding placement. Click on **SAVE**.

SEEDING INSTRUCTIONS:

- The seed link opens up at **11:00 a.m.** on April 25.
- Log into your School Center, and access the “Seeding Form” in your Sport/Activity Tracker.
- Follow the instructions to seed your Sectional.
- A school shall not vote for their own team.
- The seeding deadline is **12:00 noon** on April 26. Results will be posted by 4:00 p.m.

SEASON SUMMARY FORM DEADLINE:

10:00 A.M. - WEDNESDAY, APRIL 25

ONLINE SEEDING DEADLINE:

12:00 Noon – THURSDAY, APRIL 26



SCHOOLS ARE REQUIRED TO SUBMIT STATE FINAL PROGRAM INFORMATION ONLINE

Dear Coach and Athletic Director:

As your team gets close to qualifying for the State Final tournament, you will be required to complete the **State Qualifier Data** form online. This form provides the IHSA with most of the information printed in the State Final souvenir program. You are required to provide this information once you have qualified for the Boys or Girls Water Polo State Final Tournament.

The link to the State Qualifier Data form is located in the IHSA Schools Center.

To log in to the Schools Center:

- Go to www.ihsa.org and click on the Schools & Officials Center Login link.
- Log in with your personal ID and password
- On the main menu, click on Box T: "Sport & Activity Tracker"
- Find Water Polo and follow the row across until you find a link labeled "[State Qualifier Data Form](#)" 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 coaching staff, coaching history, season record, and roster. **Up-to-date statistics must be submitted on the printed forms included in this manual and emailed/faxed to the IHSA office immediately after the Sectional Tournament. (deadline May 14th at 10:00 a.m.)**

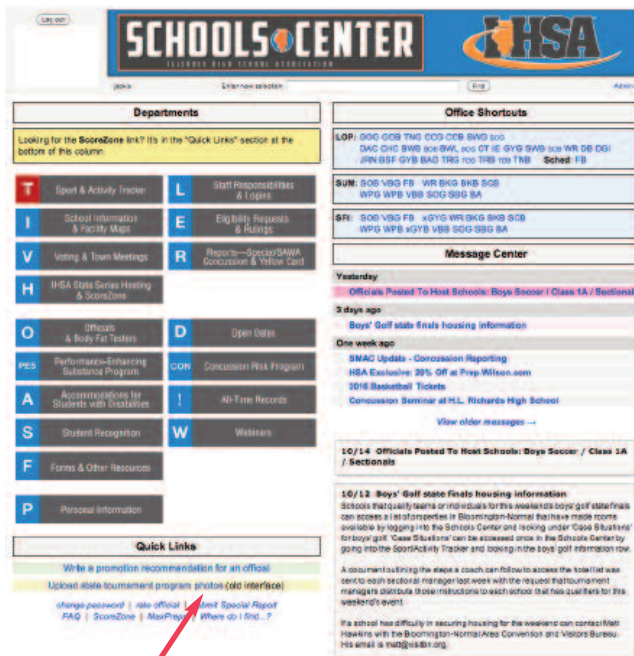
You will also need to upload your photos while signed into the Schools Center. Instructions are provided on the following page.

State Final Program Pictures: All team photos submitted to the IHSA for program publication **require athletes to wear team warm-ups, t-shirts and shorts, or a school uniform.** Teams submitting a photo without the required apparel will not be printed in the program.

Due May 12

INSTRUCTIONS FOR SUBMITTING PHOTOS

Submit your photos by uploading them in the Schools Center.



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

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

If you have any questions,
please call LeAnna Mutchler – 309-663-6377 or
email lmutchler@ihssa.org.

**Photos are due
by midnight
Saturday, May 12, 2018**

ScoreZone Reporting Procedures for 2017-18

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

How to Submit ScoreZone Final Scores

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

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



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

It is the responsibility of each tournament manager to:

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

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

Interactive ScoreZone means live updates!

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

How to Submit "Live Updates"

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

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

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

Water Polo Tournament Series Time Schedule

Thursday, May 17, 2018

Boys Quarterfinals

Ticket Booth and Doors Open	3:30 p.m.
Game 1	4:30 p.m.
Game 2	5:45 p.m.
Game 3	7:00 p.m.
Game 4	8:15 p.m.

Friday, May 18, 2018

Girls Quarterfinals

Ticket Booth and Doors Open	3:30 p.m.
Game 5	4:30 p.m.
Game 6	5:45 p.m.
Game 7	7:00 p.m.
Game 8	8:15 p.m.

Saturday, May 19, 2018

Boys Semifinals

Ticket Booth and Doors Open	8:00 a.m.
Game 9	9:00 a.m. - Winner Game 1 vs. Winner Game 2
Game 10	10:15 a.m. - Winner Game 3 vs. Winner Game 4

Girls Semifinals

Game 11	11:30 a.m. - Winner Game 5 vs. Winner Game 6
Game 12	12:45 p.m. - Winner Game 7 vs. Winner Game 8

Saturday, May 19, 2018

3rd Place and Championship

Ticket Booth and Doors Open	3:00 p.m.
Game 13	3:30 p.m. - Loser Game 9 vs. Loser Game 10 (Boys Third Place)
Game 14	5:00 p.m. - Loser Game 11 vs. Loser Game 12 (Girls Third Place)
Game 15	6:30 p.m. - Winner Game 9 vs. Winner Game 10 (Boys Championship)
Game 16	8:00 p.m. - Winner Game 11 vs. Winner Game 12 (Girls Championship)

Hotel Information

Following is a list of hotels in Lincolnshire. You will be responsible for making your own hotel reservations during the Water Polo State Series Tournament. If you would like more information concerning these hotels, other hotels in the Lincolnshire area and/or any restaurants, please contact the Lake County Convention and Visitors Bureau at *1-800-LAKE-NOW*, or by logging onto www.lakecounty.org.

Courtyard by Marriott
505 Milwaukee Ave.
Lincolnshire, IL 60069
Phone: 847-634-9555
www.courtyard.com

Hampton Inn & Suites
1400 Milwaukee Ave.
Lincolnshire, IL 60069
Phone: 847-478-1400
www.hamptoninn.com

Homewood Suites
10 Westminster Way
Lincolnshire, IL 60069
Phone: 847-945-9300
www.homewoodsuites.com

SpringHill Suites by Marriott Lincolnshire
300 Marriott Dr.
Lincolnshire, IL 60069
Phone: 847-793-7500
www.marriot.com

STUDENT MEDIA CREDENTIALS FOR PARTICIPATING SCHOOLS

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

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

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

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

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

VIDEO TAPING STATE FINALS FOR COACH FILM BREAKDOWN

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

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

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

Internet Video Broadcasting Information



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

IHSA Tournament Managers/Hosts,

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

BROADCAST RIGHTS FEE PAYMENT REQUIRED

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

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

BROADCAST RIGHTS FEE PAYMENT NOT REQUIRED

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

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

Internet Video Broadcast Rights Fee Schedule

BOYS BASKETBALL

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

GIRLS BASKETBALL

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

FOOTBALL

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

ALL OTHER SPORTS

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

SAMPLE FORM



Boys and Girls Water Polo Up-to-Date Statistics

(For teams advancing to state, please complete stats through Super-Sectional Tournament)

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.

Coach: Please fill out this form as thoroughly as possible and email/fax it to the IHSA Office at 309-663-7479 by 10:00 a.m. Monday, May 14, 2018. If your school does not keep statistics in a given category, please indicate so on the form.

School Name

Head Coach

Boys Girls

List numerically from smallest number to largest number. Please use the same listing as on the Roster page of the Team Data.

No.	PLAYERS (First and Last Name)	No. of Games Played	Shots Attempted	Goals Scored	Assists
Your Team Totals					

GOALKEEPERS (First and Last Name)	No. of Games Played	Goals Allowed	Per Game Average	Saves



SAMPLE FORM

IHSA Pass Gate List

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

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

The following are the only persons representing a member school to be admitted free to this contest. The top eight (8) categories will be admitted for the entire tournament. Rostered players will only be admitted accompanied by the coach.

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

Sport/Activity:	
Host School:	
Level of Contest:	
Your School:	

The top four (4) are allowed to have one (1) guest. Guests 1-3 must arrive with administrator. Guest 4 may arrive late.

Administration

1.		
2.		
3.		
4. Head Varsity Coach		Guest <input type="text"/>

The remaining coaches, etc. are allowed entry into the tournament but are not permitted a guest.

5. Assistant Coach	
6. Assistant Coach	
7. Assistant Coach	
8. Assistant Coach	
9. Manager	
10. Scorekeeper	
11. Video/Camera Operator	
12. Bus Driver	
13. Athletic Trainer	
14. All rostered players according to the terms and conditions.	

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

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

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

2017-2018 IHSA Order Form and Pricing for Additional State Series Awards

- 1.) To ensure an accurate order of awards, please complete the form below.
- 2.) Please fax or email this completed form to Cheryl Lowery @ 309-663-7479 (clowery@ihsa.org).
- 3.) An invoice will be generated and emailed to you, upon receipt of this form.
- 4.) School must remit payment with invoice to A & M Products.

◆ **This form is to be used only if the school is purchasing awards for one of the following reasons (check one):**

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

Coop School
 Dual Campus
 Lost-Replacement
 Broken-Replacement

Sport or Activity: _____ **Year:** _____ **Qty.:** _____ **Place:** _____

Classification (check one):

1A

5A

2A

6A

Music Sweepstakes Only (Indicate Classification: AA, A, B, C, D)

3A

7A

4A

8A

Gender: **Girls** **Boys**

Level of Competition:

Regional

Sectional

Super-Sectional

State

Type of Award:

Team Plaque

Gold State 3rd/4th Place-top figure (#1)

Team Trophy

State 3rd/4th Place Gold-side figure (#2)

Medal/Medallion

Gold Girls Soccer-side figure 3rd/4th (#3)

Sweepstakes Medallion

Gold Music Lyre-side figure 3rd (#3)

Trophy Parts (check below):

Badminton Gold shuttlecock and/or riser

Gold State Champion-top figure (#1)

Replacement Trophy Plate w/lasering

Gold State Champion-side figure (#1)

Replacement Trophy Plate w/o lasering

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

Bat, Tennis, Golf Club Replacement

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:

2017-2018 IHSA Order Form and Pricing for Additional 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.

Pricing for Schools (INCLUDING MUSIC SWEEPSTAKES):

<u>Qty:</u>	<u>Finish</u>	<u>State Medallion</u>	<u>Reg./Sect Medal</u>	<u>Shipping</u>
1 – 5	Goldtone (1 st)	\$4.45	\$4.00	\$5.00
	Nickel Silver (2 nd)	\$4.95	\$4.50	
	Bronze (3 rd)	\$4.60	\$4.20	
6 – 12	Goldtone (1 st)	\$4.20	\$3.75	\$7.00
	Nickel Silver (2 nd)	\$4.70	\$4.25	
	Bronze (3 rd)	\$4.35	\$3.90	
13 – 24	Goldtone (1 st)	\$3.95	\$3.50	\$8.00
	Nickel Silver (2 nd)	\$4.45	\$4.00	
	Bronze (3 rd)	\$4.10	\$3.70	
25 or more	Goldtone (1 st)	\$3.70	\$3.25	\$9.00
	Nickel Silver (2 nd)	\$4.20	\$3.75	
	Bronze (3 rd)	\$3.85	\$3.45	

Plaque/Trophy Pricing for Schools (Shipping included):

Regional Champion Plaque (AM-260)	\$ 52.00
Sectional and Super-Sectional Champion Plaque (AM-261)	\$ 68.00
Third/Fourth place trophy (AM-558)	\$154.00
Champion/Runner-Up(AM-557/AM-557-1)	\$161.00

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

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

<u>Gold</u> State Champion-top figure (#1)	\$58.00
<u>Gold</u> State Champion-side figure (#1)	\$58.00
<u>Gold</u> State Runner-up-top figure (#1)	\$58.00
<u>Gold</u> State Runner-up-side figure (#1)	\$58.00
<u>Gold</u> State 3rd/4th Place-top figure (#1)	\$58.00

Gold figures and plate replacement pricing

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

State 3 rd /4 th Place Gold-side figure (#2)	\$40.00, plus \$10.00 shipping
Girls Soccer – Gold-side figure 3 rd /4 th Place (#3)	\$36.00, plus \$10.00 shipping
Music Lyre – Gold-side figure 3 rd Place (#3)	\$36.00, plus \$10.00 shipping
Badminton Gold shuttlecock and/or riser	\$36.00, plus \$10.00 shipping
Repl. Trophy Plate w/ lasering names	\$30.00, plus \$10.00 shipping
Repl. Black Plate for SF Trophy w/o lasering	\$12.00, includes shipping
Bat, Tennis, Golf Club Replacement for All Figurine	\$16.00, includes shipping

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