

2023-2024

**Boys
Basketball**

**IHSA Manual for
Schools & Managers**





2023-2024 Boys Basketball Manual

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Revision History:

School Information

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2023-24 Boys Basketball Series Terms and Conditions

In accordance with Section 1.450 of the IHSAA Constitution, the Board of Directors has approved the Terms and Conditions governing the 2023-24 IHSAA Class 1A, 2A, 3A, and 4A Boys Basketball Tournament Series.

I. SCHOOL CLASSIFICATION

Classifications in the IHSAA Boys Basketball State Series will be determined according to IHSAA Policy 17 (Classification System).

II. DATES AND SITES

In each class of the IHSAA Boys' Basketball State series, games at 32 Regional sites shall be held February 19-23, and the games at 8 Sectionals sites shall be held February 27, February 28, and March 1. The 4 Super-Sectional games shall be played on March 4 and the semifinal and final games of the State Final on March 7-9. All regional quarterfinal games will be played on February 19, with the better seeded school hosting the contest.

State Final Tournament games shall be played at the State Farm Center, University of Illinois at Urbana-Champaign. All tournament sites will be selected by the IHSAA Office.

III. ON-LINE ENTRIES, WITHDRAWAL PROCEDURES, ELIGIBILITY, AFFIRMATIVE ACTION

The policy for Original Entry Deadlines, Late Entries, and Late Withdrawals shall be the policies and procedures regarding entry for all IHSAA-sponsored sport/activities included in the **2023-24 Entry Policies and Procedures**.

A. On-line Entries

All member schools must enter their school into the state series competition through the IHSAA School Center on the IHSAA Website at www.ihsa.org. The deadline for entry is November 1. **The 2023-24 Entry Policies and Procedures outlining the online entry procedures for all IHSAA-sponsored tournaments can be found in the Schools Center on the IHSAA 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 IHSAA 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 IHSAA 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/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 IHSAA By-law 3.054.

E. Affirmative Action

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

IV. HOST FINANCIAL ARRANGEMENTS

A. At Member School Sites:

1) The host school must charge admission and will be eligible to receive funding as listed below.

2) For all Regional-level games, the host school shall pay for all local expenses. All quarterfinal round games will be run financially independent. Host schools shall pay for all local expenses and secure three officials to work the contest. IHSAA will reimburse hosts of quarterfinal round games for the cost of officials. Each school hosting Regional-level semifinal and final games shall receive a flat guarantee of \$1,200, and the host shall retain 20% of the net income and submit the remainder to the IHSAA. In case of a negative balance, the host shall be reimbursed for the entire deficit.

3) In Sectional and Super-Sectional games, the host school shall pay for all local expenses. Each host school shall receive a guarantee of \$800.00 for each night of competition. The host shall receive 20% of the net income.

B. Sites Other Than Member Schools:

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

C. Digital Tickets:

1) Per IHSAA Board Policy 22, GoFan Digital Tickets will be the exclusive ticket option available for this sport at the Sectional and Super-Sectional rounds of the State Series. Any exceptions must be approved by the IHSAA office.

D. Admission Prices:

The following State Series ticket prices have been set by the IHSAA Board of Directors. A baby in arms is free at all rounds of the State Series. Pricing for all other individuals is as follows:

REGIONAL

Quarterfinals: \$5 per game
Semifinals and Finals: \$5 per day



*If GoFan is used:
Digital Ticket: \$5 per day
Cash Ticket: \$6 per day

SECTIONAL

Digital Ticket: \$7
Cash Ticket: \$8

If a non-high school Sectional site is unable to utilize GoFan, ticket prices will be \$7.

SINGLE GAME SUPER-SECTIONAL

Digital Ticket: \$9
Cash Ticket: \$10

TWO-GAME SUPER-SECTIONAL

Digital Ticket: \$10
Cash Ticket: \$11

If a non-high school Super-Sectional site is unable to utilize GoFan, ticket prices will be \$8 for a single-game Super-Sectional site and \$10 at a two-game Super-Sectional site.

E. State Final Admission Prices:

Base Ticket prices for all tickets for the Class 1A, 2A, 3A, and 4A Boys Basketball State Final Tournaments at the State Farm Center at the University of Illinois, Urbana-Champaign will be priced at the amounts below for each session:

Sessions 1, 2, 4, and 5:	\$15 (100-level tickets) ^ \$10 (200-level tickets) ^
Sessions 3 and 6:	\$12 (100-level tickets) ^ \$10 (200-level tickets) ^
Sessions 7 and 8	\$20 (100-level tickets) ^ \$10 (200-level tickets) ^

^Base ticket price; actual cost may be greater if digital ticketing is used.

Season ticket packages will be made available for advance purchase first to IHSA member schools and then to the public.

F. Media Coverage & Rights Fees for Broadcasting Coverage

1) State Series hosts should work to accommodate media members with space to cover State Series events whenever possible.

2) For State Series events, the IHSA Press Box Policy should be used as a guide for determining media press box access should space become an issue.

Broadcasting

1) Radio or audio-only internet broadcasts are not subject to a broadcast rights fee at the Regional, Sectional, or Super-Sectional levels. A \$100 fee exists at the State Final round, pending approval by the IHSA after completion of the IHSA's broadcast application form.

2) If a State Series contest/event is broadcast on the NFHS Network, then there is no rights fee due and no other video streaming/TV broadcasts will be allowed, pending special permission from the IHSA.

3) If a State Series contest/event is not

broadcast on the NFHS Network, then the broadcast rights may be purchased to broadcast via video streaming/TV pending approval by the IHSA after completion of the IHSA's broadcast application form.

* Broadcast application forms can be accessed by Googling "IHSA Broadcast Applications" or directly at IHSA.org/News-Media/News-Media-Center/Broadcast-Applications.

V. TOURNAMENT ASSIGNMENTS AND SEEDING MEETINGS

A. Class 1A and Class 2A: In class 1A and 2A, all state tournament series will begin in Regionals with initial seeding done by sub-sectionals. Each sub-sectional will contain 2 regional sites. Seeding for the tournament series will be done by sub-sectionals. Each sub-sectional will be seeded with the #1 and #4 assigned to one regional and #2 and #3 assigned to the other regional. The remaining teams will be assigned by geography.

B. Class 3A and 4A: All state tournament series will begin with a sectional complex except where excessive travel is a factor. This is determined by the IHSA administration. Where this occurs, the tournament series will begin with sub-sectionals. Each sub-sectional will contain 2 regional sites. Seeding for the tournament series will be done by sub-sectionals. Each sub-sectional will be seeded with the #1 and #4 assigned to one regional and #2 and #3 assigned to the other regional. The remaining teams will be assigned by geography. For those groupings that remain sectional complexes, 'true Seeds' will be used to assign schools to regional tournaments.

C. Tournament Series: The successive tournament series shall be designated respectively as regional, sectional, super-sectional, and state final. The IHSA Office will select all regional, sectional, and super-sectional host sites. All schools entered in the state series will be assigned to a sub-sectional or sectional complex based upon geography.

D. Seeding Meetings: All seeding meetings shall be conducted on-line through the IHSA Schools Center. Seeding will only occur at the sub-sectional or sectional-complex level. Schools that complete the Season Summary Form by the established deadline of 10 a.m. on Wednesday, February 7, 2024, will have from 12 p.m. on Wednesday, February 7, 2024, until 12 p.m. on Thursday, February 8, 2024, to go on-line and cast one (1) seeding vote for their respective first-level tournament assignment.

E. Season Summary Form: Schools entered in the Class 1A, 2A, 3A, and 4A state series will be required to submit a Season Summary Sheet on-line in the IHSA Schools Center. Schools must enter all game schedules and results into Maxpreps.com to be counted toward season summary totals. Schools entered in the Class 1A-4A state series will have until 10 a.m. on Wednesday, February 7, 2024, to complete this on-line form. Failure to do so by the designated time and date will result in a school forfeiting its opportunity to participate in the seeding process. The Season Summary Form can be found in the IHSA Schools Center.

F. Seeding Meeting: Each school who completes the Season Summary Form by the established deadline shall have one (1) vote in the seeding process. No school shall vote for their own team. Seeding will occur at the



sub-sectional or sectional complex level, depending on each school's first level tournament assignment. For Class 3A and 4A sectional complexes, the high and low seeds will be dropped for each school in determining their seed.

G. Pairings:

1) In Class 1A and 2A, all state series shall begin with sub-sectionals. A sub-sectional is a grouping of two geographic regionals.

In grouping and seeding a sub-sectional, only the top four seeds shall be separated. Seeds #1 and #4 shall be assigned to the same regional unless there is a hosting conflict, in which case seeds #1 and #3 shall be assigned to the same regional. The remaining schools shall be assigned to the regionals based on geographic proximity and paired according to their seeds.

In pairing the sectional semi-final round containing sub-sectionals, the regional from sub-sectional A containing the #1 seed shall be paired with the regional of sub-sectional B containing the #2 seed, and vice versa.

In all classes of bracketed team sports, the Executive Director is authorized to modify the state series brackets to accommodate unique travel situations.

2) In Class 3A and 4A, all state series shall begin with sectional complexes. In sectional groupings where excessive travel is a factor, geographic sub-sectionals may be used at the discretion of the IHSAA Administrator.

In grouping and seeding a sectional complex, true seeds shall be used to populate the brackets except in cases where a conflict arises with pre-determined regional hosts. (For example, if the #1 and #8 seeds are both regional hosts, they cannot be assigned to the same regional, and an adjustment must be made.)

In grouping and seeding a sub-sectional, only the top four seeds shall be separated. Seeds #1 and #4 shall be assigned to the same regional unless there is a hosting conflict, in which case seeds #1 and #3 shall be assigned to the same regional. The remaining schools shall be assigned to the regionals based on geographic proximity and paired according to their seeds.

In pairing the sectional semi-final round containing sub-sectionals, the regional from sub-sectional A containing the #1 seed shall be paired with the regional of sub-sectional B containing the #2 seed, and vice versa, except for the southernmost sectional in Class 4A, where the two regionals in each sub-sectional shall be paired with each other.

In pairing the sectional complexes, the sectional tournament shall be set up so that the semi-finals will pair the winners of the regionals with the numbers 1 & 4 seeds in one game, and the winners of the regionals with the numbers 2 & 3 seeds in the other game.

In all classes of bracketed team sports, the Executive Director is authorized to modify the state series brackets to accommodate unique travel situations.

H. State Series Pairings: Pairings for each class will be made by the IHSAA and posted on the IHSAA website no later than Friday, February 9, 2024.

VI. TOURNAMENT STRUCTURE AND TIME SCHEDULE

A. Names:

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

B. Time Schedules:

1) Single-Game Session Time Schedule

(For single-game sessions the host school designate a starting time for the game between 6:00 p.m. and 7:00 p.m.)

23 minutes prior to tipoff. – Start 18-minute pregame warm-up on scoreboard clock

5 minutes prior to tipoff – When 18-minute pregame warm-up clock strikes 0:00, National Anthem

3 minutes prior to tipoff – At conclusion of National Anthem, introduction of players and coaches

0 minutes prior to tipoff. – Tournament Game Tip-off

2) Two-Game Session Time Schedule

(All two-game sessions will use the following time schedule).

5:37 p.m. – Start 18-minute pre-game warm-up for 1st game on scoreboard clock

5:55 p.m. – When 18-minute pre-game warm-up clock strikes 0:00, National Anthem

5:57-6:00 p.m. – At conclusion of National Anthem, introduction of players and coaches

6:00 p.m. – 1st Game Tip-off

7:00 p.m. (Approx.) – 1st Game concludes

7:00-7:05 p.m. (Approx.) – 5-minute break between games

7:07-7:25 p.m. (Approx.) – Start 18-minute pre-game warm-up for 2nd game on scoreboard clock

7:25 p.m. (Approx.) – When 18-minute pre-game warm-up clock strikes 0:00, National Anthem

7:28-7:31 p.m. (Approx.) – Introduction of players and coaches

7:32 p.m. (Approx.) – Tournament Game Tip-off

3) Super-Sectionals:

6:37 p.m. – Start 18-minute pre-game warm-up on scoreboard clock

6:55 p.m. – When 18-minute pre-game warm-up clock strikes 0:00, National Anthem

6:57-7:00 p.m. – At conclusion of National Anthem, introduction of players and coaches

7:00 p.m. – Tournament Game Tip-off

4) State Final Tournaments

Class 1A & 2A

Thursday, March 7, 2024

(Semifinal and Third Place Games)

Session 1 (Class 1A semifinals)

Game 1–9:30 a.m.

Game 2–11:15 a.m. (Approx.)

Session 2 (Class 2A semifinals)

Game 3–2:00 p.m.

Game 4–3:45 p.m. (Approx.)

Session 3 (Third Place Games)

Game 5–6:30 p.m. (Class 1A)

Game 6–8:15 p.m. (Approx.) (Class 2A)

Class 3A & 4A

Friday, March 8, 2024

(Semifinal & Third Place Games)

Session 4 (Class 3A semifinals)

Game 7–9:30 a.m.

Game 8–11:15 a.m. (Approx.)

Session 5 (Class 4A semifinals)

Game 9–2:00 p.m.

Game 10–3:45 p.m. (Approx.)

Session 6 (Third Place Games)



Game 11–6:30 p.m. (Class 3A)

Game 12–8:15 p.m. (Approx.) (Class 4A)

Class 1A, 2A, 3A, 4A

Saturday, March 9, 2024

(Final Games)

Session 7

Game 13–11:00 a.m.–Winner Game 1 vs. Winner Game 2 (**Class 1A Championship**)

Game 14–12:45 p.m. (Approx.)–Winner Game 3 vs. Winner Game 4 (**Class 2A Championship**)

Session 8

Game 15–5:30 p.m.–Winner Game 7 vs. Winner Game 8 (**Class 3A Championship**)

Game 16–7:15 p.m.–Winner Game 9 vs. Winner Game 10 (**Class 4A Championship**)

C. Sessions:

1) Regional Tournaments

All Regional tournament schedules include one day off between the semifinal games and the final game.

For Regional tournament quarterfinal games, the host school shall determine the start time for the game to begin between 6:00 p.m. and 7:00 p.m. The host school shall communicate the start time to the opposing school and the IHSA Office no later than 4:00 p.m. on the Monday following the release of pairings the previous Friday.

All Regional championship games shall be played on Friday night.

Each Regional tournament session shall include the National Anthem

No local manager is authorized to change the order of the games or the playing schedule for the games as determined by the system adopted and announced by the IHSA Office. Games must be played as listed from top to bottom of the official schedule (in bracket order) on the nights announced unless otherwise specifically indicated or a change is approved by the Executive Director.

2) Sectional Tournaments

Each Sectional tournament session shall include the National Anthem.

No local manager is authorized to change the order of the games or the playing schedule for the games as determined by the system adopted and announced by the IHSA Office. Games must be played as listed from top to bottom of the official schedule (in bracket order) on the nights announced unless otherwise specifically indicated or a change is approved by the Executive Director.

3) Super-Sectional Tournaments

All Super-Sectional Tournaments shall be played on Monday, March 4, 2024.

Each Super-Sectional tournament session shall include the National Anthem.

D. Playing Schedules:

No local manager is authorized to change the order of games as determined by the system adopted and announced by the IHSA Office. Games must be played as listed from top to bottom on the official schedule unless otherwise specifically indicated or a change is approved by the Executive Director.

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. Tournament Officials

1) Officials for all tournaments will be assigned through the IHSA Office.

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

NOTE: Detailed information regarding assignment of officials will be posted on the IHSA Schools Center to all schools that are hosting a tournament approximately one week in advance of the tournament’s start.

B. Squad Designation:

It is recommended that team rosters be forwarded to the host school. Teams are limited to a total of 22 individuals for their team. The 22 includes rostered players, coaches, high school managers, statisticians, etc. Other than coaches, no non-high school students can be included in the team’s allotment of 22 individuals.

C. Players in Team Uniform:

There is no limit to the number of dressed players a school may have for any state series game. Schools are limited only to having 22 total individuals in their team personnel. The 22 includes rostered players, coaches, high school managers, statisticians, etc. Other than coaches, no non-high school students can be included in the team’s allotment of 22 individuals.

D. Uniforms:

In order to avoid possible confusion, each participating school should have two sets of shirts of different colors for its team. One set should be white and the other a dark color. All uniforms must conform to the requirements given in Rule 3-4 of the National Federation Basketball Rules.

1) The teams listed on the top line of the single-game playing bracket shall wear white uniforms and will be considered the home team. The team listed on the bottom line shall wear dark uniforms and will be considered the visiting team. In the Super-Sectional games, the two teams will be listed according to the Sectional centers from which each has advanced.

2) Responsibility of Official Scorer and Head Coaches–The Official Scorer must secure from the head coach of each team in each game of the tournament series the head coach’s signature in the official scorebook just prior to the start of each game, thus confirming that the official scorebook is correct regarding players’ numbers.

E. Unsportsmanlike Conduct:

Managers and officials have instructions to disqualify any player or coach guilty of profane or indecent language or of gross unsportsmanlike conduct.

IHSA By-Law 2.040 gives the Board of Directors complete authority to penalize a school or individual(s) for any unsportsmanlike conduct on the part of the principal, the coach,

VII. ADVANCEMENT OF WINNERS

A. Class 1A-4A: The winners of the thirty-two (32) regional tournaments shall advance to eight (8) sectional



players or any member of the faculty or Board of Education, or any other official representative of any participating school. This authority will definitely be exercised by the Board of Directors.

F. Balls:

The Wilson Evolution WTB0516 ball shall be used in the State Tournament games. Balls for the tournament series are being provided by the Wilson and only Wilson balls may be used.

G. Rules of Play:

The Official Basketball Rules as published by the National Federation of State High School Associations are adopted as official for the tournament series.

1) In all tournament games, the local tournament manager shall determine the team benches prior to the team warm-up period. Pre-game practice and the first-half basket for each team shall be the one further from its assigned bench.

2) At the State Final Tournament, team benches will be assigned prior to the warm up period for each game.

3) If for any reason gymnasiums or other conditions seem to make any rule modifications desirable, the local manager must communicate with the IHSA Office before announcing such modification. Interpretations and modifications of existing rules as outlined in the various state-sponsored meetings shall be rigidly adhered to.

4) In all tournament games, the referee shall sign the official scorebook at the conclusion of the game at either the scorer's bench or in the officials' locker room. If in the officials' locker room, the signing must be done in the presence of the host manager or his/her designee and the official scorer.

5) In order to maintain the integrity of the playing surface and protect competitors, local managers of all tournament contests must create a safe zone along each baseline that will be devoid of any persons (such as cheerleaders or media personnel) or other obstructions. This safe area will extend three (3) feet from the baseline towards the facility's back wall, stage, or bleachers.

H. State Final Game Time-outs:

For all televised games during the State Finals, three (3) 60-second time-outs and two (2) 30-second time-outs may be charged to each team during a regulation game. Each team is entitled to one additional 60-second time-out during each extra period. Unused time-outs may accumulate and may be used at any time.

IX. TOURNAMENT POLICIES

A. Presale Tickets:

1) Host schools must provide presale tickets to schools competing in Regional finals, Sectional semifinals and finals, and Super Sectionals (if hosted by a member school), if requested to do so by a competing team.

2) Competing teams are responsible for all the presale tickets they are given. All unsold tickets must be returned to the host at least three (3) hours prior to game time.

Regional final: Requests for presale tickets at the Regional finals must be made by Monday, February 19, 2024 for all classes.

Sectional semifinals and finals: Requests for presale tickets at the Sectional semifinals and finals must be

made to the Sectional Manager by Friday, February 23, 2024, for all classes.

3) See the ticket distribution plan for Super-Sectional information.

4) GoFan Presale Tickets: For rounds using GoFan, tickets will be posted for general admission sale on GoFan upon approval from the host school. Per IHSA Policy 22-9-D, tickets may be reserved for competing schools upon request by a competing school 72 hours before the contest or at host school discretion.

B. All-Star Teams:

No officers of the tournament, 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.

C. Consolation Games:

In the Regional and Sectional tournaments, consolation games will not be permitted to determine third place winners.

D. State Final Passes:

For the State Final Tournament games, each Super-Sectional winner will receive:

- 1) a maximum of twenty-two (22) passes for its players and other team personnel
- 2) three (3) passes for administration: Superintendent, Principal and Athletic Director
- 3) twelve (12) passes for cheerleaders and one (1) for mascot upon request by member school in advance of the State Finals
- 4) one (1) pass for the cheerleader coach
- 5) one (1) state final event pass to properly licensed medical personnel for each team participating in the state final. The pass would be available for either a licensed (i.e., certified) athletic trainer or team physician. This individual must be listed on the school's State Final Program Information.

E. Bands:

Schools hosting an IHSA State Series Basketball Tournament may invite their high school pep band to perform during the tournament. However, it should be noted that the host school band is performing as the official band of the tournament and must remain neutral at all times. Failure to comply with this provision shall cause the band to be excluded from the remainder of the tournament.

Members of the pep band may be given free admission to the tournament. No band or performing groups other than the one from the host school shall be allowed to perform at the tournament.

F. 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. Refer to National Federation Rules Book Rule 1, Section 18.

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

G. Signs and Banners:

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



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

H. Cheerleader/Mascot:

A maximum of twelve (12) cheerleaders and one (1) mascot in costume may be on the floor at any state series contest.

I. Damage to Property and 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.

J. Practice Session

1) In the Regional, Sectional, and Super-Sectional Tournaments, the host school shall not make its gymnasium available to the visiting team for practice sessions. When a part of the state series is played at a facility other than a member school's facility, none of the teams entered, including a hosting member school shall be permitted to practice at the facility

2) In the Regional, Sectional, Super-Sectional, and State Final Tournaments, eighteen (18) uninterrupted clock minutes shall be provided for pre-game warm-up. Players may not be on the floor for warm-up prior to the designated time. Floor officials must be on the floor when the pre-game warm-up period begins.

K. Videotaping by Schools or Spectators:

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

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.

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 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.

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

O. AED: Host schools must have an AED available and on site at all IHSA post season contests.

P. State Final Team Reimbursements:

1) In the State Final Tournament, the teams participating in the tournament shall be allowed transportation expenses at the rate of \$5.00 per mile per team for the first 50 miles, and \$3.00 per mile per team for each mile beyond 50 miles to and from the site where the tournament will be played. In addition, each school will receive a reimbursement to cover some 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 school's expense.

Round Trip	
Mileage to	Flat Rate
State Final Site	Reimbursement
0-150 miles	\$2,500.00
151-300 miles	\$3,600.00
301-over miles	\$4,400.00

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

3) The tournament management does not guarantee any portion of team expenses except as specified above. The payment of the above schedule of expenses is contingent upon adequate receipts in any individual tournament. Participating schools should be sure to take to the tournament adequate funds to meet all team expenses. Expense allowances cannot be paid to the schools until after the Executive Director has approved them.



X. AWARDS

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

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

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

D. State Final:

1. A trophy will be awarded to teams finishing first, second, third and fourth places in the State Final Tournament.

2. A total of twenty-two (22) medallions will be presented to the schools of the first four placing teams at the State Final Tournament. In addition, the superintendent, principal, the athletic director and a certified athletic trainer or team physician, provided one is listed on the school's State Final Program Information, will be presented with a medallion. No other trophies or awards of any kind may be presented in the tournament series. Only twenty-two (22) team/school representatives, the superintendent, principal, the athletic director and certified athletic trainer or team physician, may participate in the awards presentation.

These awards will be furnished by the State Association and are not an expense charge upon the individual tournament.

XI. OFFICIALS

A. Appointment and Fees:

1. **Regional tournaments:** Three (3) officials will be assigned to each tournament game. In tournament sessions where two (2) games are scheduled, the IHSA Office may assign an official more than one (1) game per session. Each official shall receive a fee of \$76.50 per game. Officials will be paid by the IHSA through ArbiterPay.

2. **Sectional tournaments:** Three (3) officials will be assigned to each tournament game. In tournament sessions where two (2) games are scheduled, the IHSA Office may assign an official more than one (1) game per session. Each official shall receive a fee of \$95.00 per game. Officials will be paid by the IHSA through ArbiterPay.

3. **Super-Sectional games:** Three (3) officials will be assigned to each tournament game. In tournament sessions where two (2) games are scheduled, the IHSA Office may assign an official more than one (1) game per session. Each official shall be allowed a fee of \$129.00 per game. Officials will be paid by the IHSA through ArbiterPay.

4. **State Final Tournament:** Each appointed official should receive a fee of \$170.00 per game plus up to three (3) nights lodging at a hotel designated by the IHSA Administrator and thirty cents (\$.30) per mile for each mile over 70 miles for one round trip. The Head Official will be paid \$125.00 per day and up to three (3) nights lodging at a hotel designated by the IHSA Administrator. Officials will be paid by the IHSA through ArbiterPay.

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 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.

Boys Basketball Information

To the Principal/IHSA Official Representative of Schools Entered in the 2023-24 IHSA Boys Class 1A, 2A, 3A, and 4A State Basketball Tournament Series:

COACHES MEETING TO SEED TEAMS: Schools entered into the Class 1A, 2A, 3A, and 4A state series will be required to submit a *Season Summary Form* on-line in the IHSA Schools Center. Failure to do so by the designated date and time will result in a school forfeiting its opportunity to participate in the seeding process. The *Season Summary Form* can be found in the IHSA Schools Center. Each school who completes the *Season Summary Form* by the established deadline shall have one (1) vote in the seeding process. No school shall vote for their own team. Seeding will occur at the sub-sectional or sectional complex level, depending on each school's first level tournament assignment. The highest and lowest seed will be dropped when determining seeds in 3A and 4A sectional complexes. Neither the super-sectional nor the state final shall be seeded. Once the seeds have been finalized, the IHSA will post those at IHSA.org. Managers and coaches are prohibited from releasing the results of their seeding meetings to media.

TERMS AND CONDITIONS: For a full statement of the specific Terms and Conditions under which your school will be participating, PLEASE READ CAREFULLY the Terms and Conditions printed in this manual.

OFFICIALS ASSIGNMENTS: Assignment of game officials shall be made by the IHSA based on the IHSA officials ratings system. Schools will not rate officials at the seeding meeting.

Sincerely,



Kurt J. Gibson
Associate Executive Director

KJG



Entry Information

The policy for Original School Entry Deadlines, Late Entries, and Late Withdrawals shall be the policies and procedures regarding entry for all IHSA-sponsored sport/activities.

Directions:

1. Login to the Schools Center using your User ID and Password. (Only administrators can access entries.)
2. Click on the Sport & Activity Tracker icon.
3. Click the Entry Form link to add sports for the upcoming year. Sports Entry Deadlines are Aug. 28 (Fall), Nov. 2 (Winter) and Feb. 1 (Spring).

Online Rule Presentation Dates

Officials: October 25-November 28

Coaches/Schools: October 25-November 28

Each participating school must have their head coach view and receive credit for the 2023-2024 Basketball rules interpretation video. Each participating official must view and receive credit for the 2023-2024 Basketball rules interpretation video. To receive credit, the head coach/official must view the presentation in their respective IHSA School/Officials Center. Once the deadline passes, your school will be placed on probationary status if the online rules meeting presentation isn't reviewed by your coach. Schools that do not view the rules interpretation video for two consecutive years, will be placed on suspension for this sport. For probationary status to be lifted from your school you must:

- Submit a \$50.00 penalty fee to the IHSA Office (Acceptable forms of payment are school checks payable to the IHSA or VISA, MasterCard, or Discover credit cards.)
- Contact Tammy Craig to process credit card payments.
- Upon receipt of payment, the Schools Center will be re-opened for your head coach to view the online presentation.

To view the Rules Video:

- 1) Go to www.ihsa.org
- 2) Click on "Schools and Officials Center login"
- 3) Enter your personal User ID and password
- 4) Click on "Sport & Activity Tracker" icon. Choose the Winter sports link.
- 5) Click on "view rules video" next to the respective sport under the Sport & Activity Tracker
- 6) View the online Rules Video to receive credit

This is a yearly requirement to compete in the IHSA State Series.

NOTICE: If you are a coach and an official, you must contact Kurt Gibson at the IHSA Office in order to receive credit as both a coach and official without having to view the presentation twice.

Below are options to assist you in viewing the Rules Meeting presentation once you have tried unsuccessfully.

- Try again on a different computer, preferably in a different location (home instead of school, etc.) Sometimes these files download badly. Going to a different computer/location is the easiest way to get a fresh start.
- Go back to where you clicked on the link to start the presentation and choose the link below to view the LITE version, which has no video content. Flash video can be an issue for some computers, and the LITE version does not contain flash.



Boys Basketball

Important Deadlines and State Series Dates

Class 1A - 4A Schedule

Feb. 7 (Wed.)	Schools must complete and submit the <i>Season Summary Form</i> online by 10:00 a.m.
Feb. 7 (Wed.)	View and/or Print Season Summary Forms
Feb. 8 (Thurs.)	Submit Seeds On-line in IHSA Schools Center by 12:00 noon
Feb. 9 (Fri.)	Class 1A - 4A Pairings Released by 4:00 p.m.
Feb. 19-21 (Mon.-Wed.)	Class 1A - 4A Regional Quarterfinals and Semifinals
Feb. 23 (Fri.)	Class 1A - 4A Regional Finals
Feb. 27-28 (Tues.-Wed.)	Class 1A - 4A Sectional Semifinals
Mar. 1 (Fri.)	Class 1A - 4A Sectional Finals
Mar. 2 (Sat.)	All Classes: State Final Program Information Form due in IHSA office (Complete and submit on-line)
Mar. 2 (Sat.)	All Classes: Program Pictures uploaded in Schools Center (See instructions in Manual)
Mar. 4 (Mon.)	Class 1A - 4A Super-Sectionals
Mar. 6 (Wed.)	All Classes: Up-to-date Statistics completed and faxed to IHSA office - Due at 10:00 a.m.
Mar. 7 (Thurs.)	Class 1A & 2A State Final (Semifinal and Consolation Games)
Mar. 8 (Fri.)	Class 3A & 4A State Final (Semifinal and Consolation Games)
Mar. 9 (Sat.)	Class 1A - 4A State Final (Championship Games)



IHSA BASKETBALL RULE ADOPTIONS FOR 2023-24

1. The Mercy Rule (Rule 5-5-3) will be used in all regular season contests, regular season tournament games, and through the Super-Sectional level in the IHSA State Series contests. A running clock shall be used in the fourth quarter games that have at least a 30-point score differential. Once a game reaches this differential and the clock starts running, it will continue running and stop only for one of the following:
 - A team timeout
 - An injury timeout or the removal of a disqualified player.
 - The administration of a penalty for a technical foul
 - An officials' timeout
 - Correctable error situation

Note: The Mercy Rule will not be used during the Boys' or Girls' State Final contests.
2. The IHSA has adopted the use of a 28' coaches box for all regular and post season contests. Schools and officials are reminded that the use of the box is NOT a requirement. However, if the box is going to be used, it must be placed on the floor in accordance with rule 1-13-2. Schools and officials are also reminded that rule 10-5-4 and 10-6-1 clearly articulate the manner in which coaches can be off the bench within the confines of the box and the manner in which officials are to penalize the head coach or other bench personnel who violate the provisions of the coaches box rule.
3. Member schools may use the 35 second shot clock in regular season tournaments or regular season shoot-outs. All events using the shot clock must be pre-approved by the IHSA Office and use the 35 second shot clock in all games of the approved event. Only the [NFHS Model Rule](#) can be used. Additional information on the shot clock rule can be found on the girls' and boys' basketball pages at ihsa.org by looking under the "Announcements" heading in the center column. Events wishing to request use of the shot clock can do so by emailing Kurt Gibson (kgibson@ihsa.org) at the IHSA Office.

Seeding Meeting Information

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. Coaches should be entering their games and scores throughout the season in MaxPreps.com. Coaches can view the season summaries and do their seeding in the Sport & Activity Tracker section of the IHSA Schools Center under the 'Required Data Forms' column for boys basketball. The head coach from each school will be allowed to vote.

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

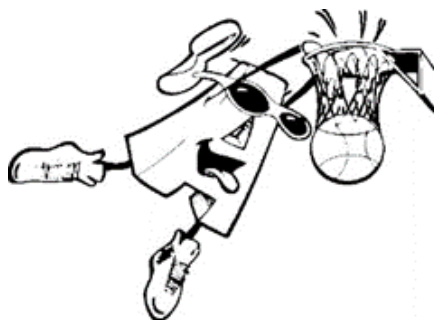
- Head-to-head victories against teams assigned to the first level tournament
- Record against common opponents
- The total win/loss record of schools in the tournament, and
- Team evaluation based on narrative provided by coaches

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.

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 (games played prior to the final release of seeds)
- 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. The timetable that follows shows the dates for the 2023-24 school term.



IMPORTANT SEASON SUMMARY FORM INSTRUCTIONS

Schools entered into the Class 1A, 2A, 3A, and 4A state series will be required to submit a *Season Summary Form* on-line in the IHSA Schools Center. Failure to do so by the designated date and time will result in a school forfeiting its opportunity to participate in the seeding process. **The *Season Summary Form* can be found in the IHSA Schools Center.**

Boys Basketball Seeding Deadlines			
Starting	Ending	Phase	Description
	DEADLINE: Wed., Feb. 7 10 am sharp	Submit Season Summary Form	<u>Head coaches should fill out the Season Summary Form online</u> prior to the deadline. <u>Schools must enter all game schedules and results into Maxpreps.com</u> to be counted toward season summary totals. You may also submit a comment about your team giving information that might not be obvious from looking at the scores. Providing complete, accurate information is the key to getting a fair seed.
Wed., Feb. 7 11 am	DEADLINE: Thu., Feb. 8 noon sharp	View and/or print Season Summaries	Before submitting your seeds, you may review all the Season Summary Forms submitted by coaches in your sub-sectional. Take some time to familiarize yourself with the other teams and be sure to read the comments posted by other coaches.
		Submit seeds	After you have reviewed all the available information, you may submit your seeds. Be sure to seed every team in your sub-sectional.
Thu., Feb. 8 2 pm	--	View all seeds	After the deadline for seeding has passed, you can review the seeds submitted by every coach in your sub-sectional. These seeds will be compiled by the IHSA Office and a single seed number will be determined for each team.
Thu., Feb. 8 4 pm	--	View official seeds	Once the IHSA Office has reviewed all the seeds, they will be posted on IHSA.org.
Fri., Feb. 9 4 pm	--	View pairings	Once the IHSA Office has completed the pairings, they will be posted on IHSA.org.
Sat., Feb. 10	--	Submit Team Data Form	Once the seeding process is complete, you can begin work on the Team Data Form, which incorporates information already submitted on the Season Summary Form. The link for this form will be in Sport & Activity Tracker.



IHSA/MaxPreps Partnership FAQ

MaxPreps is the “Official Statistician and Media Partner” for the Illinois High School Association. The IHSA partnership with MaxPreps provides great opportunities to promote your team and players and enables the IHSA to efficiently manage regular-season game results for the IHSA Score Zone, post-season seeding summary forms, statistical leaderboards, state records, media publications, and more. In order to accurately manage these initiatives, all IHSA coaches are required to enter their scores into MaxPreps after each game. They are encouraged to enter statistics to be included on all IHSA stats leaderboards.

1. What do coaches need to do? Coaches need to enter their rosters and schedules at the start of each season, report scores immediately after each game and enter statistics to appear on statewide stats leaderboards.

2. What do Athletic Directors need to do? Athletic Directors need to communicate with coaches to keep their scores and other team information updated. While MaxPreps recommends coaches are responsible for their own team information, Athletic Directors can also control every single team page from their “School Administration” page on MaxPreps.

3. How do I get started? Coaches and Athletic Directors can [register here](#) by simply entering their email and following the prompts. If you are already a Max-Preps member, simply login in the top right corner using your current credentials.

4. Does MaxPreps have an app? Yes, the MaxPreps App allows coaches to update a score on their phone after the game. Coaches can also manage their schedule, stats, and roster. The free app can be downloaded by ADs, coaches, athletes, and parents from the [iTunes app store](#) and the [Google Play store](#).



5. Is MaxPreps compatible with other stat programs? Yes! In addition to MaxPreps’ own mobile, tablet, and desktop tools, MaxPreps is compatible with over 80 different stat companies across multiple sports. HUDL and GameChanger are both MaxPreps Partners. [Click here to see MaxPreps’ stat partners](#).

6. Can coaches allow a team statistician or assistant coach to help manage their team information? Yes! Once the coach has access to their team page, they can give other individuals access to their page to help keep their team information accurate and up-to-date. Fans, parents, communities, college athletic departments, and media outlets rely on this information.

7. Can I send my information to the media after each game? Yes, after scores and/or statistics are entered into MaxPreps, coaches may send that information to multiple media outlets at the same time. [Click here for instructions](#) on how to send boxscores and season statistics to media.

8. How can fans participate with their teams? Parents, fans, and/or team personnel can [provide live scoring updates](#) on their mobile devices during the game and post pictures, video

and chat with others. All scores/updates will be available statewide on the IHSA Scoreboards and sent to those who follow the team.

9. Who can I contact with additional questions? Coaches and ADs may contact MaxPreps state representative Eric Frantz at efrantz@maxpreps.com, or may direct questions to MaxPreps coach support

at support@maxpreps.com, or 800-329-7324 x1.

MaxPreps also has a support website at support.maxpreps.com that can help answer specific questions such as how to enter scores, schedules, rosters, and stats, how to upload a team photo, how to sync with stat partners, etc.

MaxPreps and the IHSA are happy to provide this great partnership for member schools, coaches, student-athletes, and communities.

Thank you for your important role in making this partnership a success!



Schools are Required to Submit State Final Program Information Online

Dear Coach or Athletic Director:

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

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

To log in the Schools Center, go to the main IHSAA Webpage (www.ihsa.org) and click on the Schools & Officials Center Login link. Then use your personal ID and password to log in. On the main menu of the Schools Center, look for the "Sport & Activity Tracker" area. Find Boys' Basketball 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. Please complete all information.

The information you will provide online includes administration, coaching staff, coaching history, season record (including high scorers & high rebounders), up-to-date statistics and roster. **Up-to-date statistics must be submitted online within your Schools Center. They will be entered in the same area as your coaching history, season record, and roster. This change will allow you to update your stats even after submitting the state final information.**

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

All classes due March 2, 2024

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.

The screenshot shows the Schools Center interface. On the left is a 'Departments' menu with various options like 'Sport & Activity Tracker', 'Staff Responsibilities & Logins', etc. Below it is a 'Quick Links' section with a red arrow pointing to the link 'Upload state tournament program photos (old interface)'. On the right is a 'Message Center' showing a message from 'IHSA Webinar on Residence & Transfer - Oct. 30 at 1 pm'.

2. 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.

The screenshot shows the 'State Program Photo Collection' interface. It has two main sections: 'Staff Photos' and 'Team Photos'. The 'Staff Photos' section has a table with columns for 'Staffer', 'Photo', and 'Edit Info'. A red circle highlights the link 'Add a new administrator or coach'. The 'Team Photos' section has a table with columns for 'Activity', 'Team Photo', 'Cutlines', 'Assigned Staffers', and 'Upload Photo Edit Cutlines Assign Staff'. A red arrow points to the 'Edit' button for 'Boys Basketball'.

3. 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.**
4. 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 Emma Carstens - 309-663-6377 or email ecarstens@ihsa.org.

Photos are due by midnight Saturday, March 2, 2024.



Standardized Basketball Statistics

To standardize statistical information, personnel at member schools should incorporate the following when compiling individual and cumulative team statistics:

In situations where a college or university Sports Information Department is responsible for statistical material, Super-Sectional managers should supply the SID with a copy of the box score for consistency.

Uniform Statistical Recording

Terminology

- Total Field Goals Made (FG):** all baskets made (includes 2-point plus 3-point goals).
- Total Field Goals Attempted (FGA):** all shots attempted whether it is made or not (includes 2-point shots plus 3-point shots).
- Three-Point Field Goal made:** a shot made from beyond the 3-point line.
- Three-Point Field Goal attempted:** a shot from beyond the 3-point line whether made or not.
- Free Throws Made (FT):** a foul shot made from the Free Throw line.
- Free Throw Attempted (FTA):** a foul shot attempted whether it is made or not.
- Rebound (REB):** a missed shot retrieved by an individual whether the shot was taken by a teammate or an opponent.
- Assist (A):** a pass from a teammate that leads directly to a basket. (**NOTE:** If player takes two dribbles before shooting, no assist is to be credited unless play is a breakaway).
- Personal Foul (PF):** the number of fouls committed.
- Total Points (TP):** the actual number of points scored by an individual and team – by adding 2-point field goals, the 3-point field goals, and the free throws totals together.
- Blocked Shots (BLK):** opponent shots blocked in which the ball does not hit the rim or backboard.
- Steals (S):** when a player takes the ball away from the opponent before the opponent can shoot or pass the ball.

Calculations: When we justify the statistics, we multiply total field goals made by two (2) points, add in one point for each 3-point field goal made, and add in one point each Free Throw made.

Example:

Name	Overall 2-pt. + 3-pt. FG-FGA	Only 3-pt. FG-FGA	All FT M-Att.	Total Points
Emma Carstens	11 - 20 (2x11=22)	3 - 5 3 (=25)	4 - 6 4(29)	29

Scoring Rules:

- a) ALL shots, whether from the field or from the foul line, unless nullified by a floor violation, foul, or elapsed time must be counted.
- b) Rebounds should be awarded when a player gains control of a missed shot, regardless of whether he catches the ball in the air or on the bounce.

Important Notes:

- a) When an offensive player tips a missed shot back at the basket, one rebound and one field goal attempted should be recorded.
- b) No individual rebound should be awarded when the ball goes out of bounds after a missed shot. That should be recorded as a team rebound for the team that receives the ball.
- c) If a shooter misses the first of a pair of free throws on a two-shot foul, the team shooting should receive a team rebound.
- d) The total number of missed shots should equal the total number of rebounds.
- e) Technical fouls on individual players are included in the personal foul category.
- f) Score by Quarters is the actual number of points made by a team in each quarter.
- g) Shooting percentages are obtained by dividing the total number of shots in a particular category into the number of shots made.

Boys Basketball Tournament Series Ticket Distribution Plan

Plans for distributing tickets for the 2024 Boys State Basketball Tournament Series have been approved by the Board of Directors and reflect date changes, price guidelines and distribution policies for all levels of the state series.

Distinct statewide prices have been set for tickets at all levels of the tournament series.

– IHSA member schools wishing to purchase tickets from the State Farm Center at the University of Illinois, Urbana-Champaign, will be guaranteed state finals tickets if the school submits the ticket application form to the State Farm Center by December 16, 2024. After that date, schools may still submit the application form to the State Farm Center, who will process those requests on first come, first-serve basis.

– Location of seats allocated for sale to IHSA Basketball Season Ticket Holders, the news media, Board of Directors and other persons determined by the Board to have the opportunity to purchase advance tickets for the State Final Tournament(s) will continue to have next preference, if orders are postmarked on or before December 15.

Plans for distributing tickets for the Sectional, Super-Sectional and the Boys State Final Tournament(s) will continue to give schools which enter the tournament series the opportunity to purchase tickets for the advanced levels of competition in the tournaments and will provide tickets for each of the schools participating in these tournaments.

Ticket Prices

Standard statewide prices have been established for all boys' tournaments. Tournament managers must charge the prices established by the Board of Directors. Local managers cannot set ticket prices that are different than those established by the Board of Directors.

Base ticket prices for the 2023-2024 series will be:

REGIONAL: Ticket: \$5

***If GoFan is used:** Digital Ticket: \$5; Cash Ticket: \$6

SECTIONAL: Digital Ticket: \$7; Cash Ticket: \$8

If a non-high school Sectional site is unable to utilize GoFan, ticket prices will be \$7

SINGLE GAME SUPER-SECTIONAL: Digital Ticket: \$8;
Cash Ticket: \$9

TWO-GAME SUPER-SECTIONAL: Digital Ticket: \$10;
Cash Ticket: \$11

If a non-high school Super-Sectional site is unable to utilize GoFan, base ticket prices will be \$8 for a single-game Super-Sectional site and \$10 at a two-game Super-Sectional site.

State Final: Sessions 1, 2, 4, and 5

\$15 (100-level)^

\$10 (200-level)^

Sessions 3 and 6:

\$12 (100-level)^

\$10 (200-level)^

Sessions 7 and 8:

\$20 (100-level)^

\$10 (100-level)^

^Tickets purchased online or digitally may cost more than the base ticket price. Regional Tournaments that choose to use GoFan as the ticketing option will add a convenience fee to the price of the ticket.

NOTE: Season Ticket Prices for Regional/-Sectional Meets and Tournaments:

1) Local managers of Regional and/or Sectional tournaments in which two (2) or more sessions are conducted may sell season tickets along with session tickets. In the event a manager exercises this option, the season ticket price will be the session ticket price times the number of sessions.

2) In all Class 3A & 4A Regional games, visiting teams shall be given the opportunity to pre-sell 30% of the tickets available for the game. Unsold tickets must be returned to the host school at a time which will permit the host school a reasonable opportunity to sell remaining tickets to the general public.

NOTE: Presale tickets for Regional finals, and Sectional semifinals and finals:

1) Host schools must provide presale tickets to schools competing in Regional finals, Sectional semifinals and finals, if requested to do so by a competing team.

2) Competing teams are responsible for all of the presale tickets they are given. All unsold tickets must be returned to the host at least three (3) hours prior to game time.

Regional final: Requests for presale tickets at the Regional finals must be made by Monday, February 19 for all classes.



Sectional semifinals and finals: Requests for presale tickets at the Sectional semifinals and finals must be made by Friday, February 23 for all classes.

Regional Finals and Sectional Distribution

Tickets for the Sectional tournaments will be distributed as follows:

1. Per IHSA Board Policy 22, GoFan Digital Tickets will be the exclusive digital ticket option available for competing schools and fans. GoFan will be utilized at all Sectionals and Super-Sectionals held at high school venues and may be used at non-high school venues.

2. From the total number of seating spaces in each gymnasium, a reasonable number of spaces shall be reserved for the press, radio, bench officials, players and other team personnel.

3. For Sectionals and Super-Sectionals using GoFan, the IHSA will post the tickets for sale on GoFan. In conjunction with the host school, the IHSA will allocate an even ticket split between the competing schools, while leaving a smaller percentage of tickets for sale to the general public (typically 40/40/20 or 45/45/10 depending on host and capacity). The school allotment will be sold through a private link that the competing school can distribute as they see fit. Prior to sale, a deadline will be set on the private links based on the game date/time and at the time of the deadline, all unsold tickets from the private link will be moved to sale for the general public.

4. Subsidiary Regional Schools

Class 1A & 2A Tournaments: The local manager shall deduct the total number of seats reserved for the schools which participated in the Regional tournaments subsidiary to his/her Sectional tournament. Each school may purchase not more than ten (10) tickets for each session.

Class 3A & 4A Tournaments: The local manager shall deduct the total number of spaces reserved for the school which participated in the Sectional Complex subsidiary to the Sectional tournament. Each school may purchase not more than sixteen (16) tickets for each session.

5. After providing for the allotment in (1) and (2) above, the host school may take twenty (20) percent of the remaining tickets. If the host school is one of the participating schools, these tickets shall be taken in addition to the allotment for participating schools described below.

6. From the remaining tickets, each of the schools participating in a given session shall, regardless of size, be permitted to purchase half (50%) of the remaining tickets.

7. Ordinarily, season tickets should not be sold since it is impossible to determine in advance the proper allotment for Friday's (championship) games. However, if the host school decides to issue season tickets, they must come out

of and may not exceed the twenty (20) percent host school allotment described in (3) above.

8. Local managers of Sectional tournaments are instructed to devise plans whereby an equitable portion of the better seats will be made available to the followers of the teams competing in the games of the tournament.

9. The Sectional tickets for schools assigned to the subsidiary Regional tournaments, and referred to in (3) above, must be ordered no later than February 23 for all classes. If orders are received after these dates, the local managers will not be obligated to provide tickets for any sessions of the tournament.

10. Local managers must sell tickets at the prices adopted by the Board of Directors. (See "Ticket Prices" on previous page.)

11. Local managers must provide presale tickets to schools competing in Regional finals, and Sectional semifinals and finals, if requested to do so by a competing school. (See "Ticket Prices" on previous page)

Super-Sectional Distribution

Because of the larger seating capacities at the Super-Sectional centers, tickets at each center shall be set aside at Super-Sectional sites to be distributed as follows:

1) Per IHSA Board Policy 22, GoFan Digital Tickets will be the exclusive ticket option available for competing schools and fans.

2) A reasonable number of spaces shall be reserved for the press, radio, bench officials, players, and other team personnel.

3) The local manager shall deduct the total number of seats reserved for the schools which participated in the Regional tournaments subsidiary to the Super-Sectional game. Each school may purchase not more than twenty (20) tickets for the game.

4) After providing for the allotments in (1) and (2) above, the host school may have twenty (20) percent of the remaining tickets for sale to the general public.

5) From the remaining tickets, each of the schools participating in a given session shall, regardless of size, be permitted to purchase half (50%) of the remaining tickets.

6) The price of each ticket for all Super-Sectional games shall be as adopted by the Board of Directors. (See "Ticket Prices" on previous page.)

7) Notifying Competing Teams:

All Classes: The local manager of each of the eight Super-Sectional centers will telephone the principals or ticket managers of the two Sectional winners assigned to his/her center not later than 10:00 a.m., Saturday, March 4, and will notify them as to the number of tickets allotted to their schools.

At this time, arrangements also will be made for payment and delivery of the tickets.



State Final Distribution

A) Advance Sale to Member Schools:

Boys State Final Tournament tickets will be distributed to member schools as follows:

1) All member schools will be able to access ticket ordering information by using their principal's password to enter the IHSA Schools Center and clicking on the "Boys Basketball Ticket" link located in the Forms & Other Resources section. Each member school ordering tickets must return the order form(s) with proper remittance postmarked on or before December 16th to receive an allotment of tickets.

2) Ticket orders will be filled by the State Farm Center Box Office at the University of Illinois, Urbana-Champaign based upon their date of receipt.

3) Season tickets will be set aside for each tournament for use by the IHSA Board of Directors, the press, radio and television personnel and other persons to be determined by the Board of Directors.

4) Each of the four schools participating in each session shall be guaranteed the opportunity to purchase a share of the tickets available to participants. This number may vary from session to session.

Season tickets will be available to member schools participating in the 2024 tournament series for purchase.

NOTE: Filled orders will be mailed from the State Farm Center Box Office.

B) Sale of Session Tickets to Schools Playing in State Final:

The Tournament Manager at the site of each Super-Sectional game will personally give to the principal (or designee) of the school winning the game the information needed to sell the school's allotment of tickets for the upcoming State Final Tournament at the State Farm Center

Base ticket prices will be as follows:

Sessions 1, 2, 4, and 5:

\$15 (100-level)^

\$10 (200-level)^

Sessions 3 and 6:

\$12 (100-level)^

\$10 (200-level)^

Sessions 7 and 8:

\$20 (100-level)^

\$10 (200-level)^

^Tickets purchased online or digitally may cost more than the base ticket price.

All unsold tickets will become available to the general public at 5:00 p.m. on Wednesday, March 6.

General Public

Advance Season Ticket Holder Sale

A portion of seats at the State Farm Center has been set aside for the Boys State Final Tournaments as the IHSA Basketball Season Ticket Holder Section.

Persons who are identified as IHSA Basketball Season Ticket Holders for the tournament(s) shall have first priority to purchase tickets in this section for the tournament(s) for which they qualify. These persons qualified for the IHSA Basketball Season Ticket Holder list by purchasing tickets in the Ticket Holder Section the previous year(s).

NOTE: Filled orders will be mailed from the State Farm Center Box Office.



2024 IHSA March Madness General Time Schedule

Site: State Farm Center, University of Illinois, Urbana-Champaign

All Classes Boys State Finals (March 7-9)

Class 1A and 2A Tournament, State Farm Center (Thursday and Saturday, March 7 and 9)

Semifinal Session 1 (Thursday)

9:30 a.m. -- Class 1A semi-final [Game No. 1]
11:15 a.m. (Approx.) -- Class 1A semi-final [Game No. 2]

Semifinal Session 2 (Thursday)

2:00 p.m. -- Class 2A semi-final [Game No. 3]
3:45 p.m. (Approx.) -- Class 2A semi-final [Game No. 4]

Consolation Session 3 (Thursday)

6:30 p.m. - Class 1A 3rd/4th place game (loser of Game 1 vs. loser of Game 2) [Game No. 5]
8:15 p.m. (Approx.) - Class 2A 3rd/4th place game (loser of Game 3 vs. loser of Game 4) [Game No. 6]

Finals Session 7 (Saturday)

11:00 a.m. -- Class 1A Championship Game (winner of Game 1 vs. winner of Game 2) [Game No. 13]
1:00 p.m. (Approx.) - Class 2A Championship Game (winner of Game 3 vs. winner of Game 4) [Game No. 14]

Class 3A and 4A Tournament, State Farm Center (Friday-Saturday, March 8-9)

Semifinal Session 4 (Friday)

9:30 a.m. -- Class 3A semi-final [Game No. 7]
11:15 a.m. (Approx.) -- Class 3A semi-final [Game No. 8]

Semifinal Session 5 (Friday)

2:00 p.m. -- Class 4A semi-final [Game No. 9]
3:45 p.m. (Approx.) -- Class 4A semi-final [Game No. 10]

Consolation Session 6 (Friday)

6:30 p.m. - Class 3A 3rd/4th place game (loser of Game 7 vs. loser of Game 8) [Game No. 11]
8:15 p.m. (Approx.) - Class 4A 3rd/4th place game (loser of Game 3 vs. loser of Game 4) [Game No. 12]

Finals Session 8 (Saturday)

5:30 p.m. -- Class 3A Championship Game (winner of Game 7 vs. winner of Game 8) [Game No. 15]
7:30 p.m. (Approx.) - Class 4A Championship Game (winner of Game 9 vs. winner of Game 10) [Game No. 16]

IHSA Boys Basketball State Finals



- 100 LEVEL RESERVED
- 200 LEVEL RESERVED
- STUDENT SEATING
- ADA SEATING
- SUITES
- MEDIA SEATING



2023-2024 IHSA Replacement Pricing and Order Form For Additional State Series Awards

TOURNAMENT HOSTS: DO NOT USE THIS FORM. An order form for STATE SERIES TIES is provided in the Manual for Schools for each sport.

- 1.) Please print and complete this form with Official Representative Signature.
- 2.) Please fax or email completed form to Cheryl Lowery @ 309-663-7479 (clowery@ihsa.org).
- 3.) From this form, an invoice will be generated and emailed back to the school email address supplied

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

<input type="checkbox"/> Team Roster Exceeds the number allowed in the T&C's <input type="checkbox"/> Dual Campus <input type="checkbox"/> Broken-Replacement	<input type="checkbox"/> Coop School <input type="checkbox"/> Lost-Replacement <input type="checkbox"/> State Awards: Music Sweepstakes
---	---

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

Gender: Girls Boys Co-Ed

Classification:

1A 2A 3A 4A 5A 6A 7A 8A No Classification
 A AA MUSIC SWEEPSTAKES ONLY (Indicate Classification: AA, A, B, C, D)

Level of Competition: Regional Sectional Super-Sectional State

1-5 (\$6.00) 6-12 (\$9.00) 13-24 (\$12.00) 25-above (\$14.00)

Type of Award:

<input type="checkbox"/> Team Plaque <input type="checkbox"/> Team Trophy <input type="checkbox"/> Medal/Medallion <input type="checkbox"/> Sweepstakes Medallion	<input type="checkbox"/> Badminton Gold Shuttlecock and/or Riser <input type="checkbox"/> Laser Trophy Plate <input type="checkbox"/> Replacement Trophy Plate w/o lasering <input type="checkbox"/> Bat, Tennis, Golf Club Replacement
--	--

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

Ordered By (Print): _____

Job Title: Principal A.D. Off. Rep. Coach

School Name: _____

School Address: _____

City, Zip: _____

Phone Number: _____

Email Address: _____

Official Representative Name (Printed): _____

Official Representative Signature: _____



2023-2024 IHSA Replacement Pricing and Order Form For Additional State Series Awards

TOURNAMENT HOSTS: DO NOT USE THIS FORM. An order form for STATE SERIES TIES is provided in the Manual for Schools for each sport.

- ◆ Once this form is completed and returned to the IHSA, an invoice attached will be provided to the email provided.
- ◆ **Invoice must accompany payment!** The awards company refers to the invoice to process IHSA approved orders.
- ◆ Duplicate/Replacement Awards will only be shipped to the school.
- ◆ Duplicate Awards Orders must be approved by the School's Official Representative
- ◆ **Trophy Letters & Figurine Replacement:** Schools who need replacement letters or figurine(s) for older model trophies, please contact A & M Products direct at 815-875-2667.

Contact A&M direct for pricing and availability: 2008-2017 Figure and Plate Replacement Pricing:

- | | |
|---|---|
| ◆ Gold State Champion-top figure (#1) | ◆ Gold State 3rd/4th Place-top figure (#1) |
| ◆ Gold State Champion-side figure (#1) | ◆ State 3 rd /4 th Place Gold-side figure (#2) |
| ◆ Gold State Runner-up-top figure (#1) | ◆ Gold Girls Soccer-side figure 3 rd /4 th (#3) |
| ◆ Gold State Runner-up-side figure (#1) | ◆ Gold Music Lyre-side figure 3rd (#3) |

Pricing for Schools (*INCLUDING MUSIC SWEEPSTAKES*) *Shipping not included:*

Finish	State Medallion	Reg./Sect Medal
Goldtone (1 st)	\$4.50	\$3.75
Nickel Silver (2 nd)	\$4.50	\$3.75
Copper (3 rd & 4 th)	\$4.50	\$3.75

State Medallions and Reg./Sect. Medal Shipping Costs:

1-5 = **\$6.00**
 6-12 = **\$9.00**
 13-24 = **\$12.00**
 25-above = **\$14.00**

Plaque/Trophy Pricing for Schools (Shipping included):

Regional Champion Plaque (AM-260)	\$85.00
Sectional and Super-Sectional Champion Plaque (AM-261)	\$110.00
Third/Fourth place trophy (AM-558)	\$210.00
Champion/Runner-Up (AM-557/AM-557-1)	\$220.00

Plate Replacement Pricing:

Lasering charge for State Final Trophy Plate	\$30.00, plus \$15.00 shipping
Replacement Black Plate for SF Trophy w/o lasering	\$12.00, plus \$15.00 shipping
Bat, Tennis, Golf Club Replacement for All Figurines	\$16.00, plus \$15.00 shipping





IHSA State Final Miniature Replica Trophy Order Form

Remit Payment payable to A&M Products with this completed order Form.

Price includes UPS shipping the total order to one address.

Trophy Dimensions: 11" High x 8" wide. White Lasered Acrylic sport inset, Lasered IHSA Seal & Sport Plate

Sport _____

School _____

Off. Rep./A.D. _____

Phone _____ **Email** _____

Address _____ **City/Zip** _____

Method of Payment: **Check Number:** _____ **Purchase Order No. (if necessary):** _____

Description	Gender (check one)		Place: Champion; Runner-up; Third; Fourth Place	Year Trophy Was Won	Qty.	Price per Item	Amount	
	Girls	Boys						Coed
11" x 8" Walnut Trophy						\$75.00 ea.		
Number of Name Personalization's							Use Spaces Below for each name personalization	
							Order Total	

A&M Products
Contact: Andy Austin
Address: 575 Elm Place, P.O. Box 266
 Princeton, IL 61356
Phone: (815) 875-2667
Fax: (815) 879-0400

Please make copies of the second page for additional personalization's.

IHSA State Final Miniature Replica Trophy Order Form

Remit Payment payable to A&M Products with this completed order Form.

Price includes UPS shipping the total order to one address.

Trophy Dimensions: 11" High x 8" wide. White Lasered Acrylic sport inset, Lasered IHSA Seal & Sport Plate



Name to Appear on Base Plate	
Name to Appear on Base Plate	
Name to Appear on Base Plate	
Name to Appear on Base Plate	
Name to Appear on Base Plate	
Name to Appear on Base Plate	
Name to Appear on Base Plate	
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Name to Appear on Base Plate	
Name to Appear on Base Plate	

A&M Products
Contact: Andy Austin
Address: 575 Elm Place, P.O. Box 266
Princeton, IL 61356
Phone: (815) 875-2667
Fax: (815) 879-0400

Please make copies of the second page for additional personalization's.

Manager Information

**IHSA Manual for
Schools & Managers**





Boys Basketball Information

To Local Managers of 2023-24 IHSA Boys Class 1A, 2A, 3A, and 4A Basketball Tournaments:

Thank you for your willingness to host a 2023-24 IHSA Boys Class 1A, 2A, 3A, 4A Basketball Tournament at your school. Your cooperation and assistance during this state tournament series is greatly appreciated. PLEASE REVIEW THE TERMS AND CONDITIONS.

This manual contains information to use in the management and conduct of the Boys Class 1A, 2A, 3A, 4A Basketball Tournament which has been assigned to your school. PLEASE CHECK CAREFULLY THE DEADLINE DATES OF REPORTS FOR WHICH YOU ARE RESPONSIBLE.

THE FINANCIAL REPORT IS AVAILABLE AS AN INTERACTIVE FORM through the tournament management link. The Financial Report must be submitted to the IHSA Office within ten (10) calendar days from the date of the completion of your tournament.

A SCORE ZONE FORM (Winner Report), AVAILABLE AS AN INTERACTIVE FORM, is also through the tournament management link.

INSTRUCTIONS FOR RATING TEAMS - Each class of coaches will vote on-line to rate teams in their sub-region or sectional complex. On-line seeding votes for all classes will close at **noon Thursday, February 8, 2024**. The on-line seeding votes will be available to regional and sectional complex managers upon the close of the voting for a period of 24 hours. Once the seeds have been finalized, the IHSA will post those at IHSA.org. Managers are prohibited from releasing the seeding results to media.

ROYALTY POLICY - Please be sure to read and strictly adhere to the policy. The policy is printed on our web site and in the IHSA Official Handbook.

IMPORTANT REMINDERS

- Officials:** Officials for the state series will be assigned and paid by the IHSA. A school's entry into the tournament series indicates agreement of assigned officials as provided for in IHSA By-law 2.080. A listing of the officials assigned to your tournament will be posted online in the Tournament Management link at www.ihsa.org School Center.
- Paying Assigned Officials:** No official is to receive any additional fees.
- Bench Officials:** We request that you secure EXPERIENCED Scorers and Timers for your tournament. Instruct them to carefully read the Scoring and Timing Regulations which is printed in the Official Basketball Rules Book. You may also want to download the Instructions to Scorers and Timers (See Boys Basketball Managers Forms Information).
- Admission Prices:**
 - REGIONAL:** Ticket: \$5
 - *If GoFan is used:** Digital Ticket: \$5; Cash Ticket: \$6
 - SECTIONAL:** Digital Ticket: \$7; Cash Ticket: \$8
 - If a non-high school Sectional site is unable to utilize GoFan, ticket prices will be \$7*
 - SINGLE GAME SUPER-SECTIONAL:** Digital Ticket: \$8; Cash Ticket: \$9
 - TWO-GAME SUPER-SECTIONAL:** Digital Ticket: \$10; Cash Ticket: \$11
 - If a non-high school Super-Sectional site is unable to utilize GoFan, base ticket prices will be \$8 for a single-game Super-Sectional site and \$10 at a two-game Super-Sectional site.*
- Legal Game Basketballs:** Wilson Evolution WTB0516
- Awards:** Read Item X of the Terms and Conditions.
- Local Tournament Information:** Local tournament managers are strongly urged to send tournament information and ticket purchase information to schools assigned to their tournaments. For sectional level and beyond contests, GoFan will be the exclusive ticketing option. If limited seating is available, it is suggested that you work out a ticket allotment plan that is in the best interests of everyone concerned. Host schools must provide presale tickets to schools competing in Regional finals, Sectional semifinals and finals, and Super Sectionals (if hosted by a member school), *if requested to do so by a competing team prior to the established deadline. (Please see the terms and conditions).*
- All managers:** See the instructions regarding the "IHSA ScoreZone reports required of all hosts."

INQUIRIES: Please direct all inquiries concerning the 2023-24 IHSA Boys State Basketball Tournament Series to Kurt Gibson, Associate Executive Director, in the IHSA Office, (309) 663-6377.

Sincerely,

Kurt J. Gibson
Associate Executive Director



General Manager Instructions

Aims

It is a goal of the IHSA staff and the Board of Directors to conduct outstanding state championships in boys and girls basketball. The tournaments, sponsored by the Association and hosted by member schools, are some of the most significant events of the entire school year. Thank you for your contributions to this year's version of MARCH MADNESS! We look forward to an exciting state tournament series.

Tournament Plans

The Local Manager should develop a tournament calendar, from the time of host site selection through the sending of his/her final report to the IHSA Office. The Local Manager should organize the dates on which certain tasks must be accomplished, i.e. local media interviews, volunteer/staff meetings, "Instructions to Competing Schools" mailings, printing programs, ticket sales, etc. A calendar will help you maintain efficiency in your planning and enable you to complete tasks in advance of the tournament. The administrative and financial success of a tournament is often dependent upon the smooth operation of the series.

Committees and Helpers

It is beneficial to enlist the help of responsible school personnel or members of the community. Organize your volunteers into committees and appoint a qualified person to head each committee.

Tasks associated with certain committees may include the following:

1. Tickets: Sales and doorkeepers
2. Checking garments
3. Preparation of informational signs
4. Police protection (Security)
5. Floor and Bench Officials
6. Parking
7. Press: seating and reporting
8. Assignment and care of dressing/locker rooms: competing teams, cheerleaders, and Floor Officials
9. Preparation and operation of scoreboards
10. Concessions

Make sure all volunteers are thoroughly informed of their duties. It may be helpful to provide written instructions for each committee member. At the games, volunteers can be designated with a nametag, badge, or like-colored shirts.

Organization

Community Assistance

To gain community support for your tournament, engage local civic clubs or the school Booster Club as volunteers.

Hospitality

If possible, offering a Hospitality Room to visiting coaches, administrators, and media personnel adds to the enjoyment of your guests and helps to create a spirit of friendliness that will be a valuable asset in the administration of your tournament.

Promotion

Media & Social Media

We encourage you to include local media on any informational emails you send out regarding your schedule, ticketing, as well as sharing any media credentialing processes. Posting relevant information on social media and tagging competing schools is also a best practice. Please reserve space for media, especially if you expect your site to be at or near capacity.

Students

Make the student body in your school fully aware of the nature of the competition, either with the use of posters, the school paper, planned school PA announcements or interaction with student groups.

Programs *(See Royalty Policy on the IHSA Licensed Vendor page)*

Providing a tournament program adds to the enjoyment of fans attending the games. It should include the roster (players' numbers, first and last names, and other data) and any pertinent information about each team competing in the tournament. You may also include team pictures, sportsmanship reminders and school policies. *This, however, is not a requirement for your tournament.*

Radio and Broadcasting *(See Terms & Conditions for specific media requirements)*

Radio stations can broadcast audio only at no cost. Contests may be video streamed on the NFHS Network at no cost. If a State Series contest is not being streamed by the NFHS Network, it can be streamed by paying a media rights fee.

Courtesies To Teams

Parking Space for Buses

Most of the visiting teams will travel by bus or van. Parking space near to the gymnasium should be provided for the team buses or vans and for fan buses.

Instructions for Competing Teams

Be sure that all schools in your tournament are given adequate notice of the exact time when they are to play, when the gymnasium doors will be opened, location of dressing rooms, ticket prices, etc.

Equipment and Gymnasium

The Basket Assembly

Backboards and basket rings for IHSA Tournaments must adhere to specifications in the National Federation Basketball Rules Book

The Floor

The floor should be attended to with dust mops after each half.

Court Markings

The Local Manager should be certain that all court markings comply with NFHS specifications as stated in the 2023-24 Basketball Rules Book.

Safety Zone

In order to maintain the integrity of the playing surface



and protect competitors, local managers of all tournament contests will create a safe zone *along the entire length of both baselines* that will be devoid of any persons (such as cheerleaders or media personnel) or other obstructions. This safe zone will extend back three (3) feet from the baseline *on each side of the floor* towards the facility's back wall, stage, or bleachers.

Health and Safety

It is advisable to always have a physician or certified athletic trainer in attendance.

All sites are required to have an AED on site and available.

Sportsmanship

The ideals of good sportsmanship must be always maintained. Persons who refuse to cooperate should be reported to tournament management. If necessary, they should be removed from the premises.

Playing Schedule

All team pairings and playing schedules are drawn in the IHSA Office. They are released online following the team seeding process. Under no circumstances can changes be made in the pairings or in the order of games without permission from the IHSA Office.

Press Arrangements

Reports to Media

Alerting the state media, IHSA office and other teams and host sites within the tournament is the top priority and is covered by updating your score online via the IHSA ScoreZone. Assume this responsibility yourself or assign the duty to a working assistant. Complete the ScoreZone Report on the IHSA website immediately following each game. That means after game No. 1 of a doubleheader and again after game No. 2 of a doubleheader.

When reporting the results to ScoreZone and the media, make sure they are correct, the spellings of names are accurate, the scores are in proper order, the team names are accurate, etc. In addition, it would be most helpful to provide the media with information if a defending champion won or was defeated, the year in school of the top performers, records that may be established, who made and how the final deciding play(s) transpired, and other similar information, which can only embellish a potential story about your tournament.

Press Facilities

1) **Working Space**—Space shall be set aside to provide for news media representatives covering the tournament, whether they are from newspapers, radio stations, commercial television stations, etc. A "working press box" can consist of tables and chairs at courtside or on a stage or an extension of the scorer's bench at courtside (including bench top) or any other type of arrangement where the facility in which the tournament will be conducted can accommodate.

2) **Press Parking**—Reserved parking space for news media representatives covering the tournament should be provided as near to the "press entrance" or "pass gate" and the gymnasium as possible. Special equipment and/or special vehicles are used by the different types of news media and the reserved parking area can accommodate these needs. If such a reserved parking space for news media cannot be provided

adjacent to the facility as outlined above, a procedure and pre-determined area for use by the news media for loading and unloading equipment is mandatory.

3) **Post-Game Interviews**—Access to a press interview area near the dressing rooms following the game(s) should be available to news media representatives, and plans and procedures for such post-game requirements should be developed in advance and distributed to the media covering your tournament, as well as the coaches of the participating teams.

4) **Photographers**—Restrictions concerning the area(s) in which photographers may work from, and of the facility in which the tournament is to be conducted, should be distributed in advance to photographers.

Photographers shall not enter the dressing room.

Photographers shall be allowed to work the tournament under reasonable conditions, as determined by the Local Manager in conjunction with the IHSA Policy regarding member school publicity (Policy No. 33 in the IHSA Official Handbook).

Spectator use of electronic lighting (flash photography) shall not be permitted during play.

Authorized news media representatives, who have identified themselves to the Local Manager (or designee), shall be permitted to use electronic lighting equipment (flash photography) throughout the course of the tournament. Such electronic lighting can be:

- 1) strobe lights mounted to fixed positions at the site
- 2) electronic strobe attachments mounted to a camera.

Local Managers should confer with the coaches of the teams participating in a contest before giving permission to authorized news media photographers to use strobe lighting mounted to fixed positions.

Local Managers should confer with game officials and authorized new media photographers before requiring photographers to cease use of electronic strobe attachments mounted to a camera because use of such equipment may be causing interference with the conduct of the contest.

Jubilation photographs shall be considered as a standard type of photography permitted following the conclusion of contests. Properly credentialed news photographers shall be permitted access to the arena floor following the conclusion of the competition to shoot jubilation photographs of players, coaches, fans, or other involved persons. Photographers shall be instructed by Local Managers when to retreat from the arena floor so that trophy or award presentations may get under way. All news photographers (whether they be television camera operators or still photographers) shall abide by these shooting rules.

5) **Working Media Admission**—Managers are urged to make every positive effort to honor requests for credentials from legitimate news media personnel. Most media members will have IHSA General Media Credential passes that allow them State Final access and identify them as legitimate media, however, some smaller media outlets may not have these passes, but may still be legitimate and should receive the same accommodations and access as other media.

All Local Managers must take into consideration the requirements for working press space when developing seating allocations in facilities to be used as the site of the tournament. It is mandatory that more space be reserved than is required for a regular season contest.

**Originating Radio Stations:**

In allocating space for radio stations approved in advance to originate broadcast(s) of the tournament by the Local Manager, priority is given: 1) to station(s) which cover the competing teams; 2) the station(s) representing the site of the host school; 3) then to the stations which cover the geographic region involving the site and competing teams; 4) and finally to other stations. Assignment of best locations in the facility shall be based upon priority outlined above. Allocation of space will be dependent upon the facility.

Again, due to the nature of the system, it may be difficult for stations to write for broadcast space in advance. As a general rule, stations broadcasting games will be limited to a set of three (3) credentials (for play-by-play announcer, color man and engineer).

There are no broadcast fees for radio stations until the Super-Sectional level.

In all instances, radio stations originating broadcasts of games in the state basketball tournament series are required to assume expenses that are necessary and that have been contracted by the radio station and its vendors (i.e. telephone line charges, food and lodging for the broadcast crew, etc.).

Spot News TV Credentials:

Over-the-air and/or cable television stations may request credentials to send a film crew to the tournament (game) to shoot footage only for newscasts on that station. This is not approving a tape delay telecast of the complete game for playback. It may be difficult for stations desiring credentials to notify the Local Manager far in advance. Every positive effort should be made to provide credentials and space for television spot news film crews in line with the IHSA News Media Credential Policy.

In allocating space for television station spot news film crews, priority is given:

- 1) to stations covering the competing teams;
- 2) to the stations representing the host school;
- 3) then to stations which cover the geographic region involving the competing schools and host site;
- 4) and finally to other stations.

Video Streaming/Television (Live or Tape Delay):

1) Any entity seeking to broadcast an IHSA State Series contest via video streaming or television must complete the IHSA Broadcast Application (<https://www.ihsa.org/documents/media/Video%20Ap.pdf>) and send to Matt Troha (mtroha@ihsa.org) and the Athletic Director at the host venue. Broadcast permission must be granted by both the IHSA and the host venue.

Competing School Videotaping:

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

Reports to IHSA Office

The financial form should be completed online in the Schools Center promptly after the conclusion of the tournament (**this form is an interactive form**).

NOTE: The financial report form provides for denoting live or tape delay television rights fees received. This should be done according to the Terms and Conditions and Television Policy as follows:

Streaming/TV Fees—Fees for all levels of competition below the State Final level shall be paid to the IHSA 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.

Radio Fees—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.

Special Responsibilities (Boys and Girls Series):

Box Score Call to IHSA Office—Local Managers of Super-Sectionals will be required to email Emma Carstens (ecarstens@ihsa.org) at the IHSA Office following game(s) hosted by their school to report the complete game box score and/or other information. Special instructions are sent to each Local Manager. It is mandatory the Local Manager (or designee) comply before leaving the site of the tournament (game), where required.

Tickets**Admission Fees**

Standard statewide base ticket prices have been established for all Class 1A and 2A and Class 3A and 4A Regional and Sectional tournaments. Tournament managers at these levels must charge the prices established by the Board of Directors. Local Managers of Regionals, Sectionals and Super-Sectionals cannot set ticket prices that are different than those established by the Board of Directors.

NOTE: Babies in arms are admitted without charge.

REGIONAL: Ticket: \$5

***If GoFan is used:** Digital Ticket: \$5; Cash Ticket: \$6

SECTIONAL: Digital Ticket: \$7; Cash Ticket: \$8

If a non-high school Sectional site is unable to utilize GoFan, ticket prices will be \$7

SINGLE GAME SUPER-SECTIONAL: Digital Ticket: \$8; Cash Ticket: \$9

TWO-GAME SUPER-SECTIONAL: Digital Ticket: \$10; Cash Ticket: \$11

If a non-high school Super-Sectional site is unable to utilize GoFan, base ticket prices will be \$8 for a single-game Super-Sectional site and \$10 at a two-game Super-Sectional site.

State Final: Sessions 1, 2, 4, and 5
\$15 (100-level)^
\$10 (200-level)^

Sessions 3 and 6:
\$12 (100-level)^
\$10 (200-level)^



Sessions 7 and 8:

\$20 (100-level)^

\$10 (100-level)^

^Base ticket price; actual cost may be greater if digital ticketing is used

Season/Presale Tickets

In some areas it may be advisable to sell season tickets. This is a matter that each Local Manager should decide for his/her tournament. However, if season tickets are sold, they should be allocated to all of the participating schools, including the host school, on a proportional basis. No reduction in cost is available because of season ticket purchases.

1) Host schools must provide presale tickets to schools competing in Regional finals, Sectional semifinals and finals, and Super Sectionals (if hosted by a member school), if requested to do so by a competing team.

2) Per IHSA Board Policy 22, GoFan Digital Tickets will be the exclusive ticket option available for this sport at the Sectional and Super-Sectional rounds of the State Series. Any exceptions must be approved by the IHSA office.

3) Competing teams are responsible for all of the presale tickets they are given. All unsold tickets must be returned to the host at least three (3) hours prior to game time.

Regional final: Requests for presale tickets at the Regional finals must be made by Monday, February 19 for Classes 1A, 2A, 3A, and 4A.

Sectional semifinals and finals: Requests for presale tickets at the Sectional semifinals and finals must be made by Friday, February 23 for Classes 1A, 2A, 3A, and 4A.

4) See the ticket distribution plan for Super-Sectional information.

Avoid Leaving the Ticket Office Closed

Local managers should have an attendant on duty or have the office open in order that correct information regarding tickets may be obtained, even if all tickets have been sold.

Cautions about Local Enthusiasms

There is a tendency for schools to overestimate the strength of their team and, through their enthusiasm, buy tickets that, after their teams have been eliminated, rightfully belong to some other school. This causes a demand for the management to refund money on tickets or causes scalping of tickets between games. A good practice is to hold back tickets for successive sessions until it is known what teams will play in the given sessions. An equitable distribution is then made to the followers of the teams still in the tournament. This is necessary, especially where the seating capacity is insufficient to accommodate all who wish to attend.

Consider Convenience and Comfort of Patrons

1. Avoid long waiting periods for people to get into the gymnasium. The ushers and ticket takers should be at their posts at least one hour before the session starts and, if general admission is being sold, doors should open at a specified and advertised hour.

2. All artificial noise-making devices shall be excluded from the gymnasium. The use of band instruments shall be limited as explained in the terms and conditions Tournament Policies IX E. Also see National Federation Basketball Rules Book Rule 1, Section 18.

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

Competing School Locations

The Board of Directors suggests Local Managers distribute tickets to the schools competing in the game(s) each session in such a fashion as to keep the spectators from competing schools separated. In single-game sessions, the Board suggests Local Managers seat spectators from one competing school on one side of the gymnasium and seat spectators from the other competing school on the opposite side of the gymnasium. In two-game sessions, the Board suggests that spectators from one of the schools in the second game be seated on one side of the gymnasium and that spectators from the other competing school be seated on the opposite side of the gymnasium. Local Managers should also be cognizant of rivalries when assigning seating to spectators on the respective sides of the gymnasium in a two-game session.

Neutral Zones Behind Team Benches

The Board of Directors recommends establishment of a neutral zone (buffer zone) in the stands directly behind the team benches and that seating in the neutral zone be carefully controlled to avoid harassment of coaches and players by fans.

Work with Visiting Personnel

Confusion and dissatisfaction among visiting spectators may be avoided by having someone connected with the visiting school make the distribution of tickets for them before each session. This ensures the school's fans being seated together, provided they cooperate with their representative by obtaining tickets in advance of sessions which they wish to attend.

Super-Sectional Winner Distribution of State Final Tickets, Passes, Etc.

Shortly before each Super-Sectional game, the IHSA office will ship to each Super-Sectional manager, via United Parcel Services (UPS), a box containing special instructions and other information for the winning team's upcoming appearance in the State Final Tournament. It is the responsibility of the Super-Sectional manager (or designee) to maintain security of the parcel and, on the night of the Super-Sectional game, to give the parcel and its contents to the principal (or designee) of the school winning the game. The principal of each of the two schools competing in the Super-Sectional MUST be contacted before the contest by the Super-Sectional manager to make arrangements for distribution of the contents of the parcel immediately after the game has been concluded.

Competing Team Pass List

Prior to the start of the first-round tournament play, competing schools should complete and submit a pass gate list to the local manager. This form can be found in the IHSA Basketball Manual for Schools. On the nights that a school is competing, persons on a pass list for a given school should sign their names on the pass list next to their name on the form. The IHSA Pass List form explains which school personnel can attend contests during regional, sectional, and Super-Sectional tournaments. After receiving all the pass lists from schools competing in the tournament, a local manager should assign someone to serve as a Pass Gate doorkeeper to ensure



that only those identified people from each competing school are admitted for free on the nights their team is competing.

Bulletins to Guests, Visiting Schools

All Local Managers are requested to develop a set of "Instructions to Competing Schools" and have a sufficient number printed for distribution to personnel from the visiting schools (administrators, coaches, cheerleader sponsor, etc.), personnel from the host school who will have the responsibility for the proper conduct of your tournament (bench officials, team hosts, ticket sellers, etc.), the floor officials, the news media and other personnel. These "Instructions to Competing Schools" should be sent in advance of the start of the tournament.

Information regarding the following should be included:

Local Conveniences

1. Give the location of the tournament headquarters and/or the Hospitality Room and tell what services are provided there.
2. Give instructions for getting special notices and announcements made. Demand that all notices and announcements be "cleared" through the Local Manager.
3. Give instructions for finding checking rooms, rest rooms, etc.
4. Give ticket price information.

Finances

1. Emphasize the necessity of each team's bringing ample funds to cover its expenses.
2. Give information as to price of admission.

Rules

1. Explain in detail any necessary special rules.
2. Be sure to have a clear understanding among managers, coaches, and officials about any necessary special regulations. Note that the rules adopted by the National Basketball Rules Committee, as published by the National Federation of State High School Associations, are to be used.
3. Call attention to the authority of the floor officials and Bylaw 6.033.
4. Give specific instructions for the color and numbering of the uniform(s) for each player.

Punctuality

1. Any team not ready to play at the appointed time should be penalized according to the procedure outlined in the current playing rules.
2. Give special instructions for furnishing the roster and starting lineup to the scorekeeper.

Behavior

1. Make it very clear that members of teams are to conduct themselves responsibly whether in a game, in the dressing rooms, in the audience or in the hotels/motels.
2. Each principal should be reminded that, in accordance with the provisions of Bylaw 1.020, an accredited faculty representative should be appointed who will be always present and responsible for the conduct of the competitors and persons from their school during their participation or attendance at the tournaments.
3. By-laws 2.040, 3.140, 6.011 & 6.012 which outline the

responsibility of good sportsmanship on the part of all school representatives, should be quoted from the IHSAA Official Handbook and should be reproduced in the "Instructions to Competing Schools."

Dressing Room Arrangements

An attendant should be assigned to each dressing room and should remain on duty while the team is playing. It is of the utmost importance that the equipment and personal property of the visiting teams be safe guarded at all times.

Care of Property

You should disclaim responsibility for any losses suffered by players or others but adopt efficient means for insuring against such losses. Each team should adopt some method for caring for the team's money, watches, basketballs, and other valuables.

Tournament Time Schedule:

1. **See Terms and Conditions for time schedule.**
2. **Introduction of Players.** The five (5) starting players and the head coach of the visiting team and the five (5) starting players and the head coach of the home team should be introduced (**Players from the respective teams should be introduced by alternating players from each team.**) Following player introductions the floor officials will be introduced by name and position. Tipoff should follow the National Anthem and player introductions. Both should be completed prior to the published tipoff time.
3. **Required Announcements.** P.A. Announcements should be made at least once each game or session, as per instructions accompanying the announcements. (Required announcements are in this manual.)

NOTE: PA and Bench personnel shall be responsible to remain unbiased and non-partial towards participating teams.

Tournament Personnel Duties

General Administration Should:

1. Be on the job before, during and after sessions, and between sessions in a multiple-game session.
2. See that all helpers are in their places and are doing their duties.
3. Deliver scorebooks, etc., to Bench Officials 30 minutes before each session begins and get them after the close of each session.

(Regional Tournaments) Ticket Seller(s) Should:

1. Be on the job at least one hour before the start of each session.
2. Be responsible only for the sale of tickets and the care of money.

Doorkeeper(s) Should:

1. Be on the job at least one hour before the start of each session.
2. Keep coaches, players, and spectators away from officials' dressing rooms.
3. Keep spectators out of team dressing rooms.
4. Insist that the teams and floor officials dress promptly and leave rooms as soon as reasonably possible.

**Those in Charge of Dressing Rooms (Teams and Officials) Should:**

1. Be on the job 45 minutes before session begins and until the last team (person) has left.
2. Keep spectators out of team dressing rooms.
3. Insist that the teams and floor officials dress promptly and leave rooms as soon as reasonably possible.

Person in Charge of News Media Should:

1. Be on the job at least 45 minutes before the start of the game and until all responsibilities have been completed.
2. Have "press box" seating chart posted and assist news media in locating their positions.
3. Distribute special instructions or special packets of information designed for the news media.
4. Be generally available to answer questions concerning press facilities and press arrangements, such as location of telephone(s) to be used by news media, location of team dressing rooms, etc.
5. Send reports to the local media and report game results online in the IHSA ScoreZone.

Person in Charge of Videotape Area Should:

1. Be on the job at least 45 minutes before the start of the game(s), and until all responsibilities have been completed.
2. Make sure announcing spots for TV stations are set up for each station approved to originate a complete game telecast.
3. Make sure the camera positions, etc., are set up according to previously agreed upon plans made by the Local Manager and official representative of originating TV station.
4. Make sure there is adequate power to operate equipment.
5. Make sure that only the videotape crews from the schools competing in the game in progress are taping the game.

Maintenance Assistants Should:

Help with sweeping and other work under the direction of the general administrator.

Everyone Should:

1. Report evidence of unsportsmanlike conduct and other irregularities.
2. Be courteous, thoughtful, and tactful in dealing with tournament guests.

Floor Officials

The floor officials for each tournament are appointed by the IHSA Office. After the assignments are confirmed, manager will have access to the officials contact information through the Schools Center. Be sure to contact the officials with specific information about parking, etc.

A private dressing room should be provided for the floor officials. If possible, the room should be equipped with shower facilities; but, if no such facilities are available, a classroom or small office room will suffice. An attendant should see that no one except the officials is admitted.

Parking space should be provided for the officials.

Current basketball rules (Rules 2-2 through 2-8) empower floor officials to make decisions for infractions of rules committed whether within or outside the boundary lines from

the 18 minutes warm-up before the scheduled starting time of the game through the approval of the final score. Be insistent that:

1. The floor officials are on the floor for the 18 minutes warm-up prior to the start of the game (or immediately following the conclusion of the preceding game of a session in which more than one game is played). The full uninterrupted time allowed for warm-up by the teams competing in the next game is to be 18 minutes.
2. That the floor officials approve the final score by affixing their signatures to the official scorebook. This may be done at the scorer's bench or in their dressing room at the conclusion of the game.

Local Managers also should incorporate in their "Instructions to Competing Schools" By-law 6.033 which states the role of the floor official, namely: "The decisions of the game officials shall be final; protests against the decisions of a game official shall not be reviewed by the Board of Directors".

There is always the possibility that a floor official will be late. Avoid delay by having a capable local floor official, properly registered with the IHSA Office and eligible for post season assignment, ready to serve as a floor official in case of emergency. This can usually be done by giving such a person a pass to the games and have this person serve as a bench official other than the head scorer or head timer.

Bench Officials

Be extremely careful in your selection of the Bench Officials. One of the most important responsibilities of the Local Manager is the selection of experienced, efficient, adult Scorers and Timers, whose responsibilities are outlined in the current basketball rules (Scorers in 2-11 and Timers in 2-12), and "Instructions to Scorers and Timers", can be found in the Managers Manual. Avoid putting inexperienced people in these posts.

Be sure your Scorers and Timers are provided with sounding devices that can be heard. Make sure that they wear uniforms distinct from either team and that their table be located on the side of the court as outlined in Rule 2-11-12.

NOTE: The official scorer is required to wear a black and white vertically striped garment or have such a garment draped over the scorer's table in front of him/her/they.

Instruct your Bench Officials it is their responsibility before, during and after each game of the tournament that:

- a) The Official Scorer and Official Timer should have a conference with the Floor Officials at the scorer's and timer's table no later than 10 minutes before the start of the game to review game administrative procedures, equipment to be used by the Bench Officials and game situations.
- b) The Official Scorer should obtain the team roster with proper numbers and the starting lineup from each of the competing teams at least 15 minutes before the game begins.
- c) The Official Scorer should make sure that the scorekeeper from each of the competing teams be given rosters and numbers identical to those in his Official Scorebook.
- d) The Official Scorer must secure from the head coach of each of the two competing teams the head coach's signature in the Official Scorebook just prior to the start of the game, thus confirming that the Official Scorebook is correct regarding the players' names and numbers (as required in the Terms and Conditions).
- e) Both the Official Scorer and Official Timer are in their positions at the Scorer and Timer's table no later than 15 minutes before the game begins.



f) During the game the Official Scorer shall verify the recording of each goal, each foul, each charged time out and each possession change with the scorer from each of the competing teams (as stipulated in Rule 2-11) and shall notify the referee at once if there is any discrepancy.

g) At the conclusion of the first half and again at the conclusion of the game the Official Scorer must have the official scorebook checked and approved by the referee and be sure to make the possession indicator in the proper position as the team's trade baskets.

h) At the conclusion of the game, after the referee has checked and approved the final score, the Official Scorer shall obtain the signature of each Floor Official verifying the results of the game and thus terminating the jurisdiction of the Floor Official. This may be done at the Scorer's bench or in their dressing room at the conclusion of the game. Do not obtain the signatures prior to the start of the game and do not permit the Floor Officials to sign the Official Scorebook at any time prior to or during the game.

NOTE: Be sure to have adult supervisors (or uniformed security personnel, if available) meet the Floor Officials at courtside or at the bench at the conclusion of the game and escort them to the dressing room.

i) Between halves of the preceding game in a multiple-game session, obtain the team roster, player numbers and the starting lineup of the teams scheduled to play the next game.

j) Keep score and time with absolute precision. A Timekeeper may change the outcome of a game by shortening or lengthening it a few seconds.

General Administration

Promptness Throughout the Tournament

Make the starting time definite and avoid starting late, thereby throwing the time of all games off schedule.

Players in Uniform/Protests

1) **Players in Team Uniform**-In each of the tournament games, a participating school is not limited to the number of dressed players. However, schools are limited to having a maximum of 22 total rostered players, coaches, high school-aged managers, statisticians, etc. Other than coaches, no non-high school students can be included in the school's 22 persons.

2) **Protests**-Should any formal protest be filed against any player participating in the tournament and should such protest be sustained by the IHSA Board of Directors, it would result in the nullification of any tournament game(s) won by the offending school.

Awards/Trophy Presentation

Awards supplied by the IHSA, which have been approved by the Board of Directors, shall be presented to the team winning the Regional and/or Sectional tournament immediately after the conclusion of the championship game of the respective tournament.

1) Awards to be presented will be shipped directly from the manufacturer to the Regional, Sectional and Super-Sectional hosts. The managers should instruct personnel at the school who may receive and sign for the award shipment to immediately bring the package to his/her office for examination for damage and for storage. If the shipment has not arrived two (2) days before the start of the Tournaments or if an award has been damaged in shipment, the manager

should call the IHSA Office and report the status. The IHSA Office will notify the manufacturer and the award or replacement pieces will be shipped immediately to the manager.

2) Local Managers are urged to display the award(s) for view by fans attending the tournament if they can be displayed in such a manner (in trophy case, etc.) that they are secured from potential damage.

3) The procedures to be followed in the Trophy Presentation Ceremonies should be incorporated into the written "Instructions to Competing Teams" that are distributed in advance of the start of the tournament. The instructions may include such information as location of the presentation, where representatives of the school(s) involved should position themselves, which representatives of the team(s) should take part in the ceremonies, a reminder of requirements for supplying the IHSA Office with photographs and other information about the team and school, etc.

4) It is appropriate to present the team winning the state series tournament with the nets used during the championship game. However, game management should remove the nets from the goals. **Do not allow players or coaches to cut the net down.**

Cheerleaders

A maximum of twelve (12) varsity Cheerleaders, one (1) Cheerleading Coach, and (1) Mascot in uniform of the teams scheduled to compete each day of the tournament should be given passes and/or their names should be placed on a pass list and they should be given access to the building and the arena floor provided:

1) The names of the Varsity Cheerleaders, Coach, and Mascot are provided in advance by the principal of each school participating in the tournament.

2) They appear with their pass or at the pass gate in their cheerleading uniform (or the uniform of the school mascot). In addition, Local Managers should instruct the principal of each competing school in the "Instructions to Competing Teams" that:

3) IHSA By-law 4.080 applies to all tournament contests. "All cheers, performances, routines, or other activities conducted by a school's spirit squads (i.e., cheerleaders, pom poms, flags, drill team) shall be conducted in accordance with the Spirit Rules published by the National Federation of State High School Associations."

4) The cheers they use, and involve fans with, are appropriate and cannot be construed as being unsportsmanlike or in poor taste (Bylaw 2.040).

Unexpected Situations

There is always the possibility that situations may arise that could not have been anticipated. For example, a floor or bench official, may fail to appear. In all such cases, the Local Manager is given full responsibility and authority to act. The Local Manager may seek such advice as is available from other school personnel, but the responsibility is upon, and the authority is in, the hands of the Local Manager.



BOYS BASKETBALL TOURNAMENT MANAGER CHECKLIST

FOR ALL CLASS 1A, 2A, 3A and 4A SECTIONAL MANAGERS ONLY

- () On-line seeding voting closes at noon on February 8, 2024 for all classes. Results will be available for managers of that regional or sectional complex for review for 24 hours.
- () Immediately following completion of the championship game, remind the coach of the winning team to complete the State Final Program information through the Internet and upload pictures to the IHSA Office on or before March 3. (Instructions are in the Schools Manual).

FOR ALL SECTIONAL TOURNAMENT MANAGERS

- () Sectional tournament information sent to correlated Regional Tournament Manager to distribute to winning Regional team advancing to Sectionals.

FOR ALL SUPER-SECTIONAL TOURNAMENT MANAGERS

- () Super-Sectional information sent to correlated Sectional Tournament Manager to distribute to winning Sectional Team advancing to Super-Sectional.

FOR ALL REGIONAL, SECTIONAL AND SUPER-SECTIONAL STATE SERIES MANAGERS

- () Local media contacted and publicity released about the Boys Basketball Tournament being held at your school.
- () All local tournament personnel secured for conducting tournament, including Scorekeeper and Timekeeper.
- () Ticket information and other tournament information (including dates and times of games) sent to area schools and released to local media.
- () All tournament sites are required to have an AED on site and available.
- () Music for National Anthem available for use at the beginning of each tournament session.
- () Immediately following the completion of the championship game, award presented to winning team.
- () Refer to the "IHSA ScoreZone Reports Required of All Hosts." It is very important that information and reports from your Boys Basketball Tournament are complete, accurate and posted immediately following your tournament. Please check to see that the ScoreZone Report is accurate.
- () **FINANCIAL REPORTS:** Following completions of tournaments, FINANCIAL REPORTS are to be completed and submitted to the IHSA Office. The Financial Forms are interactive.



Official Ball Information

To: Boys Basketball Manager/Host School Principal Addressed

Subject: Required "Official Ball" Use

This memorandum is accompanied by the "official ball" to be used in the **March Madness** tournament competition hosted by your school. It has been manufactured for the Illinois High School Association by Wilson.

The Wilson ball is required to be used in all boys state basketball tournament series games. There can be no substitution of a ball manufactured by another company.

The IHSA Official Ball Game Plan for boys basketball is reproduced below.

If you have any questions regarding "official ball" use, please contact the IHSA Office.

Class 1A/2A/3A/4A Boys Basketball
Administrator: Kurt Gibson
Model Evolution WTB0516

Note: Each manager is required to use the Wilson Ball supplied by the IHSA for all games in the tournament series hosted by the local manager's school. Managers are encouraged to use Wilson balls in the Three-Point Shooting skills.

- 1) **Each Regional manager** will receive one (1) ball shipped from IHSA to the manager. The manager will give it to the Regional Winner upon completion of the Regional tournament.
- 2) **Each Sectional manager** will receive one (1) ball to be used at the Sectional site. The manager will give it to the Sectional Winner upon completion of the Sectional tournament.
- 3) **Each Super-Sectional manager** will receive one (1) ball to be used at the site and will give it to the winner of the Super-Sectional game.

Delivery System: Wilson ships all balls to the IHSA Office. Site allocations will be shipped from the IHSA Office by IHSA Staff. The Administrator in charge of the sport is responsible for delivery of State Final allocation.

Wilson[®]
MORE WIN.[™]



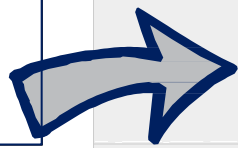
ScoreZone Reporting Procedures

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

How to Submit ScoreZone Final Scores

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

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



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

It is the responsibility of each tournament manager to:

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

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

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!



BASKETBALL SCORER

INSTRUCTIONS AND RESPONSIBILITIES

RULES COVERAGE:

Rule 1-17: The scorer's location at the scorer's and timer's table must be clearly marked with an "x."

Rule 2-1-3: It is recommended that the official scorer and timer be seated next to each other.

Rule 2-4-3: The referee designates the official scorebook and the official scorer.

Rule 2-11: The duties and responsibilities of the official scorer are indicated. In case of doubt, signal the floor official as soon as conditions permit to verify the official's decision.

Rule 2-11-12: The official scorer is required to wear a black-and-white vertically striped garment.

RESPONSIBILITY:

The scorer's responsibility is so great that floor officials must establish the closest cooperation and understanding with them. The scorer must be accurate.

EQUIPMENT:

Scorebook, pencils, possession arrow and signaling device with sound different from that of the timer. The scorebook must be available for inspection at the table from 10 minutes prior to game time until the referee has approved the final score.

BEFORE THE GAME:

1. Ten minutes before scheduled game time, the scorer shall be supplied with each team's roster and numbers.
2. Ten minutes before scheduled game starting time, the scorer shall be supplied with the starting lineup.
3. Notify the referee if either list is not submitted on time or is altered after time specified.
4. If there are discrepancies, notify the referee before the ball is tossed.
5. Have coach sign that lineup is correct.

DURING INTERMISSIONS:

1. Either the official scorer or a delegated assistant must be at the scorer's table with the official scorebook at all times.
2. Verify the lineup after all intermissions and notify either floor official if a player, who has not reported, has entered the court.

DURING THE COURSE OF THE GAME:

1. The nonofficial scorers should check each entry with the official scorebook.
2. The scorers should:
 - a. Announce to each other and record the total running score.
 - b. Announce the name and number of the player who scores.
 - c. Verify the scoreboard score.
 - d. Compare the summary of individual scores with the total running score at the end of each half.
 - e. Exchange the name and number of the player committing a foul and indicate the total fouls charged to the player.
 - f. Be responsible for the alternating-possession arrow.
 - g. Record warnings (team delay and/or coach/team conduct) reported by an official.
3. In case of controversy, the record of the official scorebook is accepted unless the referee has knowledge which permits him or her to rule otherwise.

SCORING: (Use the following recommended symbols)

1. P for personal foul, followed by proper numeral indicating number of personal fouls charged to player as P1, P2, etc., or cross out appropriate number.
2. T for technical foul (direct or indirect on coach).
3. Successful field goal: figure 2 or 3.

4. Free-throw attempt: ○
5. Successful free throw: ⊗
6. Two or three free throws awarded: ○ ○ ○
7. Record the number of charged time-outs (who/when) for each team.
8. Check the scoreboard often and have the progressive team totals available at all times. Points scored in the wrong basket are never credited to a player, but are credited to the team in a footnote. Points awarded for basket interference or goaltending by the defense are credited to the shooter. When a live ball goes in the basket, the last player who touched the ball causes it to go there.

NOTIFY THE NEARER OFFICIAL WHEN:

1. The bonus penalty is in effect after the fifth team foul in each quarter. The bonus display indicates two free throws are awarded for all common fouls (other than player-control). The proper bonus panel, such as (H for home and V for visitor) shall be displayed after the penalty for the fourth team foul has been administered. Another method is to activate a light or device nearest the basket of the team which is to receive the bonus.
2. Any player is charged with his or her fifth foul (personal or technical), the second technical foul is charged to any team member, bench personnel, directly to the head coach or the third technical foul is charged to the head coach.
3. Either team has been granted its allotted charged time-outs or an excess time-out.
4. The ball is dead or in control of offending players team if:
 - a. Player has not reported.
 - b. Player's number changed.
 - c. Player is illegally in game.
5. The ball is dead, if there is a score dispute or doubt about an official's decision.
6. Any player enters while wearing an illegal number.
7. The ball is dead and the clock is stopped or running, if the coach requests that a correctable error as in 2-10, or a timing, scoring or alternating-possession mistake be prevented or rectified.

SUBSTITUTIONS:

1. A substitution may be made when the ball is dead and time is out. A player who has been withdrawn may not re-enter before the next opportunity to substitute after the clock has been started properly following the player's replacement.
2. A substitute who is entitled and ready to enter must report to the official scorer. However, substitutions between halves shall be made to the official scorer by the substitute(s) or a team representative prior to the 15-second warning. When substitutes are not properly reported, the players in the game at the conclusion of the second quarter shall begin play in the third quarter.
3. Following a time-out or intermission, the substitute must report or be in a position to report prior to the warning signal.
4. A substitute may enter the court only when beckoned and must do so at once, except between quarters and during a time-out.
5. If a substitute reports to enter for a designated jumper or free thrower, the substitute may not enter until the next dead ball and time is out.
6. A substitute may not be beckoned, if multiple free throws are awarded, until the last throw is to be attempted or the final throw is successful (unless a player has been directed to leave the game by an official).
7. A substitute may replace a designated starter in case of illness or injury or to attempt a technical-foul free throw.

It is not permissible for a substitute to replace a designated jumper, or a free thrower when the free throw is for a personal foul, unless such jumper or free thrower is disqualified or injured. The scorer should not signal after the free thrower or thrower has been handed the ball or the ball is at the disposal of such player or team or until the official has completed reporting a foul.



BASKETBALL TIMER INSTRUCTIONS AND RESPONSIBILITIES

RULES COVERAGE:

Rule 2-4-2: The referee shall designate the official timepiece and its operator.

Rule 2-12: Duties and responsibilities of the timer are indicated. An efficient timer will carefully study these sections and become thoroughly familiar with all their responsibilities. The timer shall sound a warning signal 15 seconds before the expiration of an intermission, a time-out (60- or 30-second) and the 15-second interval to replace a disqualified or injured player, or a player directed to leave the game. The timer shall also signal when the time has expired for an intermission, a charged time-out or a replacement interval.

EQUIPMENT:

Electric clock timer and one stopwatch, or a table-clock timer and one or two stopwatches. A gong, loud siren or electric air horn to signal the end of playing time. When present, a red/LED light is permitted to end a quarter or extra period; otherwise, the audible signal ends the quarter or extra period.

BEFORE THE GAME:

1. The official timer should ascertain the game starting time and suggest that the referee and coaches synchronize their watches.
2. Review the official signals for starting the clock, time-out, a foul or violation.
3. Notify the scorer 10 minutes prior to the starting time.

TIMING REGULATIONS:

1. Playing time shall be:
 - a. For teams of high school age — four quarters of eight minutes each with intermissions of one minute after the first and third quarters and 10 minutes between halves. Halftime may be extended to a maximum of 15 minutes upon proper notification.
 - b. For teams younger than in (a) — four quarters of six minutes each with intermissions same as for (a).
2. Overtime Play:
 - a. If the score is tied at the end of the second half, play shall continue without change of baskets for one or more extra periods, with a one-minute intermission before each.
 - b. The length of each extra period shall be four minutes (or half the time of a regulation quarter for non-varsity contests).
 - c. As many such extra periods as are needed to break the tie shall be played. Game ends, if, at end of any extra period, the score is not tied.
 - d. Extra periods are an extension of the fourth quarter.
3. A time-out charged to a team is of either 60-seconds or 30-second duration unless both teams are ready to resume play sooner.
4. No time-out is charged to a team when:
 - a. The floor official grants a player's request because of displaced eyeglasses or lens.
 - b. A correctable error as in 2-10, or a timing, scoring or alternating possession mistake has been prevented or rectified.
5. The sounding of the scorer's signal or game horn does not cause the game timepiece to be stopped.

START THE OFFICIAL TIMEPIECE WHEN:

1. A tossed ball is legally tapped when play is started by a jump.
2. The ball touches a player on the court during a throw-in (if clock has been stopped).
3. An official signals "start the clock." If he or she neglects to do so, the official timepiece should be started unless an official specifically signals that it should not be started.
4. The ball touches or is touched by a player on the court provided the ball is to remain live if the free throw is missed. In these cases, the official will give the start-the-clock signal, but if he or she neglects to do so, the official timepiece should be started when it is apparent the ball touches a player and is to remain live.

STOP THE OFFICIAL TIMEPIECE WHEN:

1. Any period ends.
2. An official gives a time-out signal. The official will order time-out when:
 - a. A foul is called by holding hand with fingers closed at arm's length above head.
 - b. A jump/held ball is declared by giving the jump-ball signal (holding thumbs up at shoulder height away from body and motioning upward with both arms extended).
 - c. A violation occurs by giving the time-out signal (holding hand with fingers extended at arm's length above head) after which the proper violation signal is given.
 - d. There is to be a charged time-out, or an official's time-out for a technical foul, or other stoppage indicated by a floor official who holds a hand at arm's length above the head with fingers extended.

NEAR THE END OF PLAYING TIME:

1. If a watch is being used as the official timepiece, place it so that the timer may see it and the ball. The watch must be stopped the instant the signal ending the game is sounded.
2. When a timing device other than a watch is the official timepiece, the timer must assist in determining the position of the ball when time expires.
3. Some timers, in order to avoid misunderstanding concerning the position of the ball when time expires, have one person watch the official timepiece and count aloud 10 - 9 - 8 - 7, etc., while another person watches the ball and notes its position at the exact moment time expires.
4. If a quarter or extra period ends and:
 - a. The timer has been unable to make an official hear the signal, the timer must immediately notify the official.
 - b. The timing signal fails or is not heard by an official, the timer must be prepared to advise the referee as to whether the ball was in flight when time expired, or whether a foul occurred before or after the period had ended.
 - c. The timing signal is not heard by the officials, testimony of the timer may determine whether a score shall count or a foul shall be charged, unless the referee has information which would alter the situation.



Required Public Address Announcements

The following announcements are required to be made over your public address system during the state series Boys Basketball competition hosted by your school.

ATTENTION: PA & Bench personnel shall be responsible to remain unbiased and non-partial towards participating teams.

ANNOUNCE BEFORE THE START OF EACH GAME & ONCE DURING HALFTIME OR ANOTHER BREAK

At this time _____(Venue) would like all fans to know that the AED is located _____(location). Please make mental note of this location in the event (insert location) of a cardiac emergency.

ANNOUNCE BEFORE THE START OF EACH GAME

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

ANNOUNCE BEFORE THE START OF EACH GAME

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

ANNOUNCE BEFORE THE START OF EACH GAME EACH SESSION

On behalf of more than 800 number schools of the Illinois High School Association, welcome to tonight's/today's basketball game between _____ (visitor) & _____ (home). It is just one in a state wide series that is known as **America's Original March Madness**. While schools in other states, colleges, & universities enjoy this time of basketball season, the first cases of boys March madness were diagnosed in the I-H-S-A schools in the early 1900s, nobody does it better. Enjoy today/tonight portion of **March Madness**.

ANNOUNCE BEFORE THE START OF EACH GAME EACH SESSION

The Illinois High School Association is proud to use Wilson basketballs. Wilson is not only used by more teams in any other ball, is also the official ball of the NBA and NCAA March madness. Learn more at wilson.com

ANNOUNCE AT THE END OF HALFTIME OF EACH GAME EACH SESSION

Every game in this year's Boys Basketball state tournament will be televised live on the IHSA TV network. If you can't be at the State Farm Center for the state tournaments, be sure to watch them live on the IHSA Television Network. Check your local listings for stations carrying the games in your area.



ANNOUNCE BEFORE THE START OF THE FIRST GAME

The annual Illinois High School Association All-State Academic Team will be honored in April during a banquet in Bloomington. The event has become a wonderful recognition of America's future leaders. Call the IHSA office for more information about the bank when how you can become a part of the Illinois High School Activities Foundation.

ANNOUNCE BEFORE THE START OF THE EACH GAME

Add A. Tude, the IHSA sportsmanship mascot is for everyone. Do Whats Right! Sport a Winning Attitude brought to you by the IHSA.

ANNOUNCE BEFORE THE START OF THE EACH GAME EACH SESSION

Good people make good sports. Sport A Winning Attitude Today. Welcome to the IHSA Boy's Basketball tournament game. interscholastic athletics are an extension of educational process, & the athletic arena is the coaches classroom. The smart, Do What's Right... good sportsmanship. Remember Add. A Tude is for everyone!

ANNOUNCE BEFORE THE START OF THE EACH GAME EACH GAME

The IHSA would like to recognize a Illinois Athletic Association for the dedication & commitment to the IHSA Sports. Athletic trainers are certified Licensed healthcare professionals who provide the upmost compassionate care for Illinois High School athletes. There are over 1600 certified, athletic trainers, right in Illinois, and they are dedicated to keeping student athlete safe from injuries for more information about athletic training, please visit Illinois thletictrainers.org Certified Athletic Trainers are healthcare!



Instructions to and Duties of the Announcer for IHSA Boys' and Girls' Basketball State Series Games

This document is provided to IHSA Boys' and Girls' Basketball State Series managers for their use and is created from information provided by the National Federation of the State High School Associations. Managers should make sure tournament announcers are given a copy of this prior to the regional, sectional, or super-sectional tournament for their review.

The announcer shall be prohibited from making an announcement while the clock is running and while the clock is stopped, and the ball is alive.... such as during a free throw, a throw in, etc. Doing so could potentially affect communications of coaches, players or be disconcerting

The announcer shall be prohibited from interrupting the game through the use of the microphone unless there is an emergency.

Announcements or comments shall be made during those times when there is a stoppage of the clock and the ball is not live, such as time outs, between quarters, pre-game, half time, and post-game.

The announcer is allowed to announce basic information that does not potentially affect the play in general, the players, the coaches, or the officials. The announcer's information is not official information and could be misinformation shared with all.

Appropriate training of announcers by school personnel and proper pre-game instruction by the Referee are necessary.

Announcer Responsibilities

The announcer's role does not include "cheering the home team on" or otherwise inciting the crowd. Doing so is common at other levels of athletic events. But high school athletics are different because sports are educationally based.

In a very real sense, the public address announcer at a high school event is a "Champion of Character".

He/She/They can influence the atmosphere of the contest by what is said and how it is said.

The announcer who performs professionally promotes good sportsmanship by what he/she/they and how he/she/they acts upon saying it.

Examples of Allowable Comments

- Player who scored (quick notification without extreme emphasis)
- Player charged with a foul
- Player attempting a free throw
- Team granted a time out
- Length of time out (30 seconds or 60 seconds)
- Player entering game
- Team rosters/starting lineup

Examples of Unapproved Comments

- Number of points player scored
- Number of fouls on player
- Number of team fouls
- Number of team times outs or number of time outs remaining
- Type of foul or violation
- Emphatic 2 or 3 point goal



State Series Awards Delivery Information For Tournament Managers

1. Tournament Plaques/Trophies/Medallions will be shipped to the school sites directly from A & M Products via United Parcel Service. Please inform whoever receives your UPS deliveries to expect awards to arrive up to two weeks prior to the tournament and ask them to deliver the awards to you upon receipt. This is key in case we need to replace any damaged awards prior to your tournament.

STATE SERIES AWARDS WILL BE MARKED WITH A LIME GREEN LABEL SAYING "OPEN IMMEDIATELY"



UPON ARRIVAL - Please OPEN and INSPECT the awards upon arrival. Contact Andy Austin **IMMEDIATELY** (aaustinaandmproducts.com) for awards damage. Most awards can be replaced prior to the level of competition, if inspected upon arrival. A&M will submit a "damages claim" against the shipping company and cannot do so if the school waits months to make a claim after the tournament for a replacement. Any claims due to damages after the tournament will result in the school being billed for the replacement.

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

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

3. It is very likely that some awards (particularly trophies) will arrive in two or more boxes. **They may not arrive on the same day but should be opened as they arrive.**

4. Please check all trophies, plaques, etc.,

- (1) Good condition and not damaged in any way.
- (2) Awards are engraved with the proper sport, tournament level, year, etc.
- (3) No missing medals/places

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

Kraig Garber
Asst. Executive Director

Contact **IMMEDIATELY** for damaged or errors on awards
Andy Austin (aaustinaandmproducts.com)
(309) 875-2667

Awards Order Form for Regional/Sectional Tournament Ties



TOURNAMENT MANAGERS: This form must be completed to order the ties awarded earned during your Regional/Sectional Tournament.

Please complete and fax this document at the conclusion of your tournament so medalists don't have to wait long for their award(s).

Please return **UNUSED TOURNAMENT** medals to A & M Products, 575 Elm Place, Princeton, IL 61356.

Tournament Location: _____ Competition Level: _____ Reg _____ Sect _____
Sport/Activity: _____ Gender (check one) Girls Boys Co-ed

Tournament Manager's Name: _____

Tournament Manager's Phone Number: _____

Tournament Manager's Email Address: _____

Classification (check one): 1A 2A 3A 4A 5A 6A 7A 8A Unclassified

A&M Products will mail orders for "Ties" directly to the School(s) indicated below.

TEAM PLAQUE

Place: _____ Recipient Town: _____

School (Must supply both): _____

Individual Event Medal Tie Requests

(*Pole Vault, Discus, Diving, 100 yd. Butterfly, Singles, Doubles, 102 lb.; Speech: IE, etc.)

◆ Recipient Town & School: _____
Name of Recipient: _____ Place: _____
Event Name* _____

◆ Recipient Town & School: _____
Name of Recipient: _____ Place: _____
Event Name* _____

◆ Recipient Town & School: _____
Name of Recipient: _____ Place: _____
Event Name* _____

◆ Recipient Town & School: _____
Name of Recipient: _____ Place: _____
Event Name* _____

Fax (815) 879-0400 or email (OfficeAssistant@aandmproducts.com) this completed form

General Information

**IHSA Manual for
Schools & Managers**



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 inter-scholastic 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:

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 (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>.

Sports Medicine



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.



School's Responsibility: Sportsmanship



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 your 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.
- 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.



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

STUDENT MEDIA CREDENTIALS FOR PARTICIPATING SCHOOLS

Congratulations on qualifying for an IHSAA 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 IHSAA 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 IHSAA 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 IHSAA with the name of the individual who will be taping and whether they are an adult or a student.

Please contact Matt Troha (309-6336-377) at the IHSAA or 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 has brought about many new potential internet broadcasting partners who may contact you seeking to broadcast the postseason IHSA events you host.

The IHSA's official broadcast partner, the NFHS Network, has the first right to exclusively broadcast any postseason IHSA event. If your school streams on the NFHS Network, via either the School Broadcast Program or a fixed Pixellot camera system in your gym or stadium, then you are encouraged to exclusively stream any/all postseason games you host. Additionally, if an NFHS Network school competing in the postseason tournament you are hosting would like to broadcast on the NFHS Network, they should be given exclusivity to do so as well. The NFHS Network also partners with several third party media companies, who should be granted the same exclusivity to broadcast as a school.

If you as the postseason host are not an NFHS Network school, and no competing school contacts you about broadcasting on the NFHS Network, at that point, a third party can be granted the rights to broadcast the event on the internet. In this instance, a broadcast rights fee is due to the IHSA. The internet streaming fee schedule is listed below. Potential broadcasters should be directed to complete and submit the IHSA Broadcast Application form from the IHSA website (TV fee schedule also located in this application), which can be found here:

www.ihsa.org/documents/media/Video%20Ap.pdf

If at any time you ever have questions on the fees or any other matters related to broadcasting or media, please email/call Matt Troha at the IHSA office (mtroha@ihsa.org or 309-663-6377).

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

VOLLEYBALL

Per Regional Game-\$100
Per Sectional Game-\$125
Per Super-Sectional Game-\$150

SWIMMING & DIVING

Per Sectional Meet-\$250

TRACK & FIELD

Per Sectional Meet-\$250

WRESTLING

Per Regional meet-\$200
Per Sectional meet-\$325

IHSA Licensed Vendor



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

School Information:

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

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

Vendor Information:

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

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

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

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

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

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

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

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



IHSA Pass Gate List

(Not valid at State Final Events)

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:	
Cell Phone:	
Email:	

Contact Person:	
Cell Phone:	
Email:	