

2023-2024

Competitive Cheerleading

**IHSA Manual for
Schools & Managers**





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Revision History:

School Information

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Terms and Conditions

In accordance with Section 1.450 of the IHSA Constitution, the IHSA Board of Directors has approved the Terms and Conditions governing the 2023-2024 IHSA Competitive Cheerleading State Series.

I. SCHOOL CLASSIFICATION

Classification in the IHSA Competitive Cheerleading State Series will be determined according to IHSA Policy 17 (Classification System).

Request to play up a division may be made through the IHSA by September 1.

A) Divisions:

Schools shall be categorized for participation in the Competitive Cheerleading State Series based on the following:

1) Large Team Division: A school enrollment of 1519.51 and over shall have up to 24 rostered participants with 20 allowed on the competition floor.

2) Medium Team Division: A school enrollment between 701.51 to 1519.50 shall have up to 20 rostered participants with 16 allowed on the competition floor.

3) Small Team Division: A school enrollment up to 701.50 shall have up to 16 rostered participants with 12 allowed on the competition floor.

4) Coed Team Division: Two males on the competition floor is an open division and shall have up to 24 rostered participants with 20 on the competition floor.

a. All Coed teams need to be announced to the IHSA by November 15.

b. Teams who miss this deadline will compete in the designated division per the school's enrollment.

Note: A mascot is considered part of a team and will be counted as a part of the maximum number of cheerleaders allowed on the competition floor.

II. DATES AND SITES

A) Dates: The dates for the IHSA Competitive Cheerleading State Series are:

1) Sectionals: Saturday, January 27, 2024.

2) State Final: Friday and Saturday, February 2 & 3, 2024.

B) Sites: The state shall be divided into five (5) Sectionals. The number of competing schools, travel distance, geographical location and the number of entries shall be primary factors in the determination of number and boundary lines for schools assigned to these Sectionals. Sectional host sites and school assignments will be announced in November and posted at www.ihsa.org on the "Competitive Cheerleading" menu page under "State Series Information and Results". Grossinger Motors Arena in Bloomington will be the venue for the State Final. Tournament Central will be located at the Pepsi Ice Center Foyer adjacent to the Arena.

III. ONLINE ENTRIES, WITHDRAWAL PROCEDURE, ELIGIBILITY, AFFIRMATIVE ACTION AND ONLINE LIST OF PARTICIPANTS

A) Policies and Procedures: The policy for entry deadlines, late entries and withdrawals shall be the policies and procedures regarding entry for all IHSA sponsored sports included in the 2023-24 entry policies and procedures which can be found in the IHSA Schools Center on the IHSA website.

B) Online Entries: All member schools must enter their school into state series competition through the IHSA School Center on the IHSA website at www.ihsa.org. The deadline for entry is November 1, 2023.

C) Late Entries: Any attempt to enter a sport online after the established deadline will be denied. Schools that wish to enter after the deadline will be considered late. To be considered for late entry, the principal/IHSA official representative must contact the IHSA office to request late entry into the state series. This request shall be in writing and can be directed to tcraig@ihsa.org. The penalty for late entry shall be \$100.00.

D) Breach of Contract By-Law 6.041 (Withdrawal Procedures): To withdraw without penalty, the principal/IHSA official representative must e-mail or fax notice to the IHSA office (tcraig@ihsa.org or 309-663-7479) notifying the IHSA of the school's withdrawal from the competitive cheerleading state series prior to the online list of participants deadline of January 8, 2024.

1. If a school withdraws after the deadline of January 8, 2024, the school will be charged a \$100 penalty.

2. If a school does not show up for competition, the school will be charged a \$100 penalty and, if applicable, the school may be charged for any additional financial loss sustained by the offended school(s) or the association because of such breach.

E) Eligibility: All member schools in good standing may enter one (1) team under the provisions of the IHSA by-laws.

F) Affirmative Action: Boys and girls shall be permitted to participate in the state series as outlined in the IHSA affirmative action policy.

G) Online List of Participants: Registration for the state series will be completed online using the IHSA Schools Center. Each school must complete the online list of participants by midnight on Monday, January 8, 2024. If a school does not submit the online list of participants by the deadline, coaches and/or participants from the school are subject to penalties, which could include, but not be limited to being ruled ineligible to coach or compete in the state series and/or charged \$100.00.

1) Confirmation of receipt of online list of participants: Schools should login to their school center site on the IHSA website and go to the activity tracker. The activity tracker will show "completed", if you have checked the button indicating you finished your report.

2) If the activity tracker does not indicate "completed", then you must go back into your school's list of participants and check the button on the online list of participants indicating you are finished with your report.

IV. FINANCIAL ARRANGEMENTS

A) Sectional Host School Expenses: Sectional host schools shall receive a guarantee of \$550 for hosting plus 20% of the net income. Officials will be paid by the IHSA via ArbiterPay.

B) Sites Other Than Member Schools: When a sectional is held at a site other than an IHSA member school, the IHSA will determine the financial arrangements with the host using current financial arrangements as guidelines.

C) Participant Expenses: Neither the IHSA or the local tournament management will assume responsibility for any contestant expenses of any kind.

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

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

SECTIONAL

Digital Ticket: \$7.00; Cash Ticket: \$8.00

STATE FINAL

Ticket: \$12.00 per session

GoFan digital ticketing is not available at the State Final. Bloomington Arena may make digital tickets for sale. The IHSA has no control over any convenience fees charged for these digital tickets.

F) Refunds: Under no circumstances shall there be a refund of ticket money for tickets sold.

V. TOURNAMENT ASSIGNMENTS

A) Sectional Assignments: Sectional assignments can be found online at www.ihsa.org on the "Competitive Cheerleading" page under "State Series Information & Results". All IHSA member schools entered in the Competitive Cheerleading State Series will be assigned by the IHSA to one of the five (5) proportional divisions for sectional level competition. These assignments will appear online after the November entry deadline. Assignments are made according to the IHSA Grouping Policy #18. The number of competing schools, travel distance, geographical location and the number of entries shall be primary factors in the determination of number and boundary lines for these sectionals.

VI. TOURNAMENT STRUCTURE AND TIME SCHEDULES

A) Sectional Management: In all cases in which a member school is selected as a competition site, the IHSA official representative of the high school shall automatically assume entire responsibility for the competition. The official representative may delegate the authority to manage the competition to another staff member. If the site is not located at a member school, then the IHSA Board of Directors shall appoint a local manager with like responsibilities.

B) Sectional Manager: The local manager shall have authority to take proper and appropriate action in any case of unusual situations arising during the competitions. However, no part of the terms and conditions may be set aside. In all cases involving an interpretation not specifically covered by the rules, the competition manager shall consult with the head official before the announcement of results or the presentation of awards.

C) Sectional Performance Order: Sectional competition order will be randomly determined by the IHSA and will be posted online on the competitive cheerleading menu page under state series information & results after the January list of participants deadline. There will be a site manager at each sectional. No local manager shall be permitted to change the order in which the schools compete unless given permission by the IHSA office. Programs and schedules can be created by the sectional managers using TourneyWire, the web-based competition management service program.

D) Coaches Meeting: A coaches' meeting will be conducted prior to each division of competition at sectional as outlined in the performance schedule. A coach (or a school representative) from each school must attend this meeting. The purpose of the meeting is to review any policies, procedures and rules governing the conduct of the event. Coaches will be responsible for the information covered at the meeting.

1. The sectional manager or appointed manager shall conduct the meeting for coaches prior to each division at the sectional tournament on the Saturday of sectionals.

2. The sectional manager will introduce the head official/officiating crew and any other personnel that they deem necessary to introduce to the coaches. The sectional manager will discuss items on the sectional agenda/tournament logistics and answer any questions regarding the competition.

3. Sectional managers have the option to prerecord or send out this information to qualifying schools in lieu of an in-person coaches meeting.

E) Warm-up Time: A seven (7) minute warm-up time at the sectional tournament shall be posted online at www.ihsa.org prior to competition. An eight (8) minute warm-up time at the state final will be posted online at ihsa.org. Coaches and competitors must report in person to the warm-up site director at the designated time.

1. At sectional and state competition the host shall not make its performance area available earlier to any teams 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. Schools entered in the competition will only be allowed warm-up/practice time as scheduled by the IHSA. Mats should be provided for all three warm-up stations: stretching - 2 mats, tumbling - 3 mats, full warm-up - 9 mats.

3. In the sectional and state series, uninterrupted clock minutes shall be provided for warm-up prior to competition. Teams may not be on the official warm-up floor prior to the designated time.

4. Only approved/credentialed participants, coaches, and athletic trainers will be allowed in the warm-up area during sectionals and state final competition.

F) Competition Disruption: Tournament management reserves the right to cease competition under the following conditions:



1) At the sectional and state preliminary rounds IHSA licensed officials reserve the right to stop a routine due to an obvious injury.

a. In the event that an injury causes the team's routine to be interrupted during a performance, the head official and tournament management shall determine the time for the team to feed back into the warm-up and competition order to complete their performance. This time should not exceed 30 (thirty) minutes for the team to perform their routine again. Judging will resume from the point at which the injury/interruption occurred as determined by the head official. The routine must be performed full-out from the beginning. All point deductions accumulated to the point of injury will carry over. If a team prefers not to re-work the routine, at the coaches' discretion, they may take the score they have received up to that point. If a skill has not been performed a "0" will be given in that category. If multiple injuries occur, the same process will be in effect.

b. In the event that an injury occurs during warm-up and the athlete is no longer able to participate, the head official and tournament management shall determine the time for the team to feed back into the warm up and competition order. This time should not exceed 30 (thirty) minutes from the time of injury in the warm-up area.

2) If, in the opinion of the tournament officials, a team's routine is interrupted because of failure of the tournament equipment, facilities, or other factors attributable to the tournament rather than the team, the head official should stop the routine. The tournament officials will determine the degree and effect of the interruption. The team will be allowed to present its routine from the place in the routine where the interruption occurred.

3) In the event a team's routine is interrupted because of failure of the team's own equipment, the team must either continue the routine or take the score earned to that point.

G) State Final Time Schedule: On Friday, February 2, 2024 preliminary rounds of competition will be conducted. On Saturday, February 3, 2024 final rounds of competition will be conducted. The state final time schedule shall be as follows:

Friday, February 2, 2024

SESSION 1

Small and Medium Team Preliminaries

8:00 a.m.—Doors of the Arena Open to Public

8:55 a.m.—Welcome & National Anthem

9:00 a.m.—First Performance

(Small and Medium team performances alternate)

1:10 p.m.—Last Performance

1:15 p.m.—Announcement of Small Division Finalists

1:30 p.m.—Announcement of Medium Division Finalists

SESSION 2

Large and Coed Team Preliminaries

2:30 p.m.—Doors of the Arena Open to Public

3:25 p.m.—Welcome & National Anthem

3:30 p.m.—First Performance

(Large and Coed team performances alternate)

7:40 p.m.—Last Performance

7:45 p.m.—Announcement of Large Division Finalists

8:00 p.m.—Announcement of Coed Division Finalists

Note: In lieu of an in-person coaches meeting prior to competition at the state final, a virtual coaches meeting will be conducted at 8:00 p.m. on the Tuesday prior to the state final.

Saturday, February 3, 2024

SESSION 3

Finals

10:00 a.m.—Doors of the Arena Open to Public

10:55 a.m.—Welcome & National Anthem

11:00 a.m.—Small and Medium Team Finals

(Small and Medium team performances alternate)

12:45 p.m.—Small Team Awards

1:15 p.m.—Medium Team Awards

2:30 p.m.—ParaCheer Midwest

2:55 p.m.—Announcements & National Anthem

3:00 p.m.—Large and Coed Team Finals

(Large and Coed team performances alternate)

4:45 p.m.—Large Team Awards

5:15 p.m.—Coed Team Awards

H. State Final School Packets: At the state final, school packets, which include important state final information, updates, state final credentials and programs may be picked up Thursday, February 1 from 6:00 p.m. to 8:00 p.m. at the Grossinger Motors Arena VIP south entrance and after 7:00 a.m. on Friday, February 2, at the Pepsi Ice Rink main entrance located on the south of the Grossinger Motors Arena. A coach/school official is the only person permitted to pick up the schools' packet. The Pepsi Ice Rink foyer of Grossinger Motors Arena in downtown Bloomington is tournament central.

I. State Final Performance Order: The IHSA office will determine the performance order for state level competition. This order will be posted online on the competitive cheerleading page at www.ihsa.org under state series information & results. The following formula shall be used to determine the performance order for the state final:

1. Each sectional is randomly assigned a letter code (A to E) prior to the start of the state series.

2. The chart below, and the sectional code, is published at the same time as the sectional performance order.

3. Each team's performance order within a particular division is determined by the place the team won at the sectional tournament, according to the table.

4. In case of a tie for 5th place at a sectional, an additional entry will be added at the end of the order.

5. In case of a tie for any particular place at a sectional, the teams will perform in the opposite order in the state finals. For example, at sectional A, two teams tie for 2nd (and 3rd) place. In the chart, the order assigned to A-2 is #14. The order assigned to A-3 is #18. Reversing the order, the team that performed first in the sectional is assigned order #18. The team that performed last in the sectional is assigned order #14.

Order	Sectional	Place
1	A	5
2	B	4
3	C	3
4	D	2
5	E	1
6	B	5
7	C	4
8	D	3
9	E	2
10	A	1
11	C	5
12	D	4
13	E	3
14	A	2

15	B	1
16	D	5
17	E	4
18	A	3
19	B	2
20	C	1
21	E	5
22	A	4
23	B	3
24	C	2
25	D	1

Note: Finalized state final performance schedules will be posted online on the Monday after sectional level competition.

VII. SECTIONAL ADVANCEMENT OF WINNERS

A) Sectionals: The first, second, third, fourth and fifth place teams in each division from the sectional shall advance to the state final and compete in the division in which they qualified.

B) Advancement of Next Qualifier: Should a qualifying team withdraw or be disqualified before the state final tournament, the remaining qualifier from the same sectional in that division shall be moved up.

C) Withdrawal or Disqualification: A team moving up due to withdrawal or disqualification may be entered in the state final up to the competition time. It is the responsibility of the principal or coach to notify the IHSA office at the earliest possible time that another advancing team may be necessary. The IHSA office will officially inform the school's administration/coach that they will replace a qualifier.

VIII. TOURNAMENT RULES

A) NFHS Spirit Rules Book: The current National Federation Spirit Rules published by the National Federation of High Schools (NFHS) are the official rules governing the IHSA competitive cheerleading state series competition. The NFHS's official high school Spirit Rules Book is the minimum safety guide for the state series.

B) Participants: Schools shall be categorized for participation in the Competitive Cheerleading State Series based on the following:

1) Large Team Division: A school shall have up to 24 rostered participants with 20 allowed on the competition floor.

2) Medium Team Division: A school shall have up to 20 rostered participants with 16 allowed on the competition floor.

3) Small Team Division: A school shall have up to 16 rostered participants with 12 allowed on the competition floor.

4) Coed Team Division: Two males on the competition floor is an open division and shall have up to 24 rostered participants with 20 on the competition floor.

a. All Coed teams need to be announced to the IHSA by November 15.

b. Teams who miss this deadline will compete in the designated division per the school's enrollment.

Note: A mascot is considered part of a team and will be counted as a part of the maximum number of cheerleaders allowed on the competition floor.

C) Competition Guidelines: Each team will present one competitive routine.

1) Timing

a. Competition will consist of a three (3) minute time limit.

b. No penalty for time violations will be assessed until three (3) seconds beyond the specified time limit. For example, if the time limit is three (3) minutes, no penalty will be assessed until the performance has exceeded three minutes and 3 seconds as verified by two (2) stopwatches.

c. The team may use a maximum of two minutes (2) of the three-minute time limit for music. The timing begins with the team's first movement, voice, or note of music, whichever comes first, on the competition floor. Timing ends with the last motion, word, or beat of music. There will be an official timer at each level of competition. All participants must start in the competition area with at least one foot on the floor. Entrances and exits are not considered part of the routine and should not be organized.

d. All competition rules will apply until the team completely clears the competition floor.

2) Competition Area

a. The competitive cheering surface shall be a matted area of 54 feet wide x 42 feet deep (9 strips). The mats should cover the entire area, provide uniform thickness and be a flat, consistent surface with no cracks, obstructions, or untaped seams. The competition mats will run vertical to the panel officials at all competition sites.

b. Teams may line up anywhere inside the competition area. A participant can step on the white boundary line, but if he/she steps completely over the white boundary line during competition it is considered out of bounds.

c. Members of your competitive team must fulfill all spotting requirements as governed by the NFHS Spirit Rules.

3) Music

a. Music can be on a CD or digital format with a back-up. Coaches are responsible for all necessary adapters.

b. It is the responsibility of the head coach or their designee to start and stop their music.

c. Coaches will be allowed to check their music prior to performing.

d. Music should not contain any suggestive lyrics.

e. The association assumes no responsibility for the payment of copyright, royalty, or any other fees connected to the performances of any material in the competitive cheer state series.

4) Props

a. Only appropriate poms, signs and school flags/banners used in a safe manner by competing teams to lead the crowd during their performance are allowed.

b. Megaphones appropriately used by competitors will be permitted.

c. Teams shall be permitted to place the above listed items on the competition floor before timing begins.

d. Teams should avoid stepping on poms, signs, school flags/banners and megaphones. After use, items must be placed safely on the floor per NFHS Spirit Rule 2-1-7.

e. Glitter may be used on signs if laminated or sealed per NFHS Spirit Rule 3-1-5.

f. Props are not permitted. Only crowd leading signs, poms, school flags/banners may be used in a safe manner per VIII. C. 4. a

D) Artificial Noisemakers: All artificial noise-making devices shall be excluded from the performance area. Tournament managers should not permit spectators to use air horns at the competition venue. Cheerleaders may use megaphones during competition only.



E) Competitor's Apparel: All competitors shall wear only school issued/approved uniforms for competition during the sectionals and the state final. All uniforms, including footwear, must follow the NFHS Spirit Rules Book. The NFHS Spirit Rules Book governs all participant apparel/accessories. Participants will not be permitted to compete in illegal attire. Officials shall have authority to assess penalties for failure to comply with these requirements.

1) Team Uniforms:

a. All uniforms shall be devoid of commercial advertising. The manufacturer's logo/trademark which shall not exceed 2 1/4 square inches with no dimension exceeding 2 1/4 inches. It may appear only once on each piece of wearing apparel.

b. All briefs (base garments) should be a solid color and devoid of any markings including but not limited to sequins, prints, letters, words, and symbols.

c. Teams shall wear uniforms that are of similar color and/or marking.

d. All uniforms must have some school designation (i.e. school name, logo, mascot or monograms) visibly printed on the uniform.

2) Participant Limitations:

a. Fingernails, including artificial nails, must be kept at an appropriate length (short, near the end of the fingers) to minimize risk for the participant.

b. Hair must be worn in a manner to minimize risk to participants (away from the face and off the shoulders).

c. Glitter that does not readily adhere on the hair, face, body or uniform is not permitted.

d. Jewelry of any kind is prohibited, except for the allowable religious and medical needs as outlined in the NFHS Spirit Rules Book.

F) Scoring: Refer to the score sheet and rubric in the competition manual.

1) Sectional: The official IHSA score sheet will be used for the scoring of all competitive cheerleading routines. The total accumulative point value of the officials score sheets will be averaged. There shall be one (1) IHSA head official, three (3) IHSA technical officials, and three (3) IHSA panel officials assigned by the IHSA for each sectional site.

2) State: The official IHSA score sheet will be used for the scoring of all competitive cheerleading routines. The total accumulative point value of the officials score sheets will be averaged. There shall be five (5) IHSA hired panel officials and one (1) head panel official for each division for state. There shall be three (3) technical officials and (1) head technical official for state.

3) For both the sectional and the state final, deductions/penalties shall be subtracted from the total accumulative point value average.

G) Team Ties: At all competitions, teams tied for a position which qualifies for advancement from preliminaries to finals shall be advanced without the tie being broken.

H) Coaching: At the sectional and state final, eligible high school coaches shall follow these procedures:

1) A maximum of four (4) competitive cheerleading coaches shall be allowed on the roster to coach. Only coaches whose names appear on the list of participants will be allowed to coach unless written notification from the school's principal/IHSA official representative verifies the eligibility of a coach. Schools may only submit the names of those coaches who are in compliance with IHSA By-law 2.070.

2) At the state final, eligible coaches shall receive four (4) coaching passes in their team packet.

a. The eligible coaches shall wear the coaching pass on the outside of his/her clothes while coaching.

b. Only coaches wearing this pass will be allowed into designated areas to coach.

3) Coaches must always remain in the designated areas during warm-ups and competition and not disrupt the competition. Coaching should be limited to words of help and encouragement, and the ethics of good sportsmanship must be observed.

4) Violation of ineligible coaching during the sectional or state final competition may be considered gross misconduct and could result in penalty deductions to dismissal from coaching.

I) State Final Passes: State Final passes will be provided to all competing schools and eligible coaches and school officials/administrators. All participants are required to wear their passes at all time. Competitors' passes can be kept with the coaching staff while the team is in uniform and competing. Competitors must have their passes visible to be allowed entry into the arena. State Final passes allow entry into the state final at any time during the competition.

J) Substitutions: After the list of participants have been entered, competing schools may use any student whose name appears on the list of participants as competitors. No substitution of names to the list of participants shall be made after the January list of participants deadline. Alternates on this list may be used for competition at any time.

K) Consolation Competition: There shall be no consolation competition.

L) Refusing to Participate: If an IHSA member team refuses to compete after being assigned to a competition, the tournament manager shall report the incident to the IHSA office. The withdrawing team will be responsible for all applicable fees. Refer to Article III-D in the terms and conditions regarding breach of contract.

M) Unsportsmanlike Conduct: Managers and officials have the strictest instructions to disqualify any competitor, coach and/or person guilty of profane or indecent language or of gross unsportsmanlike conduct. The IHSA by-laws give the IHSA Board of Directors complete authority to penalize a school for any unsportsmanlike conduct on the part of the principal, the coach, the athletes, the faculty, the board of education or any other official representative of any participating school.

N) Disqualification:

Any team that does not adhere to these terms and conditions may be subject to disqualification from the tournament and will automatically forfeit any right to awards received at the tournament.

IX. TOURNAMENT POLICIES

A) All-Star Teams: No officers of the tournament, game official or anyone serving under the supervision of the Illinois High School Association may cooperate in any way in the selection of an all-star/all-state team.

B) Fans Signs and Banners: The displaying of signs, banners, placards or similar items by fans at IHSA state series 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 respective school/community;
- 3) They are not displayed in the area of competition or in a manner which does not interfere with competition;
- 4) They do not obstruct the view of participants or spectators or cover other signage; and
- 5) They are not safety hazards.

C) Damage to Property or Equipment: If representatives from any school entered in the state series are found guilty of carelessly or maliciously breaking, damaging or destroying property or equipment belonging to the host school or host venue, such school shall be held responsible for costs incurred in replacing or repairing such property or equipment.

D) Media: Policy regarding media requirements for each local manager is contained in the current IHSA Handbook. Reporting information to the news media shall be the responsibility of each local manager. Media and school media passes are available by contacting Matt Troha at the IHSA office at 309-663-6377.

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

2) **Media Personnel Requirements:** Photographers or television personnel with cameras may enter the performance area to take pictures provided that:

- a. The individual is wearing the IHSA media/photographers pass;
- b. The individual reports to the site manager with credentials;
- c. The individual stays off the matted competition areas and remains at least five feet away from the competition floor;
- d. The individual remains seated when taking pictures;
- e. The individual only walks when the competitors are entering or exiting;
- f. The individual refrains from speaking to the student athletes during competition.
- g. Media is not allowed in the warm up area or locker rooms.
- h. If applicable, news media may use non-distracting lighting if the manager has given permission. News media photographers are allowed to use filtered electronic flashes. If the manager and contest officials agree that the flashes are causing interference with the conduct of the competition, then they can require the photographer to cease use of the flash.

3) **Television and Radio Originators:** It is the responsibility of the local manager to accept applications, approve requests to originate, collect proper rights fees payment (where required) and make cancellation refunds for television and/or radio origination, according to the IHSA television and/or radio broadcast policy.

a. Television broadcast rights fees for all levels of competition below the state final level shall be paid to the host school and shall become part of the revenue to be shared by the member school(s) and the Association according to the financial terms stipulated in these terms and conditions.

b. Radio broadcast rights fees are not required for any level of competition in this state series. Local managers shall permit radio originations of the competition.

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

4) **Rights Fees for Television and Radio:**

a. Television rights fees are to be charged by local managers and/or the IHSA as contained in the IHSA television policy.

b. **Radio Fees:**

- i. Sectional Contest = No Charge
- ii. State Final = No Charge

E) Videotaping: The local manager may provide videotaping for purchase. Spectators will be allowed to videotape in the stands, provided they remain in their seat and do not obstruct the view of participants and spectators. The IHSA prohibits any taping for the purpose of video reviewing during the tournament.

F) Flash Photography: No flash cameras can be used during competition.

G) 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.

H) 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.

I) Automated External Defibrillators (AED): Host schools must have an AED available and on site at all IHSA post season contests.

J) Alcoholic Beverages and IHSA State Series: The possession, distribution, sale and/or consumption of alcoholic beverages are prohibited at the site and on any affiliated property of any IHSA state series contest. State series hosts are required to make all state series contest sites and any affiliate 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.

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

conversation that must take place between the host school/manager, officials, coaches, team members or school representatives is allowed.

D) Electronic Scoring: Officials will submit score sheets electronically to the head official at the competition for each division. It is the head official's responsibility to verify all scores and order of finish. The site manager will include score sheets and order of finish after the competition of each division in the team exit packets.

E) Fees: Officials will be paid by the IHSA via ArbiterPay.
 1) Sectionals: Each panel and technical official shall receive a flat fee of \$243.00. Each head official shall receive a flat fee of \$283.50.
 2) State Final: Each panel and technical official shall receive a flat fee of \$433.50. Each head official shall receive a flat fee of \$459.00.

F) Mileage Reimbursement Policy: In the state series, to assist officials for out-of-pocket expenses, a voucher system will be used to compensate officials when they actually drive in excess of 70 miles round trip per competition. Payment will be made through the IHSA office, after completion of the tournament series, at a rate of thirty (30) cents 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.

X. AWARDS

A) Sectional Awards: Awards will be presented at each sectional.

- 1) Team standings will be determined in accordance with the scoring system described in VIII.
- 2) The top five (5) schools advancing in each represented division from the sectional to the state final will be announced.
- 3) The winning school at each sectional in each represented division will receive a sectional plaque.

B) State Final Awards: An awards ceremony will be held at the conclusion of the state final.

- 1) Team standings will be determined in accordance with the scoring system described in VIII.
- 2) A trophy will be awarded to teams finishing first (1), second (2) and third (3) in each respective division.
- 3) Medallions will be presented to the schools of the first three placing teams in each respective division. In addition, four (4) coaches, one (1) superintendent, one (1) principal, one (1) athletic director and one (1) athletic trainer will be presented with a medallion. Only the credentialed team/school representatives may participate in the awards presentation.
- 4) Competitors participating in the awards presentation shall wear their school's official warm-up or team uniform. If a school fails to comply, they shall not be allowed to participate in the awards ceremony.

C) Awards Fulfillment: All awards will be furnished by the IHSA and are not an expense charged upon the individual host. Sectional level awards will be mailed to the host sites.

- 1) Duplicate awards will be presented in the case of ties.
- 2) Additional medallion awards can be purchased by the winning schools.

XI. OFFICIALS

A) Assignments: IHSA licensed officials will be assigned through the IHSA office to work the sectionals and state finals.

- 1) Sectionals: At each sectional level of competition seven (7) officials will be assigned to each sectional: One (1) head official, three (3) panel officials, and three (3) technical officials in which one will be designated as the head tech official. The head official will make "comments only."
- 2) State Final: At the state final competition, one (1) head official, five (5) panel officials, and three (3) technical officials for each division will be assigned. Additionally, one (1) head technical official will be assigned to the state final to oversee all four divisions.

B) Locations: The host site manager in conjunction with the head official will determine and confirm the logistics of the competition. Officials for the competition must be in the designated official's area when the warm-up period begins.

C) Communication: All competition communication must be directed to the host manager. Normal procedural

2023-24 Competitive Cheerleading Competition Information

Important Dates:

Tuesday, August 8.....	Online Rules Presentation Available
Monday, October 23.....	Practice May Begin
Monday, Oct. 30.....	Competition May Begin
Wednesday, November 1.....	Entry Deadline
Wednesday, November 15.....	Deadline to Declare Coed Entry
Monday, November 27.....	Sectional Assignments Posted
Tuesday, November 28.....	Last Date to View Online Rules Presentation
Monday, January 8.....	List of Participants Online Deadline
Wednesday, January 10.....	Team Photo and Cutline Due in IHSA Schools Center
Saturday, January 27.....	Sectionals
Tuesday, January 30.....	Deadline for Advancing Schools to Confirm Hotel Rooms
Thursday, February 1.....	State Final Packet Pick Up @ VIP Entrance of Grossinger Motors Arena- 6:00-8:00 p.m.
Friday, February 2.....	State Final Packet Pick Up @ Pepsi Ice Center @ 7:00 a.m.
Friday-Saturday, February 2-3.....	State Final @ Grossinger Motors Arena in Bloomington Tournament Central @ Pepsi Ice Center (Time Schedule Posted on IHSA.org)
Saturday, February 3.....	Season Ends
Wednesday, March 13, 2024.....	Competitive Cheerleading Advisory Committee Meeting

Future State Series Dates:

Sectionals	State
February 1, 2025	February 7-8, 2025
January 31, 2026	February 6-7, 2026
January 30, 2027	February 5-6, 2027

Terms and Conditions: The Terms and Conditions are the rules under which your school agreed to compete in the state series. The Terms and Conditions can be found online on at IHSA.org on the "Competitive Cheerleading" page under "Resources".

2023-2024 Rule Changes: Refer to the gray shaded areas of the Competitive Cheerleading State Series Terms and Conditions for any rule changes.

Sectional Assignment: Entered schools will be assigned to a sectional by the IHSA. Sectional assignments are available online at www.ihsa.org under the "Competitive Cheerleading" link - <https://www.ihsa.org/SportsActivities/CompetitiveCheerleading.aspx>. Click on "State Series Information & Results" and then "Assignments". Sectional assignments will be posted after the November entry deadlines.

List of Participants: To participate in the Competitive Cheerleading State Series, schools must complete the following information by midnight, Monday, January 8, 2024.

- IHSA List of Participants (LOP).

Schools should print a copy of each page of the online forms for their records and take them to the competition. If a school does not submit their online list of participants by the deadline, coaches and/or participants from that school are subject to penalties, which could include but not be limited to being ruled ineligible to coach or compete in the state series and/or charged \$100.00 for breach of contract.

Sectionals: Sectional level competitions will be held on Saturday, January 27 at various locations around the state. "Sectional Performance Order" for competition will be posted online on the "Competitive Cheerleading" menu page at IHSA.org under "State Series Information & Results". Schedules will be posted approximately two weeks prior to the Sectional and may be subject to change. A coaches meeting conducted by the assigned sectional manager will take place at each Sectional prior to each division.

Sectional Level Advancement of Winners & Awards: The top five (5) teams in each division shall advance from each sectional to the state final. The top team in each division from every sectional shall receive a sectional championship plaque.



Official's Assignments: Assignment of officials shall be made by the IHSA. The final assignments will be electronically sent to the host school managers through their IHSA Schools Center. Coaches are reminded to rate officials and update their top 15 list of officials throughout the season.

Future Sectional Host Sites: Schools interested in being a host site can enter information through the IHSA Schools Center under "Host Availability" or contact the IHSA at ccarr@ihsa.org.

Official Assignments: Assignment of officials shall be made by the IHSA. The final assignments will be electronically sent to the host school managers through their IHSA Schools Center.

State Final Information: Coaches can pick up team packets on Thursday, February 1, 2024 from 6:00-8:00 p.m. at the VIP entrance of the Arena. The arena will be available for viewing during this time at the concourse level only. On Friday and Saturday, tournament central will be in the Pepsi Ice Center connected to the arena and coaches can pick up team packets after 7:00 a.m. on Friday, February 2, 2024.

State Final Souvenir Merchandise will be available for purchase in the concourse of the Arena on Friday and Saturday.

State Final Structure:

Friday: Preliminary rounds of competition in all four divisions with the top ten (10) teams in each division advancing to finals.

Saturday: Final rounds of competition in all four divisions with the top (3) teams being awarded.

State Final Awards: An awards ceremony will be conducted at the conclusion of each division on Saturday.

State Final

Small Division: 1st through 3rd places – team trophy and medals

Medium Division: 1st through 3rd places – team trophy and medals

Large Division: 1st through 3rd places – team trophy and medals

Coed Division: 1st through 3rd places – team trophy and medals

Sportsmanship award(s) will be sent to the school(s) that display exemplary sportsmanship throughout the state series.

Competition Mats: RCompetition Mats: Redlok Productions will be the official provider of the state final warm-up and competition 2" carpet-bonded foam cheerleading mats. Mats are available for purchase after the finals. Contact Eric J Bilinski Production Supervisor & Crew Manager (630)464-9216 ebilinski@redlokproductions.com for details.

Music Provider: Calvin Buado from Double B Entertainment will be the official provider of the state final warm up and competition music equipment. Questions regarding music can be directed to calvincornel@gmail.com.

Competitive Cheerleading Scoresheet



Sectional School: _____

State Division: _____

Official Name and ID Number: _____

COMPETITION CATEGORY	TEAM SCORE	COMMENTS
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JUMPS

10 pts. _____

Execution 5 pts. _____

TUMBLING

10 pts. _____

Execution 5 pts. _____

PYRAMIDS/TOSSES

10 pts. _____

Execution 5 pts. _____

PARTNER STUNTS

10 pts. _____

Execution 5 pts. _____

MOTIONS/DANCE

10 pts. _____

PROJECTION/SHOWMANSHIP

10 pts. _____

SKILL UTILIZATION

10 pts. _____

ROUTINE COMPOSITION

10 pts. _____

RAW SCORE _____ /100 pts.

— DEDUCTIONS _____

— LEGALITIES _____

TOTAL _____ /100 pts.



IHSA COMPETITIVE CHEERLEADING Score Sheet Rubric

Degree of difficulty ranges are based on a *majority* of the team performing skills within each level. Placement within a specific range is determined by the difficulty of the skills performed, the percentage of athletes performing the skills, and additional skills performed above the level of difficulty achieved by the team. Not performing a majority of any skill in a given category will result in a difficulty score of 5-6.

Difficulty Rubric

JUMPS

Additional jumps beyond four will be rewarded in the Skill Utilization category.

LEVEL 1: 6-7	LEVEL 2: 7-8	LEVEL 3: 8-9	LEVEL 4: 9-10
-Two different advanced* jumps	-Two different advanced* jumps including <ul style="list-style-type: none"> One full team synchronized advanced* jump 	-Three different advanced* jumps including <ul style="list-style-type: none"> One full team synchronized advanced* jump One combination jump 	-Four advanced* jumps including <ul style="list-style-type: none"> One full team synchronized advanced* combination jump Three different advanced* jumps

*Advanced jumps include: herkie, side hurdler, front hurdler, toe touch, pike, double nine, around the world

TUMBLING - Standing or Running

The degree of difficulty will be based on the number of individual athletes completing tumbling skills in the same section. Additional tumbling skills, beyond those credited to degree of difficulty, will be rewarded in the Skill Utilization category.

LEVEL 1: 6-7	LEVEL 2: 7-8	LEVEL 3: 8-9	LEVEL 4: 9-10
-Basic roll (forward or backward) -Handstand -Cartwheel -Roundoff -Front or back walkover	-Front handspring -Running or standing back handspring -Aerial cartwheel -Advanced jump to back handspring	-Front aerial walkover -Punch front -Running or standing tuck -Running or standing pike -Advanced single jump to back tuck	-Advanced combination jump to back tuck -Specialty passes with two or more no handed skills -Running or standing layout -Running or standing full

PYRAMIDS OR TOSSES

If both Pyramids and Tosses are performed, the degree of difficulty will be based on the skill (either pyramid or toss) that has the highest difficulty. Additional skills will be rewarded in the Skill Utilization category.

LEVEL 1: 6-7	LEVEL 2: 7-8	LEVEL 3: 8-9	LEVEL 4: 9-10
-Pyramid must include: <ul style="list-style-type: none"> One extended single leg position One release transition and/or 	-Pyramid must include: <ul style="list-style-type: none"> One extended single leg position One release that ends in an extended position and/or 	-Pyramid must include: <ul style="list-style-type: none"> Two extended single leg structures Two release transitions - one that ends in an extended single leg position and/or 	-Pyramid must include: <ul style="list-style-type: none"> Three extended single leg structures A variety of top people in extended single leg positions Two release transitions - one inversion AND one that ends in an extended single leg position and/or

PARTNER STUNTS

Additional partner stunt skills, beyond those credited to degree of difficulty, will be rewarded in the Skill Utilization category.

LEVEL 1: 6-7	LEVEL 2: 7-8	LEVEL 3: 8-9	LEVEL 4: 9-10
<ul style="list-style-type: none"> -Intermediate level partner stunts -Prep level skills -Extensions -1/4 or 1/2 up to prep level -1/4 or 1/2 up to extended skill -Full up to prep level 	<ul style="list-style-type: none"> -High to low tick-tock -Low to low full around -Ground inversion to prep -Extended single leg skill with a full twisting dismount -Switch up, quick toss, 1/4 up, 1/2 up to extended level with one advanced body position* -Prep level inversion to extended single leg skill -Toss ball up to extension -Unassisted single base prep level skills 	<ul style="list-style-type: none"> Must demonstrate a Level 3 skill with two (2) different advanced body positions* AND a full twisting dismount from an extended advanced body position or a single based extended stunt -Toss ball up to advanced body position -Switch up to advanced body position -Switch up with 1/4 turn to extended single leg skill -Full up to extension -Ground inversion to extended -Ground level inversion release to prep -Low to high tick-tock beginning in a liberty -Low to high full arounds -Low to high tick-tock 1/2 twist to liberty -Prep level inversion release to extension -Assisted single base extended skill 	<ul style="list-style-type: none"> Must demonstrate two (2) different Level 4 skills with three (3) different advanced body positions* AND a full twisting dismount from an extended advanced body positions or a single based extended stunt -Toss ball full up to extended -Switch up with at least a 1/2 twist to an extended advanced body position -Full up to an extended single leg skill -1 1/2 up to extended -Low to high tick-tock advanced to advanced body position -High to high tick-tock -Low to high full around to an extended single leg skill -High to high full arounds -Prep level inversion release to extended single leg skill -Ground level inversion to extended -Cradle/horizontal position release to extended -Double up to extended -Unassisted single base extended skill

**Please note: Lists of stunts are not all inclusive **

*Extended advanced body positions include: Arabesque, heel stretch, over stretch, bow and arrow, scale, scorpion, needle etc. . .

MOTIONS and DANCE

Technique = A team's effectiveness in demonstrating proper form, synchronization, precision, and uniformity. Errors that distract from the performance will also be included.

LEVEL 1: 6-7	LEVEL 2: 7-8	LEVEL 3: 8-9	LEVEL 4: 9-10
<ul style="list-style-type: none"> -Below average level of technique -Little to no visual effects* -Slow pace 	<ul style="list-style-type: none"> -Below average level of technique -Basic visual effects* -Average pace 	<ul style="list-style-type: none"> -Average level of technique -Multiple visual effects* -Fast pace 	<ul style="list-style-type: none"> -Above average level of technique -Multiple visual effects* -Variety of motions and dance -Full team incorporated -Fast pace

*Visual effects include: Level changes, ripples, transitions, movements, foot and floor work, etc. . .

Additional Routine Components

PROJECTION and SHOWMANSHIP

A team's ability to demonstrate natural expressions to make the routine appear effortless within their ability level. Ability to capture the crowd and demonstrate genuine enthusiasm, energy, and confidence. Use of appropriate volume relative to number of athletes, inflection, enunciation, pace, smiles, spirit, facial expressions, and poise.

LEVEL 1: 6-7	LEVEL 2: 7-8	LEVEL 3: 8-9	LEVEL 4: 9-10
<ul style="list-style-type: none"> -Words are hard to hear or understand in cheer -Team lacks a natural energy and fun expression for the majority of the routine -The team lacks energy and enthusiasm during their skills, transitions and other routine elements 	<ul style="list-style-type: none"> -Words are somewhat clear and loud for less than majority of the routine -Team has a natural energy and fun expression for less than the majority of the routine -The team has energy and enthusiasm through less than the majority of their skills, transitions and other routine elements 	<ul style="list-style-type: none"> -Words are clear and loud for the majority of the routine -Team has a natural energy and fun expression for the majority of the routine -The team has energy and enthusiasm for the majority of the skills, transitions and other routine elements 	<ul style="list-style-type: none"> -Words are clear and voices are loud for most of the cheer -Team has a natural energy and fun expression for most of the routine -The team has energy and enthusiasm for the majority of the skills, transitions and other routine elements

SKILL UTILIZATION

A team's effective use of additional skills throughout the routine, beyond those credited to degree of difficulty. Maximizing the use of athletes.

LEVEL 1: 6-7	LEVEL 2: 7-8	LEVEL 3: 8-9	LEVEL 4: 9-10
<ul style="list-style-type: none"> -Athletes not utilized effectively throughout most of the routine -Additional skills performed distract from routine 	<ul style="list-style-type: none"> -Many times, throughout the routine athletes, are not utilized effectively -The team only demonstrates skills that get them into a skill-based rubric range -Additional skills performed distract from routine 	<ul style="list-style-type: none"> - Three to four times throughout the routine athletes are not utilized effectively -The team demonstrates more than the required skills defined in 1 skill based rubric category 	<ul style="list-style-type: none"> -One to two times throughout the routine athletes are not utilized effectively -The team demonstrates more than the required skills defined in 2 skill based rubric categories -Additional skills enhance the overall routine

ROUTINE COMPOSITION

A team's ability to demonstrate precise spacing and seamless patterns of movement throughout the routine, as well as, incorporation of visual, innovative, and intricate ideas to enhance the overall appeal.

LEVEL 1: 6-7	LEVEL 2: 7-8	LEVEL 3: 8-9	LEVEL 4: 9-10
<ul style="list-style-type: none"> -Transitions have a slow pace, with down time between the majority of routine elements -Most transitions utilize ineffective pathways, where athletes do not move easily across the mat -Spacing issues on most of the formations -Little to no creative elements -Visual/creative elements distract from overall appeal 	<ul style="list-style-type: none"> -The routine is set at moderate pace, with down time between several routine elements -Some transitions utilize effective pathways, where athletes easily move across the mat -Spacing issues on several formations -Several creative elements performed during the routine -Visual/creative elements minimally enhance the overall appeal 	<ul style="list-style-type: none"> -The routine is set at a fast pace, with little down time between a few routine elements -Most transitions utilize effective pathways where athletes easily move across the mat -Spacing issues on a few formations -Creative elements performed during the majority of the routine -Visual/creative elements moderately enhance the overall appeal 	<ul style="list-style-type: none"> -Routine maintains a fast pace, with little to no down time between routine elements -Most transitions utilize effective pathways where athletes easily move across the mat -Precise spacing throughout routine -Creative elements performed throughout the entire routine -Maximized visual/creative elements to enhance the overall appeal



IHSAA COMPETITIVE CHEERLEADING

Execution Rubric

JUMPS

Technique = A team's effectiveness in demonstrating proper form (body, leg, and arm positions; approach; height; flexibility; landing), uniformity and synchronization.

<p>Below Level: 2-3</p> <ul style="list-style-type: none"> -Less than the majority of jump preps are the same -Less than majority of the team have uniform arm and leg positions while in the air -Less than the majority of the team lands jumps with feet together -Less than the majority of the team has level or above level jumps -Less than the majority of jumps are synched 	<p>Average Level: 3-4</p> <ul style="list-style-type: none"> -Majority of jump preps are uniform -Majority of the team have uniform arm and leg positions while in the air -Majority of the team lands jumps with feet together -Majority of jumps are at level -Majority of jumps are synched 	<p>Above Level: 4-5</p> <ul style="list-style-type: none"> -Most jump preps are uniform -Most of the team have uniform arm and leg positions while in the air -Most of the team lands jumps with feet together -Most jumps are at or above level -All jumps are synched
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TUMBLING

Technique = A team's effectiveness in demonstrating proper form (body, leg and arm positions; control; entry; landing), speed, uniformity and synchronization.

<p>Below Level: 2-3</p> <ul style="list-style-type: none"> -Less than the majority of athletes start and end with feet together -Less than majority of athletes have proper form and body lines during skills -Less than the majority of athletes do not have movement after landing pass (hops, steps etc.) -Less than the majority of the team has a consistent speed/increase in speed during skills -Less than the majority of athletes' connections are smooth and controlled 	<p>Average Level: 3-4</p> <ul style="list-style-type: none"> -Majority of athletes start and end with feet together -Majority of athletes have proper form and body lines during skills -Majority of athletes do not have movement after landing pass (hops, steps etc.) -Majority of the team has a consistent speed/increase in speed during skills -Majority of athletes' connections are smooth and controlled 	<p>Above Level: 4-5</p> <ul style="list-style-type: none"> -Most athletes start and end with feet together -Most athletes have proper form and body lines during skills -Most athletes do not have movement after landing pass (hops, steps etc.) -Most of the team has a consistent speed/increase in speed during skills -Most connections are smooth and controlled
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IHSAA COMPETITIVE CHERLEADING

Execution Rubric

PYRAMIDS or TOSSES

Pyramids Technique = A team's effectiveness in demonstrating proper form (body alignment, flexibility, control), timing, synchronization and power of structures, transitions, releases, and dismounts. Bobbles, balance checks, early cradles and errors that distract from the performance will be factored. Tosses Technique = A team's effectiveness in demonstrating proper form (body alignment, control, height, precision, catch) and synchronization.

<p>Below Level: 2-3</p> <ul style="list-style-type: none"> -Less than the majority of skills and releases in pyramid are executed to the top -Less than the majority of bases have little to no movement under skills -Less than the majority of pyramid skills are executed the same when different groups do the same skill -Less than the majority of top persons have uniform body control 	<p>Average Level: 3-4</p> <ul style="list-style-type: none"> -Majority of skills and releases in pyramid are executed to the top -Majority of bases have little to no movement under skills -Majority of pyramid skills are executed the same when different groups do the same skill -Majority of top persons have uniform body control 	<p>Above Level: 4-5</p> <ul style="list-style-type: none"> -Most skills and releases in pyramid are executed to the top -Most bases have little to no movement under skills -Most pyramid skills are executed the same when different groups do the same skill -Most top persons have uniform body control
<p>Below Level: 2-3</p> <ul style="list-style-type: none"> -Less than the majority of bases have little to no movement during toss prep -Less than the majority of bases move in a path that indicates correct execution of the toss -Less than the majority of tosses are executed the same when different groups do the same skill -Less than the majority of top persons have uniform body control 	<p>Average Level: 3-4</p> <ul style="list-style-type: none"> -Majority of bases have little to no movement during toss prep -Majority of bases move in a path that indicates correct execution of the toss -Majority of tosses are executed the same when different groups do the same skill -Majority of top persons have uniform body control 	<p>Above Level: 4-5</p> <ul style="list-style-type: none"> -Most of the bases have little to no movement during toss prep -Most of bases move in a path that indicates correct execution of the toss -Most of tosses are executed the same when different groups do the same skill -Most of top persons have uniform body control

Partner Stunts

Technique = A team's effectiveness in demonstrating proper form (body alignment, flexibility, control), timing, uniformity, precision, power, and synchronization of stunts and dismounts. Bobbles, balance checks, early cradles and errors that distract from the performance will also be factored.

<p>Below Level: 2-3</p> <ul style="list-style-type: none"> -Less than the majority of bases have little to no movement under stunts -Less than the majority of the skills are executed the same when different groups do the same skill -Less than the majority of top persons have uniform body control -Less than the majority of top persons have uniform flexibility 	<p>Average Level: 3-4</p> <ul style="list-style-type: none"> -Majority of bases have little to no movement under stunts -Majority of the skills are executed the same when different groups do the same skill -Majority of top persons have uniform body control -Majority of top persons have uniform flexibility 	<p>Above Level: 4-5</p> <ul style="list-style-type: none"> -Most bases have little to no movement under stunts -Most of the skills are executed the same when different groups do the same skill -Most top persons have uniform body control -Most top persons have uniform flexibility
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IHSA COMPETITIVE CHEERLEADING

Definitions and Scoring Tools

DEFINITIONS

Advanced Body Positions: Front, side and back flexibility with foot at or above waist level. (Examples: heel stretch, over stretch, bow and arrow, scale, arabesque, scorpion, needle, etc...). Torch, liberty, platform or target are not advanced body positions.

Assisted Single Base Stunt: Any stunt in which one base supports the weight of a top person(s) with hands-on assistance from a spotter any time during the stunt prior to the descent of the top person during a dismount.

Combination Jump: Continuous body movement between jumps with no more than 2 counts separating each jump. (Examples: double toe touch equals 2 jumps and 1 variety, and left hurdler/right hurdler combo equals 2 jumps and 2 variety).

Comparative Scoring: For each routine, scoring within a range is comparative to all routines performed in the same division on the same day.

Full Team Synchronized Jump: All athletes must perform the same jump.

Incomplete Tumbling Skill: Hands touch down on tumbling or tumbling lands on knees or other body parts.

Jump-Tumble Combination (Tumbling Levels 2, 3 and 4): The degree of difficulty of these skills will be scored in the tumbling rubric. The execution of the jump will be scored as jump execution. The execution of the tumbling skill will be scored in tumbling execution.

Major stunt fall: A top person lands on the performing surface in a compromising position.

Majority: 51% or more than half of the athletes.

Missed Stunt Skill: A building skill that falls during the skill. (Examples: drop from an individual stunt to a load, cradle, flatback, or unstable position; two body parts on the performing surface; a top person brought to the performance surface in a controlled manner (bear hug/melt down) before the skill ends; a top person falling on top of a spotter/base who is on the performing surface.)

Most: Nearly all of the athletes.

Performance based legality: A skill that is initiated legally however, due to improper execution, the skill becomes illegal.

Pyramid collapse: Two or more connected stunts falling. If multiple tops fall in the same pyramid but are not in direct connection, this deduction still applies.

Structure: A place in a pyramid when a top person connects and pauses to show a defined position. This is also referred to as a picture.

Unassisted Single Base Stunt: Any stunt in which one base supports the weight of a top person(s) without hands-on assistance from a spotter until the descent of the top person during a dismount.

ADDITIONAL ROUTINE COMPONENTS

Projection/Showmanship: A team's ability to demonstrate natural expressions to make the routine appear effortless within their ability level. Ability to capture the crowd and demonstrate genuine enthusiasm, energy, and confidence. Use of appropriate volume relative to number of athletes, inflection, enunciation, pace, smiles, spirit, facial expressions, and poise maintained throughout the entire routine.

Routine Composition: A team's ability to demonstrate precise spacing and quick, seamless transitions of movement that flow effectively throughout the routine. The incorporation of visual, innovative and intricate elements to enhance overall appeal.

Skill Utilization: The effective use of athletes throughout a routine. Use of additional skills beyond those credited to degree of difficulty. How well a team maximized the use of athletes.

GENERAL SCORING GUIDELINES

Degree of difficulty ranges are based on a majority of the team performing skills within each level. Placement within a specific range is determined by the difficulty of the skills performed, the percentage of athletes performing the skills, and additional skills performed above the level of difficulty achieved by the team. Performing less than majority of any skill in a given category will result in a difficulty score of 5.0-6.0. Not performing any skill in a given category will result in a score of 0.

Full twisting dismount: If full twisting dismount is achieved by one less than majority of team for level 3 or 4 due to a performance error, teams will only drop 1 level of Degree of Difficulty.

NFHS Legalities:

Multiple stunt groups and/or multiple individual skills that are illegal and performed in the same section = 1 deduction per article (major or minor)

Multiple stunt groups and/or multiple individual skills that are illegal and performed in different sections = 1 deduction per article AND per occurrence (major or minor)



Competitive Cheerleading Legalities

School _____ Division _____ Official _____

Please cite the NFHS rule violation and the time/part in routine in which the violation occurred.

MINOR NFHS VIOLATION:

Rule Infraction	Warning	Rule Number	x (1)
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Examples: NFHS Spirit Rules Book 2.1.4 Nails; 2.1.5 Hair; 3.1.1 Jewelry; Performance based legalities, etc...

MAJOR NFHS VIOLATION:

Rule Infraction	Warning	Page Number	x (5)
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Examples: NFHS Spirit Rules Book 3.3.6 Illegal release inversion; 3.7.5 No back spot for a cradle from an extended stunt, etc. . .

	TOTAL LEGALITY DEDUCTIONS:
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Competitive Cheerleading Deductions

School _____ Division _____

Official _____

Please cite the rule violation and the time/part in routine in which the violation occurred.

DEDUCTION CATEGORY	NUMBER OF DEDUCTIONS	DEDUCTION TOTAL
Music Time – 2:00	Overtime – (1)	
Total Time – 3 min.	Overtime – (1)	
Incomplete Tumbling Skill Examples: <i>Tumbling lands on feet then touches hands</i> <i>Tumbling lands on feet then falls to another part of body</i>	_____ x .25 _____ x .50	
Missed Stunt Skill Examples: <i>Building skill that falls</i> <i>Pyramid Collapse</i>	_____ x 1 _____ x 2	
Major Stunt Fall Example: <i>Top person lands on the performing surface in a compromising position</i>	_____ x 2	
Boundary Violation Example: <i>One foot or hand is over the boundary line</i>	_____ x .25	
IHSA Terms & Conditions Violations	_____ x 2	
	TOTAL POINT DEDUCTIONS:	

ONLINE LIST OF PARTICIPANTS INSTRUCTIONS

Schools must complete the online *List of Participants* (LOP) to enter eligible coaches and team members into the IHSA State Series. Contact your athletic director for your IHSA Schools Center login and password. The List of Participant deadline is midnight on Monday, January 8, 2024. IHSA will provide this data to your sectional manager. For changes after the deadline contact ccarr@ihsa.org.

INSTRUCTIONS

- 1) Go to www.ihsa.org
- 2) Click on "School & Officials Center Login"
- 3) Enter your "User ID" (5 digits, a letter followed by a number) and "Password" (issued to you by your school/athletic director). Coaches must have a valid email on file in the IHSA School's Center to be issued a password. Passwords are generated via your athletic administrator.
- 4) Click on "Sport & Activity Tracker"
- 5) Click on the "Competitive Cheerleading List of Participants"
- 6) Click on "1. Instructions" – read instructions.
- 7) Click on "2. Coaches" – list all eligible coaches that can receive coaching credentials
- 8) Click on "3. Roster" – list entire allowable roster
- 9) Type in all requested information and save and print all page(s) for your records
- 10) Print each page of the report for your records by using ctrl key+P on the keyboard
- 11) After the deadline, you will not have access to these forms
- 12) Click on "Certify & Submit" by Monday, January 8th, 2024

This information (names of coaches and participants) is used by the sectional hosts and the IHSA to prepare for the state series. This information will also be used in the state final program. Please double check spellings for accuracy.

If you experience any problems with the IHSA Schools Center or the List of Participants, please contact Carol Carr at the IHSA - 309-663-6377 - ccarr@ihsa.org.

LIST OF PARTICIPANT DEADLINE:

Monday, January 8, 2024 @ Midnight

Note: Team photo and cutlines are due on Wednesday, January 10, 2024.

LIST OF PARTICIPANTS TROUBLESHOOTING

Problem pulling in coaches names from the drop-down menu?

If a coach on your coaching staff doesn't appear in the drop-down menu in the list of participants, check the following in the IHSA Schools Center under the staff responsibility page:

- 1) Has he/she been designated as the head coach or an assistant coach?
- 2) Does it indicate how the coach is certified to coach?
- 3) Does your coach have a completion date listed for the PES examination?
- 4) Has your coach completed the concussion exam requirement?

If any of the above information is missing, he/she will not be able to add their name to the online list of participants and/or be issued a coaching credentials during the state final. Please contact your local athletic administrator to confirm compliance with the IHSA coaching bylaw 2.070. https://www.ihsa.org/documents/forms/current/IHSA_Handbook.pdf



Reasons for the "Red Box" to appear in the Sport/Activity Tracker:

School hasn't completed the "Certify & Submit" page. Go back and click "Certify and Submit".

Verification of IHSA Receiving List of Participants:

Print a copy of your entries (ctrl key+P on the keyboard) prior to clicking the "Certify & Submit" button. This is verification of your entries to take with you to competition. You will not have access to this page, if you try to print it after the deadline. Make sure you click the "Certify & Submit" link so you will not receive unnecessary reminders from the IHSA office regarding not receiving your List of Participants.

Once the process is complete and the deadline date approaches, the IHSA Schools Center Activity Tracker will show that the deadline has passed. This does not mean your school didn't complete the List of Participants. It means the IHSA office has imported all rosters and is in the process of preparing the files for the host manager of your sectional.

Any changes to the original List of Participants entries must be made online through the password protected IHSA Schools Center prior to midnight on Monday, January 8th, 2024.

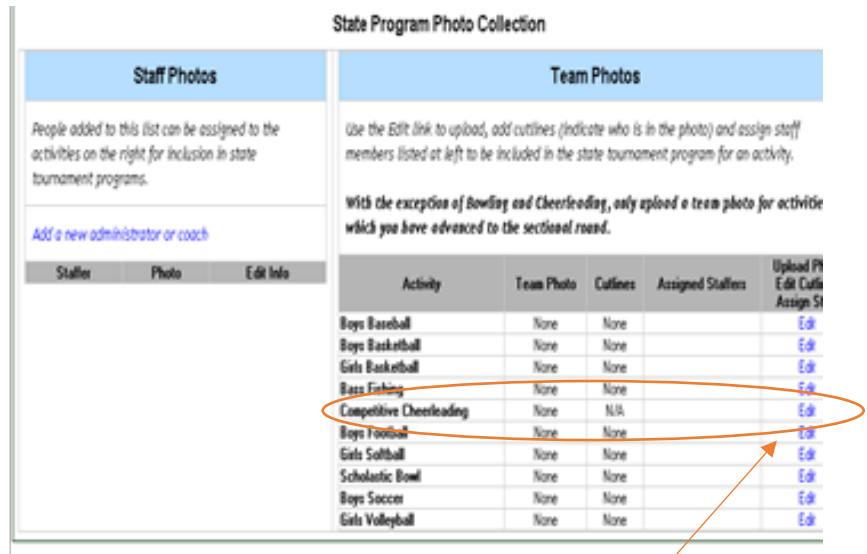
Instructions for Submitting Photos

The IHSAA Secures pictures of all competing teams. Work with your athletic administrator and follow all the directions below to submit a school approved photo of your competitive cheerleading team.

Departments	
T Sport & Activity Tracker	L Staff Responsibilities & Logins
I School Information & Facility Maps	E Eligibility Requests & Rulings
V Voting & Town Meetings	R Reports—Special/SAWA Concussion & Yellow Card
H IHSAA State Series Hosting & ScoreZone	
O Officials & Body Fat Testers	D Open Dates
PES Performance-Enhancing Substance Program	CON Concussion Risk Program
A Accommodations for Students with Disabilities	! All-Time Records
S Student Recognition	W Webinars
F Forms & Other Resources	
P Personal Information	

Quick Links
Write a promotion recommendation for an official
Upload state tournament program photos (old interface)
change password rate official submit Special Report
FAQ ScoreZone MaxPreps Where do I find...?

1. Sign into the IHSAA Schools Center. Under "Quick Links" click on Upload state tournament program photos. *Note only administrative staff has access to this link – please contact you athletic director for directions/passwords. Follow the step-by-step instructions, making sure to save the photo and information.



2. Upload a JPG of the team under "Team Photos". Across from competitive Cheerleading Click "Edit"
3. Click "Choose File" to upload the photo. Navigate to the photo you want and click "Open" to select the photo. You will see the JPG attached.
4. Click "Save Changes"
5. You will then be directed to a "Team Photo Information" page. The team image should now be displayed. If you replace an image with a new upload, be sure to click the "reload" link after uploading the new image.
6. Complete the photo cutline The cutline indicates who is pictured in the photo, from top to bottom, left to right. List individuals first and last names corresponding with the photo in each row. DO NOT TYPE IN ALL CAPITAL LETTERS. Do not include year in school, etc.
7. Go to "School Photos Menu". Check to confirm that you have included the photo and cutline for competitive cheerleading. If everything is correct, you can exit the school's center.

Click [Program Photo Manger](https://center.ihsa.org/photos/ProgramPhotoManual.pdf) for additional clarifications on Picture Quality and directions.

Photos are due by January 10, 2024

If you have any questions, please call Carol Carr – 309-663-6377 or email – ccarr@ihsa.org



Information for Schools Advancing to the 2023-24 IHSA Competitive Cheerleading State Final

- | 1. Contacts | Position | Phone | Email |
|-----------------------|--|-----------------------|--|
| Susie Knoblauch | Assistant Executive Director | 309-663-6377 | sknoblauch@ihsa.org |
| Carol Carr | Administrative Assistant | 309-663-6377 | ccarr@ihsa.org |
| Matt Jensen | IHSA Administrator Responsible for Technology | 309-663-6377 | mjensen@ihsa.org |
| Matt Troha | IHSA Administrator Responsible for Media | 309-663-6377 | mtroha@ihsa.org |
| <u>Crystal Howard</u> | <u>Bloomington-Normal Convention and Visitors Bureau, Director</u> | <u>1-800-433-8226</u> | |
| Matt Hawkins | <u>Bloomington-Normal Convention and Visitors Bureau, Housing Director</u> | | 1-800-433-8226 |
| | <u>matt@visitbn.org</u> | | |
| | Grossinger Motors Arena, Downtown Bloomington - State Final Site | 309-434-2843 | |
| | Grossinger Motors Arena Ticket Office | 309-434-2679 | |
- State Final Qualifier's Information:** State Final Qualifiers Information can be found under the Competitive Cheer menu page at www.ihsa.org under Resources. This information will highlight and review pertinent state final details.
 - State Final Dates:** The 18th annual IHSA Competitive Cheerleading Tournament will be held at the Grossinger Motors Arena, downtown Bloomington, on Friday and Saturday, February 2-3, 2024.
 - State Final Times:** Session 1 – Small & Medium Team Division begins at 9:00 a.m. and Session 2 – Large & Coed Team Division begins at 3:30 p.m. on Friday, February 2nd. Session 3 – Small & Medium Team Division begins at 11:00 a.m. and Large & Coed Team Division begins at 3:00 p.m. on Saturday, February 3rd.
- Warm-up order and performance times will be posted online on the Competitive Cheerleading menu page under "State Series Information & Results" at IHSA.org following the sectionals on Monday, January 29, 2024.
- Packet Pick-Up:** On Thursday, February 1, coaches may check in & receive their information packets from 6:00 p.m. - 8:00 p.m. at the VIP entrance of the arena. For those teams that do not check in on Thursday night, packets must be picked up Friday morning after 7:00 a.m. at registration located in the Pepsi Ice Center foyer. Only coaches/school representatives may pick up a team packet.
 - Coaches Meeting:** In lieu of an in-person coaches meeting prior to competition at the state final, a virtual coaches meeting will be conducted at 8 p.m. on the Tuesday prior to the state final.
 - Ticket Information:**
 Ticket: \$12.00 per session
GoFan digital ticketing is not available at the State Final. Bloomington Arena may make digital tickets for sale. The IHSA has no control over any convenience fees charged for these digital tickets.
 - Hotels:** School authorities from each participating school must make their own room reservations. The IHSA has courtesy blocks of rooms with a preferred group rate for the state final. A school representative must call to confirm hotel rooms by the deadline of midnight on Tuesday, January 30, 2024, identifying themselves as an IHSA state qualifying cheer team. Rooms will be released to the public following the deadline. A list of these reserved hotels can be found in this manual and online on the competitive cheerleading menu page. Schools are responsible for all housing expenses.
- The IHSA Competitive Cheerleading website contains information from the Bloomington-Normal Area Convention and Visitors Bureau <http://www.visitbn.org/>. Fans are encouraged to visit the site or call the Bureau at (1-800-433-8226) for any additional available rooms and information.
- Visual Image Photography (VIP):** VIP is the official photographer of the IHSA State Finals and will be on site to take pictures of competition. Photos can be viewed and purchased online at <http://photos.vipis.com/state-finals>.
 - State Final Merchandise:** State final merchandise will be available for purchase from Minerva Sportswear located in the concourse of the arena during the Competitive Cheerleading State Final <https://www.minervapromotions.com/stores/ihsa/girls-sports/competitive-cheerleading.html>.

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



Manager Information

**IHSA Manual for
Schools & Managers**



IHSA Competitive Cheerleading Sectional Checklist

Considerations in the selection of sectional hosts include: Host manager experience, location, gymnasiums, auxiliary gyms/fieldhouse, mats, seating capacity, and ADA compliance.

Once a school has been confirmed by the IHSA as a sectional host site, the following checklist can guide in planning.

PRE-SECTIONALS

- ____ 1. Confirm and secure facility and space availability.
- ____ 2. Review the IHSA Terms and Conditions and the Manual for Managers which covers the rules for competition and guidelines for hosting.
- ____ 3. Check facilities (quantity & quality of mats, officials' areas, spectator viewing, restrooms, parking, accessibility, etc...). Confirm the following:
 - Seating to accommodate fans
 - Space for teams, press, administrators, senior citizens and/or handicapped
 - Controlled entrances and exits in front of judges/spectators - Plan for fans going in and out of gym and school throughout the day
 - Check the location of the Automated External Defibrillator (AED). Host schools must have an AED available and on site at all IHSA post season contests
 - Parking for officials, buses and fans
 - Parking lot patrolled for safety & security - adequate lighting in parking lot if applicable
 - Homeroom for officials
 - Competition seating for officials. Space directly in front, behind or near officials should be secure to allow the officials space to work
 - Technology needs for officials and print clerk (computers, internet, power outlets)
 - Space for teams to check in
 - Homerooms/locker rooms for teams
 - Team warm up space
 - Adequate restrooms
 - Equipment for warm up and competition space (competition mats, PA, sound systems)
 - Posting area for announcements, performance order and results (online)
 - Streaming video of the competition
 - Space for concessions and IHSA licensed vendors
- ____ 4. Secure staff/volunteers to work the event. Confirm any maintenance/custodial and security needs.
- ____ 5. Hire/confirm event workers (timers, music provider, PA announcer, security, concessions, ticket gate, custodial, team & officials escorts, etc...).
- ____ 6. Approximately 1 month prior to sectionals, check IHSA.org "Competitive Cheerleading" menu page under "State Series Information & Results" for sectional assignments.
- ____ 7. Send communication to schools assigned to your sectional outlining sectional dates, times, locations, parking, and other logistical information.
- ____ 8. Secure and finalize flow of event (warm-up area, entrance/exits, matting, sound system, performance space, etc...).
- ____ 9. Approximately 2 weeks prior to sectionals, check your IHSA Schools Center site for a list of the officials assigned to your competition.
- ____ 10. Contact the head official assigned to your site to review logistics.



- ___ 11. Verify computer needs and internet access at your site (1 computer for each panel and head officials, 1 computer for the tech team and 1 computer for printing results = 6 total computers/1 printer).
- ___ 12. Assign specific event tasks and train workers/volunteers.
- ___ 13. Coordinate water, ice and athletic trainer(s) on duty.
- ___ 14. Coordinate hospitality for officials and volunteers.
- ___ 15. Coordinate that school personnel and event staff are easily identifiable on the day of competition.
- ___ 16. Discuss the option of creating sectional programs and/or video sales.
- ___ 17. Confirm receipt of IHSA awards – Check awards upon arrival (usually 1 week prior to sectional). Notify the IHSA office if there is any damage.
- ___ 18. Review PA Announcements included in the managers manual and prep for PA announcer.
- ___ 19. Set up area for working press.
- ___ 20. Inform local media of event and alert area visitor bureaus of the sectionals.
- ___ 21. Have a group e-mail or phone listing of school administrators and/or Coaches assigned to the sectional on file in case of emergencies.

SECTIONAL

- ___ 1. Make sure all necessary areas are unlocked, unobstructed and clean.
- ___ 2. Verify competition mats are clean & secure.
- ___ 3. Confirm that all necessary directional signage is in place (parking, entrances, exits, concessions, lost & found, athletic trainer, etc...).
- ___ 4. Have cash box ready for tickets and concessions.
- ___ 5. Verify internet access for official. Once officials arrive, check online scoring program.
- ___ 6. Conduct a sound check and provide PA materials.
- ___ 7. Confirm the athletic trainer & supplies on site.
- ___ 8. Provide water for teams and officials.
- ___ 9. Introduce all working staff to necessary parties and review Emergency Action Protocol (EAP) and plan (administrators, officials, athletic trainers, etc...) Review locations of AED.
- ___ 10. Start on time.
- ___ 11. Prepare for sectional awards after each division announcing the top 5 advancing teams and awarding the sectional champions.
- ___ 12. Suggested administrative items:
 - Table/chairs for tickets, team check-in, and officials
 - Computers with wifi, calculator
 - Pens, pencils, erasers, black sharpie/markers, highlighters, whiteout
 - Tape/rubber band /clipboards/printer paper



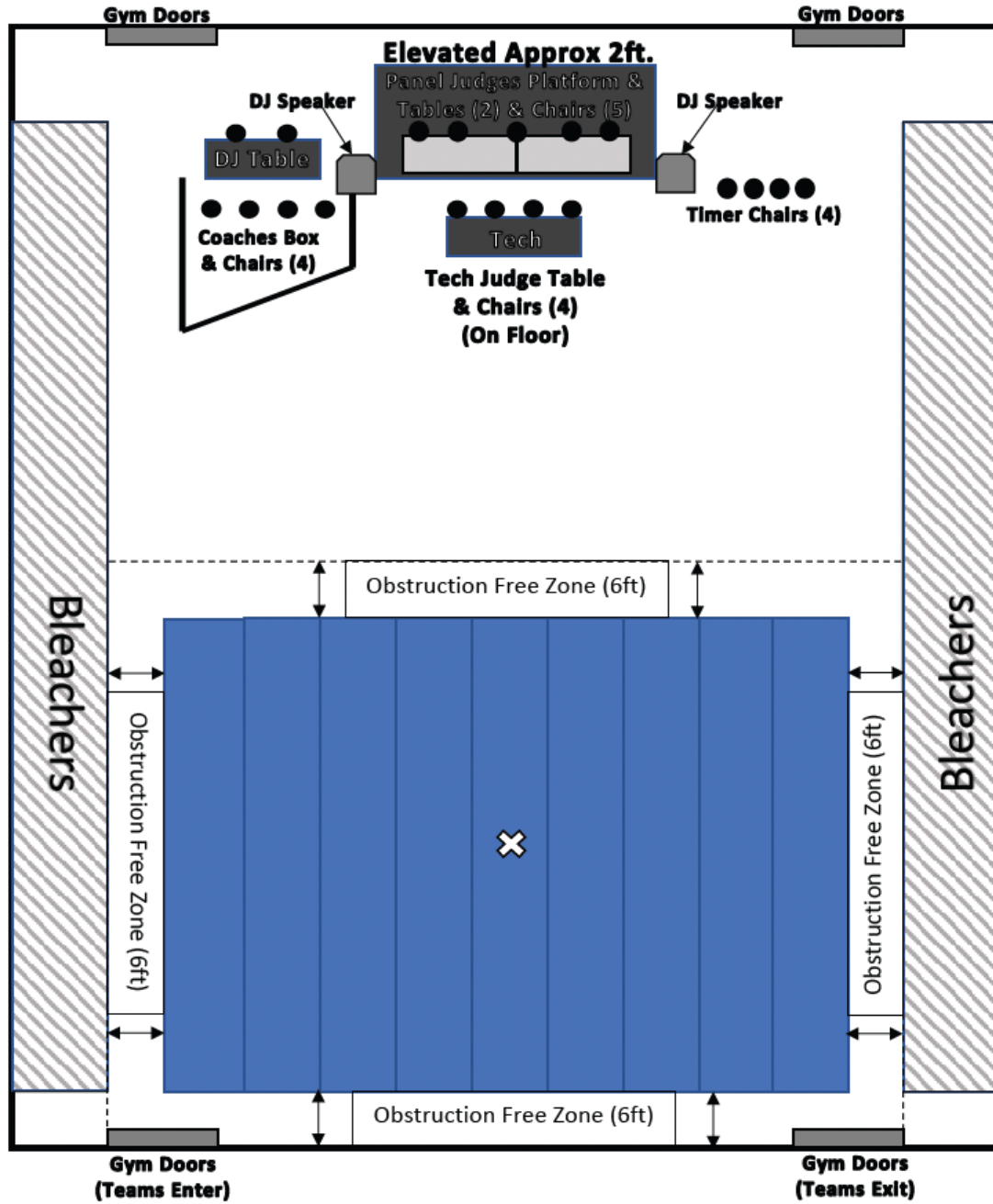
- Table/tablecloth for awards
- Athletic training supplies – water, ice/bags, scissors, first aid

POST SECTIONAL

- ____ 1. Sectional managers/designee distribute exit packets to teams including the team's scoresheet, deduction sheet, legality sheet and total team standings.
- ____ 2. Complete Winner Report via TourneyWire - Post online. (Note: Results can be posted after each division).
- ____ 3. Event clean up.
- ____ 4. Complete IHSA Financial Report (due 10 days after the completion of the sectional).

RECOMMENDED PERFORMANCE GYM LAYOUT FOR IHSA COMPETITIVE CHEERLEADING SECTIONAL SITES

Note: Diagram not to scale





Managers Safety Information

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

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

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

Procedure: If a situation occurs outside the lines, therefore outside the jurisdiction of the rulebook, the official shall instruct the host manager to take care of the problem. If possible, this should be done without stopping the competition/performances (i.e. between teams). If not possible, the official should stop competition until the host management takes care of the situation. If the manager, athletic director and/or local school principal is not in the gym, it becomes the responsibility of the host school coach.

The posting of the expected behavior at the gymnasium entrance always helps to clarify to everyone the host school's and the IHSA's expectation.

Prevention: Fans must be seated in an area that is carefully monitored. The IHSA suggests the first couple rows be reserved for senior citizen, handicapped seating, press or other teams. Space directly in front, behind or near officials should be secure to allow the officials an area free of fans to work. Officials should be escorted to and from the competition area and should have safe and secure access in and out of the competition.

IHSA Special Reports, Sport a Winning Attitude (SAWA) Reports. Officials Ratings and Top 15 Lists are all tools that schools and officials can use to report inappropriate behavior and recognize exemplary behavior.

Coaches Questions: Due to the time schedule of the sectional, officials do not have time to address coaches' individual questions. Coaches who have questions after competition can work through their athletic administrator and contact the IHSA office.

2023-24 Competitive Cheerleading PA Announcements

(ANNOUNCE PRIOR TO EACH TEAM COMPETING)

1. On deck is _____ High School.
2. Up next is _____ High School.
3. _____ High School you may take the floor.

1. GENERAL VENUE/SAFETY/GAME MANAGEMENT PA'S

(ANNOUNCE BEFORE THE START OF THE SESSION)

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

(ANNOUNCE BEFORE EACH SESSION)

The possession, distribution, and consumption of alcoholic beverages and other illegal substances are prohibited at the site and on any affiliated property of the IHSA State Series Contest. State series hosts are required to make all state series contest sites and any affiliated property, 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. Event staff will enforce this policy rigorously.

(ANNOUNCE SEVERAL TIMES BEFORE THE START OF EACH SESSION AND DURING THE FIRST FEW MINUTES OF EACH SESSION EACH DAY)

A digital version of the official state final tournament program is available online and accessible from your phone at IHSA.org/StatePrograms. From this site, you can also choose to purchase a hard copy souvenir program from PIP Printing to be delivered directly to your home. The state final program features rosters, stats, history, and more!

2. IHSA MISSION PA'S

(ANNOUNCE ONCE EACH SESSION AND AS NEEDED)

Participation in interscholastic activities generates values that make student-athletes better citizens. Parents, coaches, and officials can reinforce the development of these students by expressing, supporting and displaying those positive values gained by participating and competing. Challenge our young people not just to go to school, but to go beyond. . . with the IHSA. The Future Plays Here!

(ANNOUNCE ONCE EACH SESSION AND AS NEEDED)

For more than 100 years the I-H-S-A has provided the vehicle for recognition of students, their schools and their communities through competition in I-H-S-A sports and activities. But participation in sports and activities is a lot more than just winning and losing. Students who participate in school programs are taught valuable life lessons that will help make them better citizens. Thank you for your attendance here today, and for helping encourage and support high school participation. The Future Plays Here!

(ANNOUNCE ONCE EACH SESSION AND AS NEEDED)

IHSA State Final events are celebrated by schools, competitors, coaches, communities, and fans alike each year, and rightly so. But it is also important to remember that only a small percentage of IHSA participants reach this level of competition. The IHSA exists to foster participation opportunities that will develop and instill positive characteristics that will stay with students long after high school. The Future Plays Here!

(ANNOUNCE ONCE EACH SESSION AND AS NEEDED)

The Illinois High School Association isn't just about sports. The IHSA is proud to be one of the few state high school associations in the country to also offer activities, including Bass Fishing, Chess, Debate, Drama, Speech, Music and Scholastic Bowl. The IHSA wants to create participation opportunities for ALL high school students, so contact them to learn more about how you can participate. The Future Plays Here!

(ANNOUNCE ONCE EACH SESSION AND AS NEEDED)

The IHSA believes in inclusion and is proud to partner with Special Olympics Illinois to promote unified sports at all IHSA member schools. Contact the IHSA to find out how your school can become a Unified Champion School!

(ANNOUNCE ONCE EACH SESSION AND AS NEEDED)

The IHSA is proud to offer participation opportunities for ALL high school students in Illinois. In addition to offering a State Series in nearly 40 sports and activities, the IHSA also conducts state tournaments for athletes with disabilities in basketball, bowling, swimming, and track. Contact the IHSA to learn more about how you can participate.

(ANNOUNCE BEFORE THE START OF EACH SESSION)

The IHSA celebrated the 50th anniversary of Title IX (9) throughout the 2021-22 school year. This landmark law has led to a movement here in Illinois, where more than 140,000 female athletes now compete annually in 18 IHSA sports. Despite all the strides we have made, we still lack of female coaches and officials in the high school ranks. Consider getting involved as a coach or official by visiting IHSA.org

(ANNOUNCE BEFORE THE START OF EACH SESSION)

Fans visit www.ihsa5050.com for your chance to win and support the IHSA Foundation. The IHSA Foundation supports student-athletes pursuing higher education with the intent to serve as teachers, coaches and/or officials as well the student leadership conference and IHSA All-State Academic team. The IHSA Foundation will award \$40,000 in scholarships this year. Check out www.ihsa5050.com and buy a ticket for your chance to win and to support the IHSA Foundation.

3. SPORTSMANSHIP/SAFETY

(READ PRIOR TO START OF EACH SESSION)

The IHSA reminds you of the importance of good sportsmanship at all athletic events. Competing in a safe environment is a tenet of all IHSA events and a right owed to every student. Hate speech or harassment of any kind will not be permitted at this event. Any competitors and spectators identified as using hate speech will be removed from this event and suspended from future events.

(ANNOUNCE AS NEEDED)

All spectators, players, coaches and officials are expected to promote the ideals of good sportsmanship. Adults are reminded that their behavior is a reflection of their school community and has an impact on the youngest fans in attendance. Let's all be active participants in creating a positive atmosphere and a memorable high school experience for all of our players at today/tonight's contest by cheering for your team and being a good neighbor to your opponent. Thank you!

(READ PRIOR TO START OF EACH SESSION)

Fans, please take note of the location of available AEDs at the venue. It would be a life-saving tool in the event of cardiac arrest. (If known) You can find AEDs located at

- **(ANNOUNCE ONCE EACH SESSION AND AS NEEDED)**
Over 30 sports. Over 350,000 competing student-athletes. And one goal...Player safety. From athlete acclimatization plans to pitch limits to concussion legislation, the IHSA and its Sports Medicine Advisory Committee have been, and will remain, on the forefront of student-athlete safety.
- **(ANNOUNCE ONCE EACH SESSION AND AS NEEDED)**
Thank you for joining us for today's state final contest. The IHSA believes that high school athletics bring tremendous value to student-athletes, their schools and their communities. The IHSA is committed to ensuring that all those involved in high school athletics are educated on and equipped to address player safety concerns.
- **(ANNOUNCE ONCE EACH SESSION AND AS NEEDED)**
Interscholastic athletics are an extension of the educational process, and the athletic field is the coach's classroom. Remember Do What's Right! Add A. Tude is for everyone.
- **(ANNOUNCE ONCE EACH SESSION)**
"The IHSA would like to recognize the Illinois Athletic Trainers Association for their dedication and commitment to IHSA sports. Athletic Trainers are Certified and Licensed Healthcare professionals that provide the utmost compassion and care for Illinois High School athletes. There are over 1600 Certified Athletic Trainers throughout Illinois, and they are devoted in keeping student athletes safe from injuries. For more information about Athletic Training, please visit Illinoisathletictrainers.org . Certified Athletic Trainers are HealthCare!"

(ANNOUNCE TWO OF READS BELOW PER DAY – PICK ATHLETE/SPORT SPECIFIC TO EVENT IF APPLICABLE)

- Did you know that before Andre Iguodala (e-gu-doll-a) was an NBA Finals MVP and world champion with the Golden State Warriors, he was an all-state track & field athlete at Lanphier (lan-fear) High school in Springfield? With overuse injuries on the rise, it's a good reminder that special athletes don't always have to specialize in one sport. The IHSA encourages student-athletes to represent their school in as many sports or activities as their schedule allows. Make your four years count by getting involved in IHSA sports and activities!
- Did you know that before Allie Quigley starred for the WNBA's Chicago Sky, she led Joliet Catholic Academy to an IHSA Volleyball State Championship and played on the school softball team? Overuse injuries are on the rise and many medical professionals believe that specialization can be more risk than reward. The IHSA encourages student-athletes to represent their school in as many sports or activities as their schedule allows. Make your four years count by getting involved in IHSA sports and activities!
- Did you know that before Conor Dwyer teamed with Michael Phelps to win a gold medal at the Olympic games in Rio, the Loyola Academy alum participated in four sports for the Ramblers? Overuse injuries are on the rise and many medical professionals believe that specialization can be more risk than reward. The IHSA encourages student-athletes to represent their school in as many sports or activities as their schedule allows. Make your four years count by getting involved in IHSA sports and activities!
- Did you know that before Michael Hermsillo (her-mo-SEE-yo) reached the big leagues with the Chicago Cubs, he was a three-sport star in baseball, basketball, and football at Ottawa Township High School? Overuse injuries are on the rise and many medical professionals believe that specialization can be more risk than reward. The IHSA encourages student-athletes to represent their school in as many sports or activities as

their schedule allows. Make your four years count by getting involved in IHSA sports and activities!

- Did you know that before LaQuon Treadwell was a first round NFL draft pick, he was a two-sport star at Crete-Monee High School in basketball and football? Overuse injuries are on the rise and many medical professionals believe that specialization can be more risk than reward. The IHSA encourages student-athletes to represent their school in as many sports or activities as their schedule allows. Make your four years count by getting involved in IHSA sports and activities!

4. SPONSORS

- **(ANNOUNCE ONCE PER SESSION)**

We're all familiar with the three "Whats"...What is it, What can it do for me, and What does it cost? At COUNTRY Financial, we can help you find the answers, with insurance coverage to help protect what's most important to you...all at a price, you can afford. So while you're juggling work and kids while trying to keep an eye on your future, we'll make sure we're one of the first ones there when you need us most. What should you do next? Visit COUNTRY Financial dot com or contact your local COUNTRY Financial agent to find out more today.

- **(ANNOUNCE ONCE PER SESSION)**

COUNTRY Financial wishes the best of luck to all the athletes here today. The passion and dedication these athletes show for their sport is the same as the passion and dedication our financial representatives provide for their clients.

- **(ANNOUNCE ONCE PER SESSION)**

At COUNTRY Financial®, we provide our clients with the same passion and dedication these outstanding athletes put into their sport. Visit COUNTRYFinancial.com to see how we can help with your insurance and financial needs.

- **(ANNOUNCE ONCE PER SESSION)**

At COUNTRY Financial® we're proud to support the exceptional athletes here today. To solve the big challenges of tomorrow, start with simple steps today. So whether you're protecting your first home, saving for your child's future or preparing for retirement – don't get overwhelmed, get started. Contact your local COUNTRY Financial representative today to find out how we can help you protect what matters most.

- **(ANNOUNCE BEFORE EACH SESSION)**

With medical group physician offices throughout Central Illinois, visit O-S-F Healthcare dot org to find a doctor near you.

- **(ANNOUNCE ONCE PER SESSION)**

Don't get sidelined by an injury or illnesses. OSF Medical Group offers several outpatient clinics throughout the Bloomington-Normal area, with services ranging from primary care to specialists in cardiology.

Contact OSF Medical Group Primary Care to schedule an appointment with our care team today.

- **(ANNOUNCE ONCE PER SESSION)**

Whether you have a cough, fever, sore throat or the flu. The medical professionals at OSF OnCall Urgent Care will know just what to do. We will treat your minor illnesses and injuries with great speed and send you home with any medical supplies you may need. OSF OnCall Urgent Care: In person or virtual, we are always there!

- **(ANNOUNCE ONCE PER SESSION)**

“CheerSounds” offers a variety of products to accommodate the needs of every team and every budget - including premade mixes, make your own mix, and fully custom music. They are also the most popular music provider in the cheer industry, working with over 50,000 teams! CheerSounds knows that the experience is just as important as the final product, that's why their producers and customer service representatives always go the extra mile. The CheerSounds team is proud to provide the best music and the best service. To learn more, visit their website: www.cheersounds.com.

(ANNOUNCE ONCE PER SESSION)

I-H-S-A teams up with Donate Life Illinois to encourage our student-athletes, coaches, families, and fans to save lives as organ and tissue donors. SAY YES and register to be a donor. Talk to your family, learn more, and register your decision to save lives at DONATE LIFE ILLINOIS DOT O-R-G.

(ANNOUNCE SEVERAL TIMES PER SESSION)

The official I-H-S-A State Final merchandise is on sale here at (*facility name*). Fans may choose from T-shirts, sweatshirts, shorts, hats, and a variety of State Final Apparel. Stop by the Minerva Promotions Official IHSA State Final Souvenir booth to shop for your favorite items, or skip the line and buy online at www.ihsastate.com.

(ANNOUNCE BEFORE EACH SESSION)

Visual Image Photography is the official photography service authorized to provide fans attending IHSA state finals with action and award photographs of the participants. You can view all the great photos from this weekends' tournament by visiting their web site. Just go to www.V-I-P-I-S.com.

(ANNOUNCE ONCE PER SESSION)

- Gatorade is Fueling today. Fueling the future. Fueling the student-athletes and teams competing in all IHSA State Final events. Gatorade...win from within.
- Gatorade. For athletes who move the game forward, we're creating the fuel to do the same. Fueling today. Fueling the future. Fueling the student-athletes and teams competing in all IHSA State Final events. Gatorade...win from within.
- Gatorade. For athletes who move the game forward, we're creating the fuel to do the same. Innovating beyond hydration to create the future of sports fuel. Fueling today. Fueling the future. Fueling the student-athletes and teams competing in all IHSA State Final events. Gatorade...win from within.

5. IHSA INITIATIVES

(ANNOUNCE THROUGHOUT THE DAY)

www.ihsa.org is the address for the IHSA. Check it out anytime you want to find out immediately what's happening with high school sports & activities throughout Illinois. IHSA.org is your home for schedules, scores and more!

(ANNOUNCE ONCE PER SESSION)

Did you know that the IHSA annually honors 26 of the best and brightest students in the state with its All-State Academic Team? The event not only provides recognition through a celebratory banquet, but it is also a great accolade for students when applying for college scholarships and jobs. Contact the IHSA for more information on how to nominate a current high school senior.

(ANNOUNCE ONCE PER SESSION)

Doctor, Scientist, Hollywood Producer and Foreign Affairs Officer for the State Department's European Bureau are just few of the awesome careers that recent IHSA All-State Academic Team members have gone on to become. Nominate the best and brightest seniors from your high school for this amazing award by contacting the IHSA.

(ANNOUNCE ONCE EACH SESSION, UNLESS THERE IS A LACK OF STUDENT SECTIONS)

Attention student sections...it's time for you to get recognized for being loud and proud. The IHSA Student Advisory Committee is holding its annual Student Section Showdown right now to crown the two best student sections in the state based on sportsmanship and spirit. To compete, all you need to do is submit a video of your student section in action. Click the Student Section Showdown button on the front page of IHSA.org for more information.

(ANNOUNCE THROUGHOUT THE DAY)

Attention fans, it's time for you to make the call!...No, this isn't an in-game promotion, it's time for you to get involved as an IHSA official, and literally start making the calls. Contact the IHSA today so we can walk you through the steps for becoming an official and you can begin enjoying the camaraderie and extra income that goes along with working the sports you already love.

(ANNOUNCE THROUGHOUT THE DAY)

Think you know the game as well as the officials on the _____ (field, court, deck, etc.). Prove it to yourself by becoming an IHSA official. Contact the IHSA today so we can walk you through the process for becoming an official and you can begin enjoying the camaraderie and extra income that goes along with working the sports you already love.

6. BROADCAST

(ANNOUNCE AT START OF EACH SESSION)

Attention, fans! Today's game is streaming live on the NFHS Network. With the NFHS Network, you can watch live and on-demand high school sports on any device, wherever you are. Text your friends and family who aren't here and invite them to watch live now at N F H S NETWORK (DOT) COM or with the NFHS Network app for Apple and Android.

(ANNOUNCE SEVERAL TIMES EACH SESSION)

Looking to match this event on-demand? Visit NFHSNetwork.com to order and download a digital copy any time. The IHSA.TV broadcast of every (game/match/event/contest) from the 2023-24 IHSA _____ (insert sport) State Finals is available at NFHSNetwork.com.

(ANNOUNCE THROUGHOUT THE DAY)

Do you love reliving great moments in IHSA history? Then the IHSA Archives YouTube page is for you. Visit YouTube.com Backslash IHSA Archives to see a growing library of nearly 1,000 classic IHSA contests in multiple sports, including some of the oldest high school basketball footage in the world.



Instructions for Submitting Sectional Winner Report

Sectional Managers are required to complete the competitive cheerleading sectional winner report online in the immediately following the sectional tournament. For the IHSA Competitive Cheerleading competition, Winner Reports are submitted via the TourneyWire www.tourneywire.com tournament management program.

Following the awards assembly after every division, managers can go into TourneyWire and click the 'Post final results' button. Then scroll down, confirm the results, and click 'Post results'. After clicking this button, those results will be both posted on TourneyWire.com and marked as ready for the IHSA state tournament scheduler to use.

If you have any questions accessing tourneywire prior to your sectional, please call the IHSA Office 309-663-6377 M-F from 7:00 a.m.- 3:15 p.m. and ask for Carol Carr or e-mail ccarr@ihsa.org. If you have questions on the day of sectionals contact Ben Stewart - TourneyWire at support@tourneywire.com.

The IHSA Winners Report **MUST** be completed immediately after the conclusion of your sectional so state final programs can be prepared.



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 Severe Weather Safety Guidelines

To be used during any IHSA state series contest

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

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

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

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

PROACTIVE PLANNING

- 1) Assign staff to monitor local weather conditions before and during practices and contests
- 2) Develop an evacuation plan, including identification of appropriate nearby safer areas and determine the amount of time needed to get everyone to a designated safer area:
 - a. A designated safer place is a substantial building with plumbing and wiring where people live or work, such as a school, gymnasium or library. An alternate safer place from the threat of lightning is a fully enclosed (not convertible or soft top) metal car or school bus.
- 3) Develop criteria for suspension and resumption of play:
 - a. When thunder is heard, or lightning is seen*, the leading edge of the thunderstorm is close enough to strike your location with lightning. Suspend play for at least 30 minutes and vacate the outdoor activity to the previously designated safer location immediately.
 - b. 30 minutes rule. Once play has been suspended, wait at least 30 minutes after the last thunder is heard or lightning is witnessed* prior to resuming play.
 - c. Any subsequent thunder or lightning* after the beginning of the 30-minute count will reset the clock and another 30-minute count should begin.
 - d. When lightning-detection devices or mobile phone apps are available, this technology could be used to assist in making a decision to suspend play if a lightning strike is noted to be within 10 miles of the event location. However, you should never depend on the reliability of these devices and, thus, hearing thunder or seeing lightning* should always take precedence over information from a mobile app or lightning-detection device.
*- At night, under certain atmospheric conditions, lightning flashes may be seen from distant storms. In these cases, it may be safe to continue an event. If no thunder can be heard and the flashes are low on the horizon, the storm may not pose a threat. Independently verified lightning detection information would help eliminate any uncertainty.
- 4) Review the lightning safety policy annually with all administrators, coaches and game personnel and train all personnel.
- 5) Inform student-athletes and their parents of the lightning policy at start of the season.

EVACUATION PLAN

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

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

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

Wet Bulb Globe Temperature [®]

These requirements represent minimum standards that IHSA member schools must follow for all athletic activities and competitions, both outdoors and indoor facilities that are not airconditioned. Schools with more restrictive guidelines are not expected to modify any pre-existing guidelines in order to meet this policy. These guidelines will also be used by managers or their designees at all IHSA state series events when the Wet Bulb Globe Temperature (WBGT) is above 80 degrees Fahrenheit. Decisions to suspend and resume activity will be in accordance with these guidelines.

Pre-Practice Preparation:

1. Thirty minutes prior to the start of an activity, and minimally every 30 minutes after the start of the activity, temperature and humidity readings will be taken at the site of the activity. Using a Wet Bulb Globe Thermometer is required.
- a. Record the readings in writing and maintain the information in files of the tournament manager and/or host school administration. Tournament managers may designate someone other than themselves to take these readings.
2. Provide cooling stations such as shade, ice towels, misting fans, etc. for before, during, and after activity.
3. Provide ample amounts of water. This means water should always be available and athletes should be able to take in as much water as they desire.

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

Cat 2	Activity Guidelines
< 79.9	Normal Activities – Provide at least three separate rest breaks each hour with a minimum duration of 3 min each during the workout.
80.0 - 84.5	Use discretion for intense or prolonged exercise; Provide at least three separate rest breaks each hour with a minimum duration of 5 min each. Cold Water Immersion must be available. (see below)
84.6- 87.5	Maximum practice time is 2 h. Contests may conclude if the temperature moves to orange mid-game with the required breaks provided. No new contests may be started if the temperature is in this range. <u>For Football:</u> players are restricted to helmet, shoulder pads, and shorts during practice. If the WBGT rises to this level during practice, players may continue to work out wearing football pants without changing to shorts. <u>For All Sports:</u> There must be 20 min of rest breaks distributed throughout each hour of practice. Cold Water Immersion must be available. (see below)
87.6 - 89.9	Maximum practice time is 1 h. <u>For Football:</u> No protective equipment may be worn during practice, and there may be no conditioning activities. <u>For All Sports:</u> There must be 20 min of rest breaks distributed throughout the hour of practice. Cold Water Immersion must be available. (see below) Consider postponing games or practices until a cooler time of day.
> 89.9	No outdoor workouts. Delay practice until a cooler WBGT is reached. Table 1 (all temperature readings as measured by WBGT devise)

Treatment of Exertional Heat Stroke and Cold-Water Immersion:

In the event of potential Exertional Heat Stroke (EHS), each school participating in interscholastic sports shall be properly prepared and equipped to activate EMS and initiate rapid whole-body cooling using an evidence-based cooling modality. The current best practice for the treatment of exertional heat stroke is rapid whole-body cooling via Cold Water Immersion (CWI) on-site followed by transport to advanced medical care (Cool first transport second). If whole-body CWI is not readily available, alternate evidence-based whole-body cooling techniques can be utilized (e.g. TACO method). The best practices shall be carried out by a licensed athletic trainer, designated healthcare provider, or EMS provider. In the event that these medical providers are not available and heat illness is suspected, cooling should be initiated until advanced medical personnel arrives.

The cooling modality shall be ready for immediate use when WBGT is at or above 80F. At WBGT temperatures below 80F the cooling modality should be readily available.

Cooling Methods Due to Heat Related Illness

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

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

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

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

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

Resources

1. *Procedure for Avoiding Heat Injury/Illness through Analysis of Heat Index and Restructuring of Activities and Recommendations for Cooling Methods Due to Heat Related Illness.* Kentucky Medical Association/Kentucky High School Athletic Association. 2010.
2. Binkley HM et al. NATA Position statement: *Exertional heat illness.* J Ath Training 2002; 37: 329-343.
3. Casa DJ et al. *Survival strategy: Acute treatment of exertional heat stroke.* J Strength Conditioning Res 2006; 20: 462.
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IHSA Protocol for Implementation of NFHS Sports Playing Rule for Concussions

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

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

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

Definition of a Concussion

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

Behavior or signs observed indicative of a possible concussion

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

Symptoms reported by a player indicative of a possible concussion

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

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

1. During the pre-game conference of coaches and officials, the official shall remind the head coaches that a school-approved appropriate health care professional (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
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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.

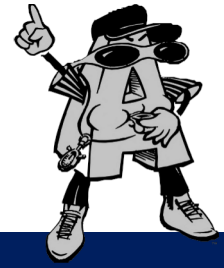
The program offers training in the subject matter of concussions, including evaluation, prevention, symptoms, risks, and long-term effects. Coaches will be able to access the program after logging into the IHSA Schools Center and clicking on the “CON” tab, which will be located under the ‘Departments’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



Unmanned Aerial Vehicle (Drone) Policy

For IHSA Tournaments

Effective February 18, 2015

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

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

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

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