

2023-2024

**Boys & Girls
Swimming & Diving**

**IHSA Manual for
Schools & Managers**





2023-2024 Swimming & Diving Manual

Table of Contents

School Information 1-20

Terms & Conditions.....	2-11
Important Dates	12
List of Participants Instructions	13-15
Electronic Sectional Seed Meeting Timeline.....	16
Reminders	17
Diving Scoresheet	18
Replacement/Duplicate Award Order Form.....	19-20

Manager Information 21-27

Host Information	22-23
Hy-Tek Instructions.....	24
Meet Manager Checklist	25
Sectional Manager Winning Results Reporting Instructions	26-27
Awards Delivery.....	28-29

General Information 30-43

Emergency Action Plan.....	31-32
Weather Policies & Resources.....	33-35
Severe Weather Safety Guidelines	33
Wet Bulb Globe Temperature	34
Cooling Methods	35
Sports Medicine Policies & Resources	36-37
IHSA Protocol or Implementation of NFHS Sports Playing Rule for Concussions	36
Return to Play (RTP) & Return to Learn (RTL)	37
Mandatory Concussion Education.....	37
Do What's Right Sportsmanship	38-39
School's Responsibility.....	38
DWR Expectations	39
State Final Student Media/Video Taping.....	40
Internet Video Broadcasting Information.....	41
Drone Policy.....	42
IHSA Licensed Vendor	43

Revision History:

School Information

**IHSA Manual for
Schools & Managers**



State Series Terms & Conditions

In accordance with Section 1.450 of the IHSA Constitution, the Board of Directors has approved the Terms and Conditions governing the 2023-2024 IHSA Girls/Boys Swimming & Diving Series.

I. SCHOOL CLASSIFICATION

A) Competition in the IHSA Girls & Boys Swimming and Diving Tournament Series will be held for all member schools without classification.

B) Students with physical/visual disabilities will compete in girls' or boys' swimming against other students with physical disabilities regardless of school classification. A disability is a physical impairment that substantially limits one or more major life activity.

1) Students with physical/visual disabilities wishing to participate in the girls' or boys' swimming events for students with physical/visual disabilities must have a statement of disability on file with appropriate personnel responsible for student health issues at the student's school. The IHSA reserves the right to request this documentation as part of the entry process.

2) Competitors with physical/visual disabilities will be categorized into one of two classifications based on U16/18 standards developed by Wheelchair and Ambulatory Sports USA (WASUSA).

3) Competitors who are classified as S1-S7 shall participate in Classification A.

4) Competitors who are classified as S8-S13 shall participate in Classification B.

5) Student athletes with physical/visual disabilities (or any adult acting on their behalf, e.g., a coach, parent, or guardian) are required to provide their school with a written statement of their classification, for purposes of the 2023- 2024 IHSA swimming and diving championship series, by any of the following means at the time of registration for the 2023-2024 swimming season:

6) Provide an official WASUSA classification card or other evidence demonstrating the athlete's classification category; or If a student athlete with a physical/visual disability is not classified as detailed above by the time of the Sectional meet, the athlete may still be allowed to swim in the athletes with physical/visual disabilities division but will automatically be classified to swim under Classification B. A student athlete with a physical/visual disability may not swim under a provisional status in

more than one IHSA State Series in his/her high school career.

II. DATES AND SITES

A) Girls Sectional meets will be held on November 4, 2023, at 16 sites. Sectional assignments will be posted on the IHSA web site mid-September.

B) Girls State Finals will be held on **November 10-11**, at FMC Natatorium @ Ty Warner Park, Westmont

C) Boys Sectional meets will be held on **February 17**, at 16 sites. Sectional assignment will be posted on the IHSA website mid- November.

D) Boys State Finals will be held on **February 23-24**, at FMC Natatorium @ Ty Warner Park, Westmont

III. SCHOOLS AND OFFICIALS CENTER INFORMATION, ONLINE SCHOOL ENTRIES, RULES MEETING PRESENTATION, WITHDRAWAL PROCEDURE, ELIGIBILITY, AFFIRMATIVE ACTION, AND ONLINE LIST OF PARTICIPANTS

A) The policy for Original School Entry Deadlines, Late Entries, and Late Withdrawals shall be the policies and procedures regarding entry for all IHSA-sponsored sport/activities. For complete instructions, please login to the IHSA Schools & Officials Center with your Official Representative USER ID and Password. Click on the activity tracker and click the button to add sports for the upcoming year. Sports Entry Deadlines are Aug. 28 (fall), Nov. 1 (winter).

B) Online School Entries (Including individuals in the Students with Physical/Visual Disabilities Division): All Official Representatives must login to the IHSA School Center; click on "Sport & Activity Tracker"; click on "enter your teams or individuals". There you will select the sports and activities your school will participate in during the 2023-2024 school term. IHSA uses this information to assign schools to Sectionals after the Fall entry deadline (August 28 and November 1 (Winter).

C) Late Online School Entries: Schools that wish to enter Girls Swimming after August 28 will be considered late. To be considered for late entry, the Principal/Official Representative must email Kraig Garber (kgarber@ihsa.org) for approval. A penalty fee of \$100.00 may be assessed.

D) Schools that wish to enter Boys Swimming after November 1 will be considered late. To be considered for late entry, the Principal/Official Representative must email Kraig Garber (kgarber@ihsa.org) for approval. A penalty fee of \$100.00 may be assessed.

E) Six-Contest Verification

1) Teams: Schools must verify that the school's boys or girls interscholastic team has participated in six boys or girls interscholastic meets during the current Boys and Girls Cross-Country season. This allows teams to compete for team honors (trophy) during the state meet in accordance with IHSA By-law 3.054.

2) Individuals: Schools with only individuals competing do not check the Six Contest Verification box. Individual entries are not eligible to compete for team honors (trophy).

F) Required Rules Video Presentation: The Head Coach of every participating school and officials): The Swimming & Diving Online Rules Video begins August 8



and ends on September 12). Boys Swimming & Diving head coaches can view the presentation through November 27.

If you coach at two different schools or are a coach and an official, or if you are a girls and boys diving coach, you must contact Cheryl Lowery at the IHSA Office (clowery@ihsa.org), once you have been given for watching the presentation once so she can verify and manually give you credit for the other position you hold. Our server runs an update every evening, if you view the presentation and it doesn't give you credit (within 24 hours) the first time, contact Cheryl Lowery at the IHSA Office.

G) Diving Rules Presentation (Required for coaches and officials to serve on Sectional Dive Panel) - Refer to the Online Seeding Meeting Timeline in the Manual for Schools and Managers.

H) Breach of Contract By-Law 6.041 (Withdrawal Procedure): You must withdraw by notifying the IHSA Office, not the Sectional Manager. To withdraw without penalty, the Official Representative from the school must email Cheryl Lowery (clowery@ihsa.org) at the IHSA Office, notifying IHSA of the school's intention to **withdrawal by 11:59 p.m. Monday, October 30 (Girls)/February 12 (Boys).**

Note: If a school withdraws after the deadline and/or does not show up for competition, the school will be charged a \$100 penalty. 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.

I) Eligibility

All member schools in good standing may enter an individual(s) or a team under the provisions of IHSA By-law 3.054 for both the able-bodied swimming and diving program and the events for students with physical/visual disabilities. In accordance with By-law 3.050, schools are subject to entering eligible student-athletes.

J) Affirmative Action Policy: Only boys may participate in the boys' competition in the meet series and only girls may participate in the girls' competition in the meet series, except as provided in the Illinois High School Association Affirmative Action Policy.

K) Online List of Participants (Including individuals participating in the Students with Physical/Visual disabilities Division): Each school entering the sectional (whether entering a team or an individual) must submit its Online List of Participants via the Internet through the IHSA Schools Center Web Site. to the IHSA Office. Complete instructions are posted in the Manual for Schools. If a school does not submit the Online List of Participants by the deadline, coaches and participants from that school are subject to sanctions, which could include but not be limited to being ruled ineligible to compete in the Sectional. Schools which do not submit their school's Online List of Participants and are consequently ruled ineligible for the Sectional and must formally withdraw

(see Withdrawal Procedures/Breach of Contract above in Section III-C).

SPACES LEFT BLANK DURING THE ONLINE LIST OF PARTICIPANT PROCESS MAY NOT BE FILLED IN AFTER THE ONLINE LIST OF PARTICIPANT ENTRY DEADLINE.

L) COACHES NAMES: If a coach on your coaching staff doesn't appear in the drop-down menu when completing the List of Participants, any of the following missing requirements will not allow you to add your coach until it has been completed. School Administrators can check the Staff Compliance page in your IHSA Schools Center to determine the missing requirement for that staff member:

- 1) Designated as Head Swimming Coach, Head Diving Coach or Assistant Coach (Head Diving coaches must complete the yearly Diving Rules Presentation to be considered for the Sectional Diving Panel.)
- 2) Designated coaching certification (ASEP/ISBE/NFHS, including Sports First Aid).
- 3) Designated completion date for the PES Examination
- 4) Designated completion date for the Concussion Risk Management Exam-80%- 24 out of 30. (Every two school terms).
- 5) Designated completion date for the Hate Speech/Harassment Video (Every Two School Terms).

NOTE: Coaches who wish to be considered for the Sectional Diving panel must also view the required Diving Rules Presentation, be nominated by the Head coach on the List of Participants and be listed as the Head Diving Coach in their IHSA Schools Center.

A school may enter two contestants in each individual swimming event and two contestants in the diving event. A school can enter a maximum of two (2) participants per event in each gender for the physical/visual disabilities division.

IV. HOST FINANCIAL ARRANGEMENTS

A) Host school shall pay for all local expenses. Each sectional host will receive a guarantee of \$700.00. A financial report must be sent by the sectional manager to the IHSA office within 10 days following each sectional meet. This form can be found in the "H Tournament Hosting & ScoreZone" section.

B) Neither the State Association nor the local meet manager will assume responsibility for any other contestant expenses of any kind for any meet except those expenses specified above.

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



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

- Sectional: Digital Ticket: \$6.00
- Cash Ticket: \$7.00

E) State Final as follows:

Diving tickets are \$15 per day via the GoFan digital ticketing platform.

Swimming tickets must be purchased as a set (Friday/Saturday ticket) for \$30 per child, student or adult and must be purchased through the GoFan digital ticketing platform.

The Sectional meet revenue shall include the television and radio rights fees collected by the Sectional manager as provided for in Item IV-E and IX-G.

F) Rights Fees for TV and Radio: See the IHSAA web site (www.ihsaa.org) for the fees to be charged by Local Managers and/or the IHSAA for television and cable broadcasts and radio originations.

Note 1: All seed times submitted for Sectional meet seeding must be recorded to hundredths. Times submitted in tenths shall have the factor nine (9) added to them for seeding purposes (i.e., 55.1 for a Backstroke time will be changed to 55.19 at the Seeding Meeting.)

Note 2: Verified non-interscholastic times for relay team entries shall not be "add-up" times.

Note 3: A verified leadoff relay time is not an acceptable individual seedtime in the appropriate event.

Note 4: Entries will be assigned to heats and lanes in the swimming events determined by (1) best times; and, (2) the composite opinion of the head Girls'/Boys swimming coaches. In case of a discrepancy, (2) is to take precedence over (1). Coaches must be prepared to present evidence (which might include official meet results) to support the times submitted for seeding purposes at the Sectional meet.

C) Scratch Meeting: A scratch meeting with the Sectional Referee and all coaches shall be held immediately prior to the start of the Sectional Swimming and Diving Meet. After the scratch meeting, there shall be no substitutions or changes in a school's entries. Only changes related to illness or injury will be permitted at the Sectional Scratch Meeting (see V-G. below), and in individual events only.

Entry Substitutions: AT THE SECTIONAL MEET - In case of illness or injury, as certified to in writing by a principal or physician, an entry substitution may be made in an individual event following the Electronic Sectional Seed Meeting on a person for person basis only. Additionally, in circumstances where the school has deemed an athlete ineligible to compete as certified to in writing by a principal, an entry substitution may be made in an individual event following the Electronic Sectional Seed Meeting on a person for person basis only. These substitutions must be made at the Sectional Meet Scratch Meeting (Referee and all coaches) to be held immediately prior to the start of the Sectional meet. No contestant shall be permitted to change events in order to act as a substitute.

Note: A different swimmer may be substituted in each event in which the injured or ill swimmer was entered. All Swimmers/Divers used as substitutes must have been on this year's school team and must be eligible in all respects.

V. SECTIONAL TOURNAMENT ASSIGNMENTS AND SEED MEETINGS

A) All schools who complete their On- Line School Entry for both the able-bodied swimming and diving program and the events for students with physical/visual disabilities by the deadline in the IHSAA Girls/Boys State Swimming and Diving Meet Series will be assigned to compete in one of the sixteen (16) Sectional meets depending on geographic basis. School Sectional Assignments will be posted on the respective IHSAA Swimming/Diving Activity Web Page Mid- September (Girls) and Mid-November (Boys).

B) ONLINE ELECTRONIC SECTIONAL SEEDING MEETING: Please refer to the Swimming & Diving Manual for Schools & Managers for instructions and the timeline.

PERMISSIBLE CHANGES DURING THE ELECTRONIC SECTIONAL SEEDING: After the LOP deadline, changes to names or times will not be permissible for neither individual events nor relays. The only allowable entry changes prior to 6:00p.m. of the Electronic Seeding meeting are those that involve circumstances where the school has deemed an athlete ineligible to compete as certified to in writing by a principal or a licensed physician in cases of illness or injury. This type of entry change is only applicable to individual events and on a person for person basis. Relay entry changes are not permissible under any circumstances after the LOP deadline. Other allowable changes that may be made prior to 6:00p.m. of the Electronic Seeding meeting are those that involve misspelling of names or a correction to an athlete's year in school.

NOTE: Individual swimmers who do not have an interscholastic time for the current season must submit a non-interscholastic time for seeding purposes. The principal must provide written verification of accuracy to the Sectional manager, the non-interscholastic time has been performed in actual competition during the period of July 1, 2023 through the current Girls/Boys swimming season. These non-interscholastic time verifications from the principals must be available for review by competing team coaches upon request. If an interscholastic time that has been performed during the current season is available, it must be used for seeding purposes at the Sectional meet. "No Time" entries shall not be accepted. Schools do not need to submit a time for the competitor(s) it is entering in the Students with Physical/Visual Disabilities Division.

VI. SECTIONAL TOURNAMENT STRUCTURE AND TIME SCHEDULES

A) For the Sectional meets, the local managers shall hold Electronic Seed Meetings on Wednesday prior to sectionals. Please refer to the Manual for Schools & Managers for complete instructions.

B) SUGGESTED Sectional Meet Time Schedule: Saturday, November 4, 2023 (Girls) and Saturday, February 17, 2024 (Boys). The host school WILL determine when they open the doors for participants and spectators prior to the start of the meet. Sectional Meet Managers will provide final details prior to the Sectional Meet to the schools assigned to their Sectional Meet.

- 100 minutes prior to competition - Pool board(s) open for Diving Warm-ups
- 60 minutes prior to competition - Deadline for divers and coaches to initiate entry changes
- 15 minutes prior to competition - Boards close
- 10 minutes prior to competition - Diving Referee speaks with divers



- 5 minutes prior to competition - Diving Referee speaks with judges

C) Swimming Order of Events:

- 200-Yard Medley Relay
- 200-Yard Freestyle for Students with Physical/Visual

Disabilities

- 200-Yard Freestyle
- 200-Yard Individual Medley
- 50-Yard Freestyle for Students with Physical/Visual

Disabilities

- 50-Yard Freestyle
- **(15-Minute Break)**
- 100-Yard Butterfly
- 100-Yard Freestyle for Students with Physical/Visual

Disabilities

- 100-Yard Freestyle 500-Yard Freestyle
- 200-Yard Freestyle Relay
- **(15-Minute Break)**
- 100-Yard Backstroke
- 100-Yard Breaststroke for Students with Physical/Visual

Disabilities

- 100-Yard Breaststroke
- 400-Yard Freestyle Relay

Note: All Swimming events at the Sectional meets shall be conducted on the "Timed Finals" basis. No preliminary or final heats shall be held.

A) The Girls State Final Meet will take place on November 10-11, 2023, and the Boys State Final Meet will take place on February 23-24, 2024. A detailed schedule for the state final meets will be posted in the Resources section of the Girls or Boys Swimming and Diving web- pages at least one week prior to the state final events.

B) ADVANCEMENT OF WINNERS

1) The first-place winners in each individual swimming event and the first-place winners in the diving from each Sectional meet shall advance to the State Final meet and compete in the events in which they qualified.

2) In Addition, any individual or relay team in the swimming events who equals or surpasses a minimum qualifying time in the Sectional meets shall be certified by the meet manager and shall advance to the State Final meet in the qualifying event(s). Legal lead-off leg times may not be used to qualify to the State Meet in corresponding individual events.

3) The first-place winners in each individual swimming event for swimmers with physical/visual disabilities from each Sectional meet shall advance to the State Final meet and compete in the events in which they qualify. In addition, any individual who equals or surpass- es a minimum qualifying time in the Sectional meets shall be certified by the meet manager and shall advance to the State Final in the qualifying event(s). Qualifying times for girls or boys to advance from the sectional to the state finals in the physical/visual disabilities division shall be based on the gender appropriate WASUSA S5/U16/18 standard for Classification A and WASUSA S8/U16/18 standard for Classification B

VII. STATE TIME SCHEDULE



State Swim Qualifying Standards: Sectional Qualifying Standards for the Boys and Girls State Finals are determined in the following manner. The Qualifying Standards for each individual swimming event will be calculated by determining the 36th place time from all sectionals. That time will then be used to obtain an average of the last THREE years' average times in each event. In relay events the same process will be implemented but the 30th sectional place time will be used to make the calculations. Using this process, the proposed qualifying standards for the 23-24 seasons are

Event	2023 Girls	Students with Physical/Visual Disabilities		2024 Boys	Students with Physical/Visual Disabilities	
		Class A	Class B		Class A	Class B
200 Medley Relay	1:48.67			1:36.87		
200 Free	1:56.12	7:30.00*	5:30.00*	1:44.45	7:00.00*	5:00.00*
200 IM	2:10.25			1:57.20		
50 Free	:24.36	3:00.00*	2:15.00*	:21.72	2:45.00*	2:00.00*
100 Butterfly	:58.33			:51.98		
100 Free	:52.97	4:45.00*	3:30.00*	:47.60	4:15.00*	3:00.00*
500 Free	5:13.47			4:46.31		
200 Free Relay	1:39.08			1:27.40		
100 Back	:58.44			:52.92		
100 Breast	1:06.85	5:30.00*	5:00.00*	:59.22	5:00.00*	4:30.00*
400 Free Relay	3:36.89			3:12.78		

* Proposed SQT same as last year

Important Notice:

Sectional hosts are required to email Kraig Garber (kgarber@ihssa.org) a complete set of meet results immediately after completing the Winner Report before leaving the site.

In the diving event at the Sectional Meet the sixteen (16) divers with the highest scores in Rounds 1, 2,3,4 and 5 shall qualify for semifinal Rounds 6,7 and 8, the twelve (12) divers with the highest total score after Round 8 shall qualify for the finals.

All swimming events in the Sectional meets shall be conducted on the "Timed Finals" basis. No preliminary or final heats will be held.

Note: All Sectional times shall be recorded to two decimal places. In the event automatic timing equipment fails, and stopwatches are used for backup timing, times shall be recorded in accordance with Rule 6-1-2.

In the diving event at the State Final, the twenty (20) divers with the highest scores in Rounds 1,2,3,4 and 5 shall qualify for semifinal Rounds 6,7 and 8, the sixteen (16) divers with the highest total score after Round 8 shall qualify for the finals.

Note: In the event of a tie for the final qualifying position in the State Finals (16th place), all divers tied for 16th place will dive in the finals. However, as per Item X-B-1 in these terms and Conditions, all competitors will be competing for a maximum of 16 medals. The top 16 scores at the conclusion of the final three

dives will receive medals. No additional medals for any additional qualifier will be awarded (unless after all dives are completed there remains a tie for the 16th position).

In the State Final meet, there shall be eight (8) contestants qualifying from preliminaries for the championship finals and eight (8) contestants qualifying for the consolation finals in the swimming events. In case of a tie for the last qualifying place, a swim-off should be conducted not later than 45 minutes after the last heat of the last event in which any of the swimmers in question has competed during that session of the meet.

Note: All times shall be recorded to two decimal places. In the event automatic timing equipment fails, and stopwatches are used for backup timing, times shall be recorded in accordance with Rule 6-1-2.

VIII. TOURNAMENT RULES

A) The current Swimming and Diving Rules published by the National Federation of State High School Associations are the official rules governing the competition in all state series meets unless otherwise specifically provided for in these Terms and Conditions or in printed instructions to meet managers.



B) In accordance with IHSA By-laws 2.020 and 2.070, every school is required to have a certified coach or Off. Representative present always during the sectional meet and be available for assignment as might be required by the meet manager. If a school does not have a qualified coach or faculty representative present at the Sectional site during warm-ups or competition, that school's competitors shall not be permitted to participate. Note: Schools are reminded that only coaches and faculty representatives who meet the provisions of IHSA By-law 2.020 and 2.070 and who are listed on the School's Online List of Participants shall be permitted to serve in those capacities at the Sectional.

C) A school may enter into the IHSA Swimming and Diving State Series one relay team in each relay event. All eligible schools are allowed to enter four (4) swimmers and four (4) alternates (8 names maximum). Any school qualifying at least one relay for the state finals will be issued one (1) additional deck pass for the alternate of the school's choice. This single deck pass is to be issued to the individual selected by the coach to represent the team as the teams designated relay alternate. The other alternates listed in the schools List of Participants at the time of entering the State Series will not be provided deck passes. No alternate listed in the List of Participants will be provided spectator tickets for any day of the state final events. As always, any athlete listed as an alternate in a specific relay(s) can be used to swim in that relay. NOTE: For all teams, the IHSA will use the athlete's names that competed at the sectional meet in any relay(s) for the purpose of determining quantities of participant's deck passes and spectator tickets that will be available to qualifying individuals at the state meet.

D) In accordance with Rule 3-2-1, an individual contestant shall be permitted to enter a maximum of four events, no more than two of which may be individual events. Being designated as a member of a relay team does not count as an entry unless the competitor competes in the event.

Note: Regarding contestant limitations, the Sectional and State Final meets shall be separate meets.

E) Student-athletes in the physical/visual disabilities division shall be allowed to swim in up to four individual events in the Sectional meet. In the State Championship Meet, an athlete with a physical/visual disability, who qualified in the applicable events through the sectional, shall be guaranteed to swim in at least two events and shall be able to swim in up to four (4) events if there are two (2) athletes with disabilities of any classification swimming in the third and fourth events. Starts at both the sectional and state finals can be from the platform, the pool deck, or in water.

F) **At the Sectional meets**, the panel of judges for diving shall be comprised of five (5) persons, The Meet Referee and Starter (assigned by the IHSA Office) and three nominated Head Diving Coaches from the schools participating in the Sectional meet. Head Diving Coaches that wish to be considered as Dive Judges are required to view the Diving Rules Presentation found in the IHSA School Center and be nominated by their Head Swimming Coach.

Note 1: Wednesday prior to Sectionals. Deadline to vote for 3 coaches to serve on sectional dive panel from the list of eligible coaches must be returned to the Sectional Host by 6:00 p.m. Only coaches from schools that have divers competing in the sectional competition may vote. Only names of coaches who received credit for the Diving Rules Presentation and were nominated during the school's List of Participants process will be listed for the vote.

Note 2: Diving Score Sheets will be distributed at Diving practice on Wednesday prior to Sectionals and will be available on Saturday morning of the Sectional Meet (2 forms per school).

G) At the State Final meet, the IHSA Office shall assign all officials, including a Referee, Starter, Diving Referee, Head Timer, Head Finish Judge and Coordinator of Officials as well as two panels of seven (7) diving judges.

All diving judges must be a Certified IHSA Swimming & Diving official. The first diving panel shall judge rounds 1, 2, 6, 7 and 8 and comprised of (7) IHSA certified officials. The second diving panel shall judge round 3, 4, 5, 9, 10 and 11 and shall be comprised of (7) IHSA officials.

Note 1: To be eligible for appointment to the diving panels at the State Final meet, diving officials must have attained the Certified © level within the IHSA promotional system.

Note 2: To be eligible for appointment to the diving panels at the state meet, IHSA officials must have attended a level 2 clinic within the preceding one (1) year.

Note 3: To be eligible for appointment to a diving panel at the state meet, the IHSA official must have viewed BOTH the annual rules presentation video AND the separate diving judging video.

The six (6) assigned Head Officials for the state meet (Coordinator of Officials, Meet Referee, Starter, Diving Referee, Head Timer and Head Finish Judge) shall NOT serve on a State Final Diving judging panel.

Note 4: If there ever exists an inadequate number of certified officials to complete two panels of seven judges as described here, the IHSA Assistant Executive Director for Swimming and Diving retains the ability to assign Recognized (R) level officials only after all eligible and available Certified level officials have been exhausted.

H) **In accordance with IHSA By-law 6.033 and the Swimming and Diving Rules, the decision of the Meet Referee and Diving Referee shall be final.**

I) **Conduct of swimmers and divers:**

Unsportsmanlike conduct by coaches or contestants or the use of profane language by coaches or contestants will not be tolerated and shall be punishable under the provisions of Bylaws 3.141 and 4.061.

J) **Uniforms:** Swimmers and divers shall wear suits that comply with specifications included in the modified NFHS Rule 3-3. Coaches and athletes are encouraged to work with their distributor to determine if any suit meets the standards defined in 3-3. To be deemed a legal suit, any suit must meet the style and construction restrictions described in rule 3-3, (i.e.: must be completely permeable to water and air). A suit listed on the FINA list of approved suits will be legal for competition. Not being



included on that list does not necessarily mean the suit is not legal. It is legal to wear two caps.

K) In the swimming events at the Sectional meets, points shall be awarded to the swimmers achieving the Twelve (12) fastest times in each event.

L) In the swimming events at the State Final meet, points for first through sixth places shall be awarded solely on the order of finish in the championship finals. Points for seventh through sixteenth (16th) places shall be awarded solely on the basis on the order of finish in the consolation finals.

M) Diving: At the Sectional, points for the first through twelve (12th) places shall be awarded solely on the order of finish in the championship finals. At the State Final meet, points for the first sixteen (16) places shall be awarded solely on finish in the championship finals.

N) In the scoring of the Sectional meets, points shall be awarded for the first twelve (12) places as follows:

- 1) Relay Events – 32-26-24-22-20-18-14-10-8-6-4-2
- 2) Individual Events – 16-13-12-11-10-9-7-5-4-3-2-1

O) In the scoring of the State Final meet, points shall be awarded for the first through (16) sixteenth places as follows:

- 1) Relay Events – 40-34-32-30-28-26-24-22-18-14-12-10-8-6-4-2
- 2) Individual Events – 20-17-16-15-14-13-12-11-9-7-6-5-4-3-2-1

No team points shall be recorded for the places won by contestants from schools that do not meet the six contest requirements of IHSA By-law 3.054. No points shall be scored for places won by such contestants and this provision shall not alter the order of finish or the points scored of other contestants.

IX. TOURNAMENT POLICIES

A) State Final Ticket Distribution Policy: Ticket Sales for State Final Qualifiers: Each qualifier in the State Final meet will be permitted to purchase two (2) Swim Events tickets per swim qualifier, plus one alternate (if they qualify a relay team). Students who are competing in the Students with physical/visual disabilities will be able to purchase 2 Swim event tickets. In addition, after meet management has determined the number of spectator tickets to be distributed to qualifiers, meet management will determine if extra spectator tickets are available. If so, then all schools that have qualified at least one individual for the state finals will be allowed to purchase additional Swim Event tickets as meet management deems appropriate based on the venue’s capacity. If meet management determines that additional swim tickets will be granted, then teams who have qualified at least one relay will be granted one (1) more additional ticket than those teams who only had qualifiers in individual events if meet management determines that this will be within the venue capacity. Information pertaining to spectator ticket-distribution will be posted on the IHSA Swimming & Diving webpage following the sectional meet.

B) Participant Passes for the State Final: At the State Final meet, a participant pass will be issued to each girl/boy who qualifies for the State Final meet for both the able-bodied swimming and diving program and the events for students with physical/visual disabilities. Schools that qualify at least one relay will be provided one additional deck pass to be given to the single relay alternate determined by the school. In addition, for those schools that have qualifiers for the State Final meet, for

both the able-bodied swimming and diving program and the events for students with physical/visual disabilities, qualified coaches, who are listed on the school’s Online List of Participants, shall be issued a coaches wristband with the following formula:

Coaches Wristbands Policy

- 1-5 Qualifiers = Two (2) Coaches’ wristbands
- 6-10 Qualifiers = Three (3) Coaches’ wristbands
- 11 or more Qualifiers = Four (4) Coaches’ wristbands

Note 1: Managers or Rub Down personnel will not receive a participant pass.

Note 2: Participant and coach passes shall not be transferable and shall entitle those persons who receive participant passes only to the seating assignment in the pool deck area. IHSA has the authority to revoke a participant and/or coach’s wristband at any time. Certified coaches who are listed on the Online List of Participants will be issued a coach’s wristband (in accordance with the above formula). However, those coaches must meet all IHSA Coaching By-law Requirements and its subsections (By-law 2.070). Coaches who do not meet By-law 2.070 are not eligible and cannot be entered on the Online List of Participants and are not eligible to receive a wristband. Only legitimate coaches and authorized meet personnel who have been issued wristbands and stamped contestants shall be allowed on the pool deck at the Sectional and State Final meet.

C) Coaches Wristbands: To ensure that only approved personnel are on the pool deck, meet management and/or IHSA officials will secure the required wristband on coaches as they enter the facility. Only Coaches listed on the List of Participants for the participating school through the IHSA Schools Center (who has been identified how they are certified to coach, has completed/passed their PES and the Concussion Risk Management program and Hate Speech/Harassment Video) will be issued a coach’s wristband. Any wristband that appears to be tampered with at any time during the championship will be confiscated and the individual in possession will not be allowed entrance without the purchase of a ticket. If no tickets are available for purchase the individual will not be allowed admittance. There have been numerous instances in past years involving coaches providing an extra coach’s band to individuals other than the certified coach for which the band was approved and intended. Schools involved in the transfer of coaches’ bands will have themselves and their program placed on probation for the following year.

The IHSA will eliminate the diving coach’s wristband from the number of allowable coach’s wristbands as calculated by the number of qualifying swimmers and divers. The qualifying divers will be removed from the list of qualifiers used to determine the number of coaches’ wristbands. In other words, the swimming coaches’ wristbands will be determined by using only the number of swimmers qualifying from each team.

D) Bands: No bands, pom-pom squads or drill team groups shall perform.

E) Signs, Banners, Balloons and Mechanical Noisemakers: The display of signs, banners, posters or similar items at IHSA state series events is permitted, provided:



- 1) They are in good taste and reflect good sportsmanship in their message and use;
- 2) They reflect identification and encouragement to participants;
- 3) They are not displayed on the field of play or in a manner that interferes with the meet; They do not obstruct the view of participants; and,
- 4) They are not safety hazards.
- 5) All mechanical noisemaking devices, including balloons, shall be excluded from the swimming and diving facilities.

F) Cheerleaders: Participating schools are encouraged to use school cheerleaders provided their cheers are appropriate to the sport of swimming and diving, are in accordance with IHSA By-laws, and provided they have purchased tickets for seating during the meet.

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

H) Media Requirements

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

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

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

4) **Radio Broadcast Rights Fees** are not required for any level of competition in this series. Local Managers shall permit radio play-by-play originations of the competition.

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

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

7) **Flash photography** is not allowed by anyone except the photographers from V.I.P. These photographers are contracted by the IHSA and have been trained in the appropriate uses of flash photography during events.

8. **Flash photography** is not allowed by anyone. Anyone who does not abide by these provisions will not be permitted to film or videotape at the meet.

I) 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 Sectional contest by any coach, player, any other person connected with a team, or fan shall be prohibited. Sectional hosts are required to make all sectional 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.

J) 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.

Note: If a diver from a school qualifies for the diving event at the State Final meet, and video of her/his dives is needed for her/his application for All-American consideration, arrangements to film are to be made with the local manager prior to the meet.

K) Children Not Allowed on deck: Children will not be allowed on deck. Only authorized personnel, coaches and participants are permitted on deck. No Exceptions. an IHSA competition, while under the supervision of school personnel, provided the school meets the outlined procedures of self-administration in the Illinois school code.

L) Alcoholic Beverages and IHSA State Series Events: The possession, distribution, sale and/or consumption of alcoholic beverages are prohibited at the site and on any affiliated property of any IHSA sectional contest. Sectional hosts are required to make all sectional 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. 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 sectional 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.

X. AWARDS

A) Sectional

1) **Individual:** Medals will be awarded to the first six place winners in each individual event. Medals will be given to the first six individuals finishers in each event at the sectional meet for students in the Physical/Visual Disabilities Division.

2) **Team:** Plaques will be presented to the school winning the team championship at the Sectional meets.



3) Duplicate Awards: The Duplicate awards order form is available within Manual for Schools and Managers.

B) State Final

1) Individual: Medallions will be awarded to the first sixteen (16) place winners in each individual event and relay event. Medals will be given to the first sixteen (16) individual finishers in each classification in each event at the state final meet for students in the Physical/Visual Disabilities Division.

2) Team: Team Medallions and Trophies will be presented to the first, second and third place teams at the State Final meet. Eighteen (18) medallions for competitors, two (2) for coaches, one (1) superintendent, one (1) principal, one (1) athletic Director and one (1) certified Athletic trainer will be provided.

C) Duplicate Awards: Duplicate Awards order form is available within the Schools and Managers Manual.

Note: Only schools that meet the six contest requirements of the IHSA By-law 3.054 shall be eligible to compete for team honors in the Sectional and State Final meets.

1) **Combined State Championship:** The Combined State Championship will consist of schools with athletes competing in the Swimming and Diving State Championship along with students competing in the Students with Disabilities Division. A Combined State Championship will be awarded if the following conditions are met: There must be at least eight participants in the Students with Disabilities Division advancing to the State meet; and There must be at least three students per classification (Classifications A and B are defined in Section I). If the conditions are met, athletes in the Students with Disabilities Division may be eligible to earn points toward the Combined Championship as follows

2) **There must be at least three competitors entering an event for Students with Disabilities.** Students with Disabilities may swim in up to four events. They will only earn points in two events. Each student's top two results will be eligible to count for the Combined State Championship score. Points awarded in the Students with Disabilities Division will be based on the number of participants per class as provided in the following chart:

# Of Competitors	1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	11th	12th	13th	14th	15th	16th
2	3	2														
3	4	3	2													
4	5	4	3	2												
5	6	5	4	3	2											
6	8	7	6	5	4	3										
7	9	8	7	6	5	4	3									
8	10	9	8	7	6	5	4	3								
9	11	10	9	8	7	6	5	4	3							
10	13	11	10	9	8	7	6	4	3	2						
11	14	12	11	10	9	8	7	5	3	2	1					
12	16	13	12	11	10	9	7	5	4	3	2	1				
13	17	14	13	12	11	10	8	6	5	4	3	2	1			
14	18	15	14	13	12	11	9	7	6	5	4	3	2	1		
15	19	16	15	14	13	12	10	8	7	6	5	4	3	2	1	
16	20	17	16	15	14	13	12	11	9	7	6	5	4	3	2	1

Any school with a student competing in the Swimming and Diving State Championship along with Students in the Disabilities Division will be eligible for the Combined State Championship. The six-contest requirement (Section III.D) will not apply to participants in the Students with Disabilities Division.

The score applied to determine the Combined State Championship will be the total of all points for students competing in the Swimming and Diving State Championship with students competing in the Students with Disabilities Division. Team Medallions and Trophies will be presented to the first, second and third place teams at the State Final meet for the Combined State Championship.

The Combined State Championship is an officially recognized IHSA State Championship. Whether or not a Combined State Championship is awarded, students with disabilities will be eligible for Individual awards.

XI. STATE FINAL HOUSING FOR SCHOOLS AND VOLUNTEER OFFICIALS

A block of rooms has been set aside at the Hilton Chicago/Oak Brook Hills Resort and Conference Center. It is a short distance from the State Final Site. Please go to the housing link under the IHSA Girls and/or Boys Swimming State Final Meet and click on the direct link to Hotel Reservations.

XII. OFFICIALS

A) Appointment and Fees

1) Sectional: Four (4) officials will be assigned from the IHSA Office. The IHSA Office will assign and pay officials to the 16 Sectional Meets. \$162.00 flat fee for the Meet Referee, Diving



Referee and Starter and \$124.00 for the Turn/Stroke Judge.

2) State Final: Six (6) officials will be assigned and paid by the IHSA Office. The head officials will receive the following flat fees: \$289.00 flat fee for the Meet Referee, Starter and Diving Referee; \$221.00 flat fee for the Head Timer/Head Finish Judge; \$250.00 flat fee for the Coordinator of Officials.

3) Mandatory Officials Meeting: There will be a mandatory meeting for the six(6) Head State Finals Officials at 7:00 p.m. on Thursday at the State Final site.

4) Housing: The IHSA has a block of rooms at the Hilton Chicago/Oak Brook Hills Resort & Conference Center, Oak Brook set aside for Head Officials. Housing for Head officials who incur an overnight lodging expense to attend the mandatory officials meeting are entitled to two (2) nights of lodging and will be paid by the IHSA Office upon check-in (provided they stay at the hotel designated by the IHSA Administrator). Head officials must notify Cheryl Lowery at the IHSA Office, upon receipt of their State Final Officials Contract if they **DO NOT** need to acquire housing reservations. Volunteer officials must log in to their Officials Center to accept the state final volunteer assignment and must reserve their housing reservation stated in XI.

B) Mileage Reimbursement Policy: The officials appointed by the IHSA will be paid mileage from the IHSA Office upon receipt of a mileage voucher

submitted by the appointed official to the IHSA Office within 30 days of the contest. Appointed officials will receive 30 cents per mile for every mile over 70 miles for each round trip. Mileage vouchers can be printed from the IHSA Web Site through the IHSA Officials Center.

Note: Mileage is determined to and from the official's home to the site of the competition unless prior approval has been given from the administrator in charge of the sport/Activity.

Any school with a student competing in the Swimming and Diving State Championship along with Students in the Disabilities Division will be eligible for the Combined State Championship. The six-contest requirement (Section III.D) will not apply to participants in the Students with Disabilities Division.

The score applied to determine the Combined State Championship will be the total of all points for students competing in the Swimming and Diving State Championship with students competing in the Students with Disabilities Division. Team Medallions and Trophies will be presented to the first, second and third place teams at the State Final meet for the Combined State Championship.

The Combined State Championship is an officially recognized IHSA State Championship. Whether or not a Combined State Championship is awarded, students with disabilities will be eligible for Individual awards.



Girls Deadlines

- Aug. 8: First date of Officials online Part 1 exam/Swimming Rules Presentation and Diving Rules Presentation begin through the IHSA Schools & Officials Center.
School Manual for Coaches Available
Season/practice may begin
- Aug. 18 First Contest Date
- Aug. 28 Girls School Participation Team/Individual Entry Deadline
- Sept. 12 Swimming & Diving Online Rules Presentation Deadline
- Oct. 30 Head Diving Coaches who want to serve on Sectional Dive Panel must complete the separate Diving Video available in the Schools Center (It will only appear, if you are designated the Head Girls Diving Coach in the Schools Center.)
- Oct. 30 Online List of Participants and Withdrawal by Midnight.
- Nov. 1 Online Sectional Seeding Meetings
- Nov. 4 IHSA Swimming & Diving Sectional Meets
- Nov. 10-11 IHSA Girls Swimming & Diving State Final Meet @ FMC Natatorium at Ty Warner Park
- April 3 Swimming & Diving Advisory Committee

Boys Deadlines

- Aug. 8: First date of Swimming & Diving Rules Presentation and Diving Rules Presentation begin through the IHSA Schools & Officials Center.
School Manual for Coaches Available
- Nov. 20 Season/practice may begin
- Nov. 1 Boys School Participation Team/Individual Entry Deadline
- Nov. 29 Swimming & Diving Online Rules Presentation Deadline
- Dec. 1 First Contest Date
- Feb. 12 Head Diving Coaches who want to serve on Sectional Dive Panel must complete the separate Diving Video available in the Schools Center (It will only appear, if you are designated the Head Boys Diving Coach in the Schools Center.)
- Feb. 12 Online List of Participants and Withdrawal by Midnight.
- Feb. 14 Online Sectional Seeding Meetings
- Feb. 17 IHSA Swimming & Diving Sectional Meets
- Feb. 23-24 IHSA Boys Swimming & Diving State Final Meet @ FMC Natatorium at Ty Warner Park
- April 3 Swimming & Diving Advisory Committee

Officials Deadlines

- Aug. 8: First date of Officials online Part 1 exam/Swimming Rules Presentation and Diving Rules Presentation begin through the IHSA Schools & Officials Center.
- Sept. 12 Swimming & Diving Online Rules Presentation Deadline
Diving Rules Video Deadline: Consideration for State Final Dive Panel
- Sept. 12 Officials Sectional Assignment Process Begins for the Girls Season
- Dec. 1 Official's availability calendars should be updated for the Boys Season
- Nov. 4 IHSA Girls Swimming & Diving Sectional Meets
- Feb. 17 IHSA Boys Swimming & Diving Sectional Meets
- Nov. 10-11 IHSA Girls Swimming & Diving State Final Meet @ FMC Natatorium at Ty Warner Park
- Feb. 23-24 IHSA Boys Swimming & Diving State Final Meet @ FMC Natatorium at Ty Warner Park

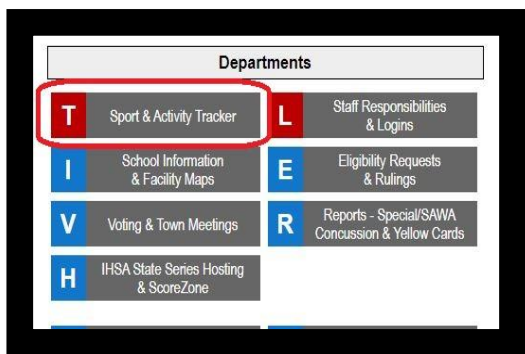
Girls and Boys Swimming & Diving List of Participants/Sectional Entry Instructions

To access the List of Participants coaches must login to the IHSA Schools Center. To access the IHSA Schools and Officials Center, go to: <https://www.ihsa.org/default.aspx>

Click on Schools and Officials Center login in the right top hand corner of the webpage

Enter your **USER ID** and **password**: The schools center USER ID and Logins are attached to each coaches job responsibility. Girls or Boys Swimming and Diving reminders and deadlines will appear in this section to help coaches stay ahead of deadlines.

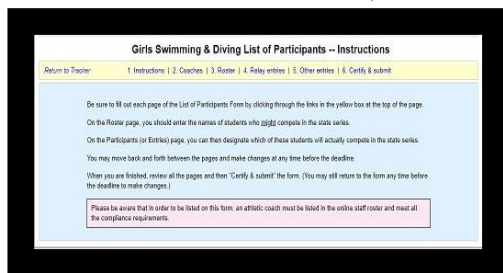
Click on Sports & Activity Tracker



Sports & Activity Tracker View



List of Participants View



As seen above, there are 6 pages to the List Of Participants. Each must be filled in completely

Page 1: INSTRUCTIONS

Page 2: COACHES NAMES

For a coaches name to **BE listed** In the drop down menu for your school, each of the following conditions must be met in job responsibilities within the IHSA Schools Center staff responsibility section:

- 1) Designated as Head Swimming Coach, Head Diving Coach or Assistant Coach
- 2) Designated coaching certification (ASEP/ISBE/NFHS)
- 3) Designated completion date for the PES Examination
- 4) Designated completion date for the Concussion Risk Management Exam
- 5) Designated completion date for the Hate Speech/Harassment Video

Concussion Risk Management Program: Illinois State law requires all staff and officials to pass a Concussion Risk Management Program examination every two SCHOOL TERMS, prior to working with students.

Head Diving Coaches Requirement to be considered for the Sectional Diving panel

- a.) Head Swimming Coach must add and nominate them on the Coaching Roster page of the List of Participants
- b.) Must have viewed the required Diving Rules Presentation
- c.) Be listed as the Head Diving Coach in their IHSA Schools Center/Job Profile (School Administrator only).

Page 3: ROSTER

Enter as many names as you would like on the Roster page. This page will become necessary if you have a swimmer who has been injured, you will be able to substitute a person for person.

Page 4: RELAY ENTRIES

This page allows for 8 swimmers in each relay. Please use every blank. (4 participants and 4 alternates) Girls/Boys for each relay event at their respective Sectional Meet. Any of the eight names submitted can be used in the relay throughout the State Series.

Page 5: INDIVIDUAL ENTRIES

These are the Individual Event entries (2 athletes per individual event).

Page 6: CERTIFY & SUBMIT

The Certify & Submit button becomes official once the deadline passes. Coaches can update/change these pages throughout the season until the List of Participant Deadline. Please double check your entries.

CAUTION: If "Certify & Submit" Entries, IHSA will not be able to send reminders. If coaches Certify & Submit and have an incomplete List of Participants, student athletes who were left off may not be eligible to compete in the Sectional.

IHSA will try to ensure every school that is entered has completed these tasks with reminders, etc. to the Head Coach and Athletic Director, however it is the sole responsibility of the Head Coach to visit their IHSA Schools Center Sport & Activity Tracker and keep the tasks updated and current. The Sport & Activity Tracker was designed to be used as a helpful tool for our Coaches to avoid missed deadlines during your busy sport season.

If IHSA is reaching out, something about your List of Participants isn't correct. You may have forgotten the Certify & Submit button. Please don't ignore our emails.

ATHLETE PARTICIPATION: No participant may compete in more than four (4) events, and no more than two (2) of those events can be individual events.

ENTRY SUBSTITUTIONS: AT THE SECTIONAL MEET - In case of illness or injury, as certified to in writing by a principal or physician, an entry substitution may be made in an individual event following the Electronic Sectional Seed Meeting on a person for person basis only. Additionally, in circumstances where the school has deemed an athlete ineligible to compete as certified to in writing by a principal, an entry substitution may be made in an individual event following the Electronic Sectional Seed Meeting on a person for person basis only. These substitutions must be made at the Sectional Meet Scratch Meeting (Referee and all coaches) to be held immediately prior to the start of the Sectional meet. No contestant shall be permitted to change events to act as a substitute.

Note: A different swimmer may be substituted in each event in which the injured or ill swimmer was entered. All Swimmers/Divers used as substitutes must have been on this year's school team and must be eligible in all respects.



SPACES LEFT BLANK DURING THE ONLINE LIST OF PARTICIPANT PROCESS MAY NOT BE FILLED IN AFTER THE ONLINE LIST OF PARTICIPANT ENTRY DEADLINE.

Confirmation of receipt of Online List of Participants: Schools should login to their School Center site on the IHSA website and go to the Sport & Activity Tracker.

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

- A) Some schools will not have a competitor in every event offered.
- B) Six-Contest Verification
 - 1) **Teams:** Schools must verify that the school's boys or girls interscholastic team has participated in six boys or girls interscholastic meets during the current Boys and Girls Cross-Country season. This allows teams to compete for team honors (trophy) during the state meet in accordance with IHSA By-law 3.054.
 - 2) **Individuals:** Schools with only individuals competing do not check the Six Contest Verification box. Individual entries are not eligible to compete for team honors (trophy).
- C) School hasn't "Certified & Submitted" their form. Verification from schools that the List of Participants is complete:
An email with your entries will be sent to the email address on file in the Schools Center once coaches "Certify & Submit" their List of Participants. When "Certify & Submit" has been done, you will not receive unnecessary reminders from our office about not receiving your Swimming List of Participants.

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



Sectional seed meetings will be done electronically. The process and timeline for the electronic sectional seeding meetings for this year are as follows:

Tuesday of the Sectional week:

1. IHSA will send electronic files to meet managers as soon as IHSA has received all entries and withdrawals. Meet managers are required to use the electronic files IHSA provides them. Do not ask schools in your sectional to provide their entries in advance, as they may not match what they originally submitted in the Schools Center during the LOP process.
2. IHSA will send a list of Diving Coaches to Sectional Managers who were nominated and are eligible to serve on the Sectional Diving Panel. To be eligible to serve on the Diving panel the Head Diving Coach must meet the following conditions: (If any of the following requirements were not met, the Diving Coach will not appear in the LOP Coaches drop down menu or be listed on the Diving panel nominees list issued to the Sectional Manager.)
 - a. Certified Coach
 - b. Must be listed in the Schools Center as the "Head Diving Coach", not as an assistant coach.
 - c. Watched and received credit for the Diving Rules Video (coach can check their schools Center to verify).
 - d. Completed and passed the PES Examination
 - e. Completed and passed the Concussion Protocol as required by the State of Illinois.

Steps to be eligible for the Diving panel:

1. School administration must list the name of their diving coach in the IHSA Schools Center and issue their diving coach a User ID and password.
2. Diving Coach is required to log in using the User ID & Password to complete Diving Rules Presentation, PES, Concussion Risk Management Protocol, and be a certified coach, to be in compliance. Coaches who wish to serve on the diving panel in the Sectional must view the Diving Rules Presentation by logging in to their Schools Center prior to the List of Participants deadline. The Assistant Executive Director in charge of Swimming and Diving will have the ability to appoint a coach to a site when circumstances would require doing so.
3. **Head coaches must nominate** their diving coaches (if interested and eligible) to serve on the sectional diving panel through the "Coaches" tab in the "List of Participants" page located in the School Center. This is done when entering their List of Participants prior to the Electronic Sectional Seeding Meetings.

Wednesday of the Sectional week:

9:00 a.m.

1. Coaches will be emailed only their entries to review from the Sectional Host School. Only the Meet Referee will be given a complete, preliminary heat sheet with all entries as submitted on the List of Participants.
 2. The list of eligible dive coaches who have been nominated for the sectional dive panel will be sent to each individual team and the Meet Referee from the Meet Host. The Assistant Executive Director in charge of Swimming and Diving will have the ability to appoint a coach to a site when circumstances would require doing so.
- NOTE:** In the event there are not enough Dive Panel coaches, Sectional Officials will fulfill the remaining positions to serve on the Dive Panel.

6:00 p.m.

1. Coaches have until 6 p.m. Wednesday to correct any errors on their entries (per T&C V.D) and return those to the host school.
2. Deadline for individual teams to submit any and all corrections back to Meet Host and Meet Referee.
3. Deadline for eligible teams to vote for three nominated diving coaches to the Meet Host to serve on the Sectional Diving Panel. Failure to vote will be viewed as having forfeited the right to vote for the diving panel for this IHSA Sectional.
4. Sectional managers shall provide an opportunity for divers from competing schools to practice from 6:30 p.m. - 8:30 p.m. on Wednesday before IHSA Sectionals

Entry Substitutions: AT THE SECTIONAL MEET - In case of illness or injury, as certified to in writing by a principal or physician, an entry substitution may be made in an individual event following the Electronic Sectional Seed Meeting on a person for person basis only. Additionally, in circumstances where the school has deemed an athlete ineligible to compete as certified to in writing by a principal, an entry substitution may be made in an individual event following the Electronic Sectional Seed Meeting on a person for person basis only. These substitutions must be made at the Sectional Meet Scratch Meeting (Referee and all coaches) to be held immediately prior to the start of the Sectional meet. No contestant shall be permitted to change events in order to act as a substitute. The replaced swimmer shall not participate in any Sectional Meet events. However, a swimmer who is replaced at the Sectional and who is listed for the Sectional Meet as one of the possible swimmers in any Relay event may participate in the Relay(s) at the State Final only if Relay(s) qualifies for the State Final Meet.

Note: A different swimmer may be substituted in each event in which the injured or ill swimmer was entered. All Swimmers/Divers used as substitutes must have been on this year's school team and must be eligible in all respects.

By 8:00 p.m.

1. Final heat sheet will be sent to each team and the Meet Referee from Meet Host, which is final and cannot be changed.
2. The host school must send a complete heat sheet to all schools assigned to their sectional by 8 p.m. on Wednesday.

Reminders For Coaches and Meet Managers

A. Attire/Conduct

- a. It is the swimmer's and coach's responsibility to compete in legal attire
- b. Any exceptions to attire rules must have letter from the IHSA Administrator for Swimming & Diving allowing the exception.
- c. Officials will try to catch violations before they occur.
- d. One manufacturer's logo per piece of attire is legal.
- e. Multiple caps may be worn.

B. Dual Confirmation of False Starts

- a. Referee and Starter will record potential violations independently.
- b. Must be agreement to disqualify a competitor.
- c. As per Rule 4-6-3, dual confirmation is now required for all relay exchanges in Championship meets. Our mechanic is to have the Meet Referee and Starter observe all exchanges in all lanes, document any infractions, and if they agree, administer a disqualification.

C. Scratch Meeting Procedures on Saturday

- a. Scratch from the meet.
- b. Scratch from an event (using declared false start).
- c. Substitution for the meet (must have physician's or principal's letter) – Refer to Terms & Conditions, Section V.G.
- d. Swimmers who use Kinesiology Tape – Doctor or trainer's letter REQUIRED. Refer to Rule 3-3-4.

D. Declared False Starts

- a. Must be given to Referee before the event, not the heat.
- b. DOES still count as an entry / CAN be rescinded by verbal declaration OR swimmer presenting themselves to swim.

E. Warm-up Pool (if available)

- a. Feet first entry.
- b. Must become quiet on Referee's whistle.
- c. If pool becomes too noisy, it will be closed.



Name _____ (Last) _____ (First) _____ Diving Order _____

School _____ (Town) _____ (Name of School) _____ Yr. in School _____

OFFICIAL DIVING SCORE SHEET

RND. NO.	DIVE NO.	WRITTEN DESCRIPTION	POS TPSF	JUDGES AWARDS							TOTAL PTS	DEG DIFF	TOTAL AWARD	BALK	DD CHG	
				1	2	3	4	5	6	7						
1																
2																
3																
4																
5																
PRELIMS																
6																
7																
8																
PRELIM PLUS SEMIFINALS																
9																
10																
11																

Diver's Signature _____ TOTAL VOLUNTARY DD _____ TOTAL POINTS _____

Coach's Signature _____ Meet: Sectional _____ Place _____

Official's Signature _____ State _____ Date _____

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	<u>State Medallion</u>	<u>Reg./Sect Medal</u>
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**





1. **Terms and Conditions:** Please carefully read the Terms and Conditions for the IHSA Girls/Boys State Swimming Meet Series.
2. **Deadlines:** Please login to your IHSA Schools Center with your Coaches ID and password. All head coaches should have been issued a Coaches ID and Password for use to help them avoid missing deadlines. It will show a snapshot of their responsibilities AND respective deadlines to keep their teams eligible to compete in the State Series for the sports they are listed as the Head Coach. The following link will be an active calendar for all IHSA Sports/Activities <https://www.ihsa.org/Resources/Calendar-of-Events>
3. **Online Electronic Seeding Meeting:** Each meet manager should send tournament information to each school assigned to their Sectional meet. Complete instructions included within this manual.
4. **Official Rules:** The Current National Federation Swimming and Diving Rules will govern the competition, unless otherwise specifically indicated in the Terms and Conditions or printed instructions.
5. **Relay Event Entry Limitations:** In accordance with the Terms and Conditions, schools may enter a maximum of eight (8) girls/boys in each relay event—four (4) swimmers and four (4) alternates (Relay names are frozen after the List of Participants Deadline-No changes). Sectional Managers must check the List of Participants to be sure the relay entry limitation is not violated.

SECTIONAL MEET ENTRY SUBSTITUTIONS: - In case of illness or injury, as certified to in writing by a principal or physician, an entry substitution may be made in an individual event following the Electronic Sectional Seed Meeting on a person for person basis only. Additionally, in circumstances where the school has deemed an athlete ineligible to compete as certified to in writing by a principal, an entry substitution may be made in an individual event following the Electronic Sectional Seed Meeting on a person for person basis only. These substitutions must be made at the Sectional Meet Scratch Meeting (Referee and all coaches) to be held immediately prior to the start of the Sectional meet. No contestant shall be permitted to change events to act as a substitute.

Note: A different swimmer may be substituted in each event in which the injured or ill swimmer was entered. All Swimmers/Divers used as substitutes must have been on this year's school team and must be eligible in all respects.

-
6. **Sectional Seed Times:** Seed times for the Sectional meet must be submitted in accordance with Item V-E in the Terms and Conditions. All coaches must be able to defend their athletes' times with documented meet results if requested to do so by any other coach.
 7. **Advisory Committee Recommendations:** Coaches who have suggestions to be considered by the Swimming & Diving Advisory Committee, must be submitted to their Athletic Director through the coach's School Center account. Once the Athletic Director approves, the Athletic Director must login and submit recommendations through the IHSA Schools Center. Recommendations will no longer be accepted through email. Recommendations must be submitted to the IHSA Schools Center one month prior to the Advisory Committee Meeting.
 8. **Financial Reports:** Please see Item IV of the Terms and Conditions for the financial terms for Sectional meets. The Financial Report is to be completed online through the IHSA Schools Center, within ten (10) days following your meet.
 9. **Admission Prices:** Please see item IV-C-1 for admission prices to be charged for all tickets through GoFan for the Sectional and State Final Meets. Please see the Ticket policy included in this manual. Please give free admission to a "baby in arms".
 10. **Officials:** The Referee, Starter, Diving Referee and Turn/Stroke Judge for the Sectional meets shall be appointed by the IHSA Office. Once confirmed assigned officials will be posted in the IHSA Schools Center within the "H" IHSA State Series Hosting & ScoreZone Section.



a. **Non-Paid Meet Personnel:** Meet managers shall assign non-paid meet personnel as outlined in Rule 4 (Officials and their Duties) of the current National Federation Swimming and Diving Rules Book. It is essential that all officials as named in Rule 4-1-1 are provided for in order to assure proper meet administration.

b. **Dive Panel at the Sectional Meet:** There will be a panel of 5 judges for diving. (3) coaches and (2) officials (Meet Referee and Starter) assigned by the IHSA Office. Only Diving coaches who have completed the Dive Rules Presentation through the IHSA Schools Center will be eligible to serve on the Sectional diving panel. IHSA will furnish to the Meet Managers of all eligible coaches before the Seeding Meeting. Managers may want to include a reminder to coaches who want to serve on the dive panel that they are required to get credit for the Diving Rules Presentation when they contact them about Seeding Meeting details. IHSA will also reach out to all Swimming & Diving Schools throughout the season reminding them of this.

Note: Wednesday prior to Sectionals. Deadline to vote for 3 coaches to serve on sectional dive panel from the list of eligible coaches must be returned to the Sectional Host by 6:00 p.m. Only coaches that have divers actually competing in the sectional competition may vote. Only names of coaches who received credit for the Diving Rules Presentation and were nominated during the school's List of Participants process will be listed for the vote.

11. **Officials' Decisions:** In accordance with Item VIII-H of the Terms and Conditions and the Swimming and Diving Rule Book, the decisions of the Referee and Diving Referee shall be final.

12. **Diving Practice:** In accordance with the Online Sectional Seeding Instructions and Timeline, Sectional managers shall provide an opportunity to divers from competing schools to practice Wednesday evening prior to Sectionals. Proper supervision must be provided by the schools of the divers practicing. (Please be sure schools know the water depth for diving).

13. **Winner Results Report Form:** Winner report must be submitted (only Tournament Manager, Official Representative and Athletic Director passwords and ID's will see the links to file the Winner Report) through the IHSA School's Center immediately following the completion of the Sectional. Please see instructions located elsewhere in this manual. Immediately following the Sectional meet, the Meet Referee will reconcile the official meet results with the Winner Report and will oversee posting the Winner Report on the web site.

14. **Sectional Meet Time Schedule:** Please see Item VI-B of the Terms and Conditions for the recommended Time Schedule for all Sectional meets.

15. **Deck Restrictions:** Only Certified Coaches who have met By-Law 2.070 requirements and its subsections and are included in the List of Participants file, assigned officials and competitors shall be allowed on the deck of the pool at the Sectional meets. No children will be allowed on deck. No Exceptions!

16. **Awards:** Awards will be presented at your Sectional meet in accordance with Item X-A of the Terms and Conditions. Enclosed is an information bulletin about receiving awards from A & M Products. A form Requesting Awards for Sectional ties is available in this Manual for Managers to complete and fax to A&M Products immediately following your meet..

17. **Filming/Videotaping:** At the Sectional and State Final meets, spectators will be permitted to film and videotape the competition provided: 1) The filming or videotaping unit is a self-contained unit that needs no power outlet; 2) The filming or videotaping unit is a compact, hand-held unit that can be operated from the spectator's seat; 3) The spectator is seated while filming or videotaping; 4) No tripod is used; and, 5) No additional seating space than the one seat occupied by the spectator is used for the camera or case, etc. for the filming or videotaping. Spectators who do not abide by these provisions will not be permitted to film or videotape at the meet. (IHSA WILL NOT VIEW ANY VIDEO OF COMPETITION TO REVERSE AN OFFICIAL'S DECISION)

HY-TEK INSTRUCTIONS FOR TIMING & SCORING OPERATORS AND MEET MANAGERS

Importing sectional data into Hy-Tek 2.0c from the "H" IHSA State Series Hosting & ScoreZone" Section in the IHSA Schools Center

Please double check the following steps when importing files from the IHSA Schools Center. Each step must be **FOLLOWED** for a successful import

HY-TEK SOFTWARE REQUIREMENTS

1. You must be using Version 2.0C or later
2. Set up your meet, with all 12 events
3. Login to the IHSA Schools Center with one of the following USER ID and passwords: Swimming & Diving Tournament Manager; Off. Rep., Athletic Director USER ID & Password to access the IHSA School Center State Series Hosting & ScoreZone link

4. File Save As

5. **THE MOST COMMON STEP MISSED WHEN SCORING OPERATORS CONTACT US ABOUT TROUBLE WITH IMPORTING:**

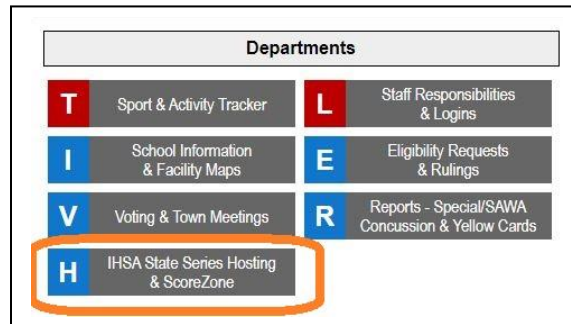
****Click on Hy-Tek Import File, uncheck "match on event numbers" as an option on importing****

6. Make sure the extension is a .sd3 (change if necessary)
 7. The document must be a text file (change if necessary)
 8. Save File
 9. Import IHSA File into Hy-Tek
-

SECTIONAL MEET MANAGER CHECKLIST
Checklist” to assist in completion of hosting responsibilities.

Meet Managers: Principal, Official Representative, Athletic Director or Tournament Manager passwords only have access to the IHSA State Series Hosting & ScoreZone area where you will have access to (List of Participants/Sectional Entries Download, Assigned Officials, Winner Report and Financial Reports) Click “H” IHSA State Series Hosting & ScoreZone Schools Department to enter this area of the Schools Center (as shown below).

NOTE: If you have a staff member, who will need access to the Hosting area of the IHSA Schools Center, an administrator at your school must designate them as Swimming & Diving Tournament Manager as one of their job responsibilities.



TWO WEEKS PRIOR TO SECTIONAL MEET

Notify all schools competing at your facility with details of your meet. **Note:** When contacting the schools assigned to your sectional, please remind them:

- **Any site-specific information/details**
- **No balloons, signs or banners will be allowed in the coach and competitor seating area.**
- **Balloons will not be allowed in the balcony or locker rooms.**

Tuesday prior to Seeding Meeting

As soon as all problems with Sectional Entries have been resolved by IHSA (usually afternoon), an email will be sent to all Tournament Manager’s indicating the Sectional Entries are available for download as well as other items pertaining to your meet.

WEDNESDAY SEEDING MEETING

The Sectional manager is responsible for following the Online Sectional Seeding Meeting Timeline (located in this manual).

SATURDAY SECTIONAL MEET

___As the Sectional meet progresses, update the Winner/Results Report with any Extra Qualifiers in each event.

___Immediately following the Sectional meet, the **Meet Referee** will reconcile the official meet results with the Winner Report and will oversee posting the Winner Report on the web site.

___Meet Managers are required to fax/email Kraig Garber (kgarber@ihsa.org) a set of complete results before leaving the Sectional meet. This enables IHSA to verify Winner Report clerical errors. The Sectional times/results are also used in determining qualifying standards for next year by using the average of the 30th place time (for individual events) and the 24th place time (relays). To make these calculations we must have these times from all sectional sites.

___Complete the Online Financial Report.

___The IHSA encourages Tournament Managers to evaluate the officials assigned to your Sectional. Please complete the evaluation by logging into your School’s Center.

Thank you for your help and cooperation in making sure all the needed information from your sectional meet is complete, accurate and **immediately** submitted to the IHSA.



Sectional Managers Winner Result Report Instructions

The IHSA Schools Center Web site will enable managers to connect from any location that has an internet connection to complete their tournament manager responsibilities.

All Managers are required to complete their Winner Results Report online, no later than 4:00 p.m. on the day of their meet.

1. Log-In Instructions for Access to the IHSA School’s Center for filing the following reports (must use the Official Representative, Athletic Director or Swimming Tournament Manager User ID and password for Hosting links to appear.)

Go to: www.ihsa.org

Click on *Schools & Officials Center login*

Enter your User ID number (5 digits, a letter followed by 4 numbers)

Enter your Athletic Director, Official Representative or Tournament Management password. A coaches password will not work unless they are designated as one of the above positions as well.

Click on “H IHSA State Series Hosting and ScoreZone”

IHSA State Series Hosting

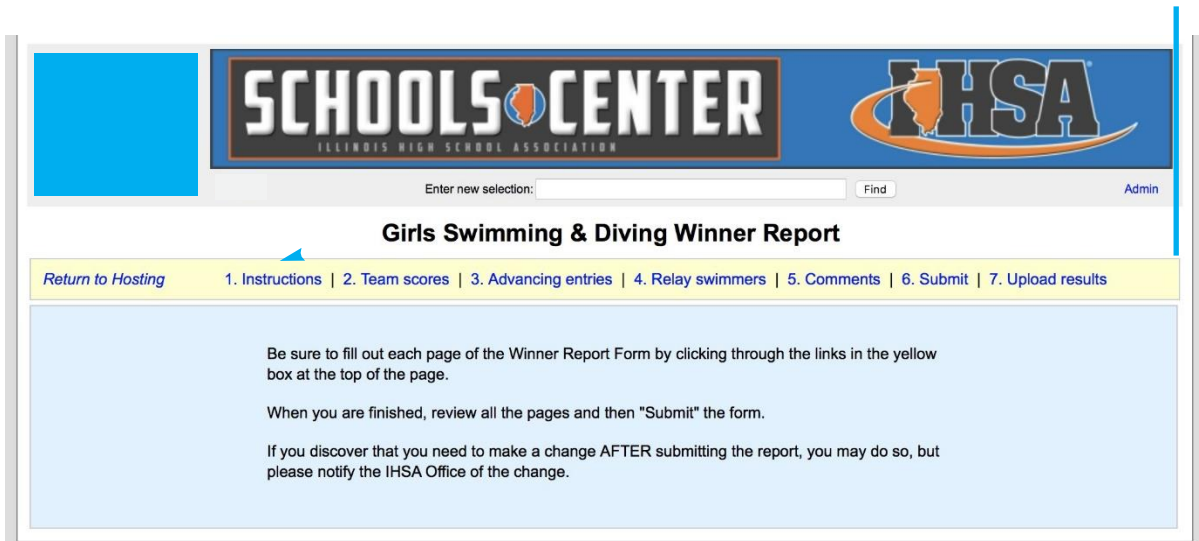
[IHSA State Series hosting](#) | [ScoreZone](#) | [Financial reports](#) | [Host availability survey](#) | [Facilities survey](#)

This page contains links necessary to run the IHSA State Series event your school is hosting. As tournament manager, you should visit this page often to make sure you have the information you need. After the event is complete, you must fill out the required forms promptly and submit them to the IHSA Office.

	Manuals (PDF)	Assigned Officials	List of Participants	Results Report	Financial Report
Girls Golf Class 2A Regional	School & Manager's Manual & Forms	--	not yet posted	Upload results from iWanamaker	submit financial report
Boys Soccer Class 3A Super-Sectional	not yet posted	not yet posted	--	ScoreZone	The IHSA will email a worksheet. There is no online report to submit.
Girls Volleyball Class 4A Super-Sectional	School & Manager's Manual & Forms	not yet posted	--	ScoreZone	The IHSA will email a worksheet. There is no online report to submit.
Girls Swimming & Diving Sectional	not yet posted	not yet posted	not yet posted	not yet available	The IHSA will email a worksheet. There is no online report to submit.
Boys Wrestling Class 3A Dual Team Sectional	not yet posted	not yet posted	--	ScoreZone	The IHSA will email a worksheet. There is no online report to submit.

Assigned Officials: For sports with officials, a list will be provided to you in advance of the event.
List of Participants: For individual sports and some team sports, a file will be provided to you after the List of Participants deadline has passed.
Winner Report: Should be submitted immediately after the end of the tournament, meet, or contest. For a sport with a series of events, such as swimming or track, the report may be filled in and resubmitted after each event.
Financial Report: Should be submitted within 10 days of the event.

2. Click on the Winner Results Report and complete the online links as prompted by the directions on the webpage.



SCHOOLS CENTER
ILLINOIS HIGH SCHOOL ASSOCIATION

Enter new selection: Find Admin

Girls Swimming & Diving Winner Report

[Return to Hosting](#) | [1. Instructions](#) | [2. Team scores](#) | [3. Advancing entries](#) | [4. Relay swimmers](#) | [5. Comments](#) | [6. Submit](#) | [7. Upload results](#)

Be sure to fill out each page of the Winner Report Form by clicking through the links in the yellow box at the top of the page.

When you are finished, review all the pages and then "Submit" the form.

If you discover that you need to make a change AFTER submitting the report, you may do so, but please notify the IHSA Office of the change.

3. Meet Referee must reconcile the official meet results with the Winner Report before the Meet Manager finalizes the Winner Report for the Schools Center website.
4. Upload the complete set of results on the last page of the Winner/Results Report.
5. Email a set of complete results to kgarber@ihsa.org. (before you leave the Meet)

NOTE: Meet Managers are required to fax/email Craig Garber (kgarber@ihsa.org) a set of complete results upon conclusion of their meet. This enables IHSA to verify Sectional Website corrections after the Sectional meet (instead of calling the managers). Sectional times/results are also used to determine qualifying standards for next year by using the average of the 30th place time (for individual events) and the 24th place time (relays). To make these calculations we must have every time from each sectional site.

If any errors are reported after the results deadline (Midnight), please email kgarber@ihsa.org or clowery@ihsa.org.

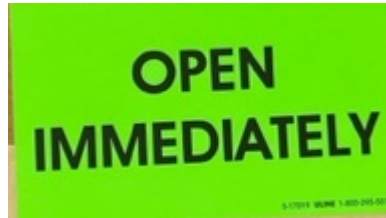
Thank you in advance for your cooperation in this process.



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.
4. Armstrong LE et al. *ACSM position stand: Exertional heat illness during training and competition.* Med Sci Sports Exerc 2007; 41: 556-572.
5. *Model Policy for Managing Heat & Humidity.* Michigan High School Athletic Association. 2013.

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

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

Student media who are registering for credentials are expected to maintain a level of professionalism while covering this event. That includes no cheering while in the press box or game coverage area.

Proper attire is also required. Wearing school shirts and colors is acceptable, but students wearing face paint, costumes, carrying props, etc. will be required to change before receiving credential clearance.

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

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

VIDEO TAPING STATE FINALS FOR COACH FILM BREAKDOWN

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

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

Please contact Matt Troha (309-6336-377) at the IHSA or any questions related to this document.

Internet Video Broadcasting Information



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

IHSA Tournament Managers/Hosts,

The advent of greater broadcasting technology has brought about many new potential internet broadcasting partners who may contact you seeking to broadcast the postseason IHSA events you host.

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

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

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

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

Internet Video Broadcast Rights Fee Schedule

BOYS BASKETBALL

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

GIRLS BASKETBALL

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

FOOTBALL

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

ALL OTHER SPORTS

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

VOLLEYBALL

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

SWIMMING & DIVING

Per Sectional Meet-\$250

TRACK & FIELD

Per Sectional Meet-\$250

WRESTLING

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



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