

2024-25

Boys & Girls Water Polo

**Manual for Schools
& Managers**





Boys & Girls Water Polo Manual

Table of Contents

School Information	2-21
Terms & Conditions.....	4-8
School Information Letter.....	9-10
Important Deadlines and Dates.....	11
Season Summary/Seeding Instructions.....	12
State Final Time Schedule	13
Online State Final Program Information	14
Instructions for Submitting Photos.....	15
State Final Hotel Information.....	16
State Final Student Media Credentials.....	17
Duplicate or Replacement Awards Form.....	18-19
Miniature Replica Awards Form.....	20-21
Manager Information	22-31
Sectional Manager Information	23-24
Official Ball	25
Awards Delivery Data.....	26
PA Announcements.....	27-28
Pass Gate List Form	29
Internet Video Broadcasting Information	30
ScoreZone Reporting Procedures.....	31
General Information	32-39
Emergency Action Plan.....	33-34
Sports Medicine/Concussion Resources.....	25-36
Schools’ Responsibilities to Officials.....	37
Do What’s Right Sportsmanship.....	38
Licensed Vendor Information.....	39

School Information





2024-25 Boys and Girls State Water Polo Series Terms and Conditions

In accordance with Section 1.450 of the Constitution, the Terms and Conditions governing the 2024-25 IHSA Boys and Girls Water Polo Tournament Series have been approved by the Board of Directors.

school's intent to withdraw from the respective sport prior to the seed meeting date

If a school withdraws after the seed meeting but before the first competition, the school will be charged a **\$500 penalty** and, if applicable, the cost of game officials, and the host school guarantee provided for in the Terms & Conditions.

If a school does not officially withdraw prior to the first competition and/or does not show up for competition, the school will be charged a **\$500 penalty**, the cost of game officials and the host school guarantee according to the Terms & Conditions for the respective sport.

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

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

I. SCHOOL CLASSIFICATION

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

II. DATES AND SITES

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

B. Sectional Game Dates: May 12-17, 2025

C. State Final Tournament: The State Final Tournament, on **May 22-24, 2025**, will be hosted by Stevenson High School in Lincolnshire, Illinois.

III. ONLINE ENTRIES, WITHDRAWAL PROCEDURES, ELIGIBILITY, AFFIRMATIVE ACTION

The policy for Original Entry Deadlines, Late Entries, and Late Withdrawals shall be the policies and procedures regarding entry for all IHSA-sponsored sport/activities included in the 2024-25 Entry Policies and Procedures.

A. Online Entries: All member schools must enter their school into the state series competition through the IHSA School Center on the IHSA Website at www.ihsa.org. The deadline for entry is (February 1, 2025). The 2024-25 Entry Policy and Procedures outlining the online entry procedures for all IHSA-sponsored tournaments can be found in the Schools Center on the IHSA website.

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

C. Breach of Contract By-law 6.041 (Withdrawal Procedure): To withdraw without penalty, the Principal or Athletic Director must notify the IHSA Office, in writing, of the

IV. HOST FINANCIAL ARRANGEMENTS

A. Preliminary Games: Games will be financially independent. Host school shall pay for all local expenses and issue the checks to goal judges (**\$20**). If admission is charged, the host school shall retain 100% of the gate receipts. Deck officials will be paid by the IHSA using ArbiterPay.

B. Quarterfinal Games: Host school shall pay for all local expenses and issue the checks to goal judges. The host shall receive a guarantee of **\$800** for Boys and Girls Quarterfinals, reimbursement of goal judges, and 20% of net income. If admission is not charged, the host school shall forfeit the guarantee. Deck Officials will be paid by the IHSA using ArbiterPay.

C. Sectional Semifinal and Final: Host school shall pay for all local expenses and issue the checks to goal judges. Host shall receive a guarantee of **\$800**, reimbursement of goal judges, and 20% of the net income. If admission is not charged, the host school shall forfeit the guarantee. Deck Officials will be paid by the IHSA using ArbiterPay.

E. Admission Prices:
The IHSA Board of Directors have set the following State Series ticket prices. (A baby in arms is free at all rounds of the State Series.)

- Preliminary Rounds:** **\$5.00 per game**
- Quarterfinal Rounds:** **Digital Ticket = \$8.00/day**
Cash Ticket = \$9.00/day
- Sectional Semifinals:** **Digital Ticket=\$8.00/per day**
Cash Ticket = \$9.00/day
- Sectional Finals:** **Digital Ticket=\$8.00/per day**
Cash Ticket = \$9.00/day



State Final: Digital Ticket: \$10.00 per session
Cash ticket: \$11.00 per session

F. Media Coverage & Rights Fees for Broadcasting:

Coverage

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

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

Broadcasting

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

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

3) If a State Series contest/event is not broadcast on the NFHS Network, then the broadcast rights may be purchased to broadcast via video streaming/TV pending approval by the IHSA after completion of the IHSA's broadcast application form.

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

V. TOURNAMENT ASSIGNMENTS AND SEEDING

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

B. Season Summary Form: Schools entered into the Boys and Girls Water Polo state series will be required to submit a Season Summary Form online in the IHSA Schools Center. Contest results shall be entered onto the MaxPreps website. The deadline to enter your scores and complete the Season Summary is **10:00 a.m. on Wednesday, April 30.**

C. Seeding: All seeding will be conducted online through the IHSA Schools Center. Each school shall have one (1) vote in the seeding process. A school will not vote for their own team. The link to seed the teams is located in the IHSA Schools Center and will be activated at **11:00 a.m. on Wednesday, April 30.** The deadline to seed teams is 12:00 noon on **Thursday, May 1.** Seeding will only occur at the Sectional tournament level.

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

VI. TOURNAMENT STRUCTURE AND TIME SCHEDULES

A. Playing Schedules:

Sectionals

Girls

Sectional Preliminary Round (if needed): Mon. May 12

Sectional Quarterfinals: Wednesday, May 14

Sectional Semifinals: Friday, May 16

Sectional Finals: Saturday, May 17

Boys

Sectional Preliminary Round (if needed): Tue. May 13

Sectional Quarterfinals: Thursday, May 15

Sectional Semifinals: Friday, May 16

Sectional Finals: Saturday, May 17

1) **Starting Times:**

Preliminary Game: (hosted by the higher-seeded team) Between 5:00 and 7:30 p.m.

Semifinal Games: **5:00, 6:00, 7:00, and 8:00 p.m.** on school days. Sites with 3 games scheduled in a night must be played at **5:00, 6:00, and 7:00 p.m.**

Final Games: Two games between 10:00 a.m. and 4:00 p.m.

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

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

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

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

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

7) Sectional Managers may adjust the bracket order for participating teams when a schedule conflict arises. All schools must agree to the schedule modification and the IHSA must be notified prior to the contest date.

State Final

Thursday May 22 Girls Quarterfinals

- Game 1 4:30 p.m.
- Game 2 5:45 p.m.
- Game 3 7:00 p.m.
- Game 4 8:15 p.m.

Friday May 23 Boys Quarterfinals

- Game 5 4:30 p.m.
- Game 6 5:45 p.m.
- Game 7 7:00 p.m.
- Game 8 8:15 p.m.

Saturday May 24 Girls Semifinals

- Game 9 9:00 a.m. Winner Game 1 vs. Winner Game 2
- Game 10 10:15 a.m. Winner Game 3 vs. Winner Game 4

Saturday May 24 Boys Semifinals

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



Saturday May 24 Third Place and Championships

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

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

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

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

VII. ADVANCEMENT OF WINNERS

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

VIII. TOURNAMENT RULES

A. Rules of Play: The 2024-26 National Federation Water Polo Rules as published by the National Federation of State High School Associations are adopted as the official playing rules for all tournament matches.

1) Each game in the tournament series will be played in four, 7-minute periods.

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

3) Mercy Rule: The Mercy Rule will be used in all regular season contests, regular season tournament contests, and IHSA Sectional contests. A running clock shall be used in the fourth quarter in which there is at least a 10-point score differential. Once a game reaches this differential, the clock will run continuously and stop only for the following reasons:

- A team timeout
- An injury timeout or the removal of a disqualified player
- 5-meter penalty
- An officials' timeout
- Clock adjustment
- After a goal

Note: The Mercy Rule will not be used during the Boys' or Girls' State Final contests.

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

C. Home Team: Throughout the tournament series, the teams listed on the top line, or the team listed first of a single

game playing bracket shall wear dark colored caps and will be considered the home team. The team listed on the bottom line shall wear white caps and will be considered the visiting team.

D. Balls: The KAP7 International, Inc. KAP 105 is the Official Game Ball of the IHSA Boys Water Polo State Tournament. The KAP7 International, Inc. KAP 104 is the Official Game Ball of the IHSA Girls Water Polo State Tournament. Each Sectional Manager will receive three balls to be used in the games at the site. The Manager shall give one ball to the Sectional winner upon completion of the Sectional Tournament.

E. Team Roster: Prior to each game of the tournament series, the coach of each competing team must indicate the names of a maximum 21 team players who will constitute the squad.

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

G. Player Uniforms:

1) All players shall wear regulation caps. Please refer to the NFHS Water Polo Rules Book Rule 4, Sections 1-6 regarding cap specifications.

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

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

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

H. Scorers and Timers: Adults are recommended.

I. Goal Judges: Goal judges will be hired by the local manager. It is recommended that you use an IHSA licensed official. If a licensed IHSA official is not available, adults at least 21 years of age, **or school staff members**, are recommended. Goal judges may not be a member of the Girls or Boys Water Polo competing teams. All goal judges should wear a plain white shirt and khakis while working the games.

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

K. Conduct of Coaches and Players:

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

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



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

school requests video space, then the local manager should provide similar space to both competing schools.

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

IX. TOURNAMENT POLICIES

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

B. Presale Tickets: The IHSA will utilize digital tickets (tickets redeemed on a smartphone) at **Sectional and State Final** events via GoFan. Digital tickets can be purchased and downloaded to an iPhone using the GoFan app or on Android devices at gofan.co/IHSA (.co is not a typo). Sectional Prelim sites have the option of using GoFan or cash tickets.

C. All-Star Teams: Tournament personnel, game officials or anyone serving under the supervision of the Illinois High School Association may not cooperate in any way toward the selection of an all-star tournament team.

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

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

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

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

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

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

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

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

1) Local managers should be ready to provide an area for a competing school to videotape, if requested. When one

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

L. Tobacco/Liquid Nicotine Products: The use of tobacco or liquid nicotine products in any competition area, either during a practice or while a contest is in progress, or affiliated property of any IHSA state series contest by any coach, player, any other person connected with a team, or fan shall be prohibited. State series hosts are required to make all state series contest sites and any affiliated property, including parking lots, fan accommodation areas, and other school or event venue property, tobacco/liquid nicotine free zones on the date or dates of any IHSA event being held at the site.

M. 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.

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

O. State Final Team Reimbursements: In the State Final Tournament, the teams participating in the tournament shall be allowed transportation expenses at the rate of \$2.00 per mile per team for one round trip to and from the site where the tournament will be played. In addition, each school will receive a flat expense reimbursement to assist in covering the costs incurred by schools at the State Final.

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



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

X. AWARDS

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

B. State Final:

1) Team awards and individual medallions will be presented to the First, Second, Third, and Fourth place teams at the State Final.

2) A medallion will also be presented to the Superintendent, Principal, Athletic Director, and Athletic Trainer of the First, Second, Third, and Fourth-place teams at the State Final.

XI. OFFICIALS

A. Appointment and Fees:

1) Sectional Prelim Game: The Prelim game host will hire two deck officials. Goal Judges are also secured by the host school and will be paid a flat fee of **\$20.00** per game

worked. Deck officials will be paid by the IHSA utilizing ArbiterPay at a fee of **\$50.00** per game.

2) Sectional: Four deck officials will be appointed by the IHSA Office for each Sectional site. Deck official will be paid by the IHSA utilizing ArbiterPay at a fee of **\$50.00** per game. Goal Judges are secured by the host school and will be paid a flat fee of **\$20.00** per game worked.

3) State Final:

a) Eight (8) officials will be appointed by the IHSA Office for the State Final games. Officials will be paid by the IHSA utilizing ArbiterPay at a fee of **\$75.00** per game worked plus up to three nights lodging at a hotel designated by the IHSA Administrator.

b) Goal Judges will be paid a fee of **\$20.00** per game worked plus up to three nights lodging at a hotel designated by the IHSA Administrator.

c) One Head Official will be appointed by the IHSA Office for the State Final games. The Head Official will be paid **\$175.00** per day plus up to three nights lodging at a hotel designated by the IHSA Administrator.

B. Mileage Reimbursement Policy: Each of the appointed officials, who incurs the expense, will receive **.45** cents per mile for each mile over 70 miles for one round trip to the site provided the official submits a mileage reimbursement form to the IHSA office.



School Information Letter

To: All school teams entered in the 2025 Boys and Girls Water Polo Tournament Series

1. **Terms and Conditions:** Please read the Terms and Conditions for the 2025 Boys and Girls Water Polo State Series which are included at the beginning of this manual.
2. **Sectional Seeding:** *All Seeding will be conducted online in the IHSA Schools Center. Refer to the Season Summary Form Instructions and Seeding Information located in this manual.*
3. **Dates and Host Sites:** Boys and Girls Sectional Water Polo games will be held Monday, May 12 through Saturday, May 17. Boys and Girls Water Polo Sectional assignments can be found on the IHSA Boys and Girls Water Polo webpages.
4. **Filming/Videotaping by Schools/Spectators:** Please see Item IX-J of the Terms and Conditions.
5. **No Children Allowed on Deck:** Children will **not** be allowed on deck at the Sectionals or State Finals. **NO EXCEPTIONS!**
6. **Special Note:** In accordance with the provisions of IHSA By-law 2.020, an accredited faculty representative must be present and responsible for the conduct of the competitors and fans from their school during their participation or attendance at IHSA State Series events.
7. **Water Polo General Reminders:**
 - High School players may not compete on non-school teams 7 days after the first high school practice or tryout.
 - High school teams may not compete against non-high school teams during the season or school year.
 - Tournament games count toward the 30-game contest limitation during a season.
 - The shot clock changes when the possession changes.
 - Loss of possession occurs when the other team clearly has possession.
 - Feet first entry
 - Tattoo--Non-Permanent is illegal; Permanent cannot be objectionable
 - Provide room for officials to get down sides of pool
 - Warmups - Warmup time is 15 minutes prior to each game in the competition pool. Note: If a separate warmup area is available to all schools, then each team must have equal access.
 - No foreign materials in the pool without referee-specific permission
8. **Sectional Note:** Preliminary Round games shall be held at the higher-seeded school if their facilities meet NFHS specifications. If not, a mutually agreed-upon site shall be chosen. Game hosts will secure 2 game officials and 2 goal judges for the game.
9. **Officials Payment:** All state series game officials are paid directly by the IHSA through ArbiterPay. Goal judges are paid by the host school.



10. **State Final Program Pictures:** All team photos submitted to the IHSA for program publication **require athletes to wear team warm-ups, t-shirts and shorts or school uniform.** Teams submitting a photo without the required apparel will not be printed in the program.
11. **State Final Note:** For the Quarterfinal and Semifinal games held on Thursday, May 22 and Friday, May 23, doors will open at 3:30 p.m.
12. **Inquiries:** Please direct all inquiries about the IHSA Boys and Girls Water Polo to LeAnna Mutchler (lmutchler@ihsa.org), or Beth Sauser (bsauser@ihsa.org).

IMPORTANT DEADLINES AND STATE SERIES DATES

Boys/Girls Water Polo

April 30	Schools must record contest results to MaxPreps, and complete the <i>Season Summary</i> form in the IHSA Schools Center by <u>10:00 a.m.</u>
April 30	View Season Summary forms in the Schools Center at 11:00 a.m.
April 30	Submit Seeds online in Schools Center beginning at 11:00 a.m.
May 1 (Thurs.)	Deadline to complete the Seeding Form by <u>12:00 noon.</u>
May 1	Seeding Results released online at 2:00 p.m.
May 2 (Fri.)	Pairings released on the IHSA website at 4:00 p.m.
May 12-13 (Mon.-Tues.)	Sectional Preliminaries
May 14-15 (Wed.-Thurs.)	Sectional Quarterfinals
May 16 (Fri.)	Sectional Semifinals
May 17 (Sat.)	Sectional Finals
May 17 (Sat.)	State Qualifier Data Forms due online and program pictures uploaded in your Schools Center (<i>See Instructions in Manual</i>)
May 19 (Mon.)	Up-To-Date Statistics due to IHSA Office by 10:00 a.m. through the IHSA Schools Center
May 22 (Thurs.)	State Final (Girls Quarterfinal Games)
May 23 (Fri.)	State Final (Boys Quarterfinal Games)
May 24 (Sat.)	State Final (Girls/Boys Semifinal Games)
May 24 (Sat.)	State Final (Girls/Boys Consolation & Title Games)



****IMPORTANT****

SEASON SUMMARY FORM INSTRUCTIONS/SEEDING INFORMATION

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

SEASON SUMMARY INSTRUCTIONS:

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

SEEDING INSTRUCTIONS:

- The seed link becomes available at **11:00 a.m.** on April 30.
- Log into your School Center and access the "Seeding Form" in your Sport/Activity Tracker.
- Follow the instructions to seed your Sectional.
- A school shall not vote for their own team.
- The seeding deadline is **12:00 noon** on May 1. Results will be posted at 4:00 p.m.

SEASON SUMMARY FORM DEADLINE:

10:00 A.M. - WEDNESDAY, APRIL 30

ONLINE SEEDING DEADLINE:

12:00 Noon – THURSDAY, MAY 1



Water Polo State Final Tournament 2025 Time Schedule

Thursday May 22

Boys Quarterfinals

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

Friday May 23

Girls Quarterfinals

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

Saturday May 24

Boys Semifinals

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

Girls Semifinals

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

Saturday May 24

3rd Place and Championship

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



Online State Final Program Information

Head Coach and Athletic Director:

As your Water Polo team moves closer to qualifying for the State Final tournament, you will be requested to complete the **State Qualifier Data** form online, to provide the IHSA with team information in the State Final program. You are required to provide this information once you have qualified for the Boys or Girls Water Polo State Final Tournament.

Please submit this information to us by Saturday, May 17th at midnight.

The link to the State Qualifier Data form can be found in the IHSA Schools Center:

To log in to the Schools Center:

- Go to www.ihsa.org and click on the Schools & Officials Center Login link.
- Log in with your personal ID and password
- On the main menu, click on Box T: "Sport & Activity Tracker"
- In the Water Polo row, find the link labeled "State Qualifier Data Form" in the column labeled "Online Forms". Click on the link to fill out the required pages
- All team and administrative **photos** must be uploaded through the School Center. The link can be found on the Main Menu, under "Quick Links." (highlighted in yellow) Detailed instructions are on the following page.
- State Final programs will be sold digitally

****REMINDER****

If your team qualifies for the Water Polo State Final Tournament, you must complete the team Up-to-Date Statistics found on the Roster page of the State Data Form. This will be due by 10:00 a.m. Monday, May 19.

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

Program Information is due Saturday, May 17 at midnight

INSTRUCTIONS FOR SUBMITTING PHOTOS

Departments

Looking for the **ScoreZone** link? It's in the "Quick Links" section at the bottom of this column.

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

Quick Links

[write a promotion recommendation for an official](#)

[Upload state tournament program photo \(old interface\)](#)

[change password](#) | [rate official](#) | [submit Special Report](#)
[FAQ](#) | [ScoreZone](#) | [MaxPreps](#) | [Where do I find...?](#)

1. Upload the School logo in .jpg format.

Schools Center ILLINOIS HIGH SCHOOL ASSOCIATION

Admin Schools Officials

State Program Photo Collection

RELOAD PAGE to see changed photos - Program Photo Manual

School Logo Upload a new logo

Staff Photos

People added to this list can be assigned to the activities on the right for inclusion in state tournament programs. Head coaches and administrators only -- no assistant coaches, please.

Add a new administrator or coach

Team Photos

Use the Edit link to upload, add outlines (indicate who is in the photo) and assign staff members listed at left to be included in the state tournament program for an activity.

With the exception of Bowling and Cheerleading, only upload a team photo for activities in which you have advanced to the sectional round.

Activity	Team Photo	Outlines	Assigned Staffers	Edit
Boys Baseball	None	None		Edit
Boys Basketball	None	None		Edit
Girls Basketball	None	None		Edit
Bass Fishing Qualifier #1	None	None	N/A	Edit
Bass Fishing Qualifier #2	None	None	N/A	Edit
Boys Bowling	None	None		Edit
Girls Bowling	None	None		Edit
Boys Football	None	None		Edit
Boys Gymnastics	None	None		Edit
Girls Gymnastics	None	None		Edit
Girls Softball	None	None		Edit
Scholastic Bowl	None	None		Edit
Boys Soccer	None	None		Edit
Girls Soccer	None	None		Edit
Boys Volleyball	None	None		Edit
Girls Volleyball	None	None		Edit

2. **Add administrators and coaches.** Choose: Add a new administrator or coach. Do this **before** adding team photos. Follow the step-by-step instructions, making sure that you **SAVE the photos and information**. Do not use all capital letters.
3. **Upload your team photo.** Choose The Edit button that corresponds with your sport.

a. Following the instructions upload your team photo. **SAVE changes**.

b. Assign staff members. Use the pull-down menus to assign staff members to be included in this program. **SAVE changes to staff assignments**.

c. Add your cutlines. List individuals (first and last name) in each row. **Do not** use all capital letters. Do not include numbers, year in school, etc. Please use the following to designate supervisors in the photo: Head Coach John Smith, Asst. Coach Billy Bob, Mgr. Jane Doe. **Save changes to cutlines**.

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

Photos are due by midnight Saturday, May 17, 2025

4. Go to School Photos Menu and review for accuracy. If everything is correct, you can exit the Schools Center.

Hotel Information

The following is a list of hotels in the Lincolnshire area. **Each school** will be responsible for making their own hotel reservations during the Water Polo State Series Tournament. If you would like more information concerning these hotels, other hotels in the Lincolnshire area and/or any restaurants, please contact the **Lake County Convention and Visitors Bureau** at *1-847-662-2700*, or access: **www.visitlakecounty.org**

Staybridge Suites

100 Barclay Blvd.
Lincolnshire, IL 60069
Phone: 847-821-0002
www.ihg.com/staybridge

Courtyard Chicago/Lincolnshire

505 Milwaukee Ave.
Lincolnshire, IL 60069
Phone: 847-634-9555
www.marriott.com/en-us/hotels/chils-courtyard-chicago-lincolnshire

Hampton Inn & Suites/Lincolnshire

1400 Milwaukee Ave.
Lincolnshire, IL 60069
Phone: 847-478-1400
www.hilton.com/en/hotels/linshx-hampton-suites-chicago-lincolnshire

SpringHill Suites by Marriott Lincolnshire

300 Marriott Dr.
Lincolnshire, IL 60069
Phone: 847-793-7500
www.marriott.com/en-us/hotels/chish-springhill-suites-chicago-lincolnshire



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.



ADDITIONAL AWARDS ORDER FORM

- 1.) Please print and complete this form with Official Representative Signature.
2.) Please email completed form to Cheryl Lowery @ (clowery@ihsa.org).
3.) From this form, an invoice will be generated and emailed back to the school email address supplied.
4.) From the Invoice, mail invoice to the awards company with payment for awards

This form is to be used only if the school is purchasing awards for one of the following reasons (Check one)
Team Roster Exceeds the number allowed in the T&C's
Dual Campus
Broken-Replacement
Coop School
Lost-Replacement
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
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:
Team Plaque
Team Trophy
Medal/Medallion
Sweepstakes Medallion
Badminton Gold Shuttlecock and/or Riser
Laser Trophy Plate
Replacement Trophy Plate w/o lasering
Bat, Tennis, Golf Club Replacement
Ind. Event Medals (indicate Event name):
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:



ADDITIONAL AWARDS ORDER FORM

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

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

Table with 3 columns: Finish, State Medallion, Reg./Sect Medal. Rows include Goldtone (1st), Nickel Silver (2nd), and Copper (3rd & 4th).

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):

Table with 2 columns: Description, Price. Rows include Regional Champion Plaque (AM-260), Sectional and Super-Sectional Champion Plaque (AM-261), Third/Fourth place trophy (AM-558), and Champion/Runner-Up (AM-557/AM-557-1).

Plate Replacement Pricing:

Table with 2 columns: Description, Price. Rows include Plate Engraving charge for State Final Trophy, Replacement Black Plate for SF Trophy w/o lasering, and Bat, Tennis, Golf Club Replacement for All Figurines.

IHSA State Final Miniature Replica Trophy Order Form

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

Price includes UPS shipping the total order to one address.

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



Sport _____

School _____

Off. Rep./A.D. _____

Phone _____

Address _____

Email _____

City/Zip _____

Method of Payment: _____ Check Number: _____

Purchase Order No. (if necessary): _____

Description	Gender (check one)			Place: Champion; Runner-up; Third; Fourth Place	Year Trophy Was Won	Class	Qty	Price per Item	Amount
	Girls	Boys	Coed						
11"x8" Walnut Trophy								\$75.00 ea.	
Number of Name Personalization's	Use Spaces Below for each name personalization								
								\$ 5.00 ea.	
	Order Total								

A&M Products

Contact: Andy Austin

Address: 575 Elm Place, P.O. Box 266

Princeton, IL 61356

Phone: (815) 875-2667

Fax: (815) 879-0400

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

IHSA State Final Miniature Replica Trophy Order Form

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

Price includes UPS shipping the total order to one address.

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



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

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

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

Manager Information





Sectional Manager Information

1. **Terms and Conditions:** Review the Terms and Conditions for the 2025 IHSA Boys and Girls Water Polo Tournament Series which are available online on the Boys and Girls Water Polo web pages.
2. **Sectional Seeding:** All Seeding will be conducted online in the IHSA Schools Center. Refer to the Season Summary Form Instructions and Seeding Information located in this manual.
3. **Official Rules:** The National Federation Edition of the 2024-26 Water Polo Rules will govern the competition unless otherwise specifically indicated in the Terms and Conditions or printed instructions.
4. **Ticketing:** GoFan digital ticketing will be required for all Sectional games (except the Prelim games). Fans can purchase and download digital tickets to an iPhone using the GoFan app, or on Android devices at gofan.co/IHSA. Prelim game hosts have the option of using GoFan or cash tickets.
5. **Admission Prices:**

Preliminary Rounds	\$7.00 per game
Quarterfinal Rounds	Digital Ticket: \$8.00 per day. Cash ticket: \$9.00 per day
Sectional Semifinals	Digital Ticket: \$8.00 per day. Cash ticket: \$9.00 per day
Sectional Finals	Digital Ticket: \$8.00 per day. Cash ticket: \$9.00 per day
State Final	Digital Ticket: \$10.00 per session. Cash ticket: \$11.00 per session
6. **Assignment of Officials:** The IHSA will hire 4 officials for each Sectional site. Host schools will be notified of those assigned officials.
Prelim games hosts will secure 2 deck officials and 2 Goal Judges for their game.
All Sectional Deck Officials will be paid directly by the IHSA using ArbiterPay.
7. **Goal Judges:** Two goal judges will be hired and compensated by the local host manager at \$20 per game. It is recommended that you use IHSA licensed officials as goal judges. If a licensed IHSA official is not available, adults at least 21 years of age are recommended. All goal judges should wear a plain white shirt and khakis while working the games.
8. **Players on Team Bench:** In each of the tournaments, a school shall have a maximum of 21 participants in uniform. The 21 players shall be the participants designated on the tournament roster. A maximum of 25 persons from a school may be on the team bench.
9. **Officials' Decisions:** In accordance with By-law 6.033, the decisions of game officials shall be final.
10. **The Mercy Rule** will now be used in IHSA Sectional contest. For details, please refer to the Water Polo Terms & Conditions, Item VIII. A. 3).



11. **ScoreZone Reporting:** Immediately following the conclusion of each match, report the score through the Schools Center under [IHSA State Series Hosting & ScoreZone](#). Click on the ScoreZone link, fill out the score and other appropriate information and click the button labeled "FINAL" to submit.
12. **Awards:** Awards will be presented at your Sectional meet in accordance with Item X-A of the Terms and Conditions.
13. **Financial Reports:** Please see Item IV of the Terms and Conditions for the financial terms for Sectional meets. Following completion of tournament, a Financial Report will be emailed to you from our business office for you to approve. It will include proceeds from GoFan digital ticketing at your host site.
14. **No Children Allowed on Deck:** Children will **not** be allowed on deck at the Sectionals or State Finals. Only authorized meet personnel, coaches, and participants are permitted on deck. **NO EXCEPTIONS!**
15. **Videotaping:** Videotaping is allowed under the following conditions: Local managers should be ready to provide an area for a competing school to videotape, if requested. When one school requests video space, then the local manager should provide similar space to both competing schools.
16. **Inquiries:** Any inquiries about the IHSA Boys and Girls Water Polo Tournament Series should be directed to Beth Sauser, Asst. Executive Director of IHSA (bsauser@ihsa.org) or LeAnna Mutchler (lmutchler@ihsa.org)

The Illinois High School Association appreciates your willingness to serve as the host manager of the Boys and Girls Water Polo Sectional Tournament.



To: Boys/Girls Water Polo Sectional Managers
Subject: Required "Official Ball" Use

This memorandum acknowledges the "Official Ball" to be used in the tournament competition hosted by your school. It has been manufactured for the Illinois High School Association by **KAP7 International, Inc.**

The KAP7 ball is required to be used in all Girls and Boys Water Polo state series games. There can be no substitution of a ball manufactured by another company, nor can you substitute a different KAP7 ball for this one.

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

Girls Water Polo Model: KAP 104

Note: Each manager is required to use the KAP7 ball supplied by the IHSA for all games in the tournament series hosted by the local manager's school.

1) **Each Sectional Manager** will receive **three (3)** Girls Water Polo balls to be used in the games at the site, and the manager will give one (1) ball to the Sectional winner upon completion of the Sectional tournament.

Boys Water Polo Model: KAP 105

Note: Each manager is required to use the KAP7 ball supplied by the IHSA for all games in the tournament series hosted by the local manager's school.

1) **Each Sectional Manager** will receive **three (3)** Boys Water Polo balls to be used in the games at the site, and the manager will give one (1) ball to the Sectional winner upon completion of the Sectional tournament.

Delivery System: KAP7 ships all balls to the IHSA office. Site allocations will be shipped from the IHSA Office by IHSA staff. The Administrator in charge of the sport is responsible for delivery of the State Final ball allocation.



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.
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.

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!!**

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.



2025 Water Polo Sectional PA Announcements

The following announcements are required to be made over your public address system each day/night of competition in the state Boys/Girls water polo tournament series hosted by your school. Thank you!

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

(ANNOUNCE BEFORE THE START OF EACH GAME OR EACH SESSION)

Welcome to today's/ tonight's IHSA Boys/Girls Water Polo Sectional game. Good sportsmanship and a safe environment are top priorities for all IHSA-sponsored activities. Spectators, players, and coaches are expected to promote respect and fairness at all times. As a reminder, Hate Speech or Harassment of any kind will not be tolerated at this event. Any violation from competitors or spectators may result in game stoppages or ejections.

Let's all be active participants in creating a positive and supportive atmosphere that provides a memorable experience for our players and fans!

(ANNOUNCE BEFORE THE START OF EACH GAME)

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

(ANNOUNCE BEFORE THE START OF EACH GAME)

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

(ANNOUNCE PRIOR TO THE START OF EACH GAME)

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

(ANNOUNCE BEFORE THE START OF EACH GAME)

Gatorade. For athletes who move the game forward, we are creating the fuel to do the same. Fueling today. Fueling the future. Fueling the student-athletes and teams competing in all IHSA State Series events. Gatorade...win from within.

(ANNOUNCE BEFORE START OF EACH GAME & AT HALFTIME)

KAP7 International, Inc. is the Official Ball of the IHSA Boys/Girls Water Polo State Series. If you want the best in the water and on deck, sprint to the markers, palm the assist and score with KAP7.

**(ANNOUNCE ONCE DURING THE GAME OR SESSION)**

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

(ANNOUNCE ONCE DURING THE GAME OR SESSION)

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

(ANNOUNCE ONCE DURING THE GAME OR SESSION)

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

(ANNOUNCE ONCE DURING THE GAME OR SESSION)

The IHSA would like to recognize the Illinois Athletic Trainers Association for their dedication and commitment to IHSA sports. Athletic Trainers are Certified and Licensed Healthcare professionals who provide the utmost compassion and care for Illinois High School athletes. There are over 1600 Certified Athletic Trainers throughout Illinois, and they are devoted in keeping student athletes safe from injuries. For more information about Athletic Training, please visit Illinoisathletictrainers.org.

(ANNOUNCE ONCE DURING THE GAME OR SESSION)

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

(ANNOUNCE ONCE DURING THE GAME OR SESSION)

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

(ANNOUNCE ONCE DURING THE GAME OR SESSION)

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

(ANNOUNCE BEFORE START OF EACH GAME & AT HALFTIME)

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



IHSA Pass Gate List (Not Valid for State Final Events)

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

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

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

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

Administration

1. []
2. []
3. []
4. Head Varsity Coach [] Guest: []

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

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

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

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

Contact Person: [] Contact Person: []
Cell Phone: [] Cell Phone: []
Email: [] Email: []



INTERNET VIDEO BROADCASTING INFORMATION

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

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



ScoreZone Reporting Procedures

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

How to Submit ScoreZone Final Scores

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

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

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

It is the responsibility of each tournament manager to:

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

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

Interactive ScoreZone means live updates!

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

How to Submit "Live Updates"

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

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

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

General Information



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

VENUE

Sport: []
Location: []

EMERGENCY PERSONNEL

Present: []
On-Call: []

EMERGENCY EQUIPMENT LOCATION ON-SITE

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

COMMUNICATION

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

ROLE OF FIRST ON THE SCENE:

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

EMS ACCESS:

If EMS is called provide directions/access to scene
Directions to site/location: []

Open access gates
Designate individual to meet EMS at entrance



Sports Medicine

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 healthcare 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>



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.

Schools' Responsibilities to Officials



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

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

Acceptable Behaviors

- 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 Behaviors

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



IHSA LICENSED VENDOR

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>.