

2019-20

Boys Baseball

Manual for
Schools and Managers



Boys Baseball Manual

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Revision History



2019-20 Boys Baseball Series Terms and Conditions

In accordance with Section 1.450 of the IHSA Constitution, the Terms and Conditions governing the 2019-20 IHSA Class 1A, 2A, 3A, and 4A Boys Baseball Tournament Series have been approved by the Board of Directors.

I. SCHOOL CLASSIFICATION

Classifications in the IHSA Baseball State Series will be determined according to IHSA Policy 17 (Classifications System). Request to play up a class may be made through the IHSA by September 1.

II. DATES AND SITES

A. Class 1A & 2A – In the Sectional Complex, Regional play shall begin on Monday, May 18, 2020. All play will follow the schedule below, as determined by the number of teams in a respective bracket.

Regional Preliminaries: Monday, May 18, 2020 (If necessary, at the site of the higher seed.)
When Regional preliminaries or quarterfinal games are designated to the site of the higher seed and the facility doesn't warrant hosting an IHSA Regional game, allow the host school to find an alternative location for the game either at their opponent's site or the Regional host as possibilities.

Regional Quarterfinals: Tuesday, May 19, 2020 (If necessary, at the site of the higher seed.)
Regional Semifinals: Wednesday, May 20, 2020 & Thursday, May 21, 2020
Regional Finals: Saturday, May 23, 2020

Sectional Semifinal games shall be played on Wednesday and Thursday, May 27 & 28. The Sectional Final (Championship) shall be played on Saturday, May 30th. Super-Sectional games shall be played on Monday, June 1st.

Note: When playing facilities allow teams to play semi-final games as double headers in the Regional and Sectional, this is recommended.

Note: When the Memorial Day holiday interrupts the Super-Sectional game, **play shall be required on the holiday.**

Sites for Regional, Sectional, and Super-Sectional games shall be announced at a later date. The Class 1A & 2A State Final Tournament will be held on Friday, May 31 & Saturday, June 1. The tournament will be held at Dozer Park, in Peoria.

B. Class 3A & 4A – Regional play shall begin on Monday, May 25, 2020. All play will follow the schedule below, as determined by the number of teams in a respective bracket.
Regional Preliminaries: Monday, May 25, 2020 (If necessary, at the site of the higher seed.)

Regional Quarterfinals: Tuesday, May 26, 2020 (If necessary, at the site of the higher seed.)

Regional Semifinals: Wednesday, May 27, 2020 & Thursday, May 28, 2020

Regional Finals: Saturday, May 30, 2020

Note: When the Memorial Day holiday interrupts the Regional Tournament, **play shall be required on the holiday.**

Sectional Semifinal games shall be played on Wednesday and Thursday, June 3 & June 4. Sectional Final (Championship) shall be played on Saturday, June 6. The Super-Sectional games shall be played on Monday, June 8.

Note: When playing facilities allow teams to play semi-final games as double headers in the Regional and Sectional, this is recommended.

Sites for Regional, Sectional, and Super-Sectional games shall be announced at a later date. The Class 3A & 4A State Final Tournament will be held on Friday June 12 and Saturday, June 13. The tournament will be held at Route 66 Stadium, in Joliet.

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

The Policy for Original Entry Deadlines, Late Entries, and Late Withdrawals shall be the policies and procedures regarding entry for all IHSA-sponsored sport/activities included in the 2019-20 Entry Policies and Procedures.

A. Online Entries

All member schools must enter their school into the state series competition through the IHSA Schools Center on the IHSA Website at www.ihsa.org. The deadline for entry in boys baseball is February 1, 2020. The 2019-20 Entry Policies and Procedures outlining the online entry procedures for all IHSA-sponsored tournaments can be found in the Schools Center on the IHSA Website.

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

C. Breach of Contract By-law 6.041 (Withdrawal Procedure) To withdraw without penalty, the Principal must notify the IHSA Office, in writing, of the school's withdrawal from the

respective sport prior to the seeding meeting date and/or the date the List of Participants is due for that sport.

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

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

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

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

IV. HOST FINANCIAL ARRANGEMENTS

A. Preliminary and Quarterfinal Regional Games:

1) The Preliminary and Quarterfinal game of the Regional Tournament are financially independent. If admission is charged, the host school will receive 100 percent of the gate receipts. The IHSA will pay all playoff officials.

B. Semifinal and Final Regional Games:

1) Host school shall pay all local expenses. The host school shall receive a flat fee of \$575.00 for hosting the semifinal and final game of Regionals, the cost of the game officials and retain 20% of net income. If admission is not charged, the host school shall forfeit the guarantee. The IHSA will pay all playoff officials.

C. Sectional Tournaments:

1) Host school shall pay for all local expenses. Host school shall receive a flat fee of \$575.00 for hosting the Sectional games, the cost of game officials and retain 20% of net income. If admission is not charged, the host school shall forfeit the host guarantee. The IHSA will pay all playoff officials.

D. Super-Sectional Tournaments:

1) Host school shall pay for all local expenses. Host school shall receive a \$250.00 host guarantee, the cost of the game officials and retain 20% of the net income. If admission is not charged, the host shall forfeit the guarantee. The IHSA will pay all playoff officials.

E. Admission Prices (1A, 2A, 3A, 4A):

1) Regional, \$5.00 per session (if admission is charged)

2) Sectional, \$6.00 per session

3) Super Sectional, \$7.00 per session

4) State Final, \$10.00 per session

5) **Baby in Arms** Free Admission to all Tournament Levels of Competition

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

F. Rights Fees for TV and Radio:

See the IHSA web site (www.ihsa.org) for the fees to be charged by Local Managers and/or the IHSA for television and cable broadcasts and radio originations.

V. TOURNAMENT ASSIGNMENTS AND SEEDING MEETINGS

A. Class 1A and Class 2A: In Class 1A and 2A, all state tournament series will begin in Regionals. Regionals will be used for all 1A and 2A assignments. Geography again being the factor used in the assignment. Regionals will seed with a 1 vs. 4, 2 vs. 3 concept.

B. Class 3A and 4A Chicago Suburban Area: In Class 3A and 4A, all state series tournaments in the Chicago suburban area will begin with a Sectional complex. The Sectional complex will utilize true seeds unless conflicts arise from the seeds of the pre-determined hosts.

C. Class 3A and 4A Outside the Chicago Suburban Area: In Class 3A and 4A, all state series tournaments outside of the Chicago suburban area will begin with traditional geographic Regionals. Generally, the Chicago suburban area will be defined as the following counties – Cook, Northern Will, DuPage, Kane, and Lake. By Policy, in Sectionals that have a large geographic representation, a designated pairing may be used to reduce travel in that Sectional.

D. Tournament Series: The successive tournament series shall be designated respectively as Regional, Sectional, Super-Sectional and State Final. The IHSA Office will select all Regional, Sectional and Super-Sectional host sites. All schools including the Chicago Public Schools entered in the state series will be assigned to a Regional, or Sectional complex based on geography.

E. Seeding and Pairings: The seeding shall be done on Tuesday, May 5, 2020 for Class 1A & 2A and on Tuesday, May 12, 2020, for Class 3A & 4A. The seeding will be done online in the Schools Center by all coaches. All coaches will be required to fill out the online data form which contains information about their team. Information on all

schools in your tournament will be available for each coach to review prior to making their seeds online. Pairings will be released on the IHSA web-site. Pairings for the first round of games of the State Final Tournament(s) will be made by chance drawings at the Spring Sports Drawing.

It is the responsibility of each competing school entered in the state series to complete the IHSA Season Summary Sheet prior to the seeding of schools. The school must complete their school form online in their Schools Center no later than 8:00 a.m. on the day that the online seeding is conducted. Non-compliance may result in IHSA review and possible sanctions imposed upon the school.

VI. TOURNAMENT STRUCTURE AND TIME SCHEDULES

A. Time Schedule:

1) Local managers will not be permitted to change the order in which games are played unless given permission by the IHSA Office. Regional or Sectional managers, upon consultation with the IHSA Office, shall alter the playing schedule to accommodate the regularly scheduled graduation ceremonies of a competing school.

Regional or Sectional managers, upon consultation with the IHSA Office and with approval of the schools involved in the game, may move the championship game from Saturday to Friday if the weather forecast for Saturday is not favorable to play.

Note: If the host school is equipped to play night baseball and if facilities are adequate, a twilight double-header or single night games may be played provided anticipated gate receipts will cover the cost of lighting the field. Furthermore, that the participating schools involved agree to play under the lights. If during a day game it seems advisable to turn on the lights, it will be the responsibility of the host manager to make this decision.

2) Starting times for all games will be announced by the local manager, but in the Regional and Sectional Tournaments, games should not be played during school hours. The following starting times are recommended to the host schools: 4:30 p.m. for weekday games, 7:00 p.m. for night games, and 10:00 a.m. for Saturday games. Tournament managers should notify the IHSA Office and participating teams of scheduled game times.

3) State Final Schedule will be as follows:

**Class 1A & 2A State Final Tournament
Friday, June 5, 2020**

Session 1 (Class 1A Semi-Finals)

Game 1—10:00 a.m.

Game 2—Noon (Approx.)

Session 2 (Class 2A Semi-Finals)

Game 3—3:00 p.m.

Game 4—5:00 p.m. (Approx.)

Saturday, June 6, 2020

Class 1A Finals Session

Game 5—9:00 a.m.—Loser Game 1 vs. Loser Game 2 (Third Place Game)

Game 6—The Championship Game will begin immediately after the conclusion of the Third Place Game and awards. Winner Game 1 vs. Winner Game 2 (1A Championship)

Class 2A Final Session

Game 7—3:00 p.m.—Loser Game 3 vs. Loser of Game 4 (Third Place Game)

Game 8—The Championship Game will begin immediately after the conclusion for the Third Place Game and awards.—Winner Game 3 vs. Winner Game 4 (2A Championship)

On Saturday of the State Finals, in Game 7 (Third Place Game) no inning will begin after 5:30 p.m.

Note 1): Game 7 will be scheduled to start at 3:00 p.m. If the game cannot be started by 4:00 p.m., it will not be played.

Note 2): A 20-minute break is scheduled between Game 6 and 7. This means that Game 7 may not start at 3:00 p.m., but as soon after as possible.

Note 3): If Game 6 ends after 3:40 p.m. and before 4:00 p.m., the 20-minute period referred to in 2) above will be reduced so that Game 7 will begin no later than 4:00 p.m.

Note 4): Each scheduled playing day must be completed as in the schedule listed above, or Game 7 will not be played.

Note 5): If the time limits listed above are reached and the Game 7 score is tied, or if Game 7 is not played, both teams will be awarded semi-finals trophies and medallions. If Game 7 is started and at the end of the 5th inning the time limit is reached, the team leading the game at that point will be awarded the 3rd place trophy and medallions, and the trailing team would receive fourth place trophy and medallions.

**Class 3A & 4A State Final Tournament
Friday, June 12, 2020**

Session 1 (Class 3A Semi-Finals)

Game 1—10:00 a.m.

Game 2—Noon (Approx.)

Session 2 (Class 4A Semi-Finals)

Game 3—3:00 p.m.

Game 4—5:00 p.m. (Approx.)

Saturday, June 13, 2020

Class 3A Finals Session

Game 5—9:00 a.m.—Loser Game 1 vs. Loser Game 2 (Third Place Game)

Game 6—The Championship Game will begin immediately after the conclusion of the Third Place Game and awards. Winner Game 1 vs. Winner Game 2 (3A Championship)

Class 4A Final Session

Game 7—3:00 p.m.—Loser Game 3 vs. Loser of Game 4 (Third Place Game)

Game 8—The Championship Game will begin immediately after the conclusion of the Third Place Game and awards. Winner Game 3 vs. Winner Game 4 (4A Championship)

On Saturday of the State Finals, in Game 7 (Third Place Game), no inning will begin after 5:30 p.m.

Note 1): Game 7 will be scheduled to start at 3:00 p.m. If the game cannot be started by 4:00 p.m., it will not be played.

Note 2): A 20-minute break is scheduled between Game 6 and 7. This means that Game 7 may not start at 3:00 p.m., but as soon after as possible.

Note 3): If Game 6 ends after 3:40 p.m. and before 4:00 p.m., the 20-minute period referred to in 2) above will be reduced so that Game 7 will begin no later than 4:00 p.m.

Note 4): Each scheduled playing day must be completed as in the schedule listed above, or Game 7 will not be played.

Note 5): If the time limits listed above are reached and the Game 7 score is tied, or if Game 7 is not played, both teams will be awarded semi-finals trophies and medallions. If Game 7 is started and at the end of the 5th inning the time limit is reached, the team leading the game at that point will be awarded the 3rd place trophy and medallions, and the trailing team would receive fourth place trophy and medallions.

VII. ADVANCEMENT OF WINNERS

A. The thirty-two (32) Regional champions shall advance to one of eight (8) Sectional Tournaments.

B. The winners of the eight (8) Sectional Tournaments shall be assigned to four (4) Super-Sectional games.

C. The winners of the four (4) Super-Sectional games shall be entered in the State Final Tournament.

VIII. TOURNAMENT RULES

A. Determining Home Team: The home team in tournament games shall be determined according to the following procedure:

1) The higher seeded team in each Regional and Sectional round game shall be the home team and shall bat last. The Regional and/or Sectional Host management shall determine the team benches (dugout). If no Sectional complex has been used in that Sectional, home team will be determined by a flip of the coin with the bottom team in the bracket calling the flip.

2) In the Super-Sectional game, the team from the bottom bracket shall call the coin flip. The Super-Sectional host management shall determine the team benches (dugout).

3) In the State Final Tournament, at a meeting of the coaches of the teams participating in the State Final Tournament, home team privileges shall be determined by a coin flip. Home team privileges for all State Final Tournament games shall be determined at this meeting. The visiting team shall occupy the first base team bench (dugout) and the home team shall occupy the third base team bench (dugout). In the event the coach of the participating team(s) is not in attendance at this meeting, the State Final manager shall conduct the appropriate coin flip(s) to determine home team for all State Final Tournament games.

B. Rules of Play: The current National Federation Rules Book is adopted as the official rules of play for the series of tournaments.

1) National Federation speed-up rules shall be used in each state series game.

2) The game shall end when the visiting team is behind by 15 or more runs after 3 ½ innings, or if the home team is behind by 15 or more runs after 4 innings.

3) The game shall end when the visiting team is behind by 10 or more runs after 4 ½ innings (or any inning after that), or if the home team is behind by 10 or more runs after 5 innings (or any inning after that).

4) The decisions of the game umpires are final in matters pertaining to the National Federation Baseball Rules. The IHSA Board of Directors will not review decisions of umpires, whether alleged errors are due to faulty judgment or misinterpretation of the rules.

C. Playing Regulations:

1) All tournaments will be conducted on a single elimination basis. Tournament games, including the final game in all the tournaments, will be scheduled for seven innings.

2) Pitchers must follow the IHSA Postseason Pitch Count Policy during the entire state series.

1-30 pitches = Eligible to pitch the next day

31-45 pitches = Eligible to pitch after one day of rest

46-60 pitches = Eligible to pitch after two days of rest

61-75 pitches = Eligible to pitch after three days of rest

76-115 pitches = Eligible to pitch after four days of rest.

D. Postponement of Games:

1) If a game in any tournament must be postponed because of rain or wet grounds, or if a game is called by the umpires because of rain, darkness, or other reasons that are in accordance with the National Federation Baseball Rules, it is ruled a "suspended game and shall be continued from the point of suspension at a later time" unless provisions of Rule 4-2-3 have been met making it a regulation game. Any game that is not an official game will be considered a suspended game.

2) Postponed or called game(s) in opening round game(s) must be rescheduled for the next day, excluding Sundays.

3) If a coin toss has been made and the game does not begin and is rescheduled, the original coin toss shall stay in effect.

4) In all cases where postponements are necessary, tournament games must take precedence over all games.

5) It is recommended that no start or continuation of a suspended game shall begin later than 10:00 p.m.

6) The local manager will be in charge of all site assignments for the tournament, including postponed or called games.

7) The local manager shall keep the IHSA informed during bad weather situations.

E. Bad Weather Guidelines for Regional Play:

Should bad weather force a postponement or suspension of a game(s) the following guidelines shall be followed:

1) Games shall be played in bracket order.

2) Double-headers may be played if both coaches agree.

3) If both coaches do not agree then the game must be scheduled the following day, excluding Sundays.

4) All Regional games must be completed before the Sectional games can begin.

5) It is recommended that no game start or continuation of a suspended game begin later than 10:00 p.m.

6) The local manager shall keep the IHSA informed during bad weather. If play cannot continue at the host site, any playable site can be used to complete play, with IHSA approval.

7) In the event that the games cannot be completed then the higher seeded team remaining shall advance to the Sectional. The local manager should contact the IHSA prior to this determination.

F. Bad Weather Guidelines for Sectional Play:

1) Games shall be played in bracket order.

2) Double-headers may be played if both coaches agree.

3) It is recommended that no game start or continuation of a suspended game begin later than 10:00 p.m.

4) The local manager shall keep the IHSA informed during bad weather. If play cannot continue at the host site, any playable site can be used to complete play, with IHSA approval.

5) In the event that the Sectional game(s) cannot be completed, the higher seeded team remaining shall advance to the Super-Sectional in Sectional complexes. In Sectionals that started with only Regionals, a flip of the coin between the remaining schools would be conducted.

G. Bad Weather Guidelines for Sites at the Regional and Sectionals:

1) If play cannot continue at the predetermined site, any playable site can be used to complete play.

H. Bad Weather Guidelines for Super-Sectional Play:

1) Super-Sectional games can be played up to the start of the first game at the state tournament.

2) It is recommended that no game start or continuation of a suspended game begin later than 10:00 p.m.

3) The local manager shall keep the IHSA informed.

4) In the event that the Super-Sectional game cannot be completed, a coin toss will determine which team advances to the state tournament.

I. Guidelines for Play at the State Tournament in Case of Bad Weather:

1) The first priority is to crown a champion.

2) If the Third Place Game cannot be played, a tie will be awarded to both teams.

3) If the tournament can only be played on one day due to bad weather, then five-inning games will be played and warm up time will be determined by the State Final manager and the IHSA.

4) In the event of delays, the Championship Game and the Third Place Games may be reversed.

J. AED: Host schools must have an AED available and on site at all IHSA postseason contests.

IX. TOURNAMENT POLICIES

A. Authority:

By authority of the IHSA Constitution and By-laws, the Board of Directors shall interpret and enforce the Terms and Conditions.

B. Players in Team Uniform:

In each of the tournaments, no school shall have in uniform more than twenty-seven (27) players. Only those player(s) or coach(s) in uniform may serve as coaches at first and third base and participate in **pre-game activities** on the playing field or warm up pitchers.

C. Players Bench:

A maximum of thirty (30) individuals officially connected with the school shall be permitted to occupy the players' bench.

D. Baseballs:

The Wilson Pro A1010B ProSST is required to be used in all boys' state baseball tournament series games. There can be no substitution of a ball manufactured by another company.

1) Regional Sites: Each school hosting the Regional semi-final and final games will be supplied with at least 1 dozen balls. Four new balls

should be used in each game. Disposition of the balls at the end of the tournament is at the discretion of the host. If additional balls are needed, it is the responsibility of the host school to provide them.

2) Sectional Sites: Each school hosting the semifinals and championship game will be supplied with a dozen balls. Four new balls should be used in each game. Disposition of the balls at the end of the tournament is at the discretion of the host. If additional balls are needed, it is the responsibility of the host school to provide them.

3) Super-Sectional: Each venue hosting a Super-Sectional game will be supplied with 1 dozen balls. Disposition of the balls at the end of the game is at the discretion of the host. If additional balls are needed, it is the responsibility of the host school to provide them.

E. Conduct of Coaches and Players:

1) A coach, player or other person officially connected with the team shall not be permitted to smoke, or chew tobacco on the bench or playing field either during practice or while a game is in progress.

2) No coach or other school official shall during the progress of the game, be allowed on the field of play except by permission of the game umpires.

3) Except for the coaches or eligible players who may be serving as coaches at first and third base, and players legally in the "on-deck" circle, all other coaches, managers, substitutes and players waiting their turn at bat shall remain on the player's bench. Umpires will be instructed to enforce this rule vigorously.

4) The captain and the head coach shall be the official spokesmen and the sole representative of their team in all communications with the umpires.

5) Abusive remarks to game umpires by coaches or players shall be regarded as unsportsmanlike conduct and shall be punishable under the provisions of By-Law 2.010.

F. Signs and Banners:

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

1) they are in good taste and reflect good sportsmanship in their message and use;

2) they reflect identification and encouragement to participants and their school/community;

3) they are not displayed on the field of play or in a manner, which interferes with play;

4) they do not obstruct the view of participants or spectators; and

5) they are not safety hazards.

G. 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.

H. Media Requirements:

1) Provide Space:

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

2) Radio and TV Originators:

It is the responsibility of the Local Manager to accept applications, approve requests to originate radio broadcasts, which will be processed according to the IHSA Broadcast Policy. It is the responsibility of the Local Manager to direct requests to televise play-by-play of a game to the IHSA Office, which will be processed according to the IHSA Television Policy.

a) Television rights fees for all levels of competition shall be paid to the IHSA Office and shall become part of the revenue to be shared by the member school(s) and the Association according to the financial terms stipulated in these Terms and Conditions.

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

c) Television stations or cable systems 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 levels in this state series, shall not be given credentials nor allowed access to the facility to originate.

3) Required Reports:

Reporting information to the news media and/or the IHSA Office, including ScoreZone information for the www.ihsa.org, as stipulated in instructions to local Managers, shall be the responsibility of each Local Manager and is required.

I. Facilities:

In the Regional, Sectional, Super-Sectional and State Final Tournament, the hosting schools shall not make the facilities available to the incoming teams for practice, other than customary scheduled batting practice and infield just prior to game time.

J. 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 of dates of any IHSA event being held at the site.

K. 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.

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 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.

M. Prayer at IHSA State Series Contests:

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

N. State Series Expenses:

1) Each school participating in the tournament series will be responsible to pay any and all expenses related to the team at the Regional, Sectional level and Super-Sectional levels.

2) In the State Final Tournament, the teams participating in the tournament shall be reimbursed in accordance with the following:

| Round Trip Mileage to State Final Site | Flat Rate Reimburse- ment | Mileage |
|--|---------------------------------|-------------|
| 0-150 miles | \$ 500.00 | \$2.00/mile |
| 151-300 miles | \$1,000.00 | \$2.00/mile |
| 301-over miles | \$1,500.00 | \$2.00/mile |

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

X. AWARDS

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

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

3) Team awards will be provided by the IHSA for the winning team at each Super-Sectional Tournament.

4) Team awards and thirty (30) individual medallions will be presented to the first, second, third, and fourth place teams at the State Final.

In addition, trophies will be awarded to the first, second, third and fourth place teams at the State Final Tournament.

XI. OFFICIALS

A. General

Umpires for all tournaments must be licensed by the IHSA.

B. Regional Assignments

Umpires (two per game) for all Regional games shall be appointed by the IHSA Office. If a Regional game is postponed due to inclement weather, every effort will be made to use the same umpiring crew. If an umpire(s) is unavailable on the rescheduled date, the local manager will appoint a replacement in conjunction with the IHSA Office. Coaches of participating schools and registered officials will have an opportunity to assist the IHSA Office in ranking officials who are being considered for this assignment. The hosting school may use a third umpire at their own expense. The host school must notify the IHSA and a third licensed official will be appointed. Each official will be paid a fee of **\$63.00 per game** by the IHSA Office through ArbiterPay.

C. Sectional Assignments

Umpires (three per game) for the Sectional games will be assigned by the IHSA Office. If a Sectional game is postponed due to inclement weather, every effort will be made to use the same umpiring crew. If an umpire(s) is unavailable on the rescheduled date, the IHSA Office will appoint the replacement umpire(s) in conjunction with the local manager. Coaches of participating schools and registered officials will have an opportunity to assist the IHSA Office in ranking officials who are being considered for this assignment. Each official will be paid a fee of **\$78.50 per game** by the IHSA Office through ArbiterPay.

D. Super-Sectional Assignments

Umpires (three per game) for the Super-Sectional games will be assigned by the IHSA Office. If a Super-Sectional game is postponed due to inclement weather, every effort will be made to use the same umpiring crew. If an umpire(s) is unavailable on the rescheduled date, the IHSA Office will appoint the replacement umpire(s) in conjunction with the local manager. Coaches of participating schools and registered officials will have an opportunity to assist the IHSA Office in ranking officials who are being considered for this assignment. Each official will be paid a fee of **\$106.50 per game** by the IHSA Office through ArbiterPay.

E. State Final Assignments

Umpires for the State Final Tournaments will be assigned by the IHSA Office. Coaches of participating schools and registered officials will have an opportunity to assist the IHSA Office in ranking officials who are being considered for this assignment. Each official will be paid a **\$280.00 flat fee** and Head Official \$125 per day plus up to two nights lodging at a hotel designated by the IHSA Administrator and 30 cents per mile for each mile over 70 miles for one round trip. All post season officials will be paid by the IHSA Office through ArbiterPay.

F. State Series Officials Fee for Suspended or Postponed Contest:

1) An official is notified before arriving at the site—No compensation.

2) An official arrives at the site and the contest is suspended/cancelled before it begins—A show up fee is provided to the officials, which is one half of the game fee.

3) Contest is started, and then is suspended until the next day—Official gets full fee for the started game and then a full fee for the completion of the game the next day.

G. Mileage Policy

In the state series, to assist officials for out-of-pocket expenses, a voucher system will be used to compensate officials when they actually drive in excess of 70 miles round trip per contest. Payment will be made through the IHSA Office, after completion of the tournament series, at a rate of thirty cents per mile for all mileage in excess of 70 miles round trip. No compensation will be permitted for trips of less than 70 miles round trip.

2019-20 BOYS BASEBALL IMPORTANT DEADLINES AND STATE SERIES DATES

CLASS 1A & 2A BOYS BASEBALL SCHEDULE

| | |
|-----------------------------|---|
| May 4 (Mon.) by 10:00am | Schools <u>complete online</u> <i>Season Summary Sheet</i> located in the school center |
| May 5 (Tues.) by 12:00 noon | Complete online seeding |
| May 8 (Fri.) | Boys Baseball Class 1A & 2A Regional Pairing available online |
| May 18-19 (Mon. - Tues.) | Boys Baseball Class 1A & 2A Regional Quarterfinals |
| May 20-21 (Wed. - Thurs.) | Boys Baseball Class 1A & 2A Regional Semifinals |
| May 23 (Sat.) | Boys Baseball Class 1A & 2A Regional Finals |
| May 26 (Tues.) | Class 1A & 2A Team Data Form due in IHSA office (<i>Complete and send online</i>) |
| May 26 (Tues.) | Class 1A & 2A Program Pictures due in IHSA office |
| May 27-28 (Wed. - Thurs.) | Class 1A & 2A Sectional Semifinals |
| May 30 (Sat.) | Class 1A & 2A Sectional Finals |
| June 1 (Mon.) | Class 1A & 2A Super-Sectionals |
| June 2 (Tues.) | Class 1A & 2A Up-to-date Statistics due in IHSA office (<i>Download, complete, and e-mail</i>) |
| June 5 (Fri.) | Class 1A & 2A State Final (Semifinal Games) |
| June 6 (Sat.) | Class 1A & 2A State Final (Consolation & Title Games) |

CLASS 3A & 4A BOYS BASEBALL SCHEDULE

| | |
|------------------------------|---|
| May 11 (Mon.) by 10:00am | Schools <u>complete online</u> <i>Season Summary Sheet</i> located in the school center |
| May 12 (Tues.) by 12:00 noon | Complete online seeding |
| May 15 (Fri) | Boys Baseball Class 3A & 4A Regional Pairing available online |
| May 25-26 (Mon.-Tues.) | Boys Baseball Class 3A & 4A Regional Quarterfinals |
| May 27-28 (Wed.-Thurs.) | Boys Baseball Class 3A & 4A Regional Semifinals |
| May 30 (Sat.) | Boys Baseball Class 3A & 4A Regional Finals |
| June 2 (Tues.) | Class 3A & 4A Team Data Form due in IHSA office (<i>Complete and send online</i>) |
| June 2 (Tues.) | Class 3A & 4A Program Pictures due in IHSA office |
| June 3-4 (Wed. - Thurs.) | Class 3A & 4A Sectional Semifinals |
| June 6 (Sat.) | Class 3A & 4A Sectional Finals |
| June 8 (Mon.) | Class 3A & 4A Super-Sectionals |
| June 9 (Tues.) | Class 3A & 4A Up-to-date Statistics due in IHSA office (<i>Download, complete, and e-mail</i>) |
| June 12 (Fri.) | Class 3A & 4A State Final (Semifinal Games) |
| June 13 (Sat.) | Class 3A & 4A State Final (Consolation & Title Games) |



Boys Baseball



ILLINOIS HIGH SCHOOL ASSOCIATION

2715 McGraw Drive • Bloomington, IL 61704

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

This manual includes pertinent information related to this year's state baseball tournament series. Please read the Terms and Conditions, which can be found on our website, to understand those changes.

Manual for Schools & Managers: The Manual for Schools and Managers will be posted online each year. Schools will use the Boys Baseball website to access general information and the IHSA Schools Center to manage the state series. Please read the Boys Baseball Terms and Conditions, which can be found on the IHSA website thoroughly.

Forms: All school and manager forms are included in the manual.

Entry/Withdrawal: After February 1, to either enter late or withdraw from the tournament, your school Principal must call the IHSA to enter or send a letter for official withdrawing. All teams entered in the tournament series are expected to participate. Failure to appear for scheduled games will be regarded as a breach of contract and schools that are guilty of such violation will be subject to penalty under the provisions of By-Law 6.050.

Season Summary Sheet: All coaches must fill out the Season Summary Form online in the Schools Center no later than 10:00 a.m. the Monday prior to the seed meeting (Classes 1A and 2A by May 4 and Classes 3A and 4A by May 11). Non-compliance may result in IHSA review and possible sanctions imposed upon the school.

Seeding Meetings: There will be no seed meetings. Schools must complete the online seeding process in the Schools Center on May 5 for 1A and 2A and May 12 for 3A and 4A.

Regional Sites: Regional Preliminary and Quarterfinal games (if necessary) will be played at the site of the highest seeded team. Semi-Final and Final Games shall be played at the pre-determined regional host site.

Officials: Umpires for all Regional games shall be appointed by the IHSA. The IHSA will assign a crew of two (2) umpires to each Regional site. Each official will be paid \$63.00 per game. The host site may request a third (3rd) umpire at their own expense. Officials assigned will be posted in the Schools Center as soon as they are confirmed.

Wilson Balls: The IHSA will provide official Wilson balls for each game.

Regional Winners: Schools winning their Regional are **required** to complete the on-line State Final Program Information. This will help us to achieve accuracy and timeliness of the information.

AED: Host schools are required to have an AED available and on site at all postseason contests.



Boys Baseball



ILLINOIS HIGH SCHOOL ASSOCIATION

2715 McGraw Drive • Bloomington, IL 61704

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

Game Timeline

(Teams should arrive at least 45 minutes before the scheduled Game time)

| | <u><i>Minutes before game time</i></u> | <u><i>Minutes Elapsed</i></u> |
|--|--|-------------------------------|
| <i>Gates Open</i> | 60 | 15 |
| <i>Teams arrive 45 minutes before Game time</i> | 45 | |
| <i>Warm-up (Both Teams in the outfield)</i> | 45 | 10 |
| <i>Coin Toss Coaches meet at Home Plate (Super-Sectional ONLY)</i> | 35 | 5 |
| <i>Home Team Infield</i> | 30 | 10 |
| <i>Visiting Team Infield</i> | 20 | 10 |
| <i>Umpire Conference with Coaches</i> | 10 | 5 |
| <i>Introduction of player & Coaches</i> | 5 | 3 |
| <i>National Anthem</i> | 2 | 2 |
| <i>Teams take the Field</i> | 0 | |

State Final Program Information

Coach or Athletic Director:

As your team gets close to qualifying for the state final tournament, you will be required to complete the State Final Program Information form on-line. This form provides the IHSA with most of the information (except statistics) printed in the state final souvenir program. You are required to provide this information by the dates below.

The link to the State Final Program Information form is located in the IHSA Schools Center, a password protected area of the IHSA web site.

To log into the Schools Center, go to the main IHSA web page (www.ihsa.org) and click on the Schools Center link. Then use your school ID and password to log in. On the main menu of the Schools Center, look for the "Sport & Activity Tracker" area. Find Boys Baseball and follow the row across until you find a link labeled "SFInfo" in the column labeled "Required Reports". Click on the link and follow the instructions to fill out the required pages.

The information you will provide online includes administration, coaching staff, coaching history, season record, and roster. Up-to-date statistics must be submitted on the printed forms included in this manual and faxed to the IHSA office immediately after the last contest prior to the state final.

If you are experiencing any problems, please call the IHSA Office and ask for Lauren Matson.

**Schools are required to use the Internet to file
State Final Program Information by the following dates:**

CLASS 1A & 2A:

MAY 30

CLASS 3A & 4A:

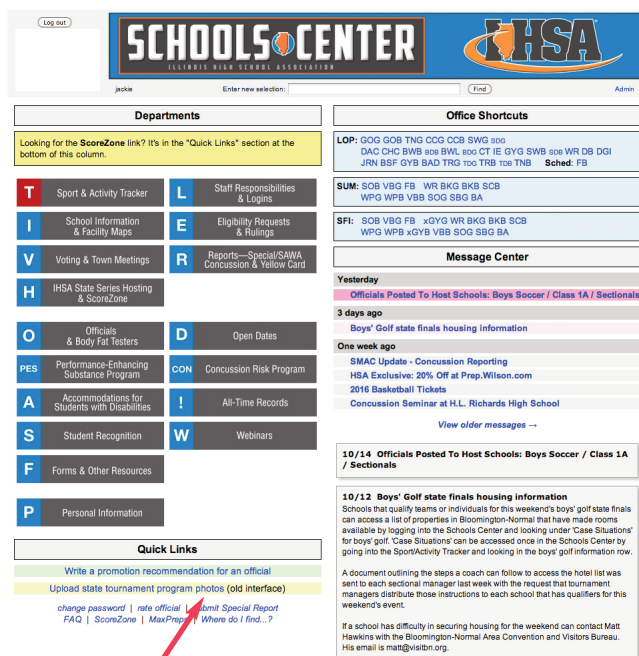
June 6

IMPORTANT REMINDER:

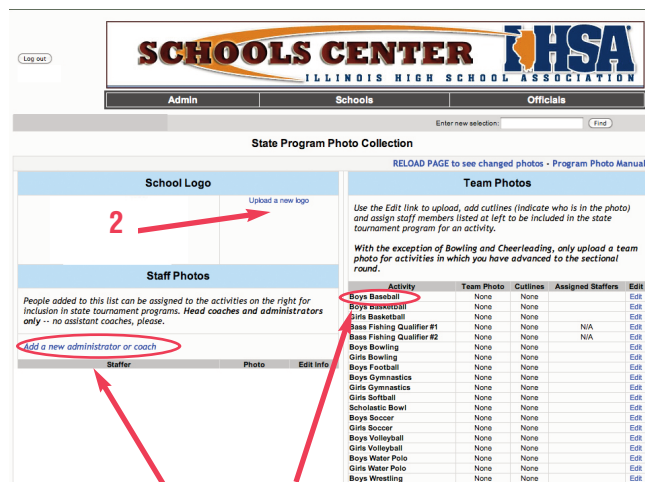
Please upload photos into the School Center for: Superintendent, Principal, Athletic Director, Head Coach, and Team pictures with cutlines (See instructions on the next page) no later than the dates listed. Questions call or email: Lauren Matson at 309-663-6377 or lmatson@ihsa.org

INSTRUCTIONS FOR SUBMITTING PHOTOS

Submit your photos by uploading them in the Schools Center.



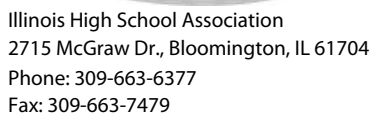
1. Sign into the Schools Center. Choose: Upload state tournament program photos here.
NOTE: Only your administrative staff has access to this link.



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

If you have any questions,
please call Lauren Matson – 309-663-6377 or
email lmatson@ihsa.org.

Photos are due
Class 1A/2A:
Wednesday, May 27, 2020
Class 3A/4A:
Wednesday, June 3, 2020



(Through Super-Sectional Tournament)

Download to your computer before entering data.

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

Important: Please complete this form as thoroughly as possible and e-mail it to Lauren Matson (lmatson@ihsa.org) before 9:00 a.m. on Tuesday, June 2 (Class 1A & 2A) or 9:00 a.m. on Tuesday, June 9 (Class 3A & 4A).

Class ☐ 1A ☐ 2A ☐ 3A ☐ 4A

Your Team Totals

V _ _ _ T _ _ _ T _ 4 _ I _



SAMPLE FORM

IHSA Pass Gate List

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

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

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

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

Sport/Activity:

Host School:

Level of Contest:

Your School:

| |
|--|
| |
| |
| |
| |

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

Administration

- 1.
- 2.
- 3.
4. **Head Varsity Coach**

| |
|--|
| |
| |
| |
| |

Guest

| |
|--|
| |
|--|

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.**

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

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

Contact Person:

Cell Phone:

Email:

| |
|--|
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| |
| |

Contact Person:

Cell Phone:

Email:

| |
|--|
| |
| |
| |

**IHSA Replacement Pricing and Order Form
for
Additional State Series Awards**

- 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.) An invoice will be generated and emailed to the email address supplied, upon receipt of this form.
- 4.) School must remit payment with invoice to A & M Products (after verification of accuracy on the invoice).

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

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

Gender: ☐ Girls ☐ Boys ☐ Co-Ed

Classification:

☐ 1A ☐ 2A ☐ 3A ☐ 4A ☐ 5A ☐ 6A ☐ 7A ☐ 8A

☐ A ☐ AA ☐ MUSIC SWEEPSTAKES ONLY (Indicate Classification: AA, A, B, C, D)

Level of Competition: ☐ Regional ☐ Sectional ☐ Super-Sectional ☐ State

Type of Award:

☐
☐
☐
☐

Team Plaque
Team Trophy
Medal/Medallion
Sweepstakes Medallion

☐
☐
☐
☐

Badminton Gold Shuttlecock and/or Riser
Replacement Trophy Plate w/lasering
Replacement Trophy Plate w/o lasering
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: _____

Email Address: _____

Official Representative Name (Printed): _____

Official Representative Signature: _____



IHSA Replacement Pricing and Order Form for Additional State Series Awards

♦ **Tournament Hosts DO NOT USE THIS FORM.** An order form for ties is located in the Manager's Section of the manual. – Do Not Use the form above.

♦ **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

- | | |
|--|---|
| <ul style="list-style-type: none"> ♦ 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) | <ul style="list-style-type: none"> ♦ 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*):

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

Plaque/Trophy Pricing for Schools (Shipping included):

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

Plate Replacement Pricing

| | |
|---|--------------------------------|
| Replacement Trophy Plate w/ lasering names | \$30.00, plus \$10.00 shipping |
| Replacement Black Plate for SF Trophy w/o lasering | \$12.00, includes shipping |
| Bat, Tennis, Golf Club Replacement for All Figurine | \$16.00, includes shipping |

Orders will only be **processed by A&M Products upon Receipt of IHSA Invoice and Full School Payment.** Please allow three (3) weeks for delivery. Thank you.



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.
- 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.



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.



Emergency Action Plan (EAP)

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

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

EAP's should consist of the following components:

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

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

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

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

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

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

A sample venue-specific is included as a part of this document, which was developed from portions of the third and fourth editions of National Federation of State High School Associations Sports Medicine Handbook.



Venue-Specific Action Plan

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

Venue

Sport:

Location:

Emergency Personnel

Present:

On-Call:

Emergency Equipment Location On-Site

Nearest AED:

First Aid Kit:

Items for proper care of blood-borne pathogens:

Ice or chemical ice packs, water and towels:

Player Medical Information:

Other equipment as deemed necessary by local
 circumstances and qualifications of available personnel:

Communication

Access to 911:

Access to on-call emergency medical personnel:

Role of First on the Scene:

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

EMS Access:

If EMS is called provide directions/access to scene

Directions to site/location:

Open access gates
 Designate individual to meet EMS at entrance

Heat Stress and Athletic Participation

Practices are conducted in very hot and humid weather in many parts of the United States. There are no excuses for heat stroke deaths if the proper precautions are taken. During hot weather, the athlete is subject to the following:

The following is by Dr. Frederick O. Mueller, University of North Carolina

Heat Cramps - painful cramps involving abdominal muscles and extremities caused by intense, prolonged exercise in the heat and depletion of salt and water due to profuse sweating.

Heat Syncope - weakness, fatigue and fainting due to loss of salt and water in sweat and exercise in the heat. Predisposes to heatstroke.

Heat Exhaustion (Water Depletion) - excessive weight loss, reduced sweating, elevated skin and core body temperature, excessive thirst, weakness, headache and sometimes unconsciousness.

Heat Exhaustion (Salt Depletion) - exhaustion, nausea, vomiting, muscle cramps, and dizziness due to profuse sweating and inadequate replacement of body salts.

Heat Stroke - an acute medical emergency related to thermoregulatory failure. Associated with nausea, seizures, disorientation, and possible unconsciousness or coma. It may occur suddenly without being preceded by any other clinical signs. The individual is usually unconscious with a high body temperature and a hot dry skin (heatstroke victims, contrary to popular belief, may sweat profusely).

It is believed that the above mentioned heat stress problems can be controlled provided certain precautions are taken. According to the American Academy of Pediatrics Committee on Sports Medicine, heat related illnesses are all preventable. (Sports Medicine: Health Care for Young Athletes, American Academy of Pediatrics, 1991). The following practices and precautions are recommended:

1. Each athlete should have a physical examination with a medical history when first entering a program and an annual health history update. History of previous heat illness and type of training activities before organized practice begins should be included. State High School Association's recommendations should be followed.
2. It is clear that top physical performance can only be achieved by an athlete who is in top physical condition. Lack of physical fitness impairs the performance of an athlete who participates in high temperatures. Coaches should know the **physical condition** of their athletes and set practice schedules accordingly.
3. Along with physical conditioning, the factor of acclimatization to heat is important. Acclimatization is the process of becoming adjusted to heat and it is essential to provide for **gradual acclimatization to hot weather**. It is necessary for an athlete to exercise in the heat if he/she is to become acclimatized to it. It is suggested that a graduated physical conditioning program be used and that 80% acclimatization can be expected to occur after the first 7-10 days. Final stages of acclimatization to heat are marked by increased sweating and reduced salt concentration in the sweat.
4. The old idea that water should be withheld from athletes during workouts **has no scientific foundation**. The most important safeguard to the health of the athlete is the replacement of water. Water must be on the field and readily available to the athletes at all times. It is recommended that a minimum of 10-minutes should be scheduled for a water break every half hour of heavy exercise in the heat. **Water should be available in unlimited quantities**. Check and be sure athletes are drinking the water. Cold water is preferable. Drinking ample water before practice or games has also been found to aid performance in the heat.
5. Salt should be replaced daily. Modest salting of foods after practice or games will accomplish this purpose. Salt tablets are not recommended. **Attention must be directed to replacing water - fluid replacement is essential**.
6. Cooling by evaporation is proportional to the area of the skin exposed. In extremely hot and humid weather reduce the amount of clothing covering the body as much as possible. **Never use rubberized clothing**.
7. Athletes should weigh each day before and after practice and **weight charts checked**. Generally a 3 percent weight loss through sweating is safe and over a 3 percent weight loss is in the danger zone. Over a 3 percent weight loss the athlete should not be allowed to practice in hot and humid conditions. Observe the athletes closely under all conditions. Do not allow athletes to practice until they have adequately replaced their weight.
8. Observe athletes carefully for signs of trouble, particularly athletes who lose significant weight and the eager athlete who constantly competes at his/her capacity. Some trouble signs are nausea, incoherence, fatigue, weakness, vomiting, cramps, weak rapid pulse, visual disturbance and unsteadiness.
9. Teams that encounter hot weather during the season through travel or following an unseasonably cool period should be physically fit but will not be environmentally fit. Coaches in this situation should follow the above recommendations and substitute more frequently during games.
10. Know what to do in case of an emergency and have your emergency plans written with copies to all your staff. Be familiar with immediate first aid practice and pre-arranged procedures for obtaining medical care, including ambulance service.

HEAT STROKE: THIS IS A MEDICAL EMERGENCY - DELAY COULD BE FATAL. Immediately cool body while waiting for transfer to a hospital. Remove clothing and place ice bags on the neck, in the axilla (armpit), and on the groin area. An increasing number of medical personnel are now using a treatment for heat illness that involves applying either alcohol or cool water to the victim's skin and vigorously fanning the body. The fanning causes evaporation and cooling. (Source - the First Aider - September 1987)

HEAT EXHAUSTION: OBTAIN MEDICAL CARE AT ONCE. Cool body as you would for heat stroke while waiting for transfer to hospital. Give fluids if athlete is able to swallow and is conscious.

SUMMARY: The main problem associated with exercising in the hot weather is water loss through sweating. Water loss is best replaced by allowing the athlete unrestricted access to water. Water breaks two or three times per hour are better than one break an hour. Probably the best method is to have water available at all times and to allow the athlete to drink water whenever he/she needs it. Never restrict the amount of water an athlete drinks, and be sure the athletes are drinking the water. The small amount of salt lost in sweat is adequately replaced by salting food at meals. Talk to your medical personnel concerning emergency treatment plans.

Managing Heat and Heat Illness

These guidelines represent minimum standards that IHSA member schools should follow for athletic competitions. Schools with more restrictive guidelines are not expected to modify any pre-existing guidelines in order to meet this policy. These guidelines will 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. State series tournament managers will make the decisions to suspend and resume activity in accordance with these guidelines using those devices or systems usually used at the state series venue/site.

1. Thirty minutes prior to the start of an activity, and again 60 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 recommended, although a conversion to WBGT can be made from air temperature and relative humidity using chart 2. 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.

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

Table 1 (all temperature readings as measured by WBGT)

a. ≤79.9 degrees F as measured by WBGT

- i. All sports
 1. Provide ample amounts of water. This means that water should always be available and athletes should be able to take in as much water as they desire.
 2. Optional water breaks every 30 minutes for 10 minutes in duration. Coordinate breaks with assigned contest officials.
 3. Ice-down towels for cooling.
 4. Watch/monitor athletes carefully for necessary action.

b. 80.0-84.5 degrees F as measured by WBGT

- i. All sports
 1. Provide ample amounts of water. This means that water should always be available and athletes should be able to take in as much water as they desire.
 2. Optional water breaks every 30 minutes for 10 minutes in duration. Coordinate breaks with assigned contest officials.
 3. Provide cooling stations using methods such as ice towels.
 4. Watch/monitor athletes carefully for necessary action
- ii. Contact sports and activities with additional protective equipment (in addition to the above measures)
 1. Helmets and other possible equipment removed while not involved in contact.
- iii. Reduce time of outside activity. Consider postponing activity to later in the day.
- iv. Recheck air temperature and humidity every 30 minutes to monitor for increased heat conditions or sooner if personnel on the field suspects potential heat stress.

c. 84.6-87.5 degrees F as measured by WBGT

- i. All sports
 1. Provide ample amounts of water. This means that water should always be available and athletes should be able to take in as much water as they desire.
 2. Schedule at least 4 separate 4:00 breaks within each hour, or a 10:00 break every 30:00 of training or competition.
 3. Coordinate breaks with assigned contest officials.
 4. Have cooling stations for before, during, and after exercise/training/competition.
 5. Watch/monitor athletes carefully for necessary action
 6. Reduce time of outside activity as well as indoor activity if air conditioning is unavailable.
 7. Consider postponing activity to later in the day or another day (with approval from IHSA Administration)
 8. If practicing, maximum of 2 hours of training/practice while temperature is in this range.

- ii. Contact sports and activities with additional protective equipment (in addition to the above measures)
 - 1. Helmets and other possible equipment removed if not involved in activity or necessary for safety. If necessary for safety, suspend activity.
- iii. Recheck air temperature and humidity every 30 minutes to monitor for increased heat conditions.

d. 87.6-89.9 degrees F as measured by WBGT

- i. All sports
 - 1. Provide ample amounts of water. This means that water should always be available and athletes should be able to take in as much water as they desire.
 - 2. Schedule at least 4 separate 4:00 breaks within each hour, or a 10:00 break every 30:00 of training or competition.
 - 3. Coordinate breaks with assigned contest officials.
 - 4. Have cooling stations for before, during, and after exercise/training/competition.
 - 5. Watch/monitor athletes carefully for necessary action
 - 6. Reduce time of outside activity as well as indoor activity if air conditioning is unavailable.
 - 7. Consider postponing activity to later in the day or another day (with approval from IHSA Administration)
 - 8. If practicing, maximum of 1 hour of training/practice while temperature is in this range.
- ii. Contact sports and activities with additional protective equipment (in addition to the above measures)
 - 1. Helmets and other possible equipment removed if not involved in activity or necessary for safety. If necessary for safety, suspend activity.
- iii. Recheck air temperature and humidity every 30 minutes to monitor for increased heat conditions.

e. 90 degrees F as measured by WBGT

- i. All sports
 - 1. No training/competition
 - 2. Cancel and/or postpone activity to cooler time of the day

NOTE: While most attention will be given to outdoor sports in the fall and spring, indoor venues/facilities (gymnasiums, wrestling rooms, and swimming/diving facilities) that are not air conditioned should not be neglected for the purposes of this policy. Additionally, sometimes conditions will vary for different aspects of the same competition. For example, one part of a cross-country course may be hotter or more humid than other parts. The best course of action for managers is to take a WBGT reading at the place of the most severe conditions.

Table 2. Estimate WBGT from ambient temperature and relative humidity assuming full sun conditions

| Wet Bulb Globe Temperature (WBGT) from Temperature and Relative Humidity | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---|-----------------------------------|------|------|------|------|------|------|------|------|------|-------|-------|-------|-------|------|-------|-------|-------|------------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|------|------|
| | Temperature in Degrees Fahrenheit | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 68.0 | 69.8 | 71.6 | 73.4 | 75.2 | 77.0 | 78.8 | 80.6 | 82.4 | 84.2 | 86.0 | 87.8 | 89.6 | 91.4 | 93.2 | 95.0 | 96.8 | 98.6 | 100.4 | 102.2 | 104.0 | 105.8 | 107.6 | 109.4 | 111.2 | 113.0 | 114.8 | 116.6 | 118.4 | 120.2 | 122.0 | | | |
| Relative Humidity (%) | 0 | 59.0 | 60.8 | 60.8 | 62.6 | 64.4 | 64.4 | 66.2 | 66.2 | 68.0 | 68.0 | 69.8 | 71.6 | 71.6 | 73.4 | 73.4 | 75.2 | 75.2 | 77.0 | 77.0 | 78.8 | 78.8 | 80.6 | 80.6 | 82.4 | 82.4 | 84.2 | 84.2 | 86.0 | 86.0 | 87.8 | 87.8 | 89.6 | 89.6 |
| | 5 | 60.8 | 60.8 | 62.6 | 64.4 | 64.4 | 66.2 | 66.2 | 68.0 | 69.8 | 69.8 | 71.6 | 71.6 | 73.4 | 75.2 | 75.2 | 77.0 | 78.8 | 78.8 | 80.6 | 80.6 | 82.4 | 84.2 | 84.2 | 86.0 | 86.0 | 87.8 | 87.8 | 89.6 | 91.4 | 91.4 | 93.2 | 95.0 | |
| | 10 | 60.8 | 62.6 | 62.6 | 64.4 | 66.2 | 66.2 | 68.0 | 69.8 | 69.8 | 71.6 | 73.4 | 73.4 | 75.2 | 77.0 | 77.0 | 78.8 | 80.6 | 80.6 | 82.4 | 84.2 | 84.2 | 86.0 | 86.0 | 87.8 | 89.6 | 89.6 | 91.4 | 93.2 | 95.0 | 96.8 | 96.8 | 98.6 | |
| | 15 | 62.6 | 62.6 | 64.4 | 66.2 | 66.2 | 68.0 | 69.8 | 69.8 | 71.6 | 73.4 | 73.4 | 75.2 | 77.0 | 78.8 | 78.8 | 80.6 | 82.4 | 84.2 | 84.2 | 86.0 | 87.8 | 87.8 | 89.6 | 91.4 | 91.4 | 93.2 | 95.0 | 96.8 | 96.8 | 100.4 | 102.2 | | |
| | 20 | 62.6 | 64.4 | 64.4 | 66.2 | 68.0 | 69.8 | 69.8 | 71.6 | 73.4 | 75.2 | 75.2 | 77.0 | 78.8 | 80.6 | 80.6 | 82.4 | 84.2 | 86.0 | 87.8 | 89.6 | 89.6 | 91.4 | 93.2 | 95.0 | 96.8 | 96.8 | 98.6 | 100.4 | 102.2 | | | | |
| | 25 | 64.4 | 64.4 | 66.2 | 68.0 | 68.0 | 69.8 | 69.8 | 71.6 | 73.4 | 75.2 | 75.2 | 77.0 | 78.8 | 80.6 | 82.4 | 82.4 | 84.2 | 86.0 | 87.8 | 89.6 | 91.4 | 93.2 | 95.0 | 96.8 | 96.8 | 98.6 | 100.4 | 102.2 | | | | | |
| | 30 | 64.4 | 66.2 | 68.0 | 68.0 | 69.8 | 71.6 | 73.4 | 73.4 | 75.2 | 77.0 | 78.8 | 80.6 | 82.4 | 84.2 | 84.2 | 86.0 | 87.8 | 89.6 | 91.4 | 93.2 | 95.0 | 96.8 | 98.6 | 98.6 | 100.4 | 102.2 | | | | | | | |
| | 35 | 64.4 | 66.2 | 68.0 | 69.8 | 71.6 | 73.4 | 73.4 | 75.2 | 77.0 | 78.8 | 80.6 | 82.4 | 84.2 | 86.0 | 87.8 | 89.6 | 91.4 | 93.2 | 95.0 | 96.8 | 98.6 | 100.4 | 102.2 | | | | | | | | | | |
| | 40 | 66.2 | 68.0 | 69.8 | 69.8 | 71.6 | 73.4 | 75.2 | 77.0 | 78.8 | 80.6 | 82.4 | 84.2 | 86.0 | 87.8 | 89.6 | 91.4 | 93.2 | 95.0 | 96.8 | 98.6 | 100.4 | 102.2 | | | | | | | | | | | |
| | 45 | 66.2 | 68.0 | 69.8 | 71.6 | 73.4 | 75.2 | 77.0 | 78.8 | 80.6 | 80.6 | 82.4 | 84.2 | 86.0 | 89.6 | 91.4 | 93.2 | 95.0 | 96.8 | 98.6 | 100.4 | | | | | | | | | | | | | |
| | 50 | 68.0 | 69.8 | 71.6 | 73.4 | 73.4 | 75.2 | 77.0 | 78.8 | 80.6 | 82.4 | 84.2 | 86.0 | 87.8 | 91.4 | 93.2 | 95.0 | 96.8 | 98.6 | 102.2 | | | | | | | | | | | | | | |
| | 55 | 68.0 | 69.8 | 71.6 | 73.4 | 75.2 | 77.0 | 78.8 | 80.6 | 82.4 | 84.2 | 86.0 | 87.8 | 89.6 | 93.2 | 95.0 | 96.8 | 98.6 | 100.4 | | | | | | | | | | | | | | | |
| | 60 | 69.8 | 71.6 | 73.4 | 75.2 | 77.0 | 78.8 | 80.6 | 82.4 | 84.2 | 86.0 | 87.8 | 89.6 | 91.4 | 95.0 | 96.8 | 98.6 | 100.4 | WBGT > 104 | | | | | | | | | | | | | | | |
| | 65 | 69.8 | 71.6 | 73.4 | 75.2 | 77.0 | 78.8 | 80.6 | 82.4 | 84.2 | 87.8 | 89.6 | 91.4 | 93.2 | 96.8 | 98.6 | 100.4 | | | | | | | | | | | | | | | | | |
| | 70 | 71.6 | 73.4 | 75.2 | 77.0 | 78.8 | 80.6 | 82.4 | 84.2 | 86.0 | 87.8 | 91.4 | 93.2 | 95.0 | 96.8 | 100.4 | 102.2 | | | | | | | | | | | | | | | | | |
| | 75 | 71.6 | 73.4 | 75.2 | 77.0 | 78.8 | 80.6 | 84.2 | 86.0 | 87.8 | 89.6 | 91.4 | 95.0 | 96.8 | 98.6 | 102.2 | | | | | | | | | | | | | | | | | | |
| 80 | 73.4 | 75.2 | 77.0 | 78.8 | 80.6 | 82.4 | 84.2 | 86.0 | 89.6 | 91.4 | 93.2 | 96.8 | 98.6 | 100.4 | | | | | | | | | | | | | | | | | | | | |
| 85 | 73.4 | 75.2 | 77.0 | 78.8 | 82.4 | 84.2 | 86.0 | 87.8 | 89.6 | 93.2 | 95.0 | 98.6 | 100.4 | 102.2 | | | | | | | | | | | | | | | | | | | | |
| 90 | 75.2 | 77.0 | 78.8 | 80.6 | 84.2 | 84.2 | 87.8 | 89.6 | 91.4 | 95.0 | 96.8 | 98.6 | 102.2 | | | | | | | | | | | | | | | | | | | | | |
| 95 | 75.2 | 77.0 | 78.8 | 80.6 | 84.2 | 86.0 | 87.8 | 91.4 | 93.2 | 95.0 | 98.6 | 100.4 | | | | | | | | | | | | | | | | | | | | | | |
| 100 | 75.2 | 78.8 | 80.6 | 82.4 | 84.2 | 87.8 | 89.6 | 91.4 | 95.0 | 96.8 | 100.4 | 102.2 | | | | | | | | | | | | | | | | | | | | | | |
| NOTE: This table is compiled from an approximat formula which only depends on temperature and humidity. The formula is valid for full sunshine and a light wind. Table adapted from Bureau of Meteorology | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

NOTE: This table is compiled from an approximat formula which only depends on temperature and humidity. The formula is valid for full sunshine and a light wind. Table adapted from Bureau of Meteorology

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 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 lightening 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 lightening. 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.

ILLINOIS HIGH SCHOOL ASSOCIATION

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IHSA Protocol for Implementation of NFHS Sports Playing Rule for Concussions

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

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

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

Definition of a Concussion

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

Behavior or signs observed indicative of a possible concussion

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

Symptoms reported by a player indicative of a possible concussion

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

This protocol is intended to provide the mechanics to follow during the course of contests/matches/events when an athlete sustains an apparent concussion. In accordance with the Youth Sports Concussion Safety Act, appropriate health care professionals are defined as: physicians licensed to practice medicine in all its branches in Illinois, certified athletic trainers, advanced practice nurses (APN) and physician assistants (PA).

1. During the pre-game conference of coaches and officials, the official shall remind the head coaches that a school-approved appropriate health care professional (who meets the description above) will need to clear for return to play any athlete removed from a contest for an apparent head injury.
2. The officials will have no role in determining concussion other than the obvious situation where a player is unconscious or apparently unconscious as is provided for under the previous rule. Officials will merely point out to a coach that a player is apparently injured and advise the coach that the player should be examined by the school-approved health care provider.
3. If it is confirmed by the school’s approved health care professional that the student did not sustain a concussion, the head coach may so advise the officials during an appropriate stoppage of play and the athlete may re-enter competition pursuant to the contest rules.
4. Otherwise, if an athlete cannot be cleared to return to play by a school-approved health care professional as defined in this protocol, that athlete may not be returned to competition that day and is then subject to his or her school’s Return to Play (RTP) protocols before the student-athlete can return to practice or competition.
5. Following the contest, a Special Report shall be filed by the contest official(s) with the IHSA Office through the Officials Center.
6. In cases where an assigned IHSA state finals event medical professional is present, his/her decision to not allow an athlete to return to competition may not be over-ruled.

Additional information regarding concussion has been made available to IHSA member schools and licensed officials and can be accessed on the IHSA Sports Medicine website at <http://www.ihsa.org/Resources/SportsMedicine.aspx>.

Sports Medicine



ILLINOIS HIGH SCHOOL ASSOCIATION

2715 McGraw Drive • Bloomington, IL 61704

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

Concussion Information

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

Background: With the start of the 2010-11 school term, the National Federation of State High School Associations (NFHS) implemented a new national playing rule regarding potential head injuries. The rule requires “any player who exhibits signs, symptoms, or behaviors consistent with a concussion (such as loss of consciousness, headache, dizziness, confusion, or balance problems) shall be immediately removed from the game and shall not return to play until cleared by an appropriate health care professional.” In applying that rule in Illinois, it has been determined that only certified athletic trainers, advanced practice nurses (APN), physician’s assistants (PA) and physicians licensed to practice medicine in all its branches in Illinois can clear an athlete to return to play the day of a contest in which the athlete has been removed from the contest for a possible head injury.

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

Mandatory Concussion Education

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

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

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

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

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



Unmanned Aerial Vehicle (Drone) Policy

For IHSA Tournaments

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.



BOYS BASEBALL SEEDING MEETING INFORMATION

Coaches are expected to take part in the seeding process with the highest standard of integrity and to ensure fairness and equity for all participants. Schools must enter all game schedules and results into Maxpreps.com to be counted toward season summary totals. The head coach from each school should complete the Season Summary Form and will be allowed to vote for the seeds. The Season Summary Form can be found in the Activity Tracker section of the IHSA Schools Center under the 'Required Data Forms' column for Baseball.

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

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

These factors have not been prioritized. The IHSA reserves the right to review all submitted seeds and throw out ballots and adjust the seeds accordingly.

In the event that schools tie for a seed, the IHSA will use the following criteria to break the tie:

- Head to head competition between the tied schools
- Random draw (if more than 2 schools are tied for a seed)
- Coin flip (if 2 schools are tied for a seed and head to head competition can't break the tie)

Schools will be able to access all the seeds made by other schools assigned to their seeding meeting prior to the seeds being posted on-line through the IHSA website. Tournament assignments will then be posted by the end of the week during which seeding occurs. The time table that follows shows the dates for the 2019-20 school term.



1A/2A Sub-Sectional Tournament Seeding Timetable

| Starting | Ending | Phase | Description |
|----------------------|---|---|---|
| | DEADLINE: Mon., May 4 10 am sharp | Submit Season Summary Form | All head coaches need to fill out the Season Summary Form online prior to the deadline. <u>Schools must enter all game schedules and results into Maxpreps.com to be counted toward season summary totals.</u> You may also submit a comment about your team giving information that might not be obvious from looking at the scores. Providing complete, accurate information is the key to getting a fair seed. |
| Mon., May 4 11 am | DEADLINE: Tue., May 5 12:00 noon | View and/or print Season Summary Forms | Before submitting your seeds, you may review all the Season Summary Forms submitted by coaches in your sub-sectional. Take some time to familiarize yourself with the other teams and be sure to read the comments posted by other coaches |
| | | Submit seeds | After you have reviewed all the available information, you may submit your seeds. Be sure to seed every team in your sub-sectional. |
| Tue., May 5 2 pm | — | View all seeds | After the deadline for seeding has passed, you can review the seeds submitted by every coach in your sub-sectional. These seeds will be compiled by the IHSA Office and a single seed number will be determined for each team. |
| Tue., May 5 4 pm | — | View official seeds | Once the IHSA Office has reviewed all the seeds, they will be posted on IHSA.org. |
| Wed., May 6 4 pm | — | View pairings | Once the IHSA Office has completed the pairings, they will be posted on IHSA.org. |
| Thu., May 7 | — | Submit Team Data Form | Once the seeding process is complete, you can begin work on the Team Data Form, which incorporates information already submitted on the Season Summary Form. The link for this form will be in Sport & Activity Tracker. |



3A/4A Sub-Sectional/Sectional Tournament Seeding Timetable

| Starting | Ending | Phase | Description |
|-----------------------|--|---|---|
| | DEADLINE: Mon., May 11 10 am sharp | Submit Season Summary Form | All head coaches need to fill out the Season Summary Form online prior to the deadline. <u>Schools must enter all game schedules and results into Maxpreps.com to be counted toward season summary totals.</u> You may also submit a comment about your team giving information that might not be obvious from looking at the scores. Providing complete, accurate information is the key to getting a fair seed. |
| Mon., May 11 11 am | DEADLINE: Tue., May 12 12:00 noon | View and/or print Season Summary Forms | Before submitting your seeds, you may review all the Season Summary Forms submitted by coaches in your sub-sectional/sectional. Take some time to familiarize yourself with the other teams and be sure to read the comments posted by other coaches. |
| | | Submit seeds | After you have reviewed all the available information, you may submit your seeds. Be sure to seed every team in your sub-sectional/sectional. |
| Tue., May 12 2 pm | — | View all seeds | After the deadline for seeding has passed, you can review the seeds submitted by every coach in your sub-sectional/sectional. These seeds will be compiled by the IHSA Office and a single seed number will be determined for each team. |
| Tue., May 12 4 pm | — | View official seeds | Once the IHSA Office has reviewed all the seeds, they will be posted on IHSA.org. |
| Wed., May 13 4 pm | — | View pairings | Once the IHSA Office has completed the pairings, they will be posted on IHSA.org. |
| Thu., May 14 | — | Submit Team Data Form | Once the seeding process is complete, you can begin work on the Team Data Form, which incorporates information already submitted on the Season Summary Form. The link for this form will be in Sport & Activity Tracker. |



TEAMS
BY MAXPREPS

2019-20 Season Intro

The IHSA is **partnered with MaxPreps** to **efficiently manage regular-season standings, game results, the IHSA Score Zone, post-season seeding summary forms, statistical leaderboards, state records, media publications and more.** MaxPreps' industry leading platform provides schools with desktop, tablet and mobile options to keep their team information accurate. Information submitted to MaxPreps is automatically made available to the IHSA. Coaches are highly encouraged to download the [Teams by MaxPreps app](#) to help manage their team and report scores. The app is the fastest way to report scores to the IHSA and the MaxPreps Scoreboards. Scores can also be sent to local media outlets using the [Send Stats](#) feature.

Get started by downloading the [Teams by MaxPreps app](#) and logging in with the same email/password you use for MaxPreps.com. If you don't have access to your team in MaxPreps [register here](#) or email efrantz@maxpreps.com with your school name and sport you need access for. Once a coach has access to their team admin page, they can give [other individuals access](#) to their page to help keep their team information accurate.

How to manage your team for the 2019-20 IHSA Season

1. Download the [Teams by MaxPreps app](#) to:

- Enter or edit your roster, schedule, scores and stats
- Send direct or group messages to your team
- Get 'delivered' and 'seen' message confirmations
- Share photos, videos and file attachments
- Sync your team's schedule with your iOS or Google calendar



Video on Using the Teams App

2. Update Your Roster ([Directions on entering rosters](#))

3. Update Your Schedule

Please remove any scrimmages or contests that should not be on your roster. Scrimmages can be added to your calendar, but should not be entered on your schedule.

4. Upload your Team Photo ([Directions](#))

5. **Remember to report scores after every game** to keep the rankings accurate. The fastest way to report scores is through the Teams app. For directions on entering scores through the MaxPreps Coach Admin [click here](#).

STATS

In addition to MaxPreps' own mobile, tablet, and desktop tools, [MaxPreps is compatible with over 80 different stat companies](#) across multiple sports. Statistics entered populate the [IHSA and MaxPreps statewide statistical leaderboards](#).

Who can I contact with Questions? Coaches may contact MaxPreps at [800-329-7324 x1](tel:800-329-7324) or support@maxpreps.com with any questions. Support articles and videos on how to login, post scores and more are available at support.maxpreps.com. Coaches and ADs may also reach out to MaxPreps representative Eric Frantz at efrantz@maxpreps.com.



MAXPREPS.COM/TEAMS

ScoreZone Reporting Procedures

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

How to Submit ScoreZone Final Scores

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

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

ScoreZone Report

| Competing Teams | Score | Status | Highlights |
|-----------------|-------|--------------------------|--|
| Greenville | | Inning | Include winning and losing pitcher and outstanding batting or pitching performances. Please give first name, last name, and school of each player mentioned. |
| Columbia | | (if game is in progress) | |

Last updated at 7:04:12 pm

MANAGERS: Be sure to enter scores next to the correct names. Baseball and softball scores are prone to being reversed. Click the button to flip the teams when doing live updates.

Your update will appear in the IHSA ScoreZone area within 60 seconds.

Unusual Circumstances

☒ (none)
☐ postponed
☐ suspended
☐ forfeited
☐ rain delay
☐ lightning delay
☐ other delay

If applicable, choose an option and give an explanation with information about the make-up date and site. Then click the "FINAL" button (if forfeited) or the "NOT FINAL" button.

A sample of the page in the IHSA Schools Center where you will submit Baseball and Softball 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!

2019-20 Required Use of the Wilson Baseball

The Wilson ball is required to be used in all boys' state baseball tournament series games. There can be no substitution of a ball manufactured by another company, nor can you substitute a different legal Wilson ball for this one, which incorporates the registered mark of the IHSA in its construction, until the designated supply has been exhausted. If your supply becomes exhausted, you must use the designated Wilson ball and obtain it locally.

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

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

Class 1A, 2A, 3A, 4A Boys' Baseball (Wilson ProA1010B Pro SST)

- 1) Semi-final and final Regional Sites:** Each school hosting will be supplied with at least a dozen balls. Four new balls should be used in each game. Disposition of the balls at the end of the tournament is at the discretion of the host.
- 2) Sectional Sites:** Each school hosting will be supplied with a dozen balls. Four new balls should be used in each game. Disposition of the balls at the end of the tournament is at the discretion of the host.
- 3) Super-Sectional Sites:** Each host site will be supplied up to a dozen balls. Disposition of the balls at the end of the tournament is at the discretion of the host.

Requirement for Baseball Bats

Any solid (one-piece) wood baseball bat

Any aluminum or composite NFHS Approved BBCOR baseball bat





IHSA State Series Press Box Priority List

IHSA State Series hosts that utilize a Press Box for its contests will need to follow the IHSA State Series Press Box Priority List Policy (Policy 37-C-1) for postseason contests, including football playoff games. Please note that this is a procedure that was passed by the IHSA Board of Directors via a recommendation from the IHSA News Media Advisory Committee.

The order below is the preference that should be given when allowing entry and seating to the Press Box for IHSA postseason contests, including football playoff games:

IHSA Press Box Priority List

1. Official Timer
2. Scoreboard Operator
3. Public Address Announcer
4. Public Address Spotter
5. Official Scorer (if applicable)
6. Coaches
7. Home Radio (priority given to season-long coverage or # of games covered
2 individuals per station unless space allows for more)
8. Visitor Radio (priority given to season-long coverage or # of games covered)
2 individuals per station unless space allows for more)
9. Television/Internet Streaming (if approved by IHSA/host)
10. Other radio (2 individuals per station unless space allows for more)
11. Print Media
12. VIPs, fans, boosters, parents, etc.

** Schools may provide media of any kind who have covered their team for all contests throughout the season priority after Coaches (6) and ahead of Home Radio (7). In these instances, home and visiting radio must still be offered press box access, although they can then be limited to one member per station if space dictates.*

***Special areas adjacent or connected to the press box that have been built or functioned specifically as seating for booster clubs or other fans can continue to be used as such. An area in the working press box cannot be designated as a booster/fan area if all of the other members of the Press Box Priority List have not yet been accommodated.*

****The IHSA Press Box Priority List is not applicable for regular-season contests.*

Please contact IHSA Media Relations liaison Matt Troha (mtroha@ihsa.org) with any questions.

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

State Final Student Media/Video Taping



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.

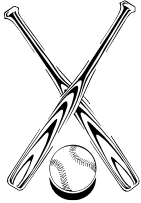
Please note that student media credentials are only available for state final events in team sports. Due to the sheer volume of schools who qualify in individual sports, our press facilities would be unable to accommodate student media from all participating schools in individual sports. Student media 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 (309-663-6377) at the IHSA for any questions related to this document.



Boys Baseball



ILLINOIS HIGH SCHOOL ASSOCIATION

2715 McGraw Drive • Bloomington, IL 61704

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

This manual includes pertinent information related to this year's state baseball tournament series. Please read the Terms and Conditions, which can be found on our website, to understand those changes.

Manual for Schools & Managers: The Manual for Schools and Managers will be posted online each year. Schools will use the Boys Baseball website to access general information and the IHSA Schools Center to manage the state series. Please read the Boys Baseball Terms and Conditions, which can be found on the IHSA website thoroughly.

Forms: All school and manager forms are included in the manual.

Season Summary Sheet: All coaches must fill out the Season Summary Form online in the Schools Center no later than 10:00 a.m. the Monday prior to the seed meeting (Classes 1A and 2A by May 4 and Classes 3A and 4A by May 11). Non-compliance may result in IHSA review and possible sanctions imposed upon the school.

Seeding Meetings: There will be no seed meetings. Schools must complete the online seeding process in the Schools Center on May 5 for 1A and 2A and May 12 for 3A and 4A.

Regional Sites: Regional Preliminary and Quarterfinal games (if necessary) will be played at the site of the highest seeded team. Semi-Final and Final Games shall be played at the pre-determined regional host site.

Wilson Balls: The IHSA will provide official Wilson balls for each game.

Regional Winners: Schools winning their Regional are **required** to complete the on-line State Final Program Information. This will help us to achieve accuracy and timeliness of the information. Managers: Please remind your regional winners to complete the State Final Program Information.

Financial Information:

Regional games: The IHSA will assign a crew of two (2) umpires to each Regional site. The regional host site may request a third (3rd) umpire at their own expense. Each official will be paid a fee of \$63.00 per game. The host shall pay for all local expenses and issue checks to game officials.

Sectional games: The IHSA will assign a crew of three (3) umpires to each Sectional site. Each official will be paid a fee of \$78.50 per game. The host shall pay for all local expenses and issue checks to game officials.

Super-Sectional games: The IHSA will assign a crew of three (3) umpires to each Super-Sectional site. Each official will be paid a fee of \$106.50 per game. The host shall pay for all local expenses and issue checks to game officials.

State Final: Each official will be paid a flat fee of \$280.00 and Head Official \$125 per day plus up to three nights lodging at a hotel designated by the IHSA Administrator.

Officials Fee for Suspended or Postponed Contest:

Officials will receive the fees listed above except for the following conditions:

1. An official is notified before arriving at the site—No compensation.
2. An official arrives at the site and the contest is suspended/cancelled before it begins—A show up fee is provided to the officials, which is one half of the game fee.
3. Contest is started, and then is suspended until the next day—Official gets full fee for the started game and then a full fee for the completion of the game the next day.

Admission Prices:

The Board of Directors has established the following ticket prices for all Regional, Sectional, Super-Sectional, and State Final tournament games:

Regionals: \$5.00 per session

Sectionals: \$5.00 per session

Super-Sectionals: \$5.00 per session

State Final: \$6.00 per session

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

If you have questions concerning your tournament, please don't hesitate to call our office and speak with Sam Knox.

Boys Baseball Managers Checklist

REGIONAL MANAGERS ONLY

1. As soon as possible after receiving the Regional Assignments, please contact all of the schools in your Regional. Information provided should include the following:
 - ___ Place and time of games.
 - ___ Directions to the game site.
 - ___ Remind coaches to review the Terms and Conditions.
 - ___ Softball Only: Remind coaches of the IHSA adoptions which apply also in the state series.
 - ___ Baseball Only: Remind coaches that the Speed-Up Rules apply in the state series, too.
 - ___ Contact Assigned Officials
2. Post-Game
 - ___ ScoreZone Report entered online on the IHSA website immediately following the game
 - ___ ScoreZone and other results faxed to local media
 - ___ Financial Report completed and sent to the IHSA Office
 - ___ Remind Regional Final Winner to enter their team data form information online on the IHSA website and email all photos to the IHSA Office immediately

SECTIONAL MANAGERS ONLY

1. Post-Game
 - ___ ScoreZone Report entered online on the IHSA website immediately following the game
 - ___ Requested results faxed to local media
 - ___ Financial Report completed and sent to the IHSA Office
 - ___ Remind Sectional Final Winner to enter their team data form information online on the IHSA website and e-mail all photos overnight to the IHSA Office immediately

SUPER-SECTIONAL MANAGERS ONLY

1. Post-Game
 - ___ Remind Super-Sectional Final Winner to fax Up-To-Date Stats to IHSA Office by 9:00 a.m. May 28 (Class 1A & 2A), June 4 (Class 3A & 4A)
 - ___ Financial Report completed and sent to the IHSA Office

ALL MANAGERS: REGIONAL—SECTIONAL—SUPER-SECTIONAL

1. Facilities
 - ___ Field (filled in, weeded, grass proper length, bases level)
 - ___ Fence (checked for holes through or under)
 - ___ Add bleachers, if needed
 - ___ Check light bulbs on scoreboard
 - ___ Check PA system for working condition
 - ___ Music for pre-game, between innings and between games
 - ___ Copy required PA Announcements from IHSA Office for local announcer (downloadable)
 - ___ Tape recorder or CD Player (for National Anthem and other uses)
 - ___ Clear parking area for event date
 - ___ Extra garbage cans around field for spectators
 - ___ Restroom Facilities
 - ___ Determine infield crew
 - ___ Press Coverage area set up
 - ___ AED
2. Sports Information
 - ___ Press Coverage Area
 - ___ Photographer Area and regulations
 - ___ Designated Media Area on Field (pre and post game use)
 - ___ Contact local Newspapers (pre-tournament publicity and coverage needs)
 - ___ Contact Schools
 - ___ Contact local radio and television stations (pre-tournament publicity and coverage needs)
 - ___ Collect team rosters, pictures and other pertinent information for programs
 - ___ Designate person responsible to enter ScoreZone Reports on IHSA website immediately after game.
3. Umpires
 - ___ Locker Room Area Assignments
 - ___ Schedule Assignments
 - ___ Payment
 - ___ Get phone numbers in case of rain
4. Concession Stand
 - ___ Coordinate Workers
 - ___ Menu
 - ___ Cash Box
 - ___ Garbage Cans

5. Signs
 - ___ IHSA Signs (as required or provided)
 - ___ Ticket Price Signs
 - ___ Concession Signs
 - ___ Team Seating Locations
 - ___ Restroom Signs
 - ___ Parking
6. Ticket Sales (sold through 4 ? innings)
 - ___ Workers Hired
 - ___ Cash Box with change
 - ___ Set-up and take down schedule
7. Trainer
 - ___ Pre-game Schedule
 - ___ Phone Number of Hospital and Ambulance Service
 - ___ Training Room Open and Location
 - ___ Training Room Services
8. Other Workers
 - ___ Supervisors
 - ___ Scorer
 - ___ Scoreboard Operator
 - ___ Public Address Announcer
 - ___ Music/DJ
 - ___ Ball Shaggers
9. Other
 - ___ Licensed Merchandise sales (see Royalty Policy in IHSA Official Handbook)
 - ___ Direction of field and important phone number sent to competing schools
 - ___ Get phone number, bus times, coaches names of competing schools in case of rain
 - ___ Review Bad Weather Guidelines in Terms and Conditions
 - ___ American Flag and Tape of National Anthem (unless it is to be played by the band)

GAME DAY

1. Field/Equipment
 - ___ Line the Field
 - ___ Rakes Available
 - ___ Scoreboard turned on
 - ___ Scoresheets and pencils available
 - ___ PA System hooked up
 - ___ Wilson Game balls including extra
 - ___ Wet rags for balls
 - ___ Diamond Dry (or other)
 - ___ Coin for flip
 - ___ Raise American Flag
 - ___ Tape or CD of National Anthem
2. Tournament Game Schedule
 - Game 1: Pre-Game Warm-up
 - ___ Game 1: Time
 - ___ Field Preparation Time
 - Game 2: Pre-Game Warm-up
 - ___ Game 2: Time
3. Other
 - ___ Washrooms available
 - ___ Tables and chairs for ticket sellers
 - ___ Concession area prepared
 - ___ Water in dugouts
 - ___ Water for Umpires
 - ___ Terms and Conditions Available
 - ___ NF Rule Book and IHSA State Adoption Rules



Awards Delivery Information

To Managers of All IHSA Tournaments:

In an effort to better serve our tournament sites and the suppliers of our awards, we would like to have you read this bulletin carefully and then do what you can to expedite the instructions:

1. Be advised that at **Regional and Sectional Tournaments**, 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!!**

At 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.

2. Awards will be shipped to the school sites directly from A & M Products via United Parcel Service.
3. Please inform whoever receives your United Parcel deliveries to expect awards to arrive up to two weeks prior to the tournament, and ask them to deliver the packages directly to you when they arrive.
4. 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.**
5. Please check all trophies, plaques, etc., to see that they are in good condition and not damaged in any way. You should note that they are engraved with the proper sport/activity, tournament level, year, etc.

If, after doing all of this, a problem develops, please contact Cheryl Lowery at the IHSA office at (309) 663-6377.

Thank you very much for your cooperation.

Kraig Garber
Asst. Executive Director

Manager Awards Order Form for Ties

TOURNAMENT MANAGERS: This form must be completed to order tie awards earned during your Regional or Sectional Tournament. Immediately following the **Regional and/or Sectional** tournament, please **fax this completed order form to A & M Products (815) 879-0400**. Upon receipt, A&M Products will mail orders for "Ties" directly to the School(s) indicated below.

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

Tournament Location: _____ **Competition Level:** ____ Reg ____ Sect

Sport/Activity: _____ **Gender:** ____ Girls ____ Boys ____ Co-ed

Tournament Manager's Name: _____

Tournament Manager's Phone Number: _____

Tournament Manager's Email address: _____

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

TEAM PLAQUE

Recipient Town/School (Must supply both): _____

Name of Recipient: _____ **Place:** _____

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* _____



Required Public Address Announcements

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

(ANNOUNCE BEFORE THE START OF EACH GAME EACH SESSION)

Interscholastic athletics are an extension of the educational process, and the athletic field is the coach's classroom. Remember Do What's Right! Add A. Tude is for everyone.

(ANNOUNCE BEFORE THE START OF EACH GAME AND AT THE END OF EACH GAME)

Make plans today to bring the family to the:

a) Class 1A & 2A Boys State Baseball Tournament at Dozer Park in Peoria held June 5 and June 6.

b) Class 3A & 4A Boys State Baseball Tournament at Route 66 Stadium in Joliet held June 12 and 13.

There will be four games each day. Semi-finals will be played each Friday with the consolation and championship games set for Saturday. You can just walk right up to the ticket window when you get there. We guarantee you'll have lots of fun at the old IHSA state final ball park.

(ANNOUNCE ONCE PRIOR TO THE START OF THE CONTEST AND ONCE AT HALFTIME (OR ANOTHER BREAK))

At this time _____ High School would like all fans to know that the AED is

(insert host school name)

located _____. Please make a mental note of this location in the event of

(insert location)

a cardiac emergency.

(ANNOUNCE BEFORE THE START OF EACH GAME AND IN THE FOURTH INNING)

Wilson Sporting Goods is proud to call Illinois home and happy to be the Official Baseball of the IHSA. Wilson Sports Goods Co. manufactures the Official Ball that will be used in our game today and exclusively in all competitions leading up to crowning IHSA State Champions in 14 sports. Wilson. MORE WIN

(ANNOUNCE DURING THE FIRST INNING OF EACH GAME)

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 SEVERAL TIMES DURING THE DAY)

Hey fans, player safety is the IHSA's top priority, and the Play Smart. Play Hard.™ initiative is focused on further improving the safety of Illinois' student-athletes. For more information, please visit Play Smart Play Hard Dot Org

(ANNOUNCE IN THE SIXTH INNING)

Nearly 10,000 young people in Illinois High School Association member schools annually earn the I-H-S-A Scholastic Achievement Award presented by Country Financial. This unique program helps accentuate the interscholastic experience by highlighting the academic success of individual players and teams. Contact the IHSA office to find out more about how an individual high school athlete or team can be recognized by Country Financial for their academic achievements.

(ANNOUNCE AT END OF GAME)

If you love high school sports in Illinois, then the IHSA State webpage is for you. Click the green IHSA State street sign on IHSA.org for great stories on sportsmanship, history, school nicknames, state final previews and much much more!

(ANNOUNCE SEVERAL TIMES DURING THE DAY)

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

(ANNOUNCE THROUGHOUT THE DAY)

Think you know the game as well as the officials on the field? 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.

(ANNOUNCE ONE PER DAY)

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

(ANNOUNCE THROUGHOUT THE DAY)

www.ihsa.org is the address for the IHSA web site on the Internet. 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 AT THE END OF THE GAME EACH SESSION AND AT THE END OF THE TROPHY PRESENTATION)

Seat Belts Save Lives, so the IHSA and the Illinois State Police wish to remind you to "Click it or Ticket". Please buckle up on your way home today and refrain from texting while driving. Don't drive inTEXTicated!

(ANNOUNCE TOWARD THE END OF THE GAME)

The IHSA and the Illinois State Police wish to remind you that drivers who use hand-held devices are four times more likely to get into crashes serious enough to injure themselves. Distractions cause infractions!

(ANNOUNCE SEVERAL TIMES DURING THE DAY)

The IHSA and the Illinois State Police wish to remind you that High school athletics and alcohol don't mix. Drive sober or get pulled over.

(ANNOUNCE TOWARD THE END OF THE GAME/MATCH/CONTEST RACE)

The IHSA and the Illinois State Police wish to remind you that texting while driving is illegal. Cell phone use while driving is responsible for over 3,000 deaths and over 30,000 injuries across United States each year.

(ANNOUNCE BEFORE THE START OF EACH GAME)

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

(ANNOUNCE BEFORE THE START OF EACH GAME)

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

(ANNOUNCE IN 2ND INNING)

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

(ANNOUNCE ONCE EACH GAME)

Thank you for joining us for today's state final contest. The IHSA believes that high school athletics bring tremendous value to student-athletes, their schools and their communities. This is why we are committed to ensuring that all those involved in high school athletics are educated on and equipped to address player safety concerns. For more information, visit [Play Smart Play Hard Dot Org](http://PlaySmartPlayHardDotOrg)

(ANNOUNCE BETWEEN EACH GAME)

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

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



Financial Reports Must Be Filed Online

The final phase of your hosting responsibilities is to file a financial report with the IHSA. The financial report forms are available in the password-protected Schools Center area of the IHSA Web site.

Log in to the Schools Center with your school ID and an administrator password. On the Schools Center home page, Select the H-IHSA State Series Hosting & ScoreZone. Next select the Financial Report link. Please fill out the one-page form and press the submit button to file your report.