

2019-20

Girls Badminton

Manual for
Schools and Managers



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Revision History



2019-20 IHSA Girls Badminton State Series

Terms and Conditions

In accordance with Section 1.450 of the IHSA Constitution, the Board of Directors has approved the Terms and Conditions governing the 2019-20 IHSA Girls Badminton Tournament Series.

I. SCHOOL CLASSIFICATION

Competition in the IHSA Girls Badminton Tournament Series will be held for all member schools without classification.

II. DATES AND SITES

A. Sectional meets will be held on Thursday, Friday, or Saturday, May 7, 8, or 9, 2020, at sixteen (16) sites.

B. The State Final tournament will be held at Eastern Illinois University, Charleston on May 15-16 2020. An optional Hit-A-Round will be held on Thursday, May 14, 2020. Mr. Kevin Hussey, professor at Eastern Illinois University, shall serve as the state final manager.

III. ON-LINE ENTRIES, WITHDRAWAL PROCEDURES, ELIGIBILITY, AFFIRMATIVE ACTION, AND ON-LINE 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. On-Line 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 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 on-line after the established deadlines will be denied. Schools that wish to enter after the deadline will be considered late. To be considered for late entry, the Principal/Official Representative must contact the IHSA administrator in charge of that sport or activity. The penalty for late entry shall be a payment of \$100.00 for that sport/activity by the school.

C. List of Participants Penalty: In order for a school to complete the entry process for girls' state badminton series, they must enter their team or individual(s) and complete the *List of Participants* by the established deadline date. Schools who fail to complete both parts of the entry process will not be entered into the state series unless a late entry fee is paid.

D. 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 date 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 and/or does not show up for competition, the school will be charged a \$100 penalty. If applicable, the school may be charged for any additional financial loss sustained by the offended school(s) or the Association as a result of such breach.

E. Eligibility: All member schools in good standing may not enter more than two doubles teams and two singles players under the provisions of IHSA by-law 3.054. A player may not enter both the singles and doubles events.

F. Affirmative Action: Only girls shall be permitted to participate in this state series except as provided in the IHSA Affirmative Action Policy.

G. On-Line List of Participants: Each school must complete the On-Line *List of Participants* by **Monday, May 4, 2020**. If a school does not submit the On-Line *List of Participants* by the deadline, coaches and/or participants from the school are subject to sanctions which could include, but not be limited to, coaches or players being ruled ineligible to coach or compete in the state series.

The *List of Participants* will provide the overall records and complete match history of each singles player and each doubles team seeking consideration for sectional and state final seeding. Coaches whose player(s) are not requesting a consideration for a seeded position, for their team or individual entries, need to only complete the *List of Participants* indicating names of the players being entered into the tournament series.

The *List of Participants* is a school entry. Once the sectional seeds have been made in conjunction with the sectional draw, all positions are finalized and cannot be adjusted. There can be no substitutions or changes to the singles or doubles teams unless there is a case of injury, illness or ineligibility as certified by the principal of the player's school. Refer to "VIII. Tournament Rules" for substitutions and *List of Participants* entry information.

IV. HOST FINANCIAL ARRANGEMENTS

A. Host School and Tournament Expenses: Host school shall pay for all local expenses. In the Sectional tournament, the host school shall receive \$250.00. In addition, the school that hosts one of the four sectional complex seeding meetings will receive \$100.00. Sectional hosts shall retain 20% of net income

and submit the remainder to the IHSA. In the event of a negative balance, the sectional host school shall be reimbursed the entire deficit. However, if admission is not charged, the host shall forfeit the guarantee.

B. Contestant Expenses: Neither the State Association nor the local tournament management will assume responsibility for any kind of contestant expenses.

C. Admission: Admission to the sectional tournament will be \$6.00. Daily admission to the State Finals will be \$10.00. Baby in arms is free for the sectional and state final tournaments.

D. 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. LIST OF PARTICIPANTS – Final Entry Process: The *List of Participants* must be completed online no later than **Monday, May 4, 2020 by 10 am** to complete the school's entry. Coaches who do not complete the *List of Participants* shall not be entered into the state series. A late entry fee shall be charged to schools that have not completed the final entry process and wish to enter. Schools are subject to additional sanctions by the IHSA for a late entry which can include a coach being ruled ineligible to coach or compete in the state series.

On **Monday afternoon, May 4, 2020**, the IHSA will then make available to each sectional complex manager the final *List of Participants* through the IHSA School Center at 4:00 p.m. This shall be a school's final entry for the singles players or doubles teams. All coaches will be able to access the LOPs after the entry deadline, but prior to the seeding meeting via the IHSA School Center.

B. Sectional Complex Seeding Meeting and Sectional Seeding Meeting: The successive series shall be designated respectively as sectional and state final. Four (4) sectionals will be assigned to a sectional complex. Both the sectional complex seeding meeting and the subsequent sectional seeding meetings shall take place **Monday, May 4, 2020** beginning at 5:30 p.m. at one of the sectional complex sites designated by the IHSA. Coaches should bring a hard copy of their *List of Participants* printed from the School Center, and their playing schedule to both of the meetings. The sectional complex seeding meeting will be held for the purpose of **1) determining the Top 16 team (2 individual singles entries and 2 double teams) seeds, 2) randomly draw for the**

remaining team seeds, 3) designating the sectional host sites and 4) assigning teams to one of the four sectionals in the complex.

Immediately following the sectional complex seeding meeting schools will break into a sectional meeting. Each of the four sectionals hosts selected from in the sectional complex meeting will conduct a sectional seeding meeting. **This meeting is required for all coaches for the purpose of seeding individuals' singles and doubles teams assigned to the sectional. Players seeking an individual singles or doubles seed must be listed on the LOP with a complete match history.**

C. State Final Seeding Requirements:

Any additional player seeding information a school wants to submit to the state tournament seeding committee for consideration must be submitted to Stacey Lambert in writing prior to Sunday, of the week of the meeting. Late information cannot be considered for seeding in the State Final draw. Refer to the School and Managers Manuals for seeding factors.

D. Sectional Assignments: Following the seeding of teams at the sectional complex meeting, schools will be assigned to a sectional based on each team's seeds. Each team will be placed in a sectional based on the following structure.

Sectional A will be assigned these seeded teams: 1, 8, 9, 16, 17, 24;

Sectional B will be assigned these seeded teams: 2, 7, 10, 15, 18, 23;

Sectional C will be assigned these seeded teams: 3, 6, 11, 14, 19, 22;

Sectional D will be assigned these seeded teams: 4, 5, 12, 13, 20, 21

Individuals entered in the state series will be assigned to the sectional with the least number of teams. If all sectionals have the same number of teams, individuals will be assigned based on the sectional assignment structure.

E. Sectional Host Sites: The highest seeded teams in each sectional shall have the first opportunity to host a sectional then followed by the next highest seeded team in that sectional. Therefore, in Sectional A, the number 1 seed has the first choice to host followed by the number 8 seed, 9, 16, 17 and 24 seeds.

E. State Final Schedule Thursday, May 14, 2020

3:00 – 8:00 pm

Hit-A-Round for Teams and Individuals

(In accordance with IHSA by-laws, schools may only practice or hit around within their own team.)

Friday, May 15, 2020

7:30 am

Doors Open to Officials, IHSA, Workers and Team

7:30-9:30 am

School Packet Distribution

7:45 am

Doors open to all Competitors and Coaches

7:45-8:00 am

Warm-Up Block (if needed, IHSA will notify coaches if this time slot is an open warm-up period)

8:00-8:15 am

Warm-Up Block 1 (52 athletes)

8:15-8:30 am

Warm-Up Block 2 (52 athletes)

8:30-8:45 am

Warm-Up Block 3 (52 athletes)

8:45-9:00 am

Warm-Up Block 4 (52 athletes)

F. Willing to Host Form: Schools that are willing to host a badminton sectional must bring to the meeting a Willing to Host Form signed by the Athletic Director or Principal. The downloadable form is included in the IHSA Badminton School Manual.

G. Sectional Dates: The sectional tournament can be played on Thursday, Friday, or Saturday (May 7, 8, or 9, 2020). If played on Thursday or Friday, play cannot begin prior to 4:00 pm, if played on Saturday; play must begin no later than 10:00 am.

H. Making the Sectional Draw:

1) Two, four, or six players shall be seeded. The coaches present at the seeding meeting shall determine if two, four or six players are seeded.

2) A school's entry in single and doubles, regardless of their position rank, should be considered for a seed.

3) The draw for both singles and doubles shall be made so that competitors from the same school do not play each other until the final round.

4) At the Sectional tournaments, the draw for both singles and doubles shall be made so that competitors from the same school are placed in opposite halves of the bracket.

5) Additional sectional seeding procedures are included in the IHSA Badminton School and Managers Manual, and they shall be made in accordance to the rules outlined in it.

6) A sectional redraw shall be required by the sectional manager when there is a lineup change to a seeded player(s). A redraw will not be made for a lineup change that involves a non-seeded player(s).

7) The sectional draw is to have the top seeds receive the bye.

I. State Final Tournament and State Final Draw: On **Tuesday, May 12, 2020**, members of the IHSA Girls Badminton Seeding Committee will seed singles and doubles players and oversee the state final draw. The Committee shall prepare a list of seeded singles players and doubles teams based on information submitted online from List of Participants Form. Up to 16 singles players and 16 doubles teams will be seeded. The remainder of the draw, made by the computer, will place:

1) Teammates have to be on opposite parallel (A-C, B-D) halves.

2) Sectional mates have to be on different quarters.

3) First place sectional champion doesn't play any seeded player in the first round.

4) All other players will be filled in randomly.

VI. TOURNAMENT STRUCTURE AND TIME SCHEDULES

A. Sectional Singles and Doubles Play:

The state series singles tournament shall consist of a championship bracket and a consolation bracket. Singles and doubles matches shall be 2 out of 3 games with each game consisting of 21 points.

B. State Final Singles and Doubles Play:

All singles and doubles entries shall participate in the First Round of competition. Winners of First Round matches will receive team points as outlined in these Terms and Conditions. The State Final tournament shall consist of a Championship bracket and a Consolation bracket. The Singles and Doubles Championship bracket and Consolation bracket matches shall be 2 out of 3 games of 21 points with a cap of 30.

C. Hit-A-Round: Hit-A-Round will be open warm-ups. Schools are allowed a maximum of 45 minutes for warm-up time total. Additional time is allowed if court space is available and teams are not waiting. Teams will be given appropriate court space based on the number of qualifiers they have for the State Final. (1-2 players= half court, 3-4 players= full court, 5-6 players= court and a half)

D. Friday Warm-Up Schedule: Friday warm-up times will be scheduled by the IHSA prior to the State Final. This will be done through a randomized lottery draw. Coaches will be notified of their warm-up time through a link on the IHSA Badminton page. Teams will be given appropriate court space based on the number of qualifiers they have for the State Final. (1-2 players = half court, 3-4 players = full court, 5-6 players = court and a half). Warm-up times will be in 15-minute time blocks starting at 8:00 am using the 13 main courts, the field house courts will be used as open warm-up on a first come basis. The IHSA will notify coaches if there will be an open warm-up time from 7:45- 8:00 am, this time could be assigned based on the number of participants. Warm-ups will end at 9:00 am.

8:30 am	Coaches Meeting	
9:15 am	Opening Ceremony	SRC
9:45 am	Matches begin for singles and doubles (Round 1, 2, 3)	SRC
	Winner Bracket through Match # 88	
	Consolation Bracket through Match # 104	

Saturday, May 16, 2020

7:30 am	Doors Open to Officials, IHSA and Workers	
8:00–8:50 am	Warm-ups open to all	
8:30-8:45 am	Officials and Coaches Meeting	Lantz Club Room
9:00 am	Quarterfinals in Winner's Bracket – Singles #105-108	SRC
	Sweet 16 in Consolation Bracket – Singles #109-112 (8 courts)	SRC
10:10 am	Quarterfinals in Winner's Bracket – Doubles #105-108	SRC
	Sweet 16 in Consolation Bracket – Doubles #109-112 (8 courts)	SRC
11:00 am	Quarterfinals in Consolation Bracket for Singles/Doubles (8 courts) #113-116	SRC
Noon	Semi-finals for Singles/Doubles — #117-120 (8 courts)	SRC
	Reset Facility for Finals	
1:00 pm	Finals for Singles – Matches #121-123 (3 courts)	SRC
1:30 pm	Finals for Doubles – Matches #121-123 (3 courts)	SRC
2:00 pm	Awards Ceremony Following Conclusion of Play	SRC

VII. ADVANCEMENT OF WINNERS

A. Singles: The first four places in singles from each Sectional shall advance to the State Final Tournament.

B. Doubles: The first four places in doubles from each Sectional shall advance to the State Final Tournament.

VIII. TOURNAMENT RULES

A. Sectional Tournament Scoring: All matches shall be played out completely. Players or coaches that elect not to play for reasons other than circumstances beyond the control of the players, coaches or school will be in violation of by-law 2.040, *Sportsmanship of a School Representative* and of by-law 6.041, *Breach of Contract*. Penalties will be in accordance with the penalties associated with by-laws 6.011 and 6.012.

1) One point shall be awarded to the winners in each round of the winner's bracket except that 2 points shall be awarded to the winners of the semi-final rounds. Winner of the final match shall receive 1 point.

2) A half point shall be awarded to the winners in each round of the consolation bracket except that 1 point shall be awarded the winners of the semi-final rounds. Winners of the consolation final match shall receive a half point.

3) A bye will be counted as a win when the singles or doubles player wins the next match following the bye.

4) A default/forfeit will be counted as a win and the proper number of points will be awarded. The competitor does not have to win the next match to receive these points.

B. State Final Scoring:

1) Singles: One point shall be awarded to the winner in each round except that the winners of the quarterfinal matches shall receive two points. Winners of semifinal and final matches shall receive one point. A default/forfeit will be counted as a win and the proper number of points will be awarded.

2) Doubles: One point shall be awarded to the winner of the first round and one addi-

tional point shall be awarded for each round won thereafter, except that winners of the quarterfinal matches shall receive two points. Winners of semi-final and final matches shall receive one point. Winners of 3rd place matches in singles and doubles shall receive one-half point. Consolation Bracket: One-half point shall be awarded to the winner of each match. A default/forfeit will be counted as a win and the proper number of points will be awarded.

C. Sectional Substitutions: Once the *List of Participants* have been submitted, substitutions may only be made in the case of injury, illness or ineligibility as certified to by the principal of the player's school. Substituted player (s) may only take the position of the injured, illness, or ineligible player, moving a player from doubles to singles or singles to doubles would not be allowed, as no other position(s) may be modified. The substitute's name may appear on the original *List of Participants*. No substitutions at the sectional tournament shall be made once play has begun.

D. State Final Substitutions: Substitutions will not be allowed for singles players who qualify for the state final. A substitution for a member of a doubles team qualifying for the state finals may be made if the principal of the player's school certifies to her injury, illness or ineligibility. In order to be eligible to compete, the substitute must be on the List of Participants and shall be a non-state qualifier.

E. Playing Rules: The current USA badminton rules shall be adopted for play. In addition, the Terms and Conditions, the IHSA Badminton Manual for Schools and the IHSA Badminton Manual for Managers, the Code of Conduct, and the IHSA Badminton Casebook shall all govern play in the state series. The Terms and Conditions, Code of Conduct and the IHSA Badminton Casebook shall control in resolving any interpretations of badminton play. Regulation courts and court markings shall be provided for

the sectionals and state final competition.

Note: Rules 12.2.1, 12.2.3, "Service Court Errors" Rule 15, "Shuttle Not in Play" and 16.5.1, "Advice and Leaving the Court" from the USA Badminton Official Rulebook have not been adopted for play. Amended is "Intervals and Change of Ends" language shall be revised to: "When a leading score reaches 11 points the players or a coach may call for a 60 second interval". During medal matches at the state finals where a contest is officiated, a player(s) or a coach may still call for the time out at 11 points.

F. Competitor Apparel: All players shall appear in the universally accepted badminton clothing — blouse, shorts or badminton outfit and smooth rubber-soled or composition-soled shoes. Shorts/skirts must be a predominantly solid color. The only writing (screened or embroidered) shall be a school logo or name, not across the back of the short/skirt. Uniforms must be worn as the manufacturer intended. Hats may not be worn during competition. School approved uniforms must be worn during warm-ups and competition. **It is required that doubles partners wear uniform tops and bottoms of like color.** The Games Committee reserves the right to determine appropriateness of all uniforms and the language/messages printed on the uniforms. Unless a case of changing uniforms, all uniform inquiries must be made prior to the start of the second round of play each day of the state tournament.

G. Warm-up Time: A maximum of a 10-minute warm-up shall be allowed prior to the beginning of a match for only the first round match at Sectional and State Final tournaments. In all subsequent matches for the tournament competitors will continue to have a maximum of 5 minutes to warm-up. A competitor must be allowed 10 minutes between matches at the Sectional and State Final tournaments. A singles player or doubles team can be disqualified if she/they are not ready to play within 10 minutes. Her/their opponent(s) would win by default.

a. During the official warm-up, players are not allowed to use any electronic devices. They should be dressed and ready for competition when they step on the court to begin their warm-up.

b. Coaches are allowed to coach during the warm-up period. Coaching shall not hold up the start of the match. If a singles player is being coached her opponent is allowed to call a coach or a female teammate on to the court to continue the warm-up.

H. Injury Time: In the event of an injury, a player must be able to play within 15 minutes after medical help arrives or her/their opponent(s) will win by default. Following an injury time out, competitors will have the option of a 1-minute warm-up period if one or both players choose. During an injury time out, the non-injured player may hit with another player or coach to stay warm. During an injury time out, the injured or non-injured player can receive verbal or non-verbal instructions from the coach.

I. Leaving the Court: Under normal circumstances a player should not leave the gymnasium during the match. In the event a player must leave the gymnasium, permission must be granted by both coaches. During the 2-minute break between games 2 and 3, players may leave the playing court but not the gymnasium.

J. Advice:

1) Coaching is NOT allowed:

a) Once a competitor steps on the court to compete

b) The penalty for violation of the illegal coaching is a 1-point team deduction. The second offense is a 2-point team deduction and the third offense is a disqualification and ejection of the violating coach.

2) Coaching IS allowed:

a) By two coaches/players during a 60 second break when the leading score reaches 11 points and a time out is called by one of the competitors or a coach, during the warm-up period prior to the start of the match, and during an injury time-out. Additionally, multiple coaches (2) are allowed between the 2-minute interval of each game.

b) The penalty for violation of the multiple coaching rule is a 1 game point deduction. The second offense is a 3 game points deductions and the third offense is a disqualification and ejection of the violating coach.

K. Equipment Delays: In the event of equipment breakage or equipment difficulty, a player must be able to play within 5 minutes, or her/their opponent(s) will win by default.

L. Shuttlecocks: At the sectional and state final tournaments, the Wilson Team 80 Shuttlecock shall be used. The IHSA shall provide the shuttlecocks for the sectional and state final competition.

M. Games Committee:

1) **Sectionals:** All coaches from the participating schools along with the tournament manager will make up the Sectional Games

Committee. In the event of a conflict of interest, the coach from that school will not be involved.

The role of the Sectional Games Committee is to assess team penalty points, enforce the code of conduct and the playing rules adopted by the IHSA. Coaches who make up the Games Committee may invoke point penalties provided the coach personally observes the code of conduct violation and reports it in writing to the Tournament Manager. A member of the coaching staff, whose school was penalized, should receive a copy of that report.

2) **State Final:** Two coaches from each sectional complex will make up the Games Committee. The two coaches will be selected during the Sectional Complex meeting by a vote of coaches. The elected coaches may be coaches whose players are competing at the state finals. In addition, one member of the Badminton Advisory Committee and the State Final Manager designee will be a part of the Games Committee. In the event of a conflict of interest, that coach will abstain from the deliberations.

The role of the State Final Games Committee is to assess team penalty points, enforce the code of conduct and the playing rules adopted by the IHSA. Participating coaches along with the coaches who make up the Games Committee may invoke point penalties provided the coach personally observes the code of conduct violation and reports it in writing to the tournament manager. A member of the coaching staff, whose school was penalized, should receive a copy of that report along with the scorers table.

N. Appeals: A competitor or competitor's coach will not have the right to appeal to the Tournament Manager or the Games Committee for any point or game point until three (3) penalties have been levied. At the time of the 3rd penalty, a competitor will have the right to appeal to the Games Committee.

O. Unsportsmanlike Conduct: Unsportsmanlike conduct and the use of profane language will not be tolerated and shall be punishable under the provisions of By-laws 2.030, 3.151, 6.011 and 6.012. The Girls Badminton Games Committee shall have discretionary authority to disqualify players who persist in violation of this rule. (See Badminton Code of Conduct.)

P. Out of Rotation: If a player(s) playing out of draw position is discovered before the first game is over, that game is halted and the error is corrected. If the first game is completed or the match is complete that player(s) shall forfeit the match and move to the back draw and the bracket is corrected.

Q. Flip Chart: The on deck participants of every match (or another team representative) must serve as a flip chart score keepers for the current match on that same court. Both teams will be required to sit in the flip chart area, one team (or team rep) will score and the other will time. On deck players need to report immediately to their court to prepare for their role.

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

IX. TOURNAMENT POLICIES

A. State Final Passes: If a school has 1 qualifying individual they shall receive 2 coaches' passes; if a school has 1 qualifying doubles team, they shall receive 2 coaches' passes. Schools can receive up to 4 coaches passes. Coaches must also be listed on the LOP to receive a coach's pass. Schools who qualify an odd number of players shall receive 1 courtesy pass for a female teammate to act as a warm-up partner. Coaches listed on the LOP, with a coach pass, or players listed on the school's LOP, with participant passes are allowed to sit in the coaching chairs on the court.

B. Artificial Noisemakers: All artificial noisemaking devices shall be excluded from the gymnasium. The local manager has the authority to exclude other noise making devices that distract from the competition including megaphones.

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

D. 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.

E. 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, collect proper rights fees payments (where required) and make cancellation refunds for television and/or radio play-by-play originations, according to the IHSA Television and/or IHSA Radio Broadcast Policy.

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

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

3. Administrative Detail: Reporting information to the news media and/or the IHSA Office, as stipulated in instructions to Local Managers, shall be the responsibility of each Local Manager and is required.

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

G. Tobacco Products: No coach, player or any other person connected with a team shall be permitted to use tobacco products **in the competition area**, either during practice or while a contest is in progress.

H. Use of Inhalers: A student with asthma may possess and use his/her medication during an IHSA competition while under the supervision of school personnel, provided the school meets the outlined procedures of self administration in the Illinois school code.

I. 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 proper-

ty 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.

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

X. AWARDS

A. Sectionals: The IHSA will furnish medallions to the first four places in both singles and doubles of the sectional tournament. A school plaque will be presented to each sectional winner.

B. State Final: The IHSA will furnish medallions to the first six place finishers in the both singles and doubles of the state final tournament. A trophy will be presented to the first, second and third place schools. In addition, all first, second, and third place teams will receive 8 medallions for their individuals. Duplicate awards will be presented in case of ties to individuals and teams. In addition, each first, second and third place teams will receive a Superintendent's medallion, a Principal's medallion, and an Athletic Director's medallion. No other trophies or awards of any kind may be presented in the tournament series. Only the participating members of the team and school representatives may participate in the awards presentation. These awards will be

furnished by the State Association and are not an expense charged upon the individual tournament.

XI. OFFICIALS

A. State Final Appointment and Fees:

1. **Licensed Officials:** Three licensed officials shall be hired for each day. The licensed officials are responsible for USAB rules. Licensed officials will officiate the semifinal and final matches and all of the medal matches at the State Finals. When they are not officiating a semifinal or final match, they shall act as rovers. Payment of \$262.50 will be paid to officials.

2. **Games Committee:** At the State Final Tournament, Games Committee Members, selected by the IHSA, will be used for the matches both days. Interested individuals may volunteer to serve at their sectional seeding meeting. Games Committee members need to be willing and able to stay for the entire tournament, they need to remove themselves from cases involving their team, and they will make calls for violations of these Terms and Conditions and the Code of Conduct. The Games Committee members need to familiarize themselves with the Terms and Conditions, Manager's Manual, Code of Conduct and the Badminton Case Book. If a Games Committee ruling situation arises, it should be handled immediately and penalties assessed at the time of the infraction.

3. **State Final Line Judges:** Ten line judges will be assigned for the semifinal and final matches and all of the medal matches at the state finals. Line judges may be students and players from the state finals.

B. Mileage Fee: At the state tournament, to assist the licensed official (only) for out-of-pocket expenses, a voucher system will be used to compensate the licensed official when they actually drive in excess of 70 miles round trip per day. Payment will be made through the IHSA Office, after completion of the tournament series, at a rate of \$.30 per mile in excess of 70 miles round trip. No compensation will be permitted for trips of less than 70 miles round trip per contest.

IHSA Badminton Code of Conduct

There shall be no warnings for the first offense. Penalties become immediate and carry over throughout a tournament. Sectionals and state are considered two separate tournaments for these purposes.

Misconduct	1st Offense	2nd Offense	3rd Offense
<ul style="list-style-type: none"> Abuse of continuous play: Taking more than 60 seconds when the lead score reaches 11 points; exceeding 2 minutes between 1st and 2nd games; 2 minutes between 2nd and 3rd games; or taking more than 5 seconds once in position for serve. 	1 game point	4 game points	Team and Coach Ejection
<ul style="list-style-type: none"> Prolonging an argument over a decision after being directed to resume play..... 	1 game point	3 game points	Disqualification/Ejection
<ul style="list-style-type: none"> Failure to commence play after expiration of warm-up minutes..... 	1 game point		
<ul style="list-style-type: none"> Advice by multiple coaches (3)..... 	1 game point	3 game points	Coach Disqualification/Ejection

Lateness in being ready

- A player(s) who is not ready to play properly attired and on the court with her opponent after a match has been called3 game points per 5 minutes/ fraction thereof
- Not ready to play after the 2-minute break between games1 game point per minute/fraction thereof
- Not ready to resume play within fifteen minutes of an injury (may use 1 time-out for injury).....Disqualification

NOTE: The time-out for injury should begin once a trainer is available on the court or if the coach or the site director makes the decision on the court.

Profane or obscene language or gestures

- Directed at no one in particular.....1 game point 4 game points Disqualification/Ejection
- Directed at an official, opponent, or spectator3 game points Disqualification/Ejection

Unsportsmanlike acts

- Intentional racquet dropping1 game point 3 game points Disqualification
- Hitting shuttlecock/throwing racquet at/near person3 game points Disqualification/Ejection
- Tampering with shuttle.....1 game point 3 game points Disqualification/Ejection
- Delay of match1 game point 3 game points Disqualification/Ejection
- Illegal coaching (verbal/non-verbal)1 point team Deduction 2 point team Deduction Disqualification/Ejection

Gross Misconduct

- Trash talking.....1 game point 3 game point Disqualification/Ejection
- A single, flagrant, gross act of misconduct.....Disqualification/Ejection
- A single, flagrant, gross act of misconduct after the player has completed her last match1-point team deduction
- Use of an Ineligible Coach.....1-point team deduction per match coached/coach ejection

Authority: It is the responsibility of the coaches of participating schools to monitor player conduct. The Tournament Manager/Games Committee/ participating coaches may invoke point penalties in matches where there is no umpire, provided they personally observe the misconduct. Point penalties must be reported to the Tournament Manager by the person invoking the penalty via the Games Committee Special Report form.

Appeal: A competitor will not have the right to appeal to the Tournament Manager and Games Committee for any point or game point until three penalties has been levied. At the time of the 3rd penalty, a competitor will have the right to appeal to the Tournament Manager and Games Committee.

Gross Misconduct: Any player who, at the conclusion of the match, exhibits gross misconduct, which includes profane or obscene language or gestures and/or unsportsmanlike acts, will cause that player(s) team to be penalized and may be ejected from the contest.

Ejection: In accordance with By-laws 6.011 and 6.012, any player or coach ejected (not disqualified) from a match will be ineligible for the next interscholastic contest at that level of competition, and all other interscholastic contests at any level in the interim. The school Principal and IHSA must be notified by the Tournament Manager of the ejection through the IHSA Special Report form found online.

Sportsmanship Definition: Includes actions which are unbecoming to an ethical, fair, and honorable individual. It consists of acts of deceit, disrespect, vulgarity or taunting.



Girl's Badminton School Cover Letter



ILLINOIS HIGH SCHOOL ASSOCIATION

2715 McGraw Drive • Bloomington, IL 61704

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

Steps Needed to Participate in the IHSA Girls Badminton State Series

This manual includes pertinent information related to this year's state series. Please read the information in this manual along with the Badminton Terms and Conditions which are the rules of which your school has agreed to play by during the state series.

School Manual: The school manual will be posted online each year at the end of December. No hard copies will be sent to participating schools. Schools will use the IHSA girls' badminton website (www.ihsa.org click on girls' badminton) to access general information and to also access the IHSA Schools Center (password protected) to manage LOP and Rules Meeting. Coaches can talk to the Athletic Director to get their school's ID and passwords needed for the School Center.

Manager's Manual: Included on the website is a manual for managers who are hosting a sectional.

List of Participants (LOP): All coaches must complete their final entries also known as List of Participants (LOP) by the deadline. Coaches should bring a hard copy of their LOP's to the seeding meeting along with their playing schedule. Only those coaches who have completed their LOP's may participate in the seeding talks or vote. Additionally, coaches who do not complete the LOP have not completed their school's entry process and therefore are not entered into the state series. A fee of \$100.00 is required for any late entries.

Sectional Host Schools: Sectional host schools will be selected at the sectional complex meeting. The highest seeded team will have the first opportunity to host. If your school is interested in hosting a sectional, complete the Willing to Host form and bring it along.

Forms: All the necessary forms are included in your Badminton School Manual and the Managers Manual with the exception of the LOP which is online in the School Center.

State Final Information: If your school qualifies a team or individual(s) to the state finals at EIU, final information will be posted on the badminton webpage.

Volunteers at State: Any coach planning to attend the state tournament and is interested in working as a scorer or on the games committee, please contact Stacey Lambert (slambert@ihsa.org).



Important Dates



ILLINOIS HIGH SCHOOL ASSOCIATION

2715 McGraw Drive • Bloomington, IL 61704

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

Important Dates for 2019-20 Badminton Season

Online IHSA Rules Meetings	Week 33-38: February 17 – March 24
Sectional Complex and Sectional Seeding Meeting	Week 44: May 4
Online List of Participants Due to Sectional Mgr.	Week 44: May 4 by 10 a.m.
Managers to Access Online List of Participants	Week 44: May 4 by 1:00 p.m.
Seeding Results and Host Schools Due to IHSA	Week 44: May 4
Sectional Assignments Posted	Week 44: May 4
Sectional Competition	Week 44: May 7, 8, or 9
Additional Player Information Due to Seed Committee (State Final Qualifiers only)	Week 44: May 9
State Final Seeding Meeting @ IHSA Office	Week 45: May 12
State Final Pairings Announced	Week 45: May 12
State Final Hit Around	Week 45: May 14
State Finals	Week 45: May 15-16



Understanding the High School and Club Badminton Rules

These illustrations and situations are for the purpose of assisting in the understanding of several by-laws that pertain to high school badminton programs. In the case of conflict whether perceived or believed, the by-laws shall control. Please consult with your athletic director when additional clarification is needed.

IHSA Season Questions

- 1Q. What is the starting date for the IHSA Badminton Season?
 1A. Schools may begin practice on Monday, March 2, 2020. That date changes each year but practice each year may begin on the Monday of Week 35.
- 2Q. When do players have to cease their non-school participation, competition or involvement with badminton leagues, competition or non-school events?
 2A. High School players must cease non-school participation and competition 7 days after their school engages in its first practice.
- 3Q. When does the season end?
 3A. The season ends on the date of the school's last contest at their level in badminton. At that time, high school players may, on their own and voluntarily, resume their participation in leagues and non-school competitions.

Non-school Participation Questions

- 1Q. Can a player take private lessons from a badminton instructor and if so when?
 1A. Yes, a player may take a private lesson at anytime during the school year, during the season or during summer provided the person giving the lessons gives lessons to the general public. Students can also attend coaching schools/camps/or clinics during the school year as long as no coach from their school is involved. If any coach from their school is involved, no more than two students from that school may attend.
- 2Q. How is a private lesson defined?
 2A. A private lesson may have no more than 2 people from the same school receiving instruction in the skill of the sport or the strategy of the sport.
- 3Q. When can a player begin her involvement with her non-school participation and/or competition?
 3A. Once the high school badminton season is over a player may resume or begin her league and non-school participation.

Non-school Team Rosters

- 1Q. How many players from the same school can be on a non-school badminton team when no high school coach or employee from the school is involved?
 1A. Unlimited.

- 2Q. How many players from the same school can be on a non-school badminton team when a high school coach or employee is involved?
 2A. No more than 3 players from the coach's or employee's school can be on a non-school badminton team.
- 3Q. How is a high school coach defined?
 3A. Any person who is employed or volunteers at the school falls under the definition of a high school coach.

Practices and Competition

- 1Q. Can a multiple number of high school or non-school teams practice in the same facility?
 1A. Yes, as long as they are on separate courts and they do not interact in any manner with other players from other teams (including drills, conditioning, debriefing, etc) with each other.
- 2Q. Who can a high school compete against during the high school season?
 2A. IHSA member schools may only compete against other IHSA member schools. Therefore, IHSA interscholastic teams may not compete against any non-school or club teams.
- 3Q. What is the definition of a competition?
 3A. An event in which teams or individuals compete against one another utilizing one or more skills of the sport is a competition. Any athletic competition including a scrimmage in which students representing 2 or more high schools participate with or against each other is considered a contest.
- 4Q. What is the difference between a coaching school and an independent team?
 4A. Both a coaching school and a league may provide instruction but a non-school team culminates in competition. High school players may participate on independent team outside the badminton season.
- 5Q. How soon must competition take place for an independent non-school team?
 5A. Competition must culminate no later than 30 days after the first practice and every 30 days thereafter.

U:Badminton/Manual for Schools/Understanding the high school badminton season

III. Instructions for Submitting List Of Participants

Schools are required to complete the Girls Badminton *List of Participants* online.

Log on to www.ihsa.org and click on the Schools Center link. The coach needs to enter their ID number and password. On the next page, go to the “Sports and Activity Tracker” area, find the row that lists the correct tournament, and click on “*List of Participants*” link under the “Required Data Forms” heading. Please follow the instructions shown on the screen as you fill in the necessary information.

Note: Schools shall only list 2 singles girls and 2 doubles teams on their LOP. All remaining players will be listed on the team roster.

The deadline for submitting the *List of Participants* for Girls Badminton is Monday, May 4, 2020 at 10:00 a.m.

- A. List all eligible coaches that are in compliance with IHSA By-Law 2.070.
- B. List all rostered participants and year in school.

After completing the “*List of Participants*” online, **print out a copy of the completed entry form**, for your files.

(If you experience any problems, please call the IHSA Office at 309-663-6377 and ask for Debbie Coffman.)

The *List of Participants* includes competitor information and listing of all eligible coaches will be available for Sectional Managers to receive online through the Schools Center **by May 4th after 1:00 p.m.**

LIST OF PARTICIPANTS DEADLINE: Monday, May 4th by 10:00 a.m.

Additional Reminders:

- 1) Enter matches in chronological order**
- 2) Enter all players’ records considered for team ranking and individual sectional seeding as well as state seeding. Enter only 1 and 2 Singles and 1 and 2 Doubles (only enter those players participating in the State Series)**
- 3) Enter your player’s position as well as opponent’s position in appropriate column**
- 4) Message box is for additional player information**

U:Badminton/Manual for Schools/Instructions for LOP



V. State Final Information

State Final Host: The 2019-20 IHSA Girls State Final Badminton Tournament will be held at Eastern Illinois University's Lantz Complex. It is located across from their Track. The Kinesiology, Sport and Recreation Department is our host and Kevin Hussey, is our State Final Manager.

Directions to Charleston (EIU) Lantz Complex from Interstate 57 from the Chicago Area: Interstate 57 south to the Charleston exit 190A. Go east on highway 16 (Lincoln Avenue) into Charleston. Turn right on University (3rd stop light once you are in town) and go 1/8 mile. Turn left (east) on Grant.

Play: Review the Terms and Conditions, Badminton Casebook and the Code of Conduct section. Know the IHSA rules governing the state badminton tournament.

Faculty Representatives Must be Present at all Times During the State Final: Schools are reminded that in accordance with IHSA By-Law 2.020, an accredited faculty representative must be present at all times during the State Final Tournament. The faculty representative (coach) is responsible to the principal/official representative for the conduct of the competitors and persons from their school during their participation or attendance at the State Final Tournament.

Hit-A-Round: Thursday warm-up times will be open warm-ups. Schools are allowed a maximum of 45 minutes for warm-up time total. Additional time is allowed if court space is available and teams are not waiting. Teams will be given appropriate court space based on the number of qualifiers they have for the State Final. (1-2 players= half court, 3-4 players= full court, 5-6 players= court and a half)

Friday Warm-up: For Friday Warm-up Schedule, please refer to VI.D in the Terms and Conditions.

A School May Not Practice, Scrimmage, Hit Around or Warm Up With Players From Other Schools: The Hit Around is carefully conducted by the IHSA to ensure that no IHSA violations occur. Therefore, schools may only practice with each other. For schools with one individual may bring other members of the team along to practice with their qualifier. In addition, a coach may also practice with his/her team.

School Packets: All School packets can be picked up in the Lantz Complex. Passes for coaches and participants will be issued in the school packets along with a complimentary state final program for the head coach and each state final qualifier. Additional programs may be purchased for \$5.00 each.

Friday Information

Coaches' Meeting: A coaches' meeting will be held on Friday and Saturday beginning at 8:30 a.m. in the Lantz Club Room.

Opening Ceremony: Each school is requested to bring a school flag or banner to carry during the opening ceremony and for display at the tournament.

Participant Passes: Passes need to be worn throughout the tournament by participants and coaches in order to assist the tournament management in their duties.

Officials: Roving officials will be in both the Student Recreation Center and Lantz Complex. They will observe the play for obvious repeated faults such as illegal services, foot-fault and line faults.

State Final Admission: An admission fee of \$10.00 for Children, \$10.00 for High School Students, and \$10.00 for Adults will be charged on Friday and on Saturday. Only competitors in the State Final Tournament on Friday and Saturday and their coaches will receive passes.

Signs, Banners, and Mechanical Noisemakers: Please see Item IX-B & C of the Terms and Conditions. Signs placed in the competitive areas must not block the line of site of spectators or participants, which means, no signs on the rails.

Filming/Videotaping: At the State Final Tournament, spectators will be permitted to film and videotape the competition provided: 1) the filming or videotaping does not take place on the competition floor and 2) does not interfere with spectator or competitor viewing of the matches. In the Student Rec Center, all spectators / filming must take place on the floor level.

Spectators: Please review with your fans, the proper etiquette for fans in the stands. We would appreciate your help in reinforcing the no coaching rule.

Saturday Information

Officials: Roving officials will be in both the Student Recreation Center and Lantz Complex. They will observe the play for obvious repeated faults such as illegal services, foot-fault and line faults.

Awards Ceremony: Immediately following the conclusion of the state finals, an awards ceremony will take place in Lantz Complex. The top 3 teams and the top 6 doubles and singles players will participate.

Teams – 1 team trophy and 8 individual medallions will be awarded to the players and coaches in addition to a Superintendent, Principal and Athletic Director medallion.

Individuals – The top 6 places will receive a medallion.

Only those coaches and players on the official state final roster in addition to the school Superintendent, Principal, Athletic Director, and Assistant Athletic Director are eligible to participate in ceremony. Please note that only 2 medallions are allotted for the coaches although additional medallions may be purchased through the IHSA.

Concessions: Food and beverage service is located in the lobby of the Lantz Complex. A separate hospitality area located in the Club Room is available for participating coaches, officials and administrators of the competing teams.



IHSA Badminton Volunteers at the State Tournament

Friday-Saturday, May 15-16, 2020

Eastern Illinois University, Lantz Complex

Any person interested in volunteering at the IHSA Girls Badminton State Tournament can contact Kevin Hussey at kghussey@ux1.eiu.edu. The volunteer jobs are 3 hour shifts for the following areas:

Scorekeepers – volunteers to help keep score for all matches for Friday and/or Saturday.

Linespersons - help to call lines for the semis and finals on Saturday.

Runners - help getting information to and from various places in both venues for Friday and Saturday.

Desk Help - helping with the management of the tournament at the tournament desks for Friday and Saturday.

Tournament Central - helping at the tournament central location with information, etc. on Friday and/or Saturday.

How To Humidify Badminton Shuttlecocks

How to humidify a shuttlecock for the season.

Use a large garbage can (32 gal.)

Place two large sponges at the bottom

Add 1 inch of pine sol and enough water to cover the sponges

Place a wire/mesh rack over the sponges – the rack should not touch the water

Place opened tubes of shuttlecocks on top of the rack

As the season progresses, replace the water as needed

Change mixture mid-way through the season

This formula is designed to keep the shuttlecocks humidified and at the same time keep them from getting mildew or mold forming on the tips. This formula is a tradition passed on to Deb Ofcky from Lee Kennicke formerly from New Trier High School.

U:Badminton/Manual/Humidify Shuttlecocks



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.





Girls Badminton - Does What's Right!

What Our Schools Believe

Sportsmanship is a core value and its promotion and practice are essential. All persons involved in interscholastic athletics and activities are expected to be positive role models.

Sportsmanship of School Representatives By-law

By-law 2.041

Students, school staff, boards of education, spectators and all other persons connected directly or indirectly with a member school shall practice and promote the highest principles of sportsmanship and the ethics of competition in all interscholastic relationships.

SAWA Report

Let's Recognize Good Sportsmanship!

The IHSA has a Sport A Winning Attitude (SAWA) Report form online through the School Center. Good sportsmanship should be recognized. You can do so by simply reporting to the IHSA (using the online form) an exceptional situation that occurred in a contest. IHSA will follow up on this to the school demonstrating a winning attitude.

Guidelines for IHSA Badminton Programs

Comments

Cheering at meets is a great way for players and fans to show sportsmanship, but cheering should always be positive. Players and fans should observe the following:

1. Cheers should be in celebration of a great play or in support of a team or a team member.
2. Cheering should never be an "in your face" sort of cheer that makes fun of, belittles, or otherwise puts down another player, opponent, or coach.
3. Cheers may be loud, organized, and enthusiastic, but screaming is not acceptable.
4. Be courteous and keep your cheers in good taste, at a good time and performed with a sporting attitude.

IHSA Special Report

Process to Address Questionable Behavior

First talk to the coach of the participants to whom you have a concern. Work cooperatively to resolve the issue. Use the sportsmanship guidelines to determine if there is a problem. If the guidelines are not being followed, and the issue is not fully resolved, talk to your athletic director or principal about it after the meet. Ask your administration to help. Typically both athletic directors will communicate with each other and reach a good outcome. If the school administration does not feel like there has been a good resolution, then the athletic director can file a Special Report with the IHSA. IHSA will check into the situation and assist in getting schools to collaborate. Good communication is always the best way for everyone to benefit.

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

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	62.6	64.4	66.2	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
	5	60.8	62.6	64.4	66.2	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	
	10	62.6	64.4	66.2	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		
	15	64.4	66.2	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			
	20	66.2	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				
	25	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					
	30	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						
	35	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							
	40	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								
	45	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									
	50	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										
	55	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											
	60	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												
	65	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													
	70	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														
	75	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															
	80	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																
85	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																		
90	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																			
95	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																				
100	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																					

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.

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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>.

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Concussion Information

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

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

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

Mandatory Concussion Education

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

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

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

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

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



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.



Seeding Meetings Information



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Sectional Complex Seeding Meeting: Each Sectional Complex manager will conduct a seeding meeting for the purpose of seeding **teams** for the sectionals. All four Sectional Complex Seeding meetings shall take place on Monday, May 4, 2020, beginning at 5:30 p.m. Sectional Complex managers will contact schools in their complex announcing the time and place of their meeting. The ultimate objective of Sectional Complex Seeding is to judge the **teams** and their comparative strength so accurately that the four best **teams** are sent to separate sectional tournaments within the complex. Therefore, coaches will be seeding the potential sectional participants that will represent their team in a sectional. Teams should be seeded as fairly as possible whether coaches of a team are at the meeting or not. Individuals entered in the state series will be assigned to the sectional with the least number of teams. If all sectionals have the same number of teams, individuals will be assigned based on the sectional assignment structure.

* A school's entry in singles and doubles, regardless of their position rank, should be considered for a seed.

Sectional Seeding Meeting: Following the Sectional Complex Seeding meeting, schools at the sectional complex meeting will break into their assigned sectionals and conduct a second seeding meeting. The ultimate objective of sectional seeding is to judge the **individuals** and their comparative strength so accurately that the best singles and doubles teams are separated in the sectional draw. Singles and doubles players should be seeded as fairly as possible whether coaches of a team are at the meeting or not.

List of Participants/Playing Schedule is Mandatory: Coaches must complete the online List of Participants prior to the seeding meeting (due no later than 10:00 a.m. on Monday, May 4, 2020). The most current List of Participants must be brought to the seeding meeting along with the school's badminton schedule. A coach can print the List of Participants from the School Center. At the Sectional Complex meeting, school/teams that wish to be considered for a 1-4 Sectional Seed, need to submit an LOP for all athletes. Coaches who do not bring both of these to the meeting will not be allowed to participate in the discussion or vote.

Seeding Factors: Coaches should use the List of Participants as a focus of their discussion. At the end of the discussion, coaches must be able to justify their votes for teams based on the following factors:

- Head-to-head victory
- Record against common opponents
- Total win-loss
- Strength of schedule
- Tonight's evaluation

Seeding in Groups: The seeding will be done in groups of four. The coaches will determine by a vote, the top four teams. The rank of these four teams and the other groups should not be announced until all the seeds have been determined. (Managers can post each group of four on the spreadsheet in alphabetical order.) This prevents the remaining teams from manipulating the assignments. Once these four teams have been determined, the next four teams (5-8) will be voted on. This will continue with 8-12, 13-16, 17-20. Each group of four will be voted on by coaches. Scores/votes will not accumulate. Most likely, the teams in the previous group not seeded will be dropped down to the next group. The sectional draw is to have the top seeds receive the bye.

Group Vote: Coaches will **NOT** vote for their own team. The actual seed vote will not take place until after the groups have been decided. Coaches will use the manager's spreadsheet distributed at the beginning of the meeting to cast their final vote. The coaches must seed within the identified group. (1-4, 5-8, etc.) The previous seeds will have new life. That is the seed's groups will be based on a clean slate. Pass on your seed where your school should fall in the four school grouping and continue to the next number.

The manager will record all the coaches' votes and post them on the overhead using the spreadsheet.

Sectional Assignments: Once the seeds have been determined, the seeds need to be placed in one of four sectionals based on the following structure:

Sectional A	1	8	9	16	17	24	25
Sectional B	2	7	10	15	18	23	26
Sectional C	3	6	11	14	19	22	
Sectional D	4	5	12	13	20	21	Individuals

Sectional Sites: The top seed in each sectional have the first opportunity to host their sectional. If the top seed is not able to host, the next highest seed in the sectional is offered the opportunity, etc. The host school must have presented a Willing to Host Form signed by the athletic director. This form ensures that the facility is available to host.

Host School Material – Awards and Shuttlecocks: Awards and shuttles will be shipped to the Sectional Complex Seeding manager. Sectional Complex Seeding managers should distribute one sectional plaque, four individual medals for singles, four individual medals for doubles players, and the shuttlecocks.

State Final Games Committee: Two coaches from each Sectional Complex meeting are to be elected to serve on the Games Committee. Members of the Games Committee will act as roving officials and rule on issues related to the code of conduct.

Forms: All forms needed to conduct or participate in the Sectional Complex Seeding meeting and/or the sectional meeting is included in the Badminton Manual for Schools and Badminton Manual for Managers.



IHSA Girls Sectional Complex Badminton Managers Information



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Sectional Complex and Sectional Host School Information: As soon as possible after receiving the Sectional Complex Assignments, a letter should be sent to all schools in your Sectional Complex. Please cover the following information in your letter.

1. Place and time of sectional complex meeting and remind coaches that the sectional seed meeting will immediately follow the sectional complex meeting.
2. Directions or map to the meeting. Please cover parking and entry into your school.
3. Reminder for coaches to bring pertinent information on their team and players' performances for seeding purposes.
4. Remind coaches that by 10 am Monday, May 4, 2020, their school must complete their List of Participants (includes Competitor Information) on-line at the IHSA website. Please remind schools to print a copy of their work to bring to the seeding meeting as a safety measure.
5. The List of Participants (includes Competitor Information) and listing of all eligible coaches will be available for Sectional Managers to view online through the Schools Center after 1:00 p.m. on Monday, May 4, 2020. Schools have the opportunity to make entry changes until that date.
*All coaches will be able to access the LOP's after the entry deadline, but prior to the seeding meeting via the IHSA School Center.
6. Inform coaches of any contact information.
7. Give details about your site including the availability of locker rooms, restrooms, changing areas, trainers, concessions, and restaurants.
8. Remind coaches to review the Girls Badminton Terms and Conditions and Badminton Case Book. Please emphasize the responsibility of coaches to read and understand the Terms and Conditions of the State Badminton Tournament Series.
9. Thank the coaches in advance for their efforts in teaching, encouraging and promoting good sportsmanship.

Manager's Information: This information will assist managers in managing pre-tournament planning.

1. **Meetings:** Sectional Complex Manager's shall conduct the team seed meeting to determine team seeds, sectional host schools, and complete the host school information form. A sectional meeting of the newly determined host schools will follow with a player seed meeting and making the sectional draw.
2. **The Draw:** The specific directions for drawing up the playing schedule for a Sectional Tournament competition are available in this manual. Sample Brackets and a sample match order are included in this manual. The badminton website also provides some downloadable resources.
3. **LOP:** To view the List of Participants for the schools assigned to your sectional, the managers will go to the IHSA Schools Center. The information will be available in the "Tournament Management" section. These are password protected sites. You will need the Athletic Director or Principal password to have access to this area of the Schools Center.
4. **Shuttlecocks:** Wilson Team 80 shuttlecocks will be sent to each sectional complex site. The Sectional Complex Manager shall distribute the shuttlecocks to the 4 sectional host schools selected at the meeting.
5. **Awards:** The Sectional Complex Manager will receive, direct from the manufacturer, a Plaque to be presented to the winning school in each Sectional Tournament. The Sectional Complex Manager will also receive medals from the manufacturer to be presented to the top four winners in both singles and doubles in each Sectional Tournament. The Sectional Complex Manager shall distribute the plaque and the medals to the 4 sectional host schools selected at the meeting.
6. **State Final Qualifiers:** Complete on-line with the IHSA office the Winner Report **immediately** following your Sectional Tournament on Saturday. Please make sure that the names are spelled correctly when you are completing the Winner Report as it will be appear in print.
7. **Breach of Contract:** Sectional managers must notify the IHSA of any players that did not show up to the competition or play all matches assigned.

IHSA Badminton Meeting Preparation

Step 1

1. Go to website and download the *Manager's Spreadsheet* onto your computer. You will need to have a computer and LCD projector at your meeting.
2. The rest of the Seeding Meeting Manager information is included in this manual.
3. Make a hard copy of the blank *Manager's Spreadsheet* to distribute to each coach at the meeting.
4. Download the List of Participants from the IHSA School Center and note any teams in your complex that did not complete one. They are excluded from seeding teams and are only observers. As a final resort, the school can bring a hard copy of their List of Participants for all coaches at the meeting if they are to be involved in the seeding.
5. Copies of the sectional draw are included in this manual.

Sectional Complex Meeting Step 2

1. Project the *Manager's Spreadsheet* form
2. Handout blank spreadsheet copies of the List of Participants
3. Read *Badminton Manager's Statement*
4. Discussion for seeding
5. As a group, determine the top four teams in no rank order.
6. List the top four teams in alphabetical order on the *Manager's Spreadsheet*.
7. List the 5-8 teams in alphabetical order on the *Manager's Spreadsheet*.
8. List the 9-12 teams in alphabetical order on the *Manager's Spreadsheet*.
9. List the 13-16 teams in alphabetical order on the *Manager's Spreadsheet*.
10. List the 17-20 teams in alphabetical order on the *Manager's Spreadsheet*.
11. Coaches should copy the order of the teams from *Manager's Spreadsheet*.
12. Coaches seed teams in their group on the spreadsheet.

NOTE: In seed group 1-4, the highest seed a school can be awarded is a 1 and the lowest seed a school can receive is a 4. The top seeds are to receive the bye. Likewise in group 5-8, the highest seed the school can receive is a 5 and the lowest seed is an 8. Complete the group seeding and record those results on the *Manager's Spreadsheet*.

13. The computer will tally the votes. The manager will give the teams their final seed.
14. Select coach delegates for Games Committee. (Refer to sample pages)

Sectional Assignments Step 3

1. Assign the teams to their sectional based on their seeds. Individuals entered in the state series will be assigned to the sectional with the least number of teams. If all sectionals have the same number of teams, individuals will be assigned based on the sectional assignment structure.
(assigned to Sectional B.)
2. Select Host Sites – should have the *Willing to Host* form with them.
3. Complete the *IHSA Badminton Sectional Assignment* form.
4. Once the hosts are selected, distribute the shuttles and awards to the sectional managers or coach of the host school and the blank tournament brackets.
5. Split into sectionals.

Sectional Managers' Seeding Meeting Step 4

1. Sectional Managers will conduct this meeting
2. Seed individuals — 2, 4, or 6 players can be seeded
3. Seed doubles — 2, 4, or 6 teams can be seeded
4. Complete both draws
5. Coaches should have copies of this draw before they leave the meeting.
6. Coaches should have any instructions needed specific to their tournament and host site.

MANAGER'S SPREAD SHEET

SCHOOL

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16

X																
	X															
		X														
			X													
				X												
					X											
						X										
							X									
								X								
									X							
										X						
											X					
												X				
													X			
														X		
															X	

Teams up for random assignment

(type team initials in the boxes across the



Badminton Manager's Statement



ILLINOIS HIGH SCHOOL ASSOCIATION

2715 McGraw Drive • Bloomington, IL 61704

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

***(Both seeding meetings will take place on one day at one site.
Please read this statement to start your Sectional Complex Seeding Meeting.)***

The purpose of this meeting is to do four things. The first is to seed fairly all the teams in the sectional complex, whether a coach is in attendance at this meeting or not. The second is to determine what sectional your team will be assigned to. The third is to elect two coach delegates to serve on the State Final Games Committee. And finally, break into your sectional groups, and seed your singles and doubles players and complete the sectional draw.

Sectional Host Managers — when you leave this meeting, make sure you pick up your awards and shuttles. Coaches, when you leave, make sure you have a copy of your draw. They will not be posted on the IHSA web-site.

Coaches are expected to take part in the seeding process with the highest standard of integrity. One coach or one official representative from each school who has submitted the IHSA *List of Participants and their playing schedule* will be allowed to vote. Coaches, who have not submitted both of these documents, will be involved in these meetings only as **observers** and will not vote or participate in any of the discussion.

Questions regarding seeding must be resolved before you leave tonight. IHSA policy provides that coaches can be asked to justify their seeds based on the criteria and the coach in question may reconsider bringing their seed back in to range with the other seeds.

Badminton Sectional Complex Seeding Preliminary Worksheet for Coaches

Coaches, do your Homework during the season. Come prepared to the meeting with some idea of the seeds. Most coaches know the top 4 and bottom 4. The middle seeds are the most flexible. You will most likely change seeds at the meeting as coaches' talk but it is easier to adjust them from the worksheet. Once those groups of 4 are established, you will rank them within their group to determine the final seeds. This process protects schools from out of range seeds.

You will be seeding in groups of 4 in your complex
Coaches You Will Not Vote For Yourself

Seed Number

School Name

Team _____

Coach _____

- Sectional A 1, 8, 9, 16, 17, 24, 25
- Sectional B 2, 7, 10, 15, 18, 23, 26
- Sectional C 3, 6, 11, 14, 19, 22
- Sectional D 4, 5, 12, 13, 20, 21,

Individuals entered in the state series will be assigned to the sectional with the least number of teams. If all sectionals have the same number of teams, individuals will be assigned based on the sectional assignment structure.

Step One

Coaches will vote on which schools should be in each group of 4. Here there were 6 schools who wanted to be considered a top 4 team. The schools that were not voted as one of the top 4 will be dropped to the next seed. All coaches will vote in each category for the teams up for consideration although coaches will not vote for themselves.

Top 4 – schools up for consideration	Totals	Top 4 Seeds in this group
1. A		X
2. B		X
3. C		
4. D		X
5. E		
6. F		X

5-8 – Schools up for consideration	Totals	Top 4 seeds in this group
1. C (FROM ABOVE)		X
2. E(FROM ABOVE)		X
3. G		
4. H		
5. I		X
6. J		X
7. K		
8. L		

9-12 – Schools up for consideration	Totals	Top 4 seeds in this group
1. G (FROM ABOVE)		X
2. H (FROM ABOVE)		X
3. K (FROM ABOVE)		X
4. L (FROM ABOVE)		X
6. M		
7. N		
8. O		

13-16 – Schools up for consideration	Totals	Top 4 seeds in this group
1. M (FROM ABOVE)		X
2. N (FROM ABOVE)		X
3. O (FROM ABOVE)		X
4. P		X

Step Two

New life vote: Every coach must seed all teams in each group. If a school is in group 1, the school can receive no lower than a 4 seed and no higher than a 1 seed. Again, coaches *will NOT vote for themselves*. Once the manager totals the seeds, the schools are assigned to a sectional based on the Terms and Conditions. Additionally a host school will be assigned for the sectional competition.

Group 1

School	Your Final Seed	Total of all Seeds	Final Seeds
A	3	_____	3
B	4	_____	4
D	1	_____	2
F	2	_____	1

Group 2

School	Your Final Seed	Total of all Seeds	Final Seeds
C	5	_____	5
E	7	_____	6
I	8	_____	8
J	6	_____	7

Group 3

School	Your Final Seed	Total of all Seeds	Final Seeds
G	11	_____	9
H	12	_____	11
K	10	_____	10
L	9	_____	12

Group 4

School	Your Final Seed	Total of all Seeds	Final Seeds
M	13	_____	13
N	14	_____	14
O	15	_____	16
P	16	_____	15

Sectional A	1, 8, 9, 16, 17, 24, 25	F, I, G, O
Sectional B	2, 7, 10, 15, 18, 23, 26	D, J, K, P
Sectional C	3, 6, 11, 14, 19, 22	A, E, H, N
Sectional D	4, 5, 12, 13, 20, 21	B, C, L, M

Sectional Host

Schools in your sectional:



IHSA Willing to Host Form Girls Badminton

IHSA Fax: 309-663-7479

The sectional host schools will be determined based on the sectional team seeds. As a measure to prevent confusion, we ask that the coach of a school that is interested in hosting a sectional, communicate with her/his athletic director about the availability of the school's facilities, prior to the Sectional Complex/Sectional Meeting. This "Willing to Host Form" will assist in that communication.

The purpose of the Sectional Complex/Sectional Seeding Meeting is to seed all the school teams assigned to the sectional complex and distribute them to a sectional. The seeded teams will be placed in one of four sectionals, based on their seeds. The highest seeded team in a sectional will have the first opportunity to host their sectional provided there are six or more courts. The next highest seeded team in that sectional will have the next opportunity to host if turned down by the number 1 seed.

If your school has the opportunity to host a badminton sectional, will you be willing to host on one of these dates? (Please mark your preferences by 1, 2, 3 for the dates your school prefers to host.)

	Preference	Available	Not Available	Time
Thursday, May 7, 2020	_____	_____	_____	_____
Friday, May 8, 2020	_____	_____	_____	_____
Saturday, May 9, 2020	_____	_____	_____	_____

We have at least six badminton courts available for the sectional. Yes_____ No_____

Are your facilities compliant with the 2010 ADA standards or have you developed a transition plan. Yes_____ No_____

Athletic Directors Signature _____

Sectional Host School _____

Time of Sectional _____

Sectional Manager _____

Sectional Manager's Work No. _____

Sectional Manager's Fax No. _____

Sectional Manager's Cell No. _____

Sectional Manager's email address: _____

Sectional Complex Manager: Please fax this "Willing to Host Form" of the four sectional host schools, to the IHSA following your meeting. This will act as notification of our four sectional host schools. As always, information will be posted on the IHSA websites, badminton page.

IHSA Badminton Sectional Assignments

Date of Meet: Thurs. May 7, Fri. May 8, Sat. May 9

Sectional A

Host School _____
Date of Meet _____
Coaches' Meeting _____
Start Time _____
Manager _____
Cell Phone _____
Email Address _____
1 _____
8 _____
9 _____
16 _____
17 _____
24 _____
25 _____
Individual Entry _____
Individual Entry _____
Individual Entry _____

Sectional B

Host School _____
Date of Meet _____
Coaches' Meeting _____
Start Time _____
Manager _____
Cell Phone _____
Email Address _____
2 _____
7 _____
10 _____
15 _____
18 _____
23 _____
26 _____
Individual Entry _____
Individual Entry _____
Individual Entry _____

Sectional C

Host School _____
Date of Meet _____
Coaches' Meeting _____
Start Time _____
Manager _____
Cell Phone _____
Email Address _____
3 _____
6 _____
11 _____
14 _____
19 _____
22 _____
Individual Entry _____
Individual Entry _____
Individual Entry _____

Sectional D

Host School _____
Date of Meet _____
Coaches' Meeting _____
Start Time _____
Manager _____
Cell Phone _____
Email Address _____
4 _____
5 _____
12 _____
13 _____
20 _____
21 _____
Individual Entry _____
Individual Entry _____
Individual Entry _____

Fax this form back to IHSA following your meeting at 309-663-7479 or email it back to slambert@ihsa.org



Girls Badminton State Final Games Committee Form

To: **Sectional Complex Managers**
From: **Stacey Lambert, Assistant Executive Director**
Fax: **309-663-7479**

Subject: **State Final Games Committee**

Manager's Instructions

Please ask the coaches present at your sectional seeding meeting to elect two (2) representatives to serve on the State Final Games Committee. The state tournament is held on Friday and Saturday, May 15-16, 2020. A coach whose team or individuals advances to the state finals may serve on the Games Committee.

At the State Final Tournament, Games Committee members, selected by the IHSA, will be used for the matches both days. Interested individuals may volunteer to serve at their sectional seeding meeting. Games Committee members need to be willing and able to stay for the entire tournament, they need to remove themselves from cases involving their teams, and they will make calls for violations of these Terms and Conditions and the Code of Conduct. The Games Committee members need to familiarize themselves with the Terms and Conditions, Manager's Manual, Code of Conduct and the Badminton Case Book. If a Games Committee ruling situation arises, it should be handled immediately and penalties assessed at the time of the infraction.

After electing two coaches (from your sectional complex) to serve on the Badminton Games Committee, please complete the form below with the name of each person and fax this form to the IHSA following your meeting.

Games Committee members will be required to serve as lines people when the need arises. When Committee members hear the announcement for lines people, they are required to report to the court if they are not coaching.

Each Games Committee member will receive a lanyard that will identify them in case their Games Committee shirt is being worn under a team jacket.

Coaches' Representative: _____

Representative's City/School _____

Shirt size: Men's size _____ Women's size _____

Address: _____ email: _____ cell phone: _____

Coaches' Representative: _____

Representative's City/School _____

Shirt size: Men's size _____ Women's size _____

Address: _____ email: _____ cell phone: _____



IHSA Badminton Games Committee Special Report (Original)

Individual being reported _____

School Individual represents _____

Person filing the report _____

School individual represents _____

Code Violation: _____

Witnesses: _____

1st offense _____ 2nd Offense _____ 3rd Offense _____

Games Committee needed yes _____ no _____

Action Taken: _____

Coach notified yes _____ no _____

Scorers Table notified yes _____ no _____

Manager's signature: _____



IHSA Badminton Games Committee Special Report (Copy)

Individual being reported _____

School Individual represents _____

Person filing the report _____

School individual represents _____

Code Violation: _____

Witnesses: _____

1st offense _____ 2nd Offense _____ 3rd Offense _____

Games Committee needed yes _____ no _____

Action Taken: _____

Coach notified yes _____ no _____

Scorers Table notified yes _____ no _____

Manager's signature: _____



Specific Directions for Drawing up the Playing Schedule IHSA Girls Badminton Sectional Tournaments

10 or 12 Entries

A. How to Make the Draw

When the number of players is a power of 2 they shall meet in even pairs in progressive elimination. When the number of players is not a power of 2 the first round will have byes for the purpose of bringing to the second round a full bracket of players. For example, with 10 players, 6 of the lines on a draw sheet would be marked "bye" and the 6 players drawn opposite those lines would move right into the second round without playing a match, to be joined there by the two winners of first-round matches to make up an "even eight".

B. Where the Byes Go

They start at the extremes and work toward the middle. Seeded players receive byes, and so on in alternation. Byes are to be placed as shown on the Sample Draw Sheet for 16 or Less Entries.

C. Seeding

Two, four or six players are to be seeded in singles and two, four, or six teams are to be seeded in doubles. The placing of the seeds shall follow the sample bracket located on page 30 of this Manual, with the only exception being teammates being placed in opposite halves of the bracket. Remember that each seeded player drawn to a spot in the top half of the draw is placed on the top line of whatever segment she draws, each player drawn into a spot on the bottom half of the draw is placed on the bottom line of whatever segment she draws. In the event that the No.3, 4, 5, or 6 seed is from the same school as the No. 1 or No. 2 seed they should be placed in the opposite half of the bracket.

D. Seeding to State

A sectional redraw shall be required by the sectional manager when there is a lineup change to a seeded player(s). A redraw will not be made for a lineup change that involves a non-seeded player. Coaches need to have discussion about seeding a doubles team with no record and all coaches need to be in agreement with that team receiving a seed or not. The sectional draw is to have the top seeds receive the bye.

E. The Rest of the Draw

Once you have filled in the lines to be occupied by seeded players and marked those lines that represent byes, the rest of the draw is filled in by drawing the names of all the rest of the competitors, and writing them on the remaining unoccupied lines, in the order in which they are drawn. Competitors from the same school are to be placed in opposite halves of the bracket.

**1 Point for Win in Main Draw
(Including Final Match)**

2 Points for a Win in semi-finals in Main Draw

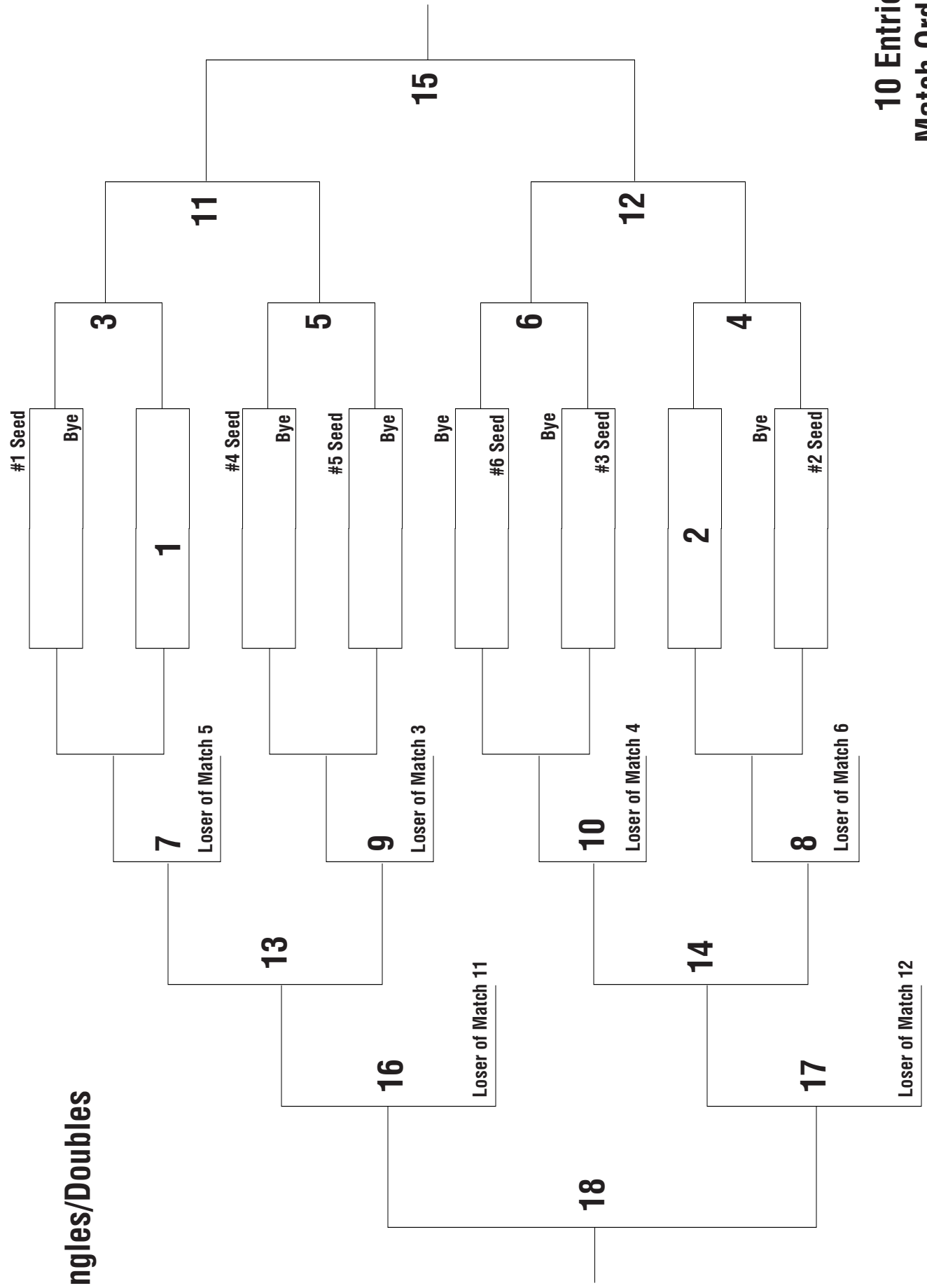
**1/2 Point for Win in Consolation Feed-In
(Including the Consolation Finals)**

1 Point for Win in Semi-finals in Consolation Feed-In

Bye counts as a Win if the next match is won

.5 pt 1.0 pt .5 pt .5 pt .5 pt 1 pt 1 pt 2 pt 1 pt

Singles/Doubles

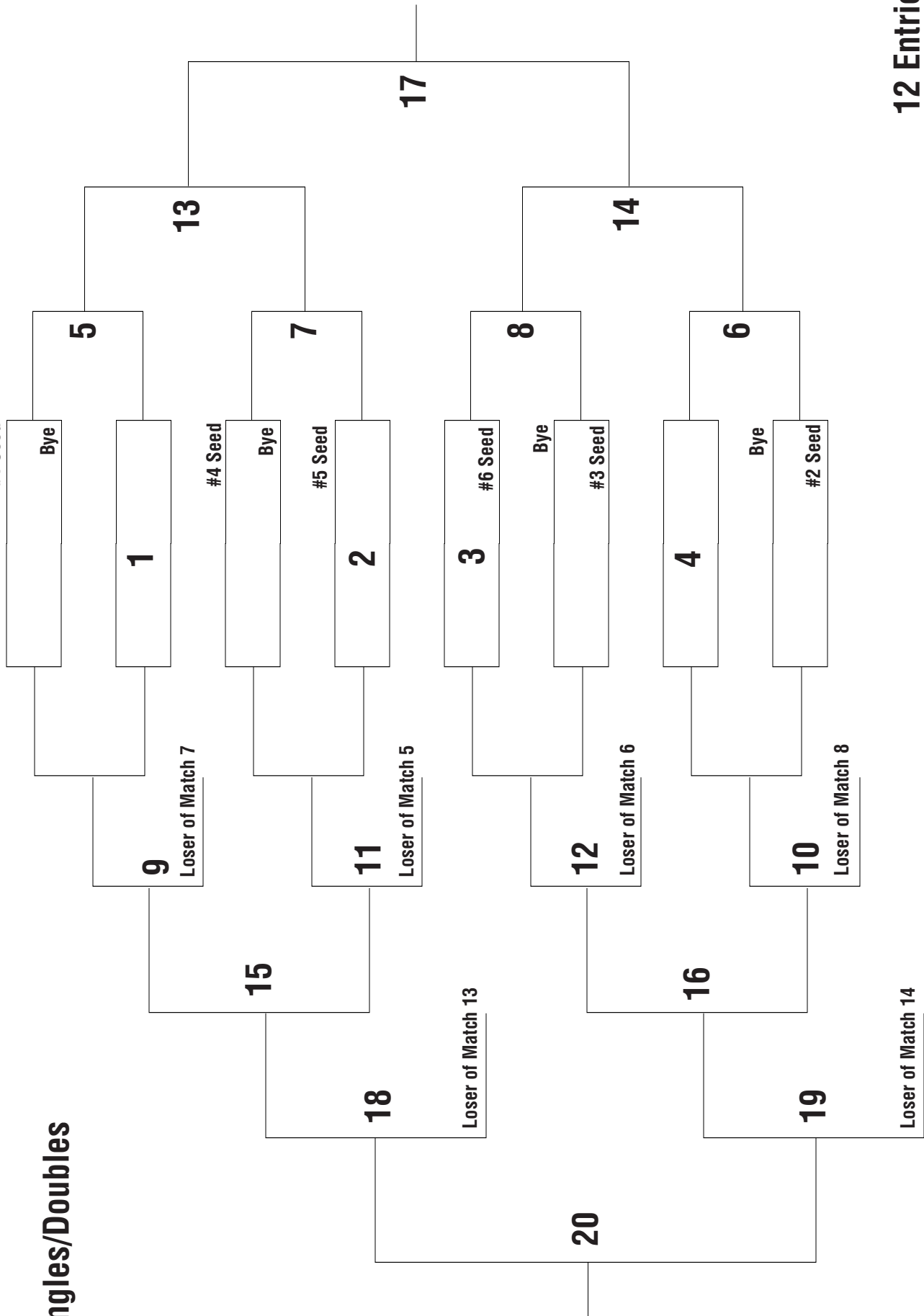


**10 Entries
Match Order**

Bye - Must win match to get bye points
Default/Forfeit - points awarded

.5 pt 1.0 pt .5 pt .5 pt .5 pt 1 pt 1 pt 2 pt 1 pt

Singles/Doubles

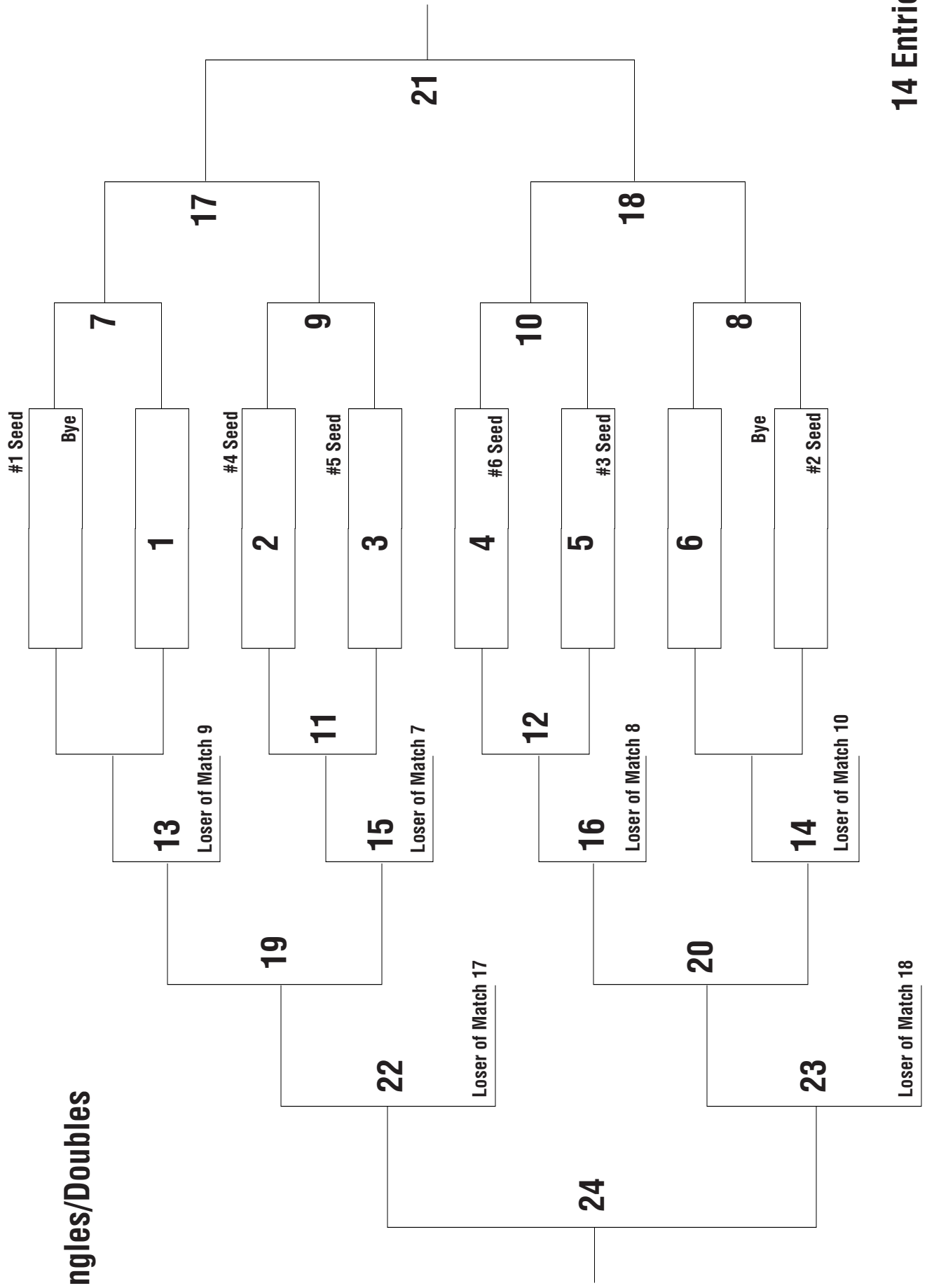


12 Entries Match Order

Bye - Must win match to get bye points
Default/Forfeit - points awarded

.5 pt 1.0 pt .5 pt .5 pt .5 pt 1 pt 1 pt 2 pt 1 pt

Singles/Doubles



**14 Entries
Match Order**

Bye - Must win match to get bye points
Default/Forfeit - points awarded



Specific Directions for Drawing up the Playing Schedule IHSA Girls Badminton Sectional Tournaments

8 Entries or Less

A. HOW TO MAKE THE DRAW

When the number of players is a power of 2 they shall meet in even pairs in progressive elimination. When the number of players is not a power of 2 the first round will have byes for the purpose of bringing to the second round a full bracket of players. For example, with 5 players, 3 of the lines on a draw sheet would be marked "bye" and the 6 players drawn opposite those lines would move right into the second round without playing a match, to be joined there by the two winners of first-round matches.

B. WHERE THE BYES GO

They start at the extremes and work toward the middle. Byes go to seeded players. Byes are to be placed as shown on the Sample Draw Sheet for 8 or Less Entries. No seeded player may have a bye except as they occur in consequence of the prescribed pattern.

C. SEEDING

Zero, two or three players are to be seeded in singles and zero, two or three teams are to be seeded in doubles. The No. 1 seed shall go on line 1, and the No. 2 seed shall go on line 8. The No. 3 seed shall go on line 6.

D. THE REST OF THE DRAW

Once you have filled in the lines to be occupied by seeded players and marked those lines that represent byes, the rest of the draw is filled in by drawing the names of all the rest of the competitors, and writing them on the remaining unoccupied lines, in the order in which they are drawn. Competitors from the same school are to be placed in opposite halves of the bracket.

1 Point for Win in Main Draw

2 Points for a Win in semi-finals in Main Draw

1/2 Point for Win in Consolation Feed-In

1 Point for Win in Semi-finals in Consolation Feed-In

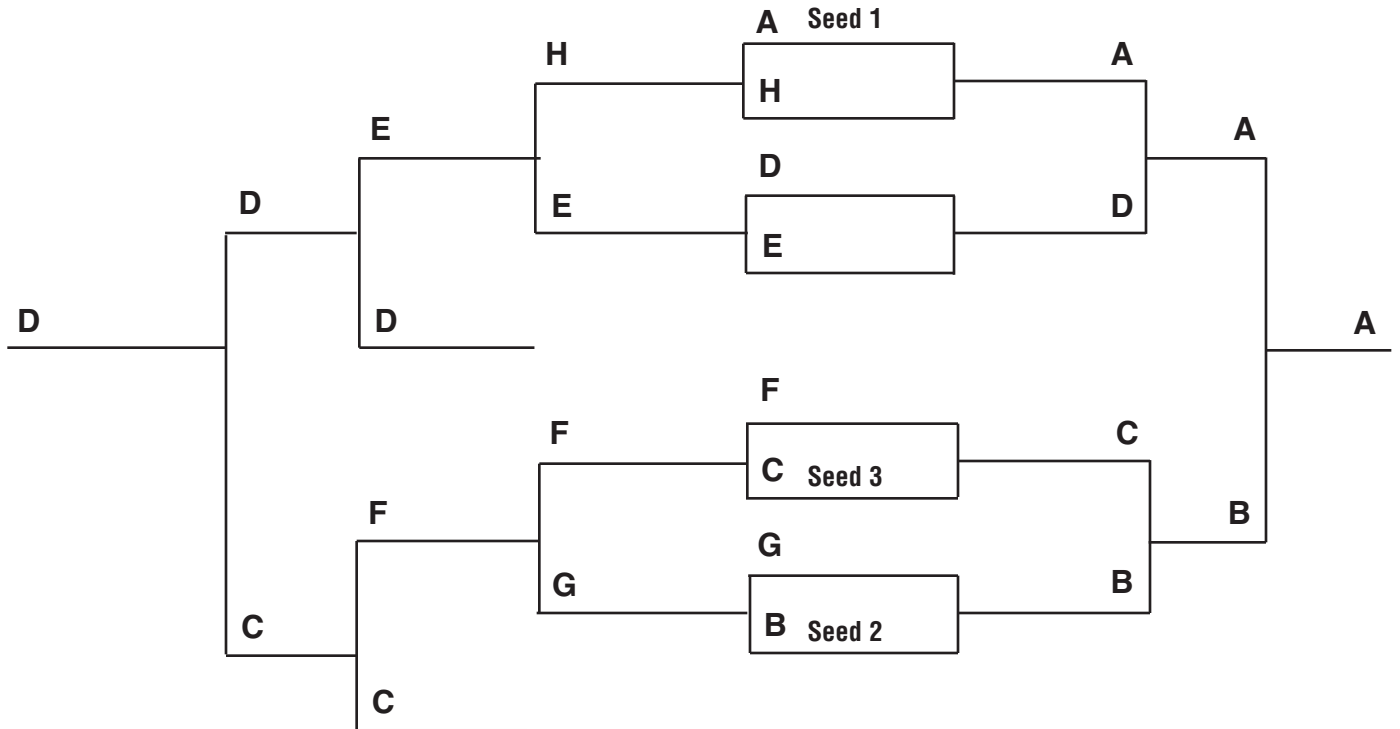
Bye counts as a Win if the next match is won

IHSA Badminton Sectionals

Sample Draw Sheet for 8 or Less Entries

With a Consolation Feed-in Bracket

A = 1st Place
 B = 2nd Place
 C = 3rd Place
 D = 4th Place



Badminton

Sectional Rounds / Match Order 16 or Less

Round 1

Doubles	Match 1
	Match 2
	Match 5
	Match 6
Singles	Match 3
	Match 4

Round 2

Singles	Match 7
	Match 8
	Match 11
	Match 12
Doubles	Match 9
	Match 10

Round 3

Doubles	Match 13
	Match 14
Singles	Match 15
	Match 16

Round 3

Doubles	Match 17
	Match 18
Singles	Match 19
	Match 20

Round 4

Doubles	Match 21
	Match 22
Singles	Match 23
	Match 24
Doubles	Match 25
Singles	Match 26

Round 5

Doubles	Match 27
	Match 28
Singles	Match 29
	Match 30

Round 6

Doubles	Match 31
Singles	Match 32

Refer to the IHSA Badminton page for brackets.



IHSA Badminton Tournament Checklist



ILLINOIS HIGH SCHOOL ASSOCIATION

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

1. Prepare draw sheet and playing schedule
2. Prepare laptop-scoring program
3. Shuttles humidified
4. Scorecard for singles and doubles prepared
5. Number courts
6. Have draw placed on poster board
7. Pens and pencils available
8. Provide towels for each court
9. Tape lines if necessary
10. Turn blowers off in gyms
11. Baskets, scoreboards, nets up in gym
12. Set up tables and chairs
13. Positions assigned to courts
14. Get programs to coaches
15. Contact media
16. Determine and set up Tournament Central
17. Create a facts sheet – map and location of concession, washrooms, and gyms
18. Concessions
19. Hospitality area
20. Roving officials assigned
21. Locate IHSA awards
22. Complete online “Winners Report” to report state qualifiers
23. Complete financial report
24. Contact the IHSA with any no shows, or questions. 309-663-6377 or slambert@ihsa.org



Winner Report Procedures



ILLINOIS HIGH SCHOOL ASSOCIATION

2715 McGraw Drive • Bloomington, IL 61704

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

How to Complete the Winner Report

1. Log on to the IHSA Schools Center using your 4-digit school ID and password. (www.ihsa.org)
2. Look for "H" IHSA State Series Hosting. You will be shown a list of state series contests hosted by your school. Click on Girls Badminton Sectional.
3. Click on Winner Report and follow the instructions on each page.
4. If you have any questions, please contact Debbie Coffman (309) 663-6377 or email dcoffman@ihsa.org



State Final Badminton Draw Instructions

Making the State Final Draw

SEEDING CRITERIA IS BASED ON THE FOLLOWING FACTORS:

1. The player(s) entire season shall be the main consideration for the seeding process. Therefore, the results of a sectional win-loss record, direct/indirect victories and losses are only one factor that the committee is to consider.
2. The position played (position 1 or position 2) during the regular season is a factor to consider.
3. The player(s) record as it relates to the strength of the overall season's schedule is a factor to consider.
4. Injury is a factor.
5. Information on the List of Participants is a factor.
Note: These factors all play into determining the seeds and they cannot be ranked or prioritized.
6. Coaches who are serving on the seeding committee whose player(s) are being discussed at the state final seeding meeting shall remove his/herself from participating in the discussion.

A championship and consolation draw of 64 will be used for single and doubles competition.

Members of the IHSAA Girls Badminton Seeding Committee will seed up to 16 singles and 16 doubles based on information presented from the *IHSAA List of Participants* and any last minute information from coaches following the sectional competition.

Once the top singles and doubles players are selected and set aside, an anonymous vote will take place by the state seeding committee to determine the actual seed each player(s) receives. A list of potential players to be seeded will be typed and the seeding committee will have the opportunity to individually vote on each player. The highest and lowest seed each player receives will be thrown out and an average will be taken of the remaining seeds to determine the player(s) overall seed in the state tournament. This vote is final and once completed a player's seed cannot be adjusted.

The anonymous voting is to take place at the state final seeding committee meeting.

1. The committee selects the nominations for seeded players.
2. The players get bunched in rank order 1-4, 5-8, 9-12, 13-16.
3. The committee then votes on the kids 1-4, and selects their seeded positions.
4. The committee then votes on the 5-8 group on who is removed from the group and repeats the process for 9-12 and 13-16 until there are only 16 seeded players left.

The IHSAA will compile data to help prepare the seeding meeting for seeding and completing the draw. Once the seeds have been determined by the seeding committee, they will proceed with the following steps:

1. Teammates from the same school will be placed in opposite halves of the draw.
2. Sectional competitors from the same sectional should be placed in a different quarter of the draw.
3. First place sectional champ does not play any seeded player in the first round.
4. All other players will be randomly placed.

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



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* _____



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 User ID and password. On the main menu of the Schools Center, under the heading "IHSA State Series Hosting", you will find a link to the financial report. Please fill out the one-page form and press the submit button to file your report.