

2019-20

# Girls Basketball

Manual for  
Schools and Managers



# GIRLS BASKETBALL MANUAL — Table of Contents

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## Revision History



# 2019-20 Girls Basketball Series Terms and Conditions

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

## I. SCHOOL CLASSIFICATION

Classifications in the IHSA Girls Basketball State Series will be determined according to IHSA Policy 17 (Classification System).

## II. DATES AND SITES

**Class 1A and 2A:** In each class, games at thirty-two (32) Regional sites shall be held February 10-14, and the games at eight (8) Sectional sites shall be held February 17-18, and 20. The four (4) Super-Sectional games shall be played on February 24. The Class 1A and 2A Semifinals and Finals of the State Final Tournament shall be played on February Feb. 28-29 at Redbird Arena, on the campus of Illinois State University, Normal.

**Class 3A and 4A:** Games at thirty-two (32) Regional sites shall be held February 17-21, and the games at eight (8) Sectionals sites shall be held February 24-25 and 27. The four (4) Super-Sectional games shall be played on March 2. The Class 3A and 4A Semifinals and Finals of the State Final Tournament shall be played on March 6-7 at Redbird Arena, on the campus of Illinois State University, Normal.

## III. ONLINE ENTRIES, WITHDRAWL PROCEDURES, ELIGIBILITY, AFFIRMATIVE ACTION

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

### A. Online Entries

All member schools must enter their school into the state series competition through the IHSA Schools Center on the IHSA Website at [www.ihsa.org](http://www.ihsa.org). The deadline for entry is **November 1. The 2019-20 Entry Policy and Procedures outlining the online entry procedures for all IHSA-sponsored tournaments can be found in the Schools Center on the IHSA website.**

### B. Late Entries:

Any attempt to enter a sport or activity online after the established deadlines will be denied. Schools that wish to enter after the

deadline will be considered late. To be considered for late entry, the Principal/Official Representative must contact the IHSA administrative officer in charge of that sport or activity. The penalty for late entry shall be a payment of \$100.00 for that sport/activity by the school.

### C. Breach of Contract By-law 6.041 (Withdrawal Procedure)

To withdraw without penalty, the Principal must notify the IHSA Office, in writing, of the school's withdrawal from the respective sport by 2:00 p.m. on the Monday prior to the Wednesday Season Summary Form deadline.

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

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

### D. Eligibility

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

### E. Affirmative Action

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

## IV. HOST FINANCIAL ARRANGEMENTS

### A. At Member School Sites:

The host school must charge admission and will be eligible to receive funding as listed below:

#### 1) Class 1A, 2A, 3A, and 4A

**Regional games:** The host school shall pay for all local expenses. Each host school shall receive a flat guarantee fee of \$2,000. The host shall retain 20% of the net income and submit the remainder to the IHSA. In case of a negative balance, the host shall be reimbursed for the entire deficit.

#### 2) Sectional and Super-Sectional

**games:** The host school shall pay for all local expenses. Each host school shall receive a guarantee of \$800.00 for each night of competition. The host shall retain 20% of the net income and submit the remainder to the IHSA.

In case of a negative balance, the host shall be reimbursed for the entire deficit.

### B. Sites Other Than Member Schools:

1. When Sectional and Super-Sectional tournaments are held at sites other than IHSA member schools, the IHSA administrator in charge will determine the financial arrangements with the host using current financial arrangements as guidelines.

### C. Admission Prices:

1. The following ticket prices have been set by the IHSA Board of Directors. "In Advance" or "At the Door" admission shall be as follows:

Regionals.....	\$5.00
Sectionals.....	\$6.00
Super-Sectional.....	\$8.00

### D. State Final Admission Prices:

Tickets for the Class 1A, 2A, 3A and 4A Girls Basketball State Final Tournaments at Redbird Arena will be general admission. Location of seats set aside for followers of the teams advancing to the State Final tournament(s) will be modified to reflect the ticketing arrangement. The price of general admission tickets is \$10.00. Season ticket packages will be made available for advance purchase first to IHSA member schools and then to the general public.

### E. Rights Fees for TV and Radio:

1) Television Rights Fees to be charged by Local Managers and/or the IHSA are contained in the IHSA Television Policy.

2) Radio Fees which shall be charged are:

a) Regional Contest = No Charge
b) Sectional Contest = No Charge
c) Super-Sectional = \$50.00 (Regular)
d) State Final = \$150.00 (Regular)

3) Policy regarding media requirements for each Local Manager is contained in these Terms and Conditions.

## V. TOURNAMENT ASSIGNMENTS AND SEEDING

**A. Class 1A and Class 2A:** In Class 1A and 2A, the state tournament series will begin in Regionals where initial seeding is done by Sub-Sectional. A Sub-Sectional is a grouping of two geographical Regionals.

**Note 1:** In grouping and seeding a Sub-Sectional, only the top four seeds shall be separated. Seeds #1 and #4 shall be assigned to the same Regional unless there is a hosting conflict, in which case seeds #1 and #3 shall be assigned to the same Regional. The remaining schools shall be assigned to the Regionals based on geographic proximity and paired according to their seeds.

**B Class 3A and 4A:** In Class 3A and 4A, all state series shall begin with Sectional Complexes. In Sectional groupings where excessive travel is a factor, geographic Sub-Sectionals may be used at the discretion of the IHSA Administrator.

**Note 1:** In grouping and seeding a Sectional Complex, true seeds shall be used to populate the brackets except in cases where a conflict arises with pre-determined Regional hosts. (For example, if the #1 and #8 seeds are both Regional hosts, they cannot be assigned to the same Regional and an adjustment must be made.)

**Note 2:** In grouping and seeding a Sub-Sectional, only the top four seeds shall be separated. Seeds #1 and #4 shall be assigned to the same Regional unless there is a hosting conflict, in which case seeds #1 and #3 shall be assigned to the same Regional. The remaining schools shall be assigned to the Regionals based on geographic proximity and paired according to their seeds.

**C. Tournament Series:** The successive tournament series shall be designated respectively as Regional, Sectional, Super-Sectional and State Final. The IHSA Office will select all Regional, Sectional and Super-Sectional host sites. All schools entered into the state series will be assigned to a Sub-Sectional or Sectional complex based upon geography.

**D. Season Summary Form:** Schools entered into the Class 1A, 2A, 3A and 4A state series will be required to submit a Season Summary Form online in the IHSA Schools Center. All contest results shall be entered onto the MaxPreps website. The deadline to enter your scores and complete the Season Summary is 10:00 a.m. on Wednesday, January 29 for Class 1-2A, and 10:00 a.m. on Wednesday, February 5 for Class 3-4A.

**E. Class 1A/2A Seeding:** All seeding will be conducted online through the IHSA Schools Center. Each school shall have one (1) vote in the seeding process. A school shall not vote for their own team. The link to seed the teams is located in the IHSA Schools Center and will be activated at **11:00 a.m.** on Wednesday, January 29. The deadline to seed teams is 12:00 noon on Thursday, January 30. Seeding will take place only at the Regional level. The Sectional, Super-Sectional and the State Final shall not be seeded.

**F. Class 3A/4A Seeding:** All seeding will be conducted online through the IHSA Schools Center. Each school shall have one (1) vote in the seeding process. No school shall vote for their own team. The link to seed the teams is located in the IHSA Schools Center and will be activated at **11:00 a.m.** on Wednesday, February 5. The deadline to seed teams is 12:00 noon on Thursday, February 6. Seeding will take place only at the Regional level. The Sectional, Super-Sectional and the State Final shall not be seeded.

**G. Sectional Pairings for Geographic Regionals:** The Sectional tournament bracket for those Sectionals involving teams from geographic Regionals will be based on the luck of the draw.

**H. Announcement of Pairings:** The Class 1A and 2A pairings will be made by the IHSA and posted on the IHSA website no later than **Friday, January 31, 2020.** The Class 3A and 4A pairings will be made by the IHSA and posted on the IHSA website no later than **Friday, February 7, 2020.**

## VI. TOURNAMENT STRUCTURE AND TIME SCHEDULES

### A. Names:

The successive series shall be designated respectively, Regional, Sectional, Super-Sectional and State Final.

### B. Time Schedules:

#### 1) Single-Game Session Time Schedule

6:40 p.m. — Start 15-minute pre-game warm-up on scoreboard clock

6:55 p.m. — When 15-minute pre-game warm-up clock strikes 0:00, National Anthem

6:57-7:00 p.m. — At conclusion of National Anthem, introduction of players and coaches

7:00 p.m. — Tournament Game Tip-off

#### 2) Two-Game Session Time Schedule

5:40 p.m.—Start 15-minute pre-game warm-up for 1st game on scoreboard clock

5:55 p.m.—When 15-minute pre-game warm-up clock strikes 0:00, National Anthem

5:57-6:00 p.m.—At conclusion of National Anthem, introduction of players and coaches

6:00 p.m. — 1st Game Tip-off

7:00 p.m. (Approx.) — 1st Game concludes

7:00-7:05 p.m. (Approx.) —5-minute break between games

7:05-7:20 p.m. (Approx.) — Start 15-minute pre-game warm-up for 2nd game on scoreboard clock

7:20 p.m. (Approx.) — When 15-minute pre-game warm-up clock strikes 0:00, National Anthem

7:23-7:26 p.m. (Approx.) – Introduction of players and coaches

7:27 p.m. (Approx.) – Tournament Game Tip-off

### 3) Super-Sectionals

6:40 p.m.—Start 15-minute pre-game warm-up on scoreboard clock

6:55 p.m.—When 15-minute pre-game warm-up clock strikes 0:00, National Anthem

6:57-7:00 p.m.—At conclusion of National Anthem, introduction of players and coaches

7:00 p.m.—Tournament Game Tip-off

**Note: If a double header is held at a Super-Sectional site, the 1<sup>st</sup> game will tip off at 6:00 pm and the 2<sup>nd</sup> game will tip off at approximately 7:30 pm.**

### 4) State Final Tournaments

#### Class 1A and 2A

Friday, February 28, 2020

#### Session 1 (Class 1A Semifinals)

Game 1 11:00 a.m.

Game 2 1:00 p.m. (Approx.)

#### Session 2 (Class 2A Semifinals)

Game 3 5:30 p.m.

Game 4 7:15 p.m. (Approx.)

#### Saturday, February 29, 2020

#### Session 3 (Class 1A Finals Session)

Game 5 11:00 a.m. - Loser Game 1 vs. Loser

Game 2 (Third Place)

Game 6 1:00 p.m. (Approx.) - Winner Game 1

vs. Winner Game 2 (Class 1A

Championship)

#### Session 4 (Class 2A Finals Session)

Game 7 5:30 p.m. - Loser Game 3 vs. Loser

Game 4 (Third Place)

Game 8 7:15 p.m. - Winner Game 3 vs.

Winner Game 4 (Class 2A Championship)

#### Class 3A and 4A

Friday, March 6, 2020

#### Session 1 (Class 3A Semifinals)

Game 1 11:00 a.m.

Game 2 1:00 p.m. (Approx.)

#### Session 2 (Class 4A Semifinals)

Game 3 5:30 p.m.

Game 4 7:15 p.m. (Approx.)

#### Saturday, March 7, 2020

#### Session (Class 3A Finals Session)

Game 5 11:00 a.m. - Loser Game 1 vs. Loser

Game 2 (Third Place)

Game 6 1:00 p.m. (Approx.) - Winner Game 1

vs. Winner Game 2 (Class 3A

Championship)

#### Session 4 (Class 4A Finals Session)

Game 7 5:30 p.m. - Loser Game 3 vs. Loser Game 4 (Third Place)

Game 8 7:15 p.m. - Winner Game 3 vs. Winner Game 4 (Class 4A Championship)

#### C. Sessions:

##### 1) Class 1A, 2A, 3A and 4A Regional Tournaments:

a) After the opening night has been determined, no team will be required to play on three successive nights.

b) The two semifinal games shall be played on the same night or as single games on succeeding nights.

c) All Regional schedules shall include a minimum of one day off between the semifinal games and the final game.

2) The Regional championship games will be played on Thursday or Friday nights.

##### 3) Class 1A, 2A, 3A and 4A Sectional Tournaments:

a) Both semifinal games will be played on Monday; or

b) Both semifinal games will be played on Tuesday; or

c) One semifinal game will be played on Monday and the other semifinal game will be played on Tuesday.

d) The championship game will be played on Thursday.

##### 4) Class 1A, 2A, 3A and 4A Super-Sectionals:

a) Class 1A and 2A Super-Sectional games will be played on Monday, February 24, 2020

b) Class 3A and 4A Super-Sectional games will be played on Monday, March 2, 2020

Note: Every session in the Class 1A, 2A, 3A and 4A tournament series shall include the National Anthem.

#### D. Playing Schedules:

The local tournament manager is not authorized to change the order of games as determined by the system adopted and announced by the IHSA Office. Games must be played as listed from top to bottom on the official schedule unless otherwise specifically indicated or a change is approved by the Executive Director

### VII. ADVANCEMENT OF WINNERS

**A. Class 1A-4A:** The winners of the thirty-two (32) Regional tournaments shall advance to eight (8) Sectional tournaments consisting of four teams each. The winners of the eight (8) Sectional tournaments shall advance to four (4) Super-Sectional matches consisting of two teams each. The winners of the four (4) Super-Sectional tournaments shall advance to the State Final tournament.

### VIII. TOURNAMENT RULES

#### A. Tournament Officials

1) Officials for all tournaments will be assigned through the IHSA Office.

2) In all tournaments, the decisions of the officials shall be final. The Board of Directors will not review decisions of officials, whether alleged errors are due to faulty judgment or misinterpretation of the rules.

(Note: Detailed information regarding assignment of officials will be posted on the IHSA Schools Center to all schools that are hosting a tournament one week in advance of the tournament's start.)

#### B. Squad Designation:

It is recommended that team rosters be forwarded to the host school. It is not required to designate a roster of 15 players.

#### C. Players in Team Uniform:

In each of the tournament games, a school shall have a maximum of fifteen (15) eligible players in uniform. The fifteen (15) players shall be the ones designated in B above. No more than twenty-two (22) persons from a school may be on the team bench.

#### D. Uniforms:

In order to avoid possible confusion, each participating school should have two sets of shirts of different colors for its team. One set should be white and the other a dark color. Players must conform to the numbering requirements given in Rule 3-4 of the National Federation Basketball Rules.

1) The teams listed on the top line of the single-game playing bracket shall wear white uniforms and will be considered the home team. The team listed on the bottom line shall wear dark uniforms and will be considered the visiting team. In the Super-Sectional games, the two teams will be listed according to the Sectional centers from which each has advanced.

2) Responsibility of Official Scorer and Head Coaches— Prior to the start of each game in the tournament series, the Official Scorer must secure the signature of the Head Coach from each team into the official scorebook, thus confirming that the official scorebook is correct regarding the players' numbers.

#### E. Unsportsmanlike Conduct:

Managers and officials have instructions to disqualify any player or coach guilty of profane or indecent language or of gross unsportsmanlike conduct.

IHSA By-Law 2.040 gives the Board of Directors complete authority to penalize a school or individual(s) for any unsportsmanlike conduct on the part of the principal, the coach, players, or any member of the faculty or Board of Education, or any other official representa-

tive of any participating school. This authority will be exercised by the Board of Directors.

#### F. Balls:

Balls for the State Tournament Series are being provided by Wilson Sporting Goods Company, and only Wilson balls may be used. The IHSA will provide one (1) Wilson **Evolution WTB0586** game ball for each Regional, Sectional and Super-Sectional site designated by the IHSA office.

#### G. Rules of Play:

The Official Basketball Rules as published by the National Federation of State High School Associations are adopted as official for the tournament series.

1) In all tournament games, the local tournament manager shall determine the team benches prior to the team warm-up period. Pre-game practice and the first-half basket for each team shall be the one further from its assigned bench.

2) At the State Final Tournament, team benches will be assigned prior to the warm-up period for each game.

3) If for any reason gymnasiums or other conditions seem to make any rule modifications desirable, the local manager must communicate with the IHSA Office before announcing such modification. Interpretations and modifications of existing rules as outlined in the various state-sponsored meetings shall be rigidly adhered to.

4) In all tournament games, the referee shall sign the official scorebook at the conclusion of the game at either the scorer's bench or in the officials' locker room. If in the officials' locker room, the signing must be done in the presence of the host manager or his/her designee, and the official scorer.

5) In order to maintain the integrity of the playing surface and protect competitors, local managers of all tournament contests must create a safe zone along each baseline that will be devoid of any persons (such as cheerleaders or media personnel) or other obstructions. This safe area will extend a minimum of three (3) feet from the baseline towards the facility's back wall, stage, or bleachers.

#### H. State Final Game Time Outs:

For all televised games during the State Finals, three (3) 60-second time-outs and two (2) 30-second time-outs may be charged to each team during a regulation game. Each team is entitled to one additional 60-second time-out during each extra period. Unused time-outs may accumulate and may be used at any time.

## IX. TOURNAMENT POLICIES

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

### B. Presale Tickets:

1) Host schools must provide presale tickets to schools competing in Regional finals, Sectional Semifinals and Finals, and Super-Sectionals (if hosted by a member school), if requested to do so by a competing team.

2) Competing teams are responsible for all the presale tickets they are given. All unsold tickets must be returned to the host at least three (3) hours prior to game time.

Regional Final: Requests for presale tickets at the Regional finals must be made by Monday, February 4 for Class 1A and 2A and Monday, February 11 for Class 3A and 4A.

Sectional Semifinals and Finals: Requests for presale tickets at the Sectional Semifinals and Finals must be made by Thursday, February 4 for Class 1A and 2A, and Thursday, February 14 for Class 3A and 4A.

3) See the ticket distribution plan for Super-Sectional information.

### C. All-Star Teams:

No officers of the tournament, game officials or anyone serving under the supervision of the Illinois High School Association may cooperate in any way in the selection of an all-star tournament team.

### D. Consolation Games:

In the Regional and Sectional tournaments, consolation games will not be permitted to determine third place winners.

### E. State Final Passes:

For the State Final Tournament games, each Super-Sectional winner will receive:

1) a maximum of twenty-two (22) passes for its players and other team personnel

2) three (3) passes for administration: Superintendent, Principal and Athletic Director

3) twelve (12) passes for cheerleaders and if needed one (1) pass for a mascot in costume upon request by member school in advance of the State Finals.

4) one (1) pass for the cheerleader coach

5) one (1) State Final event pass to properly licensed medical personnel for each team participating in the State Final. The pass would be available for either a licensed athletic trainer or team physician. This individual must be listed on the school's State Final Program Information.

### F. Bands:

Schools hosting an IHSA State Series Basketball Tournament may invite their high school pep band to perform during the tournament. However, it should be noted that the host school band is performing as the official band of the tournament and must remain neutral at all times. Failure to comply with this provision shall cause the band to be excluded from the remainder of the tournament.

Members of the pep band may be given free admission to the tournament. No band or performing groups other than the one from the host school shall be allowed to perform at the tournament.

### G. Artificial Noisemakers:

All artificial noise-making devices shall be excluded from the gymnasium. The use of band instruments shall be limited as explained in "E" above. Refer to National Federation rules Book Rule 1, Section 18.

Tournament managers should not permit spectators to bring megaphones into the gymnasium for cheering purposes. Cheerleaders may use megaphones.

### H. Signs and Banners:

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

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

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

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

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

5) they are not safety hazards.

### I. Cheerleader/Mascot:

A maximum of twelve (12) cheerleaders and one (1) mascot in costume may be on the floor at any state series contest.

### J. 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.

### K. Practice Session:

1) In the Regional, Sectional and Super-Sectional Tournaments, the host school shall not make its gymnasium available to the visiting team for practice sessions. When a part of the state series is played at a facility other

than a member school's facility, none of the teams entered, including a hosting member school shall be permitted to practice at the facility.

2) Schools competing at the State Final will be permitted one (1) thirty-minute (30) practice session at Redbird Arena as scheduled by the IHSA. During the Thursday shoot-around, only school-approved apparel will be permitted during practice. Tournament management reserves the right to determine the appropriateness of all practice, warm-up, and game uniforms.

3) In the Regional, Sectional, Super-Sectional and State Final Tournaments, fifteen (15) uninterrupted clock minutes shall be provided for pre-game warm-up. Players may not be on the floor for warm-up prior to the designated time. Floor officials must be on the floor when the pre-game warm-up period begins.

### L. 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 payment (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 competition in each respective level in this state series, shall not be given credentials nor allowed access to the facility to originate. Sponsors of the originations for television and radio shall be only those so stipulated in the respective IHSA Television and Broadcast policies.

#### 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.

**M. Videotaping by Schools or Spectators:**

Videotaping will be allowed provided the local manager has a comparable area for both competing schools to videotape. When one school requests the video space, then the local manager shall provide similar space to both competing schools. Non-competing schools and spectators will be allowed to videotape games in the stands, provided they do not obstruct the view of participants and spectators.

**N. Tobacco/Liquid Nicotine Products:**

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

**O. 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.

**P. Alcoholic Beverages and IHSA State Series Events:**

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

**Q. Prayer at IHSA State Series Contests:**

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

**R. State Final Team Reimbursements:**

1) In the State Final Tournament, the teams participating in the tournament shall be allowed transportation expenses at the rate of \$5.00 per mile per team for the first 50 miles, and \$3.00 per mile per team for each mile over 51 miles to and from the site where the tournament will be played. In addition, each school will receive a reimbursement to cover some the costs incurred by schools at the State Final. The IHSA will reserve a block of rooms for teams competing at the State Finals for their use if they so choose. Any expenses or costs associated or charged to the rooms will be at each school's expense.

Round Trip	
Mileage to	Flat Rate
State Final Site	Reimbursement
0-150 miles	\$ 2,500.00
151-300 miles	\$ 3,600.00
301-over miles	\$ 4,400.00

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

3) The tournament management does not guarantee any portion of team expenses except as specified in F-1 above. The payment of the above schedule of expenses is contingent upon adequate receipts in any individual tournament. Participating schools should be sure to take to the tournament adequate funds to meet all team expenses. Expense allowances cannot be paid to the schools until after they have been approved by the Executive Director.

**X. AWARDS**

**A. Regional:** A plaque will be awarded to the winner in each Regional.

**B. Sectional:** A plaque will be awarded to the winner in each Sectional.

**C. Super-Sectional:** A plaque will be awarded to the winner in each Super-Sectional.

**D. State Final:**

1. A trophy will be awarded to teams finishing first, second, third and fourth places in the State Final Tournament.

2. A maximum of twenty-two (22) medallions will be presented to the schools of the first four placing teams at the State Final Tournament. In addition, the superintendent, principal, the athletic director and a certified athletic trainer or team physician, provided one is listed on the schools State Final Program Information, will be presented with a medalion. No other trophies or awards of any kind may be presented in the tournament series. Only the twenty-two (22) team/school representatives, the superintendent, principal, the athletic director, and the athletic trainer may participate in the awards presentation.

**XI. OFFICIALS**

**A. Appointment and Fees:**

1) **Regional tournaments:** Three (3) officials will be appointed by the IHSA Office for each Regional game. In tournament sessions where two (2) games are scheduled, the IHSA Office may assign an official more than one (1) game per session. Each official will be paid a fee of **\$74.00 per game**.

2) **Sectional tournaments:** Three (3) officials will be appointed by the IHSA Office for each Sectional game. In tournament sessions where two (2) games are scheduled, the IHSA Office may assign an official more than one (1) game per session. Each official will be paid a fee of **\$92.50 per game**.

3) **Super-Sectional games:** Three (3) officials will be appointed by the IHSA Office for each Super-Sectional game. In tournament sessions where two (2) games are scheduled, the IHSA Office may assign an official more than one (1) game per session. Each official will be paid a fee of **\$125.50 per game**.

4) **State Final Tournament:** Twelve (12) officials will be appointed by the IHSA Office for the State Final games. Officials will be paid **\$165.00 per game** plus up to three nights lodging at a hotel designated by the IHSA Administrator. One (1) Head official will be appointed by the IHSA Office for the State Final games. The Head Official will be paid **\$125.00 per day** plus up to three nights lodging at a hotel designated by the IHSA Administrator.

**B. Mileage Reimbursement Policy:**

In the state series, to assist officials for out-of-pocket expenses, a voucher system will be used to compensate officials when they drive in excess of 70 miles round trip per contest. Payment will be made through the IHSA Office, after completion of the tournament series, at a rate of thirty cents (\$.30) per mile for all mileage in excess of 70 miles round trip. No compensation will be permitted for trips of less than 70 miles round trip.



## Girls Basketball Information



ILLINOIS HIGH SCHOOL ASSOCIATION

2715 McGraw Drive • Bloomington, IL 61704

• [www.ihsa.org](http://www.ihsa.org) • Phone: 309-663-6377 • Fax: 309-663-7479 •

To: Principal/Athletic Director of Schools Entered in the 2019-20 IHSA Girls Class 1A, 2A, 3A and 4A State Basketball Tournament Series

This manual has been designed to include pertinent information related to the Girls Basketball State Series.

TERMS AND CONDITIONS: For a full statement of the specific terms under which your school will be participating, PLEASE CAREFULLY READ the Terms and Conditions located on the IHSA Girls Basketball webpage or in this Manual.

**SEEDING:** Schools entered into the Class 1A, 2A, 3A and 4A state series will be required to submit a *Season Summary form* utilizing MaxPreps.com and the online IHSA Schools Center. Each school participating in the Girls Basketball IHSA post season shall have one (1) vote in the seeding process. The school will not be able to vote for their own team. Seeding will occur at the Regional (Sub-Sectional) or Sectional complex level, depending on each school's first level tournament assignment. The Sectional, Super-Sectional nor the State Final shall not be seeded. Once the seeds have been finalized, the IHSA will post them on their website. Managers and coaches are prohibited from releasing the results of their seeding to the media.

**OFFICIALS ASSIGNMENTS:** Assignment of game officials shall be made by the IHSA based on the IHSA officials rating system.

Sincerely,

Beth A. Sauser  
Assistant Executive Director





## IHSA Basketball Rules Adopted for 2019-20

1. The Mercy Rule (Rule 5-5-3) will be used in all regular season contests, regular season tournaments games, and through the super-Sectional level in the IHSA State Series contests.

A running clock shall be used in the fourth quarter games that have at least a 30-point differential score. Once a game reaches this differential and the clock starts running, it will continue running and stop only for one of the following:

- A team timeout
- An injury timeout or the removal of a disqualified player.
- The administration of a penalty for a technical foul
- An officials' timeout
- Correctable error situation

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

2. The IHSA has adopted the use of a 28' coaches box for all regular and post season contests. Schools and officials are reminded that the use of the box is NOT a requirement. However, if the box is going to be used, it must be placed on the floor in accordance with rule 1-13-2. Schools and officials are also reminded that rule 10-5-4 and 10-6-1 clearly articulate the manner in which coaches can be off the bench within the confines of the box and the manner in which officials are to penalize the head coach or other bench personnel who violate the provisions of the coaches box rule.

# IMPORTANT DEADLINES AND STATE SERIES DATES 2019-20

<b>Jan. 29 (Wed.)</b>	<b>Schools Must Record Contest Results to MaxPreps and Complete the <i>Season Summary Form</i> in the IHSA Schools Center by <u>10:00 a.m.</u></b>
Jan. 29 (Wed.)	View Season Summary Forms in the School Center
<b>Jan. 29 (Wed.)</b>	<b>Submit Seeds On-Line in IHSA Schools Center by <u>12:00 Noon on Thurs. Jan. 24</u></b>
Jan. 30 (Thurs.)	Class 1A & 2A Seeding Results Released On-Line
Jan. 31 (Fri.)	Class 1A & 2A Pairings Released by 4:00 p.m.
Feb. 10-14	Regional Tournament
Feb. 17-20	Sectional Tournament
<b>Feb. 22 (Sat.)</b>	<b>State Qualifier Data Forms Due On-Line and Program Pictures Uploaded in your School Center (<i>See Instructions in Manual</i>)</b>
<b>Feb. 22 (Sat.)</b>	<b>Three-Point Shooting Qualifiers Information Form and Photo Emailed to IHSA Office</b>
Feb. 24 (Mon.)	Super-Sectional
<b>Feb. 25</b>	<b>Up-To-Date Statistics Due to IHSA Office by <u>10:00 a.m.</u></b>
Feb. 27 (Thurs.)	COUNTRY Financial Three-Point Shooting Preliminaries
Feb. 28 (Fri.)	State Final (Semifinal Games)
Feb. 28 (Fri.)	COUNTRY Financial Three-Point Shooting Finals
Feb. 29 (Sat.)	State Final (Consolation & Title Games)

<b>Feb. 5 (Wed.)</b>	<b>Schools Must Record Contest Results to MaxPreps and Complete the <i>Season Summary Form</i> in the IHSA Schools Center by <u>10:00 a.m.</u></b>
<b>Feb. 5 (Wed.)</b>	View Season Summary Forms in the School Center
<b>Feb. 5 (Wed.)</b>	<b>Submit Seeds On-Line in IHSA Schools Center by <u>12:00 Noon on Thurs. Jan. 31</u></b>
Feb. 6 (Thurs.)	Class 3A & 4A Seeding Results Released On-Line
Feb. 7 (Fri.)	Class 3A & 4A Pairings Released by 4:00 p.m.
Feb. 17-21	Regional Tournament
Feb. 24-27	Sectional Tournament
<b>Feb. 29 (Sat.)</b>	<b>State Qualifier Data Forms Due On-Line and Program Pictures Uploaded in your School Center (<i>See Instructions in Manual</i>)</b>
<b>Feb. 29 (Sat.)</b>	<b>Three-Point Shooting Qualifiers Information Form and Photo Emailed to IHSA Office</b>
March 2 (Mon.)	Super-Sectional
<b>March 3</b>	<b>Up-To-Date Statistics Due to IHSA Office by <u>10:00 a.m.</u></b>
March 5 (Thurs.)	COUNTRY Financial Three-Point Shooting Preliminaries
March 6 (Fri.)	State Final (Semifinal Games)
March 6 (Fri.)	COUNTRY Financial Three-Point Shooting Finals
March 7 (Sat.)	State Final (Consolation and Title Games)
March 7 (Sat.)	COUNTRY Financial Three-Point Shooting Queen of the Hill



**\*\*IMPORTANT\*\***

**SEASON SUMMARY FORM INSTRUCTIONS**

Schools entered into the Class 1A, 2A, 3A, and 4A state series will be required to submit a Season Summary Form online in the IHSA Schools Center. **Game schedules and results must be entered onto MaxPreps.com.**

**Girls Class 1A & 2A Seeding Deadlines**

Starting	Ending	Phase	Description
	DEADLINE: Wed., Jan. 29 <b>10 am sharp</b>	<b>Submit Season Summary Form</b>	Enter/review your game results on MaxPreps.com, and complete the <a href="#">IHSA online Season Summary Form</a> with your team's Win-Loss record and Coach's Comments—this will provide information that might not be obvious from the score results. Presenting complete, accurate information is the key to getting a fair seed.
Wed., Jan. 29 11 am	DEADLINE: Thu., Jan. 30 <b>noon sharp</b>	<b>View and/or print Season Summary Forms</b>	You may review the Season Summary Forms of all teams in your Sub-Sectional or Sectional Complex. Take some time to familiarize yourself with the other teams and to read the comments posted by their coaches.
		<b>Submit seeds</b>	After you have reviewed all the available information, you may submit your seed vote. Be sure to seed every team in your Sub-Sectional.
Thu., Jan. 30 2 pm	—	<b>View all seeds</b>	After the deadline for seeding has passed, you can review the seeds submitted by every coach in your Sub-Sectional. These seed votes will be compiled by the IHSA Office and a single seed number will be determined for each team.
Thu., Jan. 30 4 pm	—	<b>View official seeds</b>	Once the IHSA Office has reviewed all the seeds, they will be posted on IHSA.org.
Fri., Jan. 31 4 pm	—	<b>View pairings and schedules</b>	Once the IHSA Office has completed the pairings, the schedules will be posted on IHSA.org.
Sat., Feb. 1	—	<b>Submit Team Data Form</b>	When the seeding process is complete, you can begin work on the State Qualifier Data Form which incorporates information already submitted on the Season Summary Form. The link for this form will be in Sport & Activity Tracker.

## Girls Class 3A & 4A Seeding Deadlines

Starting	Ending	Phase	Description
	DEADLINE: Wed., Feb. 5 <b>10 am sharp</b>	<b>Submit Season Summary Form</b>	Enter/review your game results on MaxPreps.com, and complete <a href="#">the IHSA online Season Summary Form</a> with your team's Win-Loss record and Coach's Comments—this will provide information that might not be obvious from the score results. Presenting complete, accurate information is the key to getting a fair seed.
Wed., Feb. 5 11 am	DEADLINE: Thu., Feb. 6 <b>noon sharp</b>	<b>View and/or print Season Summary Forms</b>	You may review the Season Summary Forms of all teams in your Sub-Sectional or Sectional Complex. Take some time to familiarize yourself with the other teams and to read the comments posted by their coaches.
		<b>Submit seeds</b>	After you have reviewed all the available information, you may submit your seed vote. Be sure to seed every team in your Sub-Sectional.
Thu., Feb. 6 2 pm	—	<b>View all seeds</b>	After the deadline for seeding has passed, you can review the seeds submitted by every coach in your Sub-Sectional. These seed votes will be compiled by the IHSA Office and a single seed number will be determined for each team.
Thu., Feb. 6 4 pm	—	<b>View official seeds</b>	Once the IHSA Office has reviewed all the seeds, they will be posted on IHSA.org.
Fri., Feb. 7 4 pm	—	<b>View pairings and schedules</b>	Once the IHSA Office has completed the pairings, the schedules will be posted on IHSA.org.
Sat., Feb. 8	—	<b>Submit Team Data Form</b>	When the seeding process is complete, you can begin work on the State Qualifier Data Form which incorporates information already submitted on the Season Summary Form. The link for this form will be in Sport & Activity Tracker.

# *MaxPreps Reporting Procedures*

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

**IHSA Coaches and ADs can follow the below steps to gain access to their MaxPreps account:**

**Not a MaxPreps Member?** Please complete the following steps:

1. Go to MaxPreps.com and click on "Join" in the top right corner.
2. Select the "AD/Coach Account" option.
3. Enter your email address and text from the image displayed. (we're just making sure you're not a robot!)
4. On the following screen, fill out the required fields.
5. If you have an Access Code, please enter it when prompted. (If you do not have an access code, don't worry! You can request one after registration is complete, outlined in steps 7-9.)
6. To complete the form, click "Create Account". You are now a MaxPreps member!
7. If you still need your Access Code, click on "Set up Admin Accounts" on the following confirmation page.
8. On the next screen, click on "Request Access". Our support team will get back to you within 24 hours of receiving your request with the Access Code for your team or school.

**Already a MaxPreps Member?** Please complete the following steps:

When signed into your MaxPreps Membership account, you will see "Hi, [Your First Name]" in the top right corner. (If you do not see "Hi, [Your First Name]", click on "Sign In" and enter your account information.)

Follow the steps below to gain access to your admin account:

1. Click on "Hi, [Your First Name]".
2. On the next page, click on "Set up Admin Accounts" under Admin Accounts.
3. If you have an Access Code, enter in the text box provided.
4. If you do not have an Access Code, click on "Request Access". Our support team will get back to you within 24 hours of receiving your request with the Access Code for your team or school.

**How to Login to after Gaining Access?**

After signing into your MaxPreps Membership account, place your mouse over "Hi, [Your First Name]" and click the link for your school or team under either "AD Accounts" or "Coach Accounts" to be directed into your admin.

**Need Help?**

If you have any questions, please email support@maxpreps.com or give us a call at 800-329-7324 x1 and our support team will be more than happy to help!



## Schools are Required to Submit State Final Program Information Online

Coach or Athletic Director:

As your team gets close to qualifying for the State Final tournament, you will be required to complete the **State Qualifier Data** form online. This form provides the IHSA with most of the information printed in the State Final souvenir program. You are required to provide this information once you have qualified for the Girls Basketball Super-Sectional tournament.

The link to the State Qualifier Data form is located in the IHSA Schools Center:

- Go to [www.ihsa.org](http://www.ihsa.org) and log in with your personal ID and password
- On the main menu, click on Box T: “Sport & Activity Tracker”
- Find Girls Basketball and follow the row across until you find a link labeled “State Qualifier Data Form” in the column labeled “Online Forms”. Click on the link and follow the instructions to fill out the required pages.

The information you will provide online includes coaching staff, coach’s W-L history, season scores, and roster. **Up-to-Date statistics must be submitted on the printed form included in this manual and faxed/emailed to the IHSA office immediately after the Super-Sectional contest.**

You will also need to upload your photos into the Schools Center. Instructions are provided on the following page.

**Class 1A and 2A due February 22**

**Class 3A and 4A due February 29**

# INSTRUCTIONS FOR SUBMITTING PHOTOS

Submit your photos by uploading them in the Schools Center.

1. Sign into the Schools Center. Choose: [Upload state tournament program photos here](#) on Main Menu

The screenshot shows the Schools Center interface. On the left, there are 'Departments' and 'Quick Links'. A red arrow points to the 'Upload state tournament program photos (old interface)' link in the Quick Links section. On the right, there is a 'Message Center' with a message titled '10/23 IHSA Webinar on Residence & Transfer - Oct. 30 at 1 pm'.

2. Add administrators and coaches.  
Choose: [Add a new administrator or coach](#).  
**Do this step before adding team photos.** Follow the step-by-step instructions, making sure that you **SAVE** the photos. Do not use all capital letters.

3. Upload your School logo in .jpg format

4. **Upload your team photo.**  
Choose: The [Edit](#) button that corresponds with your sport.

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

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

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

5. Go back to School Photos Menu. Check to make sure you have included all photos and cutline for this sport. If everything is correct, you can exit the Schools Center.

The screenshot shows the 'State Program Photo Collection' page. It has two main sections: 'Staff Photos' and 'Team Photos'. The 'Team Photos' section contains a table with columns for Activity, Team Photo, Cutlines, Assigned Staffers, and Upload Photo. The 'Girls Basketball' row is circled in red, and the 'Edit' button in the 'Upload Photo' column is also circled in red.

Activity	Team Photo	Cutlines	Assigned Staffers	Upload Photo
Boys Baseball	None	None		Edit
Boys Basketball	None	None		Edit
Girls Basketball	None	None		Edit
Bass Fishing	None	None		Edit
Competitive Cheerleading	None	N/A		Edit
Boys Football	None	None		Edit
Girls Softball	None	None		Edit
Scholastic Bowl	None	None		Edit
Boys Soccer	None	None		Edit
Girls Volleyball	None	None		Edit

If you have any questions, please call **LeAnna Mutchler** – 309-663-6377 or email [lmutchler@ihsa.org](mailto:lmutchler@ihsa.org)

**Photos are due by midnight Saturday, Feb. 22, 2020 for 1A and 2A and Saturday, Feb. 29, 2020 for 3A and 4A.**



# Standardized Basketball Statistics



In an effort to standardize statistical information, personnel at member schools should incorporate the following when compiling individual and cumulative team basketball statistics:

In situations where a college or university Sports Information Department is responsible for statistical material, Super-Sectional managers should supply the SID with a copy of the box score for style purposes.

## Uniform Statistical Recording

**Terminology:** Total Field Goal Made (FG) is all baskets made (which includes 2-point plus 3-point goals). Total Field Goal Attempted (FGA) is all shots attempted whether it is made or not. Three-Point Field Goal made is a shot made from beyond the 3-point line. Three-Point Field Goal attempted is a shot from beyond the 3-point line whether made or not. Free Throw Made (FT) is a foul shot made. Free Throw Attempted (FTA) is foul shot attempted whether it is made or not. Rebound (REB) is a missed shot retrieved by an individual whether or not the shot was taken by a teammate or an opponent. Assist (A) is a pass from a teammate that leads directly to a basket (NOTE: If player takes two dribbles before shooting, no assist is to be credited unless play is a breakaway.) Personal Foul (PF) is the number of fouls committed. Total Points (TP) are the actual number of points scored by an individual and team — by adding 2-point field goals plus the 3-point field goals and the free throws totals together. Blocked Shots (BLK) are opponent shots blocked which do not hit the rim or backboard. Steals (S) are when a player takes the ball away from the opponent before the opponent can shoot or pass the ball.

**Important:** When showing field goals and three-point field goals, the overall field goals is total 2 point and 3 point field goals made and attempted. The 3 point field goals are only those made and attempted from 3 point range. When figuring the up-to-date totals, you must list all 2 point and 3 point field goal attempts and all 2 point and 3 point field goals made in the overall column and only the 3 point made and attempted in that column. When we justify the statistics, we multiply total field goals made by two (2) points, add in one point for each 3 point field goal made and add in one point for each free throw made.

### Example:

Name	Overall 2-pt. + 3-pt. FG-FGA	Only 3-pt. FG-FGA	All FT M-Att	Tot. Points
Marty Hickman	10-20 (2x10=20)	2-4 (=22)	7-10 (=29)	29

### Scoring Rules:

- ALL shots, whether from the field or from the foul line, unless nullified by a floor violation, foul, or elapsed time must be counted.
- Rebounds should be awarded when a player gains control of a missed shot, regardless of whether he catches the ball in the air or on the bounce.

### Important Notes:

- When an offensive player tips a missed shot back at the basket, one rebound and one field goal attempted should be recorded.
- No individual rebound should be awarded when the ball goes out of bounds after a missed shot. That should be recorded as a team rebound for the team that receives the ball.
- If a shooter misses the first of a pair of free throws on a two-shot foul, the team shooting should receive a team rebound.
- The total number of missed shots should equal the total number of rebounds.
- Technical fouls on individual players are included in the personal foul category.
- Score by Quarters is the actual number of points made by a team in a given quarter.
- Shooting percentages are obtained by dividing the total number of shots in a particular category into the number of particular shots made.







## Girls Basketball State Final Hotel Information



### **TEAMS**

The IHSA will reserve a block of rooms for teams competing at the state finals for their use if they so choose. Any expenses or costs associated or charged to the rooms will be at each schools expense. Specific information will be provided in the Super-Sectional Winners material.

### **FANS**

A Link to the Bloomington-Normal Convention & Visitors Bureau can be located thru the IHSA website at [www.ihsa.org](http://www.ihsa.org). Under Sports and Activities select "Girls Basketball." Choose "Lodging."

## STUDENT MEDIA CREDENTIALS FOR PARTICIPATING SCHOOLS

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

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

Student media who are registering for credentials are expected to maintain a level of professionalism while covering this event. That includes no cheering while in the press box or game coverage area. Proper attire is also required. Wearing school shirts and colors is acceptable, but students wearing face paint, costumes, carrying props, etc. will be required to change before receiving credential clearance.

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

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

## VIDEO TAPING STATE FINALS FOR COACH FILM BREAKDOWN

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

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

*Please contact Matt Troha (309-663-6377) at the IHSA for any questions related to this document.*

# Girls Basketball Tournament Series Ticket Distribution Plan

Plans for distributing tickets for the 2020 Girls Tournament Series Basketball have been established by the Board of Directors. The plans are designed to guarantee IHSA member schools the opportunity to purchase season tickets for the State Final Tournament(s), and to provide a sufficient number of tickets for each of the schools actually participating in these tournaments.

## **Ticket Prices**

Specific statewide prices have been adopted for all girls Class 1A and 2A and Class 3A and 4A tournaments. Tournament managers must charge ticket prices as established by the Board of Directors.

Regionals — \$5.00 per session

Sectionals — \$6.00 per session

Super-Sectionals — \$8.00 per session

### **General Admission**

State Final — \$10.00 per session

### **Season Tickets**

\$40.00

(Baby in arms = Free Admission)

## **Season/Session Tickets for Regional/Sectional Meets and Tournaments**

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

Single Session tickets to be sold from the allotment made available to schools competing in the State Final Tournament will be \$10.00 each. Single-session tickets will go on sale by mail, by telephone (credit card only) or over the counter at Redbird Arena beginning the first Monday in February and shall be priced at \$10.00 each and on sale until the day the tournament begins.

## **Presale tickets for Regional Finals, and Sectional Semifinals and Finals**

1) Host schools must provide presale tickets to schools competing in Regional Finals, Sectional Semifinals and Finals, if requested to do so by a competing team.

2) Competing teams are responsible for all the presale tickets they are given. All unsold tickets must be returned to the host at least three (3) hours prior to game time.

Regional Final: Requests for presale tickets at the Regional finals must be made by Monday, February 10 for Class 1A and 2A and Monday, February 17 for Class 3A and 4A.

Sectional Semifinals and Finals: Requests for presale tickets at the Sectional Semifinals and Finals must be made by Friday, February 14 for Class 1A and 2A and Friday, February 21 for Class 3A and 4A.

## **Super-Sectional Distribution**

1) A reasonable number of spaces shall be reserved for the press, radio, bench officials, players and other team personnel.

2) The ticket price for each Super-Sectional game shall be as noted above in "Ticket Prices".

3) Local managers of Super-Sectional games are instructed to devise plans whereby an equitable portion of the better seats will be made available to the followers of the teams competing in the game.

4) Notifying Competing Teams: The local manager of each Super-Sectional center shall contact the athletic director or ticket manager of each school winning the Sectional Semifinal games at the two (2) correlated Sectionals and notify them as to the number of tickets allotted to their schools. At this time, arrangements also will be made for delivery of the Super-Sectional ticket allotment by a representative from the Super-Sectional site to the athletic director (or designee) of the school winning each of the correlated Sectional championship games. Arrangements for payment and return of tickets to the Super-Sectional center also will be decided. Delivery of the Super-Sectional allotment must be made at the site of both Sectionals subsidiary to the Super-Sectional on the date of the championship games, for the participating schools to have an opportunity to sell Super-Sectional tickets in advance.

## State Final Distribution

### A) Advance Sale to Member Schools:

Girls Class 1A and 2A and Class 3A and 4A State Final Tournament season tickets will be distributed to member schools as follows:

1) Each member school will receive a set of order forms for the Class 1A and 2A and Class 3A and 4A State Final Tournament mailed from the IHSA Office in early November. Each member school ordering season tickets must return the order form(s) with proper remittance on or before the deadline of January 11, 2019, to receive its allotment of tickets in the guaranteed section for the State Final Tournament games in the classification in which the school's enrollment places it.

2) Any number of season tickets may be ordered by a member school. Member schools may order season tickets for both classes. Single session tickets will be sold at the Redbird Arena beginning the first Monday in February.

3) Class 1A and 2A and 3A and 4A season tickets are priced at \$40.00 each. Both student and adult tickets will be one price.

4) All tickets for Redbird Arena will be sold as general admission tickets at a cost of \$10.00 each. Each participating school will receive tickets for pre-sale.

5) All ticket orders will be filled by the Redbird Arena Ticket Office based upon their date of receipt.

6) Season tickets will be set aside for the tournament for use by the IHSA Board of Directors, the news media and other persons to be determined by the Board of Directors.

(Note: Filled orders will be mailed from the Redbird Arena Ticket Office on the first Monday in February.)

### B) Sale of Session Tickets to Schools Playing in the State Final:

1) The Tournament Manager at the site of each Super-Sectional game will give the principal (or designee) of the winning team a package that contains that school's allotment of tickets for the upcoming Semifinal session of the State Final Tournament at Redbird Arena.

2) Each of the four schools participating in each session shall be guaranteed the opportunity to purchase a share of the tickets available to participating schools. This number of tickets may vary from session to session. The remaining tickets will be allotted to member schools and for sale to others determined by the Board of Directors.

3) Price of session tickets to be sold to fans from competing schools will be (\$10.00). Both student and adult tickets will be one price.

#### 4) Return of Unsold Tickets

All unsold tickets shall be returned to the Redbird Arena Ticket Office at the time your school reports for the team shoot-around on Thursday afternoon. Your school will be responsible for payment of all tickets not returned by the deadline specified for your team. This strict policy is necessary to permit the tickets not sold by your school to be placed on sale for the general public.

## General Public Sale

### A) Advance Tickets

1) Beginning January 2 and ending on January 25, 2020 season tickets for the Class 1A and 2A and Class 3A and 4A Girls State Final Tournament(s) will be available for sale by mail. All mail orders must include an additional \$2.00 for the service charge to cover postage and handling. Checks, credit cards, or money orders may be used for ticket purchases. They should be made payable to Illinois State University.

2) Beginning the first Monday of February, season and/or single-session tickets for the Class 1A and 2A and Class 3A and 4A Girls State Final Tournament(s) will be available for sale by telephone (credit card only) or over the counter at the Redbird Arena Ticket Office. Any number of tickets for either class may be purchased. Season tickets are priced at \$40.00 each. Single-session tickets are priced at \$10.00 each. Both student and adult tickets shall be one price. If tickets are available to fill each order as requested, there will be no refunds.

3) If a mail order includes an order for tickets for both Class 1A/2A and Class 3A/4A, and tickets are available for one class and not the other, the order for which tickets are available will be filled and a refund will be made for the balance of the order.

### B) Day of Tournament

All single-session tickets sold at Redbird Arena each day of the State Final Tournament will be priced at \$10.00 each. Both student and adult tickets shall be one price.

# 2020 IHSA Girls March Madness General Time Schedule

Site: Redbird Arena, Illinois State University, Normal

## Class 1A and 2A Girls Weekend (Feb. 27-29)

### Class 1A and 2A Team Shootaround at Redbird Arena (Thursday, Feb. 27)

11:50a.m.-12:30 p.m. – Class 1A Game 1 Home Team—Team Photo (in uniform), Starting 5 Freeze Frame, Interviews (coach, 2 players)  
12:30-1:00 p.m. – Class 1A Game 1 Home Team Shootaround on Redbird Arena Floor  
12:20-1:00 p.m. – Class 1A Game 1 Visitor Team —Team Photo (in uniform), Starting 5 Freeze Frame, Interviews (coach, 2 players)  
1:00-1:30 p.m. – Class 1A Game 1 Visitor Team Shootaround on Redbird Arena Floor  
12:50-1:30 p.m. – Class 1A Game 2 Home Team —Team Photo (in uniform), Starting 5 Freeze Frame, Interviews (coach, 2 players)  
1:30-2:00 p.m. – Class 1A Game 2 Home Team Shootaround on Redbird Arena Floor  
1:20-2:00 p.m. – Class 1A Game 2 Visitor —Team Photo (in uniform), Starting 5 Freeze Frame, Interviews (coach, 2 players)  
2:00-2:30 p.m.—Class 1A Game 2 Visitor Team Shootaround on Redbird Arena Floor  
1:50-2:30 p.m. – Class 2A Game 3 Home Team —Team Photo (in uniform), Starting 5 Freeze Frame, Interviews (coach, 2 players)  
2:30-3:00 p.m. – Class 2A Game 3 Home Team Shootaround on Redbird Arena Floor  
2:20-3:00 p.m. – Class 2A Game 3 Visitor Team —Team Photo (in uniform), Starting 5 Freeze Frame, Interviews (coach, 2 players)  
3:00-3:30 p.m. – Class 2A Game 3 Visitor Team Shootaround on Redbird Arena Floor  
2:50-3:30 p.m. – Class 2A Game 4 Home Team —Team Photo (in uniform), Starting 5 Freeze Frame, Interviews (coach, 2 players)  
3:30-4:00 p.m. – Class 2A Game 4 Home Team Shootaround on Redbird Arena Floor  
3:20-4:00 p.m. – Class 2A Game 4 Visitor Team —Team Photo (in uniform), Starting 5 Freeze Frame, Interviews (coach, 2 players)  
4:00-4:30 p.m. – Class 2A Game 4 Visitor Team Shootaround on Redbird Arena Floor

### Class 1A and 2A Three-Point Shooting Preliminaries (Thursday, Feb. 27)

#### Required Photo Session at Redbird Arena

4:35-4:55 p.m. — Group Photo Session Three-Point Shooters  
4:57-5:00 p.m. — Floor Swept for Three-Point Showdown

#### Three-Point Shooting Preliminaries at Redbird Arena

5:00-5:03 p.m. – 1A Group 1 Warm-up (South Basket)  
5:00-5:03 p.m. – 2A Group 2 Warm-up (North Basket)  
5:04-5:11 p.m. – 1A Group 1 Shooting  
5:04-5:11 p.m. – 2A Group 2 Shooting  
5:12-5:15 p.m. – 1A Group 3 Warm-up (South Basket)  
5:12-5:15 p.m. – 2A Group 4 Warm-up (North Basket)  
5:16-5:23 p.m. – 1A Group 3 Shooting

5:16-5:23 p.m. – 2A Group 4 Shooting  
5:24-5:27 p.m. – 1A Group 5 Warm-up (South Basket)  
5:24-5:27 p.m. – 2A Group 6 Warm-up (North Basket)  
5:28-5:35 p.m. – 1A Group 5 Shooting  
5:28-5:35 p.m. – 2A Group 6 Shooting  
5:36-5:39 p.m. – 1A Group 7 Warm-up (South Basket)  
5:36-5:39 p.m. – 2A Group 8 Warm-up (North Basket)  
5:40-5:47 p.m. – 1A Group 7 Shooting  
5:40-5:47 p.m. – 2A Group 8 Shooting  
5:48-5:51 p.m. — Tiebreaker Warm-up  
5:52-5:59 p.m. — Tiebreaker Shooting

### Class 1A and 2A Meetings, DoubleTree Hotel (Thursday, Feb. 27)

6:15 p.m. — Meeting of Elite Eight School Administrators, Team Hosts, ISU Staff @ Doubletree Hotel  
7:00 p.m. –Class 1A and 2A Girls Basketball Celebration Banquet @ Doubletree Hotel  
8:30 p.m. (approximate) — Meeting of Floor Officials assigned to State Final @ IHSA Office

### Class 1A and 2A Tournament, Redbird Arena (Friday-Saturday, Feb. 28-29)

#### Semifinal Session 1 (Friday)

11:00 a.m. – Cl. 1A Game No. 1  
12:45 p.m. (Approx.) – Cl. 1A Three-Point Finals  
1:00 p.m. (Approx.) – Cl. 1A Game No. 2

#### Semifinal Session 2 (Friday)

5:30 p.m. – Cl. 2A Game No. 3  
7:00 p.m. (Approx.) – Cl. 2A Three-Point Finals  
7:15 p.m. (Approx.) – Cl. 2A Game No. 4

#### Finals Session 3 (Saturday)

11:00 a.m. — Game 5 – Cl. 1A Loser Game No. 1 vs. Cl. 1A Loser Game No. 2 (3<sup>rd</sup> Place Game)  
12:45 p.m. (Approx.) — Game 6 – Cl. 1A Winner Game No. 1 vs. Cl. 1A Winner Game No. 2 (Championship)

#### Finals Session 4 (Saturday)

5:30 p.m. — Game 7 – Cl. 2A Loser Game No. 3 vs. Cl. 2A Loser Game No. 4 (3<sup>rd</sup> Place Game)  
7:15 p.m. (Approx.) — Game 8 – Cl. 2A Winner Game No. 3 vs. Cl. 2A Winner Game No. 4 (Championship)

### Class 1A and 2A Three-Point Finals, Redbird Arena (Friday, Feb. 28)

11:00 a.m. – Cl. 1A Semifinal Game No. 1 Begins  
12:45 p.m. (Approx.) – Cl. 1A Three-Point Shooting Finals  
5:30 p.m. – Cl. 2A Semifinal Game No. 2 Begins  
7:00 p.m. (Approx.) – Cl. 2A Three-Point Shooting Finals

## Class 3A and 4A Girls Weekend (March 5-7)

### Class 3A and 4A Team Shootaround at Redbird Arena (Thursday, March 5)

- 11:50a.m.-12:30 p.m. – Class 3A Game 1 Home Team—Team Photo (in uniform), Starting 5 Freeze Frame, Interviews (coach, 2 players)  
12:30-1:00 p.m. – Class 3A Game 1 Home Team Shootaround on Redbird Arena Floor  
12:20-1:00 p.m. – Class 3A Game 1 Visitor Team —Team Photo (in uniform), Starting 5 Freeze Frame, Interviews (coach, 2 players)  
1:00-1:30 p.m. – Class 3A Game 1 Visitor Team Shootaround on Redbird Arena Floor  
12:50-1:30 p.m. – Class 3A Game 2 Home Team —Team Photo (in uniform), Starting 5 Freeze Frame, Interviews (coach, 2 players)  
1:30-2:00 p.m. – Class 3A Game 2 Home Team Shootaround on Redbird Arena Floor  
1:20-2:00 p.m. – Class 3A Game 2 Visitor —Team Photo (in uniform), Starting 5 Freeze Frame, Interviews (coach, 2 players)  
2:00-2:30 p.m.—Class 3A Game 2 Visitor Team Shootaround on Redbird Arena Floor  
1:50-2:30 p.m. – Class 4A Game 3 Home Team —Team Photo (in uniform), Starting 5 Freeze Frame, Interviews (coach, 2 players)  
2:30-3:00 p.m. – Class 4A Game 3 Home Team Shootaround on Redbird Arena Floor  
2:20-3:00 p.m. – Class 4A Game 3 Visitor Team —Team Photo (in uniform), Starting 5 Freeze Frame, Interviews (coach, 2 players)  
3:00-3:30 p.m. – Class 4A Game 3 Visitor Team Shootaround on Redbird Arena Floor  
2:50-3:30 p.m. – Class 4A Game 4 Home Team —Team Photo (in uniform), Starting 5 Freeze Frame, Interviews (coach, 2 players)  
3:30-4:00 p.m. – Class 4A Game 4 Home Team Shootaround on Redbird Arena Floor  
3:20-4:00 p.m. – Class 4A Game 4 Visitor Team —Team Photo (in uniform), Starting 5 Freeze Frame, Interviews (coach, 2 players)  
4:00-4:30 p.m. – Class 4A Game 4 Visitor Team Shootaround on Redbird Arena Floor

### Class 3A and 4A Three-Point Shooting Preliminaries (Thursday, March 5)

#### Required Photo Session at Redbird Arena

- 4:35-4:55 p.m. — Group Photo Session Three-Point Shooters  
4:57-5:00 p.m. - Floor Swept for Three-Point Showdown

#### Three-Point Shooting Preliminaries at Redbird Arena

- 5:00-5:03 p.m. – Cl. 3A Group 1 Warm-up (South Basket)  
5:00-5:03 p.m. – Cl. 4A Group 2 Warm-up (North Basket)  
5:04-5:11 p.m. – Cl. 3A Group 1 Shooting  
5:04-5:11 p.m. – Cl. 4A Group 2 Shooting  
5:12-5:15 p.m. – Cl. 3A Group 3 Warm-up (South Basket)  
5:12-5:15 p.m. – Cl. 4A Group 4 Warm-up (North Basket)  
5:16-5:23 p.m. – Cl. 3A Group 3 Shooting  
5:16-5:23 p.m. – Cl. 4A Group 4 Shooting  
5:24-5:27 p.m. – Cl. 3A Group 5 Warm-up (South Basket)  
5:24-5:27 p.m. – Cl. 4A Group 6 Warm-up (North Basket)  
5:28-5:35 p.m. – Cl. 3A Group 5 Shooting  
5:28-5:35 p.m. – Cl. 4A Group 6 Shooting  
5:36-5:39 p.m. – Cl. 3A Group 7 Warm-up (South Basket)

- 5:36-5:39 p.m. – Cl. 4A Group 8 Warm-up (North Basket)  
5:40-5:47 p.m. – Cl. 3A Group 7 Shooting  
5:40-5:47 p.m. – Cl. 4A Group 8 Shooting  
5:48-5:51 p.m. — Tiebreaker Warm-up  
5:52-5:59 p.m. — Tiebreaker Shooting

### Class 3A and 4A Meetings, DoubleTree Hotel (Thursday, March 5)

- 6:15 p.m. — Meeting of Elite Eight School Administrators, Team Hosts, ISU Staff @ Doubletree Hotel  
7:00 p.m. –Class 3A and 4A Girls Basketball Celebration Banquet@ Doubletree Hotel  
8:30 p.m. (approximately) — Meeting of Floor Officials Assigned to State Final@ IHSA Office

### Class 3A and 4A Tournament, Redbird Arena (Friday-Saturday, March 6-7)

#### Semifinal Session 1 (Friday)

- 11:00 a.m. – Cl. 3A Game No. 1  
12:45 p.m. (Approx.) – Cl. 3A Three-Point Finals  
1:00 p.m. (Approx.) – Cl. 3A Game No. 2

#### Semifinal Session 2 (Friday)

- 5:30 p.m. – Cl. 4A Game No. 3  
7:00 p.m. (Approx.) – Cl. 4A Three-Point Finals  
7:15 p.m. (Approx.) – Cl. 4A Game No. 4

#### Finals Session 3 (Saturday)

- 11:00 a.m. — Game 5 – Cl. 3A Loser Game No. 1 vs. Cl. 3A Loser Game No. 2 (3<sup>rd</sup> Place Game)  
12:30 p.m. (Approx.) – Three-Point Queen of the Hill  
1:00 p.m. (Approx.) — Game 6 – Cl. 3A Winner Game No. 1 vs. Winner Game No. 2 (Championship)

#### Finals Session 4 (Saturday)

- 5:30 p.m. — Game 7 – Cl. 4A Loser Game No. 3 vs. Cl. 4A Loser Game No. 4 (3<sup>rd</sup> Place Game)  
7:15 p.m. (Approx.) — Game 8 – Cl. 4A Winner Game No. 3 vs. Cl. 4A Winner Game No. 4 (Championship)

### Class 3A and 4A Three-Point Shooting Finals, Redbird Arena (Friday, March 6)

- 11:00 a.m. – Cl. 3A Semifinal Game No. 1 Begins  
12:45 p.m. (Approx.) – Cl. 3A Three-Point Finals  
1:00 p.m. (Approx.) – Cl. 3A Semifinal Game No. 2 Begins  
5:30 p.m. – Cl. 4A Semifinal Game No. 1 Begins  
7:00 p.m. (Approx.) – Cl. 4A Three-Point Finals  
7:15 p.m. (Approx.) - Cl. 4A Semifinal Game No. 2 Begins

### Queen of the Hill, Redbird Arena (Saturday, March 7)

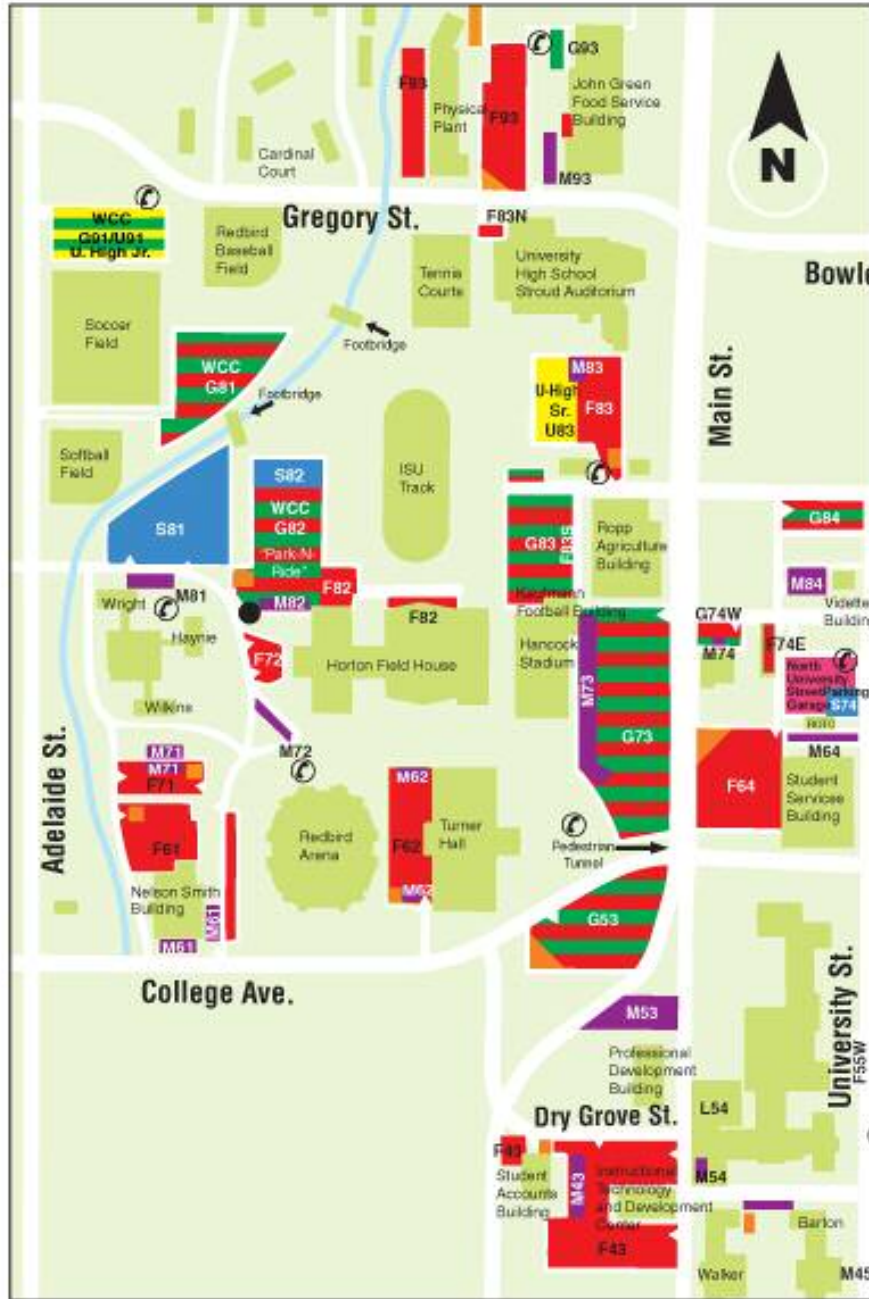
- 11:00 a.m. – Cl. 3A Consolation Game Begins  
12:30 p.m. (Approx.) — Queen of the Hill, Redbird Arena  
1:00 p.m. (Approx.) – Cl. 3A Championship Game Begins  
5:30 p.m. – Cl. 4A Consolation Game Begins  
7:15 p.m. (Approx.) – Class 4A Championship Game Begins

**IHSA Fan  
Parking  
Friday**

- G-53
- G-82
- G-73,
- G-81
- G-83
- G-91

**IHSA Fan  
Parking  
Saturday**

- U-83
- G-82
- F-61
- G-73
- G-81
- F-71
- G-83
- G-91
- F-43
- G-53,
- F-93
- F-64 &
- North
- University
- St.
- Parking
- Garage



- Faculty/Staff
- Commuter
- Guaranteed student storage
- Reserved Areas
- Meters/Pay lots
- Motorcycle/Moped
- University High School

**Do you have a question about parking?**  
 Office of Parking and Transportation  
 (309) 438-8391  
 University Police  
 (309) 438-8631  
 Recorded information  
 (309) 438-PARK  
[www.parking.ilstu.edu](http://www.parking.ilstu.edu)  
[www.redbirdride.ilstu.edu](http://www.redbirdride.ilstu.edu)

- Lot entrance
- Emergency telephone
- Courtesy drop box



REDBIRD ARENA  
SEATING CHART

WEST DOORS

NORTH DOORS



EAST DOORS



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

- 1.) Please print and complete this form.
- 2.) Please fax or email completed form to Cheryl Lowery @ 309-663-7479 (clowery@ihsa.org).
- 3.) An invoice will be generated and emailed to the email address supplied, upon receipt of this form.
- 4.) School must remit payment with invoice to A & M Products (once they have verified the accuracy of the invoice).

◆ **This form is to be used only if the school is purchasing awards for one of the following reasons (check one):**

- |   |  |
|---|--|
| <input type="checkbox"/> Team Roster exceeds the number of<br>allowed per the T&C's<br><input type="checkbox"/> Coop School | <input type="checkbox"/> Dual Campus<br><input type="checkbox"/> Lost-Replacement<br><input type="checkbox"/> Broken-Replacement |
|---|--|

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

**Classification (check one):**

- |                             |                             |  |
|-----------------------------|-----------------------------|--|
| <input type="checkbox"/> 1A | <input type="checkbox"/> 4A | <input type="checkbox"/> 7A  |
| <input type="checkbox"/> 2A | <input type="checkbox"/> 5A | <input type="checkbox"/> 8A  |
| <input type="checkbox"/> 3A | <input type="checkbox"/> 6A | <input type="checkbox"/> Music Sweepstakes Only (Indicate<br>Classification: AA, A, B, C, D) |

Gender: <input type="checkbox"/> Girls <input type="checkbox"/> Boys <input type="checkbox"/> Co-Ed
---

**Level of Competition:**

- |                                   |                                    |  |                                |
|-----------------------------------|------------------------------------|--|--------------------------------|
| <input type="checkbox"/> Regional | <input type="checkbox"/> Sectional | <input type="checkbox"/> Super-Sectional | <input type="checkbox"/> State |
|-----------------------------------|------------------------------------|--|--------------------------------|

**Type of Award:**

- |  |   |
|--|---|
| <input type="checkbox"/> Team Plaque<br><input type="checkbox"/> Team Trophy<br><input type="checkbox"/> Medal/Medallion<br><input type="checkbox"/> Sweepstakes Medallion | <input type="checkbox"/> Badminton Gold shuttlecock and/or riser<br><input type="checkbox"/> Replacement Trophy Plate w/lasering<br><input type="checkbox"/> Replacement Trophy Plate w/o lasering<br><input type="checkbox"/> Bat, Tennis, Golf Club Replacement |
|--|---|

**Ind. Event Medals** (indicate Event name): \_\_\_\_\_  
(ie: Pole Vault, Long Jump, Diving, 100-yd. Butterfly, Single, Doubles, 102lb., Speech: IE, etc.)

Name:
Email Address:
School:
Address:
City, ZIP Code:
Phone Number:

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

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

◆ **Trophy Letters & Figurine Replacement:** Schools who need replacement letters or figurine(s) for older model trophies, please contact A & M Products direct at 815-875-2667.

**Contact A& M direct for pricing**

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

**Pricing for Schools (INCLUDING MUSIC SWEEPSTAKES):**

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

**Plaque/Trophy Pricing for Schools (Shipping included):**

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

**Plate Replacement Pricing**

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

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





# 2019-20 Girls COUNTRY Financial Three-Point Showdown Terms and Conditions

## I. CONTESTANT CLASSIFICATION

Each participant will compete in the Class 1A, 2A, 3A or 4A competition correlated to the classification of the contestant's school in the state tournament series as stipulated in the Basketball State Tournament Series Terms and Conditions.

## II. NAME, DATES AND SITES

### A. Name:

1) The Three-Point Shooting Contest shall be named the **Country Financial Three-Point Showdown**.

### B. Dates and Sites:

1) Qualifying rounds for the Three-Point Shooting Contest will be conducted prior to the Regional Championship and Sectional Championship games in the Girls state series.

2) The Class 1A and 2A Regional Championship shall be held February 13 or 14 and the Sectional Championship will be February 20.

3) The Class 3A and 4A Regional Championship shall be held February 20 or 21 and the Sectional Championship will be February 27.

### C. COUNTRY Financial Three-Point Competition at Redbird Arena, Normal Class 1A and 2A

1) February 27 – Three-Point Shooting Preliminaries on Thursday at Redbird Arena at 5:00 p.m.

2) February 28 – Cl. 1A Three-Point Shooting Finals on Friday at Redbird Arena between the Semifinal Games at approximately 12:45 p.m.

3) February 28 – Cl. 2A Three-Point Shooting Finals on Friday at Redbird Arena between the Semifinal Games at approximately 7:00 p.m.

4) March 7 — Queen of the Hill matching Class 1A, 2A, 3A and 4A winners on Saturday at Redbird Arena at 12:30 p.m. (approx.)

### Class 3A and 4A

1) March 5– Three-Point Shooting Preliminaries on Thursday at Redbird Arena at 5:00 p.m.

2) March 6 – Cl. 3A Three-Point Shooting Finals on Friday at Redbird Arena between the Semifinal Games at approximately 12:45 p.m.

3) March 6 – Cl. 4A Three-Point Shooting Finals on Friday at Redbird Arena between the Semifinal Games at approximately 7:00 p.m.

4) March 7 — Queen of the Hill matching Class 1A, 2A, 3A and 4A winners on Saturday at Redbird Arena at 12:30 p.m. (approx.)

## III. ELIGIBILITY AND ENTRIES

### A. General Eligibility:

1) Only girls at IHSA member schools who have dressed for and occupied the team bench for a girls' varsity basketball contest are eligible to participate in the three-point shooting competition.

2) To enter the COUNTRY Financial Three-Point Shooting Competition, a girl must be eligible under all the eligibility rules and conditions of competition of the Illinois High School Association.

3) All players on all teams (including those participating in the current year's State Final Tournament) may compete in the Three-Point Shooting Contest.

### B. Entries

1) Each team participating in the state tournament series (Class 1A, 2A, 3A and 4A) may select and enter up to four (4) shooters to participate in the shooting contest.

2) The names of the four (4) shooters must be submitted on the IHSA 3pt Entry Form to the Local Manager no later than 24 hours prior to the start of the shooting competition that begins at 5:30 p.m. on the Regional Championship night.

3) There shall be no substitutes or alternates in the Three-Point Shooting Contest.

## IV. FINANCIAL ARRANGEMENTS

### A. Regional/Sectional

1) Each participant will be responsible for her own expenses at the Regional and Sectional levels of the Three-Point Shooting Contest, except:

2) Access to Facility: Regional and Sectional tournament managers shall allow each shooter, on each night the shooter competes, the opportunity to be accompanied by up to four (4) persons to watch the shooter in the Three-Point competition. Each shooter's group will be admitted to the facility at no charge only for the time of the actual Three-Point competition. Once the competition is concluded, the shooter's group will be required to leave the facility.

a) Shooter's group will be admitted at the pass gate and seated in the facility by game management. Once the competition is completed, the shooter's group will be escorted from the facility by game management. (Refer to the 3pt. supplement for suggested seating options).

### B. State Final

Each participant will be responsible for her own expenses at Redbird Arena in Normal, except:

1) Each participant advancing to the State Final, shall be provided one (1) complimentary season ticket by IHSA to the respective 2019-2020 Cl. 1A, 2A, 3A or 4A Girls State Final Basketball Tournament.

a) The four (4) qualifiers from the Thursday preliminaries for each of the Cl. 1A, 2A, 3A and 4A finals in the Three-Point Shooting Contest shall be provided with two (2) additional passes for access to Redbird Arena.

2) The four (4) qualifiers from the Thursday preliminaries for each of the Cl. 1A, 2A, 3A and 4A finals in the Three-Point Shooting Contest scheduled for Friday will have rooms for their respective state final provided by IHSA for Thursday. These rooms shall be issued only to an adult who is accompanying the qualifier, and who shall be responsible for the room, and who shall provide a major credit card when registering.

3) The Cl. 1A, 2A, 3A and 4A Queen of the Hill qualifier will have a room provided by IHSA for Friday of the Class 3A and 4A State Final. This room will be issued only to an adult who is accompanying the qualifier, and who shall be responsible for the room, and who shall provide a major credit card when registering.

## V. CONTEST STRUCTURE AND TIME SCHEDULES

A. Each Regional tournament host school and each Sectional tournament host school is required to conduct the Three-Point Shooting Contest according to these Terms and Conditions.

B. Competition in the Three-Point Shooting Contest will be conducted at 5:30 p.m. on the night of the Regional Championship.

C. Competition in the Three-Point Shooting Contest will be conducted at 5:30 p.m. on the night of the Regional

Championship and at 5:30 p.m. on the night of the Sectional Championship correlated tournament in the respective (Cl.1A, 2A, 3A and 4A) girls' state tournament series.

### **E. Regional & Sectional Championship Time Schedule**

5:30 p.m.—All contestants draw numbers for their shooting order and group.

Ex. 7 teams in a Regional each entering 4 shooters=28 total shooters.

Each shooter will draw a number out of hat 1-28. Shooters will be placed in groups of 8, and, in this example, the last group of shooters will not be a full group of 8. (Ex. Group #1-Shooters 1-8, Group #2-Shooters 9-16, Group #3 Shooters 17-24, Group #4 25-28).

5:35p.m.—Begin 3-minute warm-up for Group #1 Three-Point Shooters scheduled to compete on scoreboard clock. After 3 minutes when clock reaches 0:00, horn sounds, warm-up concludes.

5:38-5:46 p.m. (Approx.)—Three-Point Shooting Competition Group #1. All shooters will shoot at the same basket. (Shooters 1, 2, 3, 4, 5, 6, 7, 8).

5:47-5:50 p.m. (Approx.)—Begin 3-minute warm-up for Group #2 Three-Point Shooters scheduled to compete on the scoreboard clock. After 3 minutes when clock reaches 0:00, horn sounds, warm-up concludes.

5:51-5:59 p.m. (Approx.)—Three-Point Shooting Competition Group #2. All shooters will shoot at the same basket. (Shooters 9, 10, 11, 12, 13, 14, 15, 16).

6:00-6:03 p.m. (Approx.)—Begin 3-minute warm-up for Group #3 Three-Point Shooters scheduled to compete on the scoreboard clock. After 3 minutes when clock reaches 0:00, horn sounds, warm-up concludes

6:04-6:12 p.m. (Approx.)—Three-Point Shooting Competition Group #3. All shooters will shoot at the same basket. (Shooters 17, 18, 19, 20, 21, 22, 23, 24).

6:13-6:16 p.m. (Approx.)—Begin 3-minute warm-up from Group #4 Three-Point Shooters scheduled to compete on scoreboard clock. After 3 minutes when clock reaches 0:00, horn sounds, warm-up concludes.

6:17-6:21 p.m. (Approx.)—Three-Point Shooting Competition Group #4. All shooters will shoot at the same basket. (Shooters 25, 26, 27, 28). The top 4 overall shooters from the Regional Championship will advance to the correlated Sectional site regardless of what Group each shooter was in. The top 4 overall shooters from the Sectional Championship will advance to the State Final prelims.

6:25-6:35 p.m. (Approx.)—Three-Point Shooting awards and announcements.

6:35-6:40 p.m. (Approx.)—5-minute break for coaches of shooters and competing teams to meet in dressing room for pre-game instructions.

6:40-6:55 p.m.(Approx.)—Start 15-minute pre-game warm up

6:57-7:00 p.m. (Approx.)—At conclusion of National Anthem, introduction of players and coaches.

7:00 p.m. (Approx.)—Game Tip-off.

## **VI. ADVANCEMENT OF WINNERS**

### **A. Class 1A, 2A, 3A and 4A: Regionals**

1) All Regional level competition shall be at the site of the host school of the Regional Tournament.

2) All shooters from a Regional site will enter the Three-Point Shooting Competition for the first time the night of the Regional Championship game, regardless if their team advances to the Regional Championship.

3) Shooting shall be conducted prior to the Regional Championship and advancement of the top four shooters from the Regional will advance to the correlated Sectional site and will shoot at 5:30 p.m. prior to the Sectional Championship.

### **Sectionals**

1) The Sectional level competition shall be at the site of the host school of the Sectional Tournament.

2) Shooting shall be conducted prior to the Sectional Championship at 5:30 p.m. and advancement of the top (4) overall shooters will advance to the Three-Point Shooting Preliminaries at the State Final.

## **VII. CONTEST RULES**

### **A. Three-Point Shooting:**

1) Each team entered in the Girls state tournament series may select and enter up to four (4) shooters. Only those shooters selected to compete in the competition the first time at the school Regional Site in the Girls state tournament series shall be eligible to compete and advance in the Three-Point Shooting Competition. Shooters will compete individually in the Three-Point Shooting Competition and their participation in the competition is independent from the advancement of the shooter's team in the Girls state tournament series. There shall be no alternates.

2) The scoreboard and scoreboard clock shall be used as each shooter competes. The clock shall be set at 45 seconds and run down, while shots made shall be recorded.

3) All shooters will shoot at the same basket in each round. The local manager shall determine the basket to be used.

4) Begin each shooter's timing with the scoreboard horn and end each shooter's timing with the scoreboard horn.

### **5) Shooting Order:**

a) Regionals: There shall be a blind draw for shooting order conducted immediately at 5:30 p.m. prior to the Regional

Championship Game. Any competitor(s) who is/are not in attendance for the draw will have a shooting number drawn for them by the contest manager. If a competitor(s) is/are not in attendance or ready to shoot when his/her turn is up, the competitor will be disqualified. Any competitor(s) who fail to show up on the night of the Regional Championship will not be allowed an alternative day or time to qualify. Competitors who show up late will not be given any additional warm-up time.

b) Sectionals: There shall be a blind draw for shooting order conducted immediately at 5:30 p.m. prior to the start of the Sectional Championship. Any competitor(s) who is/are not in attendance for the draw will have a shooting number drawn for them by the contest manager. If a competitor(s) is/are not in attendance or ready to shoot when his/her turn is up, the competitor will be disqualified. Any competitor(s) who fail to show up on the night of the Sectional Championship will not be allowed an alternative day or time to qualify. Competitors who show up late will not be given any additional warm-up time.

c) State Final: The IHSA shall blind draw the shooting order for the Thursday preliminaries once all the entries have been received. The order will be announced prior to the date of the preliminaries. Shooting order for each round after the preliminaries shall be in reverse (fewest made to most made) order of qualifying score.

6) A warm-up period of three (3) minutes will be provided before the start of each round competition and one (1) minute warm-up period before each tiebreaker at the Regional and Sectional. By mutual agreement of the shooters competing in a tiebreaker, the warm-up period may be shortened or eliminated.

7) Each shooter will shoot one round consisting of three racks of five (5) balls (a total of 15 balls).

8) Beginning with Rack 1, shooters will compete in a round and rotate through the 3 racks as follows:

Rack 1 = right side of free throw line extended

Rack 2 = top of circle

Rack 3 = left side of free throw line extended

a) Wherein possible, three different ball racks should be used. If three ball racks are not available, there should be at least two ball racks, with the ball rack used for position No. 1 moved to position No. 3 immediately after the shooter completes use of ball rack No. 1.

b) It is the responsibility of the shooter to lift each ball from each rack. If the shooter requests, or if the ball rack being used cannot hold five balls, the first ball in a rack may be given to the shooter by a bench official.

9) Each made basket is worth one (1) point in the round.

10) There will be a time limit of forty-five (45) seconds per shooter each regular round. There will be a time limit of thirty (30) seconds per shooter each tiebreaker round. In the event a ball becomes lodged in the basket support during a contestant's shooting round, the clock shall be stopped, the ball removed, and then the clock will be restarted, allowing the shooter to complete his/her round.

11) Shooters with most points advance to next level of competition. Shooters who advance in Regional competition will shoot on the night of Sectional Championship regardless of the shooter's team advancement in the Girls basketball tournament series.

12) In the event two (2) or more shooters tie in points for the last advancing position(s), the tie will be broken with additional round(s). Ball will be shot from spot(s) in sequence as is outlined below.

13) Tiebreaker: This procedure will be used only to break a tie for advancement. (For example, if four shooters make 12 shots and the four others make 10, there will be no tiebreaker. If one shooter makes 12, another shooter 11, and three or more make the next equal amount, the tiebreaker shall be used to determine the two (remaining) advancing shooters. If the tie is not broken, shooters will repeat the tiebreaker procedure until the tie is broken. Each shooter will shoot two racks of five (5) balls (a total of 10 balls) on the following basis:

Rack 4 = right corner

Rack 5 = left corner

#### **B. Uniforms:**

1) All participants shall wear their official school team uniform, which shall be uniform jersey and uniform shorts. Uniform color shall be at the discretion of the participant.

2) Shooters who appear at the competition not in school uniform shall be disqualified from the shooting contest.

#### **C. Balls:**

The Wilson Evolution WTB0586 basketball shall be used in the Three-Point Shooting Competition at the State Final.

### **VIII. CONTEST POLICIES**

**A.** All IHSA Girls Basketball Tournament Series policies will be enforced during both contests.

### **IX. CONTEST AWARDS**

**A.** Queen of the Hill Champion: Award will be presented to winner of the overall competition between the respective Class 1A, 2A, 3A and 4A winners.

**B.** Winners of the competition between the respective Class 1A, 2A, 3A and 4A Three-Point Shooting Contest will receive an award and advance to the Queen of the Hill Competition.

**C.** Class 1A, 2A, 3A and 4A: Awards will be presented to the three finalists who do not advance to the Queen of the Hill competition.

**D.** Awards at the Regional and Sectional level may be presented if secured by the local manager and/or in conjunction with the local Country Financial agent.

### **X. OFFICIALS**

**A.** Each host school will be responsible for appointing bench officials to officiate/administer the shooting. It is recommended that none of these be one of the game officials.

**B.** Three-Point Judges at the State Finals shall be appointed by IHSA in conjunction with the Illinois Coaches Association (ICA) and the Illinois Basketball Coaches Association (IBCA).

# Three-Point Shooting Positions

## Prelims

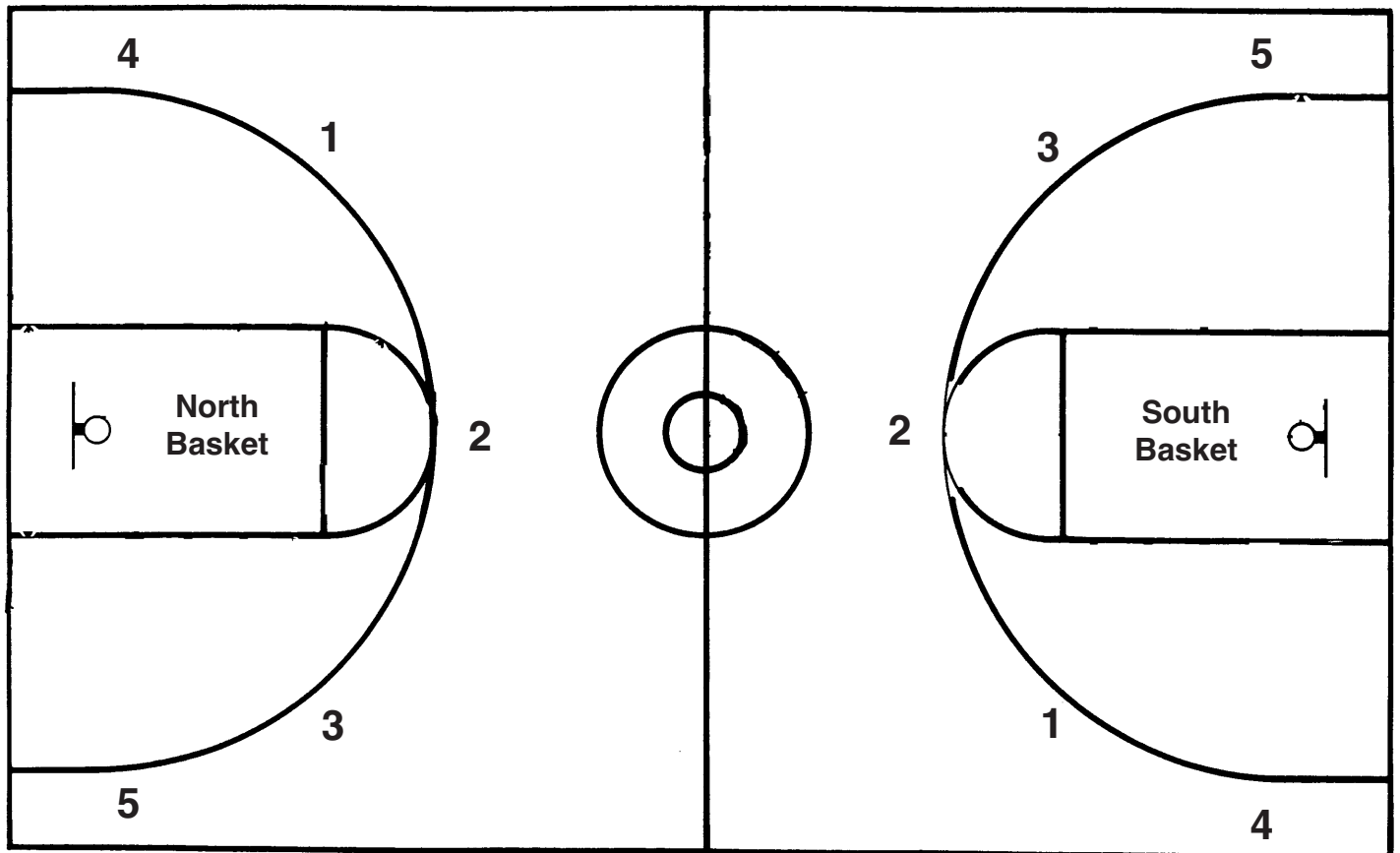
1A & 3A — north basket

2A & 4A — south basket

## Class Finals

1A - 4A — south basket

King of the Hill — south basket



Racks 1, 2, 3 will be the positions used for each rack in preliminary and final round competition.

Racks 4 and 5 will only be used in case of a tie breaker.



## 2020 Country Financial Three-Point Regional School Participant Entry Form

Competing School: \_\_\_\_\_

	First Name	Last Name	Year	Uniform #
1.				
2.				
3.				
4.				

Athletic Director Name \_\_\_\_\_ Cell Phone \_\_\_\_\_

Coach Name \_\_\_\_\_ Cell Phone \_\_\_\_\_

**Must be completed by AD or Head Coach and faxed to the host manager 24 hours prior to competition!**  
**Substitution of participating athletes may occur 24 hours prior to competition.**  
**Individuals advancing to the Sectional competition will be listed on the IHSA ScoreZone.**



# Girls' 2020 COUNTRY Financial Three-Point Showdown

## Participant Instructions

As a participant in the 2020 Girls COUNTRY Financial Three-Point competition, we ask that you please review these instructions with your coach and family. We also request for you to email a headshot photo to be included in the official Girls Basketball State Final Program. Please note the information and deadline for photos to be emailed to the IHSA Office below. You may want to email your photo prior to actually qualifying for the competition. If you have any question, please contact Coordinator of Special Programs Raye McDonald at the IHSA Office.

For the twenty-eighth time in the history of girls' basketball, as many as 256 students will have the opportunity to come to Illinois State University at Redbird Arena and experience a special part of **America's Original March Madness**. We hope you will learn from your competitive experience, and that you will have fun doing it.

**Photo Submission Deadlines: Class 1A and 2A Three-Point – Saturday, February 22, 2020**  
**Class 3A and 4A Three-Point – Saturday, February 29, 2020**

Please use the following guidelines when emailing your photo: Save the file with a .JPG or .TIF extension. **In the subject area of the email, please include the participant's name and school.** This is very important as we will receive a large number of photos. Please email your photo to: [rmcdonald@ihsa.org](mailto:rmcdonald@ihsa.org)

**General Information:** Redbird Arena is located on West College Avenue, Normal, IL. **Phone** (309) 438-3513

**Class 1A and 2A Dates of Competition:** Class 1A and Class 2A preliminaries in the COUNTRY Financial Three-Point Showdown will be conducted Thursday, February 27, 2020 at Redbird Arena in Normal. The preliminaries are scheduled to begin at 5:00 p.m. A Group Photo session will precede the competition at 4:35 p.m. Four contestants in the Class 1A competition of the Three-Point Shooting competition will qualify for the Class 1A Finals on Friday, February 28, 2020 between the Class 1A Semifinal Games (approx. 12:45 p.m.). Four contestants in the Class 2A competition of the Three-Point Shooting competition will qualify for the Class 2A Finals on Friday, February 28, 2020 between the Class 2A Semifinal Games (approx. 7:00 p.m.). The Class 1A and Class 2A champions will compete on Saturday, March 7, 2020 with

the Class 3A and 4A champions at the conclusion of the Class 3A Third Place Game (approx. 12:30 p.m.), for **Queen of the Hill** honors.

**Class 3A and 4A Dates of Competition:** Class 3A and Class 4A preliminaries in the COUNTRY Financial Three-Point Showdown will be conducted Thursday, March 5, 2020 at Redbird Arena in Normal. The preliminaries are scheduled to begin at 5:00 p.m. A Group Photo session will precede the competition at 4:35 p.m. Four contestants in the Class 3A competition of the Three-Point Shooting competition will qualify for the Class 3A Finals on Friday, March 6, 2020 between the Class 3A Semifinal Games (approx. 12:45 p.m.).

Four contestants in the Class 4A competition of the Three-Point Shooting competition will qualify for the Class 4A Finals on Friday, March 6, 2020, between the Class 4A Semifinal Games (approx. 7:00 p.m.).

The Class 3A and Class 4A champions will compete on Saturday, March 7, 2020 with the Class 1A and Class 2A champions at the conclusion of the Class 3A Third Place Game (approx. 12:30 p.m.), for **Queen of the Hill** honors.

**Transportation and Parking:** It is the responsibility of each contestant to arrange for transportation to and from Redbird Arena. Each day, contestants should park in any of the public lots near the Redbird Arena complex. No special parking will be provided on Thursday, Friday or Saturday.

**Lodging:** Rooms at Holiday Inn and Hotel Suites, 3202 E. Empire, Bloomington, IL will be provided by the IHSA Office to the **four finalists** in each of the Class 1A, 2A, 3A and 4A Three-Point Shooting Competitions. Each finalist using a room must be accompanied by an adult who registers for the room. These rooms will be available for the Class 1A and Class 2A Finalists on Thursday night (February 27) and for Class 3A and Class 4A Finalists on Thursday night (March 5). **Contestants who do not qualify for the Three-Point Contest Finals will be responsible for their own lodging, and rooms will not be available through the IHSA Office.** Finalists are not obligated to use housing provided through the IHSA Office.

**Entering Redbird Arena:** On Thursday, contestants must enter Redbird Arena at the lower northeast entrance. It is located in the northeast corner of Redbird Arena on the underground level just south of Horton Fieldhouse. See Redbird Arena diagram for exact location.

After entering Redbird Arena at the northeast entrance, pick up your packet of information and tickets. On Friday and Saturday, those contestants who do not qualify for the finals are to use their participant pass and may enter any of the regular gates. The four finalists in each class and their coach may enter Redbird Arena on their participant pass for the respective sessions.

**When to Report Thursday:** Class 1A and Class 2A Contestants are to report to Redbird Arena between 3:30 and 4:30 p.m., Thursday, February 27 and Class 3A and Class 4A Contestants on Thursday, March 5. **Report to the personnel at the north baseline of the Arena to pick up a packet containing a participant pass and other material.** Packets will be given only to properly identified, qualifying contestants. Contestants should report dressed in school uniform and warm-up. Contestants must report to the arena floor in uniform for the required group photo at 4:35 p.m. Preliminary competition will begin at 5:00 p.m.

**Contestant Tickets/Required Floor Passes:** Each qualifier for the **Three-Point Shooting** preliminaries will receive one (1) participant pass that is good for general admission to the Girls State Final Basketball Tournament. It is to be used for admission to Redbird Arena on Friday and Saturday. Each of the finalists in each of the Class 1A, 2A, 3A and Class 4A competitions will receive two (2) additional Girls Basketball State Tournament participant passes on Thursday evening after the completion of the preliminaries for use by friends and family on Friday (when applicable).

**Tickets for Others:** Preliminary competition on Thursday, February 27 and Thursday, March 5 are free to everyone. In order to see the games of the tournament Friday and/or Saturday, or the Three-Point Competition Friday, a ticket of admission for the tournament will be required. Tickets will be on sale at the Redbird Arena Ticket Office each day of the tournament.

**Contestant Uniforms:** Each contestant shall wear their official school team uniform, which shall be uniform jersey and uniform shorts. Uniform color shall be at the discretion of the participant. Shooters who appear at the competition not in school uniform, shall be disqualified from the shooting contest. Each contestant should report to Redbird Arena dressed to compete each time. Dressing room(s) will not be available.

## Girls COUNTRY Financial Participant Instructions

**Personal Belongings:** It is the responsibility of each contestant to make sure personal belongings are secure. We recommend contestants give them to their coach for safe keeping while you are competing. Neither Redbird Arena, nor IHSA, will be responsible for your personal belongings. Shower facilities following each competition will not be available.

**Contestant-Coach Seating:** All seats in the lower and upper bowl of Redbird Arena are general admission. On Friday and Saturday, all contestants and coaches may sit anywhere in which their passes allow access. Coaches may join their contestants on the arena floor Saturday only while the actual competition is under way.

**Group Photo:** We will take an official group photo of each of the Class 1A and Class 2A contestants on Thursday, February 27, and the Class 3A and Class 4A contestants on Thursday, March 5, at 4:35 p.m. The group photos will be taken at mid-court on the arena floor. **(See time schedule for additional information.)** Contestants may order and purchase color prints of these group photos. Order information will be included in the contestant packet.

**Class 1A Schedule of Competition:** Report to the arena floor on Thursday, February 27, in school uniform at 4:35 p.m. for a Group Photo. Three-Point Shooting Preliminaries begin at 5:00 p.m. On Friday, February 28, the four finalists should report to the tunnel entrance at the south end of the arena floor when the scoreboard clock shows 5:00 minutes to go in the Class 1A Semifinal Game No. 1. Warm-up is scheduled to begin at approximately 12:45 p.m. To get to the tunnel, use any aisle at the north end of the arena floor. The Queen of the Hill competition will take place on Saturday, March 7, between the Class 3A Third Place and Championship Game at approximately 12:30 p.m.

**Class 2A Schedule of Competition:** Report to the arena floor on Thursday, February 27, in school uniform at 4:35 p.m. for a Group Photo.

Three-Point Shooting Preliminaries begin at 5:00 p.m. On Friday, February 28, the four finalists should report to the tunnel entrance at the south end of the arena floor when the scoreboard clock shows 5:00 minutes to go in the Class 2A Semifinal Game No. 3. Warm-up is scheduled to begin at approximately 7:00 p.m. To get to the tunnel, use any aisle at the north end of the arena floor. The Queen of the Hill competition will take place on Saturday, March 7, between the Class 3A Third Place and Championship Game at approximately 12:30 p.m.

**Class 3A Schedule of Competition:** Report to the arena floor on Thursday, March 5, in school uniform at 4:35 p.m. for a Group Photo. Three-Point Shooting Preliminaries begin at 5:00 p.m. On Friday, March 6, the four finalists should report to the tunnel entrance at the south end of the arena floor when the scoreboard clock shows 5:00 minutes to go in the Class 3A Semifinal Game No. 1. Warm-up is scheduled to begin at approximately 12:45 p.m. To get to the tunnel, use any aisle at the north end of the arena floor. The Queen of the Hill competition will take place on Saturday, March 7, between the Class 3A Third Place and Championship Game at approximately 12:30 p.m.

**Class 4A Schedule of Competition:** Report to the arena floor on Thursday, March 5, in school uniform at 4:35 p.m. for a Group Photo. Three-Point Shooting Preliminaries begin at 5:00 p.m. On Friday, March 6, the four finalists should report to the tunnel entrance at the south end of the arena floor when the scoreboard clock shows 5:00 minutes to go in the Class 4A Semifinal Game No. 3. Warm-up is scheduled to begin at approximately 7:00 p.m. To get to the tunnel, use any aisle at the north end of the arena floor. The Queen of the Hill competition will take place on Saturday, March 7, between the Class 3A Third Place and Championship Game at approximately 12:30 p.m.

**Results of Competition:** Complete results will be posted on the IHSA website after competition each day.

**Required Press Interviews:** The four qualifiers in each of the Class 1A, 2A, 3A and 4A Three-Point Showdown, will be required to participate in an interview session with the press immediately following the conclusion of their respective preliminaries. The Press Interview Area will be located in room 101 at the end of the south tunnel off the arena floor. Any other participant on Thursday night may be interviewed by our local media on the arena floor after the event competition. The media has been given the same instructions. On Friday, the four finalists are required to participate in a press conference immediately following the conclusion of their respective competition. The four finalists Saturday also will be required to participate in a press conference following completion of **Queen of the Hill**. All formal press conferences will take place in the Press Interview Area. Your coaches are most welcome to join you for any and all of the formal press conferences. The Queen of the Hill competitors will also be interviewed on the court as part of the state tournament telecast following the conclusion of their competition Saturday.

### **Trophy Presentations:**

- (1) Plaques will be presented to the three finalists for Class 1A, 2A, 3A and 4A in the **Country Three-Point Showdown** who do not advance to the Queen of the Hill competition.
- (2) Plaques will be presented to the winners of the overall competition between the respective Class 1A, 2A, 3A and 4A winners in the Three-Point Shooting Contest.
- (3) A Queen of the Hill Champion award will be presented to the winner of the overall competition between the respective Class 1A, 2A, 3A and 4A winners in the **COUNTRY Financial Three-Point Showdown**.

**Use of Photos:** Photographs supplied to the IHSA Office, on or before the deadline dates listed, by each contestant in the shooting competition, will be used in the Official Program. Programs will be on sale at the tournament Thursday-Saturday.

# 2020 COUNTRY Financial Three-Point Showdown

## Participant Information

For participants in the COUNTRY Financial Three-Point Showdown:

**Please email the following information (in the body of the email) along with a headshot of the participant to Raye McDonald at the IHSA ([rmcdonald@ihsa.org](mailto:rmcdonald@ihsa.org)):**

- Name
- Division (Girls/Boys)
- Class (1A/2A/3A/4A)
- School
- City
- Grade

**Please use the following guidelines to email your photo:**

DIGITAL PHOTOGRAPHS – We greatly prefer digital photographs over scans.

SCANNED PHOTOGRAPHS – Scan the photograph at a **high resolution**, at least 500 dots wide.

Save the file with a .JPEG (.JPG) extension.

Attach the photo as an email attachment, do NOT place a google drive link in the body of the email.

E-Mail participant info and photo to: [rmcdonald@ihsa.org](mailto:rmcdonald@ihsa.org) and in the subject area of the email, **please indicate the participant's name and school.**

**Due Dates for the participant information:**

Girls Class 1A & 2A Three-Point: Friday, February 21

Girls Class 3A & 4A Three-Point: Friday, February 28

Boys Class 1A & 2A Three-Point: Saturday, March 7

Boys Class 3A & 4A Three-Point: Saturday, March 14



# COUNTRY Financial Three-Point Showdown Managers Information



ILLINOIS HIGH SCHOOL ASSOCIATION

2715 McGraw Drive • Bloomington, IL 61704

• [www.ihsa.org](http://www.ihsa.org) • Phone: 309-663-6377 • Fax: 309-663-7479 •

To: 2020 IHSA Basketball Schools and Series Game/Tournament Managers

Subject: Responsibilities/Instructions for the COUNTRY Financial Three-Point Showdown Hosted by Your School

Local managers, as outlined below, are responsible to comply with the following regarding the Three-Point Shooting competition being conducted in conjunction with the girls' and boys' state basketball tournament series:

## 1. Required Use of Camera Ready Advertisement(s)

Bloomington-based COUNTRY Financial is the corporate sponsor of the **Three-Point Showdown** competition for both girls and boys basketball. COUNTRY Financial has also been a major sponsor of IHSA Basketball Television for 44 straight years. As the sponsor of the **Showdown**, COUNTRY Financial is guaranteed advertising space in all our tournament series publications, which publicize both the upcoming tournament telecasts and the COUNTRY Financial **Three-Point Showdown**.

- 1) Managers of all girls' and boys' Class 1A, 2A, 3A and 4A series sites (Regionals and Sectionals) are required to use the camera ready text (7" x 4.7") or cover streamer ads available at the IHSA website under: *resources/download center/graphics & forms*. These are provided by COUNTRY Financial for the Three-Point Showdown announcements in the programs and/or lineup sheets produced for every game and tournament hosted. This display must appear in your program or lineup sheet. Direct any questions regarding this requirement to Asst. Executive Director Matt Troha at the IHSA Office.

## 2. Required Use of Corporate Sponsor and Other Logo(s)

Local managers at all levels of competition are required to use the COUNTRY Financial **Three-Point Showdown** logo in all information and/or promotional material developed in conjunction with the Three-Point Shooting Competition hosted by their school. The one-color version of the special logo is available at the IHSA website under *resources/download center/graphics*.

Other Logos: Local managers must require vendors creating their programs and other merchandise to use, in a conspicuous manner, the contemporary IHSA logo. They also must incorporate either the March Madness or America's Original March Madness logo on the front cover of their printed program and/or lineup sheet. Either of these logos may not be used by manufacturers of apparel or other goods except as by authorized vendors licensed through the IHSA Office. Local Managers may use a Sportsmanship logo, where appropriate, on printed material and/or other merchandise. These logos are available at the IHSA website under *resources/download center/graphics*. **Local managers shall contract only those licensed vendors authorized by the IHSA to produce printed material and/or other merchandise.**

## 3. Involving COUNTRY Financial Agents

State series managers may invite their local **COUNTRY Financial** agent to become involved regarding the following:

- a) Administering the Shooting Contest: The local agent(s) and office workers may be invited to participate as the shooting referee, scorer, etc.
- b) Trophies: The local agent(s) may be invited to underwrite the cost of awards to the finalists in your tournament and be on site to make the presentations.
- c) Newspaper Ads and Radio Commercials: The local agent(s) may wish to create with the local manager a campaign to announce the shooting contest and report the results each night on the local radio station(s) and in the local newspaper.

## Three-Point. Showdown Managers Instructions

### 4. Reporting Results of Shooting Competition

Results of the shooting competition must be reported to your local media, if requested, **and in ScoreZone area of the Schools Center within 30 minutes of the conclusion of each game.** In addition, you may post results for fans attending your tournament.

#### Reporting Requirements for Regional and Sectional Managers:

- a) Record the results of the shooting competition within 30 minutes of the conclusion of each game as outlined in the ScoreZone Reporting Information found in this manual.
- b) Sectional Managers should go to the correlated Regional Final results posted in ScoreZone on the IHSA website to obtain the respective qualifiers and establish shooting order for each Sectional Championship Game.
- c) We also ask you to remind your faculty, staff and students in your regular school announcements to watch the four IHSA Basketball telecasts in the coming weeks, but especially Friday, February 28 of the Class 1A and 2A Girls' State Tournament; Friday and Saturday, March 6-7 of the Class 3A and 4A Girls' State Tournament; Friday, March 13 of the Boys' Class 1A and 2A State Tournament; and Friday and Saturday, March 20-21 of the Boys Class 3A and 4A State Tournament.

### 5. Gathering Information for State Final Program

Girls' Official Program (Shooters):

- a) The Official Program for the COUNTRY Financial Three-Point Showdown at the State Final will include a photograph for each of the 32 qualifiers in each class during the weekend of their shooting competition. In order to meet production deadlines, it is necessary to obtain such information from the regional winners. Here is the procedure we will be using:

**Class 1A, 2A, 3A and 4A:** Once a Three-Point contestant qualifies at the Sectional Tournament to participate in the preliminaries of the State Final, contestants are required to submit the Participant Information and photo for the State Final program via email. The photo and Participant Information should be emailed to [rmcdonald@ihsa.org](mailto:rmcdonald@ihsa.org) by **Friday, February 21 for Cl. 1A and 2A**, and **Friday, February 28 for Cl. 3A and 4A.**

Participant Instructions are located in the Girls Basketball Manual.

Boys' Official Program (Shooters):

- a) The Official Program for the COUNTRY Financial Three-Point Showdown at the State Final will include photographs for each of the 32 shooting qualifiers in each class. In order to meet production deadlines, it is necessary to obtain such information in advance. Here is the procedure we will be using:

**Class 1A, 2A, 3A and 4A:** Once a Three-Point contestant qualifies at the Sectional Tournament to participate in the preliminaries of the State Final, contestants are required to submit the Participant Information and photo for the State Final program via email. The photo and Participant Information should be emailed to [rmcdonald@ihsa.org](mailto:rmcdonald@ihsa.org) by **Saturday, March 7 for Cl. 1A and 2A** and **Saturday, March 14 for Cl. 3A and 4A.** Participant Instructions are located in the Boys Basketball Manual.

# SCHOOL'S RESPONSIBILITY TO AN OFFICIAL PRIOR TO THE SEASON

1. Send a reminder card or email to the officials after you have them scheduled.
2. Reminder should include date of contest, time, level, location and sport.

Even though many schools and conferences have assignment chairpersons, sending a reminder is highly recommended. When an official does not show, people in your community won't know who the assignment chairperson is, but they do know the athletic director. **Avoid embarrassment.**

3. Have a standard wage scale set for your different sports and levels and a method in place to raise the pay periodically.
4. If possible, let the working officials know who their partner(s) will be.
5. Hire police and security along with medical assistant or athletic trainer coverage for events whenever possible.
6. Set a policy with your school board on fan, coach and player behavior.
7. Make sure all officials have a contract that is signed by your school—preferably by the principal or IHSA Official Representative.

## SCHOOL'S RESPONSIBILITY TO AN OFFICIAL PRIOR TO THE CONTEST

1. Prior to the contest, provide the officials with directions and inform them of any special activities that might be occurring (i.e., Homecoming, Senior Night, etc.)
2. Give the official a number they can call in case of an emergency or postponement due to weather.
3. Have competent workers assigned at all contests (scorers, announcers, chain crew, etc.). These people are of great assistance to the official during the contest.
4. Have a host assigned to meet the officials as they arrive. The host should do the following for the officials:
  - A) Provide a reserved parking space.
  - B) Meet officials and take them to the dressing room.
  - C) Have refreshments available for halftime and postgame.
  - D) Ask for any additional needs.
  - E) Introduce the officials to those game workers pertinent to the contest (i.e., scorer, announcer, chain gang, etc.).
  - F) Get the proper pronunciation of officials' names so they are correct when given by the public address announcer.
5. Athletic director should discuss with the officials any special events, conference rules, national anthem time, etc. that would affect the game.
6. Provide the officials with the name of the adult supervisor for that contest and where that person can be found in the event a challenging situation should occur.
7. Make officials aware of location of an athletic trainer or other first responders during the contest. Have a doctor on site when possible (especially at football contests).
8. Make sure all bench personnel are properly attired.
9. Do a check on game scoreboards and lighting systems prior to the game or contest.
10. Make sure the playing area is properly marked and meets National Federation guidelines for that contest.
11. Provide appropriate secured dressing area and hot water showering facilities.



# SCHOOL'S RESPONSIBILITY TO AN OFFICIAL DURING THE CONTEST

1. Insist coaches display good sportsmanship and are proper examples for your players and crowd.
2. Have your public address announcer or cheerleader read the IHSA sportsmanship statement and remain unbiased during contest.
3. Make sure the event supervisor understands the duties and responsibilities pertinent to that contest.
4. Make sure the playing area is maintained during halftime of each contest. For wrestling, make sure the mat is properly cleaned and washed.
5. Help with adverse weather conditions; monitor accordingly.
6. Make sure proper crowd control is visible and in place. Good administrative control can prevent difficult situations.
7. Observe the crowd during the contest and prevent any disturbances that may occur.
8. Work with the official during the game regarding crowd control.
9. Retrieve the game ball at the end of the contest.
10. Escort the officials back to the dressing room at halftime and at the conclusion of the contest.

## SCHOOL'S RESPONSIBILITY TO AN OFFICIAL AFTER THE CONTEST

1. Escort the officials safely back to the dressing room and parking lot.
2. Do not allow unauthorized persons in the dressing room after the game. This includes coaches.
3. Have refreshments available for the officials after the contest.
4. Be sure to thank the officials for their time and effort, regardless of the outcome of the game.
5. Make sure arrangements for paying the officials have been completed. It is preferable to pay the official the day of contest.
6. Ensure that officials are not confronted by anyone after the contest.



# Do What's Right!

## Sportsmanship

### DWR! EXPECTATIONS

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

### Acceptable Behavior...

- During the National Anthem, students, participants and fans should stand, 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.





# 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. Persons interested in purchasing this handbook can do so at the following location: <http://www.nfhs.org/resources/publications/>



## Venue-Specific Emergency 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

ILLINOIS HIGH SCHOOL ASSOCIATION

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## IHSA Protocol for Implementation of NFHS Sports Playing Rule for Concussions

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

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

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

### Definition of a Concussion

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

### Behavior or signs observed indicative of a possible concussion

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

### Symptoms reported by a player indicative of a possible concussion

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

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

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

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

ILLINOIS HIGH SCHOOL ASSOCIATION

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## Concussion Information

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

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

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

### Mandatory Concussion Education

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

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

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

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

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

## School 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](http://www.ihsa.org/documents/forms/State_Tournament_Series_Royalty_Report.pdf)



**SAMPLE FORM**  
**IHSA Pass Gate List**

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

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

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

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

<b>Sport/Activity:</b>	
<b>Host School:</b>	
<b>Level of Contest:</b>	
<b>Your School:</b>	

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

**Administration**

1.		
2.		
3.		
4. <b>Head Varsity Coach</b>		<b>Guest</b> <input type="text"/>

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

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

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

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

<b>Contact Person:</b>	<input type="text"/>	<b>Contact Person:</b>	<input type="text"/>
<b>Cell Phone:</b>	<input type="text"/>	<b>Cell Phone:</b>	<input type="text"/>
<b>Email:</b>	<input type="text"/>	<b>Email:</b>	<input type="text"/>



# Girls Basketball Information



## ILLINOIS HIGH SCHOOL ASSOCIATION

2715 McGraw Drive • Bloomington, IL 61704

• [www.ihsa.org](http://www.ihsa.org) • Phone: 309-663-6377 • Fax: 309-663-7479 •

## Local Managers of 2019-20 IHSA Girls Basketball Class 1A, 2A, 3A & 4A Tournaments:

Thank you for your willingness to host a 2019-20 IHSA Girls Class 1A, 2A, 3A or 4A Basketball Tournament at your school. Your cooperation and assistance during this state tournament series is greatly appreciated. **PLEASE DOWNLOAD AND READ THE TERMS AND CONDITIONS.**

The manual contains information to use in the management and conduct of the Girls Class 1A, 2A, 3A and 4A Basketball Tournament, which has been assigned to your school. PLEASE CAREFULLY CHECK THE DEADLINE DATES OF REPORTS THAT YOU ARE RESPONSIBLE FOR.

THE FINANCIAL REPORT IS AVAILABLE AS AN INTERACTIVE FORM located in IHSA State Series Hosting. (in School Center) The Financial Report must be received by the IHSA Office within ten (10) calendar days from the date of the completion of your tournament.

The link to SCORE ZONE is also located in the IHSA State Series Hosting area. See instructions for ScoreZone Reporting Procedures located in this Manual.

INSTRUCTIONS FOR SEEDING TEAMS – Please refer to the Season Summary Form Instructions/Seeding Information located in this manual. On-line Season Summary Form Deadlines are: **Class 1A & 2A – 10:00 a.m. – Wednesday, January 29; Class 3A & 4A – 10:00 a.m. – Wednesday, Feb. 5.** Online Seeding Deadlines are: **Class 1A & 2A – 12:00 Noon on Thursday, January 30; Class 3A & 4A – 12:00 Noon – Thursday, Feb. 6.** Once the seeds have been finalized, the IHSA will post the results online. Managers are prohibited from releasing the seeding results to the media.

ROYALTY POLICY — Please be sure to read and strictly adhere to the policy. The policy is printed on our web site and in the IHSA Official Handbook on pages 116-120.

### IMPORTANT REMINDERS

- Officials: Officials for the state series will be assigned by the IHSA. A school's entry into the tournament series indicates agreement of assigned officials as provided for in IHSA By-law 2.080. A listing of the officials assigned to your tournament will be posted online in the Schools Center under IHSA State Series Hosting. Officials will be compensated directly from the IHSA utilizing the ArbiterPay network payment system.
- Bench Officials: We request that you secure EXPERIENCED Scorers and Timers for your tournament. Instruct them to read carefully the Scoring and Timing Regulations which are printed in the Official Basketball Rules Book. You may also want to download the instructions to Scorers and Timers located in this Manual.
- Admission Prices:

Regional	\$5.00
Sectional	\$6.00
Super-Sectional	\$8.00
- Legal Game Basketballs: **Wilson Evolution WTB0586**
- Awards: Read Item X of the Terms and Conditions.
- Local Tournament Information: Local tournament managers are **strongly** urged to send tournament information and ticket purchase information to schools assigned to their tournaments. If limited seating is available, it is suggested that you work out a ticket allotment plan that is in the best interests of everyone concerned. Host schools must provide presale tickets to schools competing in Regional Finals, Sectional Semifinals and Finals, and Super-Sectionals (if hosted by a member school), if requested to do so by a competing team. (Please see the Terms and Conditions)

INQUIRIES: Please direct all inquiries concerning the 2019-20 IHSA Girls State Basketball Tournament Series to Beth Sauser, Asst. Executive Director at the IHSA Office, (309) 663-6377/ [bsauser@ihsa.org](mailto:bsauser@ihsa.org), or her assistant, LeAnna Mutchler [lmutchler@ihsa.org](mailto:lmutchler@ihsa.org).

# General Manager Instructions

## 1. AIM

It is a goal of the IHSA staff and the Board of Directors to conduct outstanding state championships in Boys and Girls Basketball. Thank you for your contributions to this year's version of MARCH MADNESS! We look forward to an exciting state tournament series.

## 2. TOURNAMENT PLANS

The Local Manager may develop a tournament calendar, from the time of host site selection through the sending of his/her final report to the IHSA Office. The Local Manager should organize the dates on which certain tasks must be accomplished, i.e. local media interviews, volunteer/staff meetings, "Instructions to Competing Schools" mailings, printing programs, ticket sales, etc. A calendar will help you maintain efficiency in your planning and enable you to complete tasks in advance of the tournament.

## 3. COMMITTEES AND HELPERS

It is beneficial to enlist the help of responsible school personnel or members of the community. Organize your volunteers into committees and appoint a qualified person to head each committee.

Tasks associated with certain committees may include the following:

1. Tickets: sale and doorkeepers
2. Preparation of informational signs
3. Security
4. Floor and Bench Officials
5. Parking
6. Press: seating and reporting
7. Assignment and care of dressing/locker rooms: competing teams, cheerleaders and Floor Officials
8. Preparation and operation of scoreboards
9. Concessions

Make sure all volunteers are thoroughly informed of their duties. It may be helpful to provide written instructions for each committee member. At the games, volunteers can be designated with a nametag, badge, or like-colored shirts.

## 4. ORGANIZATION

### Community Assistance

To gain community support for your tournament, engage local civic clubs or the school Booster Club as volunteers.

### Hospitality

If possible, offering a Hospitality Room to visiting coaches, administrators, and media personnel adds to the enjoyment of your guests and helps to create a spirit of friendliness that will be an asset in the administration of your tournament.

## 5. PROMOTION

### News Media

Contact the local news media (print, television) shortly after you receive the assignment of schools to your tournament. Provide the media with pertinent tournament information: where, when, schools involved, key players, etc. It may be helpful to also include ticket information.

### Students

Make the student body in your school fully aware of the nature of the competition, either with the use of posters, the school paper, planned school PA announcements or interaction with student groups.

### Programs (See Royalty Policy on the IHSA Licensed Vendor page)

Providing a tournament program adds to the enjoyment of fans attending the games. It should include the roster (players' numbers, first and last names, and other data) and any pertinent information about each team competing in the tournament. You may also include team pictures, sportsmanship reminders and school policies. This, however, is not a requirement for your tournament.

### Radio and Television (see Terms & Conditions for specific media requirements)

Local or neighboring radio and television stations may be interested in broadcasting the tournament or announcing the playing schedule. It may be beneficial to contact them after pairings are announced.

## 6. COURTESIES TO TEAMS

### Parking Space for Buses

Most of the visiting teams will travel by bus or van. Parking space near to the gymnasium should be provided for the team buses or vans and for fan buses.

### Instructions for Competing Teams

Be sure that all schools in your tournament are given adequate notice of the exact time when they are to play, when the gymnasium doors will be opened, location of dressing rooms, ticket prices, etc.

## 7. EQUIPMENT AND GYMNASIUM

### The Basket Assembly

Backboards and basket rings for IHSA Tournaments must adhere to specifications in the National Federation Basketball Rules Book

### The Floor

The floor should be attended to with dust mops after each half.

### Court Markings

The Local Manager should be certain that all court markings comply with NFHS specifications as stated in the 2019-20 Basketball Rules Book.

### Safety Zone

In order to maintain the integrity of the playing surface and protect competitors, local managers of all tournament contests will create a safe zone *along the entire length of both baselines* that will be devoid of any persons (such as cheerleaders or media personnel) or other obstructions. This safe zone will extend a minimum of three (3) feet from the baseline *on each side of the floor* towards the facility's back wall, stage, or bleachers.

## 8. HEALTH AND SAFETY

It is advisable to have a certified athletic trainer in attendance.

An AED shall be on site and readily available near the court.

## 9. SPORTSMANSHIP

The ideals of good sportsmanship must be maintained at all times. Persons who refuse to cooperate should be reported to tournament management. If necessary, they should be removed from the premises.

## 10. PLAYING SCHEDULE

All team pairings and playing schedules are drawn in the IHSA Office. They are released online following the team seeding process. Under no circumstances can changes be made in the pairings or in the order of games without permission from the IHSA Office.

## 11. PRESS ARRANGEMENTS

*For additional media information, refer to the News Media Center of the IHSA website ([www.ihsa.org](http://www.ihsa.org)).*

### A. Score Reporting

It is essential to report your score online via the IHSA ScoreZone in your School Center. Assume this responsibility yourself or assign the duty to a working assistant. Complete the



ScoreZone Report on the IHSA website immediately following *each* game.

When reporting the results to ScoreZone and the media, make sure they are accurate. (team and name spellings, the scores are in proper order, etc.)

## B. Press Facilities

**1) Working Space**—Managers are encouraged to honor requests for credentials from legitimate news media personnel. Space shall be set aside to provide for news media representatives covering the tournament, whether they are from newspapers, radio stations, or commercial television stations. A “working press box” can consist of tables and chairs at courtside or on a stage or an extension of the scorer’s bench at courtside.

**2) Press Parking**—Reserved parking space for news media representatives should be provided as near to the gymnasium as possible. If reserved parking is not available, an area for the news media for loading/unloading equipment is acceptable.

**3) Post-Game Interviews**—A designated press interview area near the dressing rooms following the game(s) should be available to the news media, and procedures for post-game requirements should be communicated to the media and the coaches of the participating teams.

**4) Photographers**—Photographers should be informed of restricted areas from which they may work.

Photographers shall not enter the dressing room.

Spectator use of electronic lighting (flash photography) shall not be permitted during play.

Authorized news media representatives shall be permitted to use electronic lighting equipment (flash photography) throughout the course of the tournament. Such electronic lighting can be 1) strobe lights mounted to fixed positions at the site and/or 2) electronic strobe attachments mounted to a camera. Local Managers should confer with the coaches of the teams participating in a contest before giving permission to authorized news media photographers to use strobe lighting mounted to fixed positions.

Local Managers should confer with game officials and authorized new media photographers before requiring photographers to cease use of electronic strobe attachments mounted to a camera because use of such equipment may be causing interference with the conduct of the contest.

Credentialed news photographers shall be permitted access to the gym floor at the conclusion of the competition to shoot jubilation photographs of players, coaches, fans, etc. Photographers shall be instructed by Local Managers when to retreat from the gym floor so that award presentations may get under way. All news photographers (including televi-

sion camera operators) shall abide by these shooting rules.

### Originating Radio Stations:

In allocating space for radio stations to originate broadcasts of the tournament, priority is given: 1) to stations which cover the competing teams; 2) the stations representing the site of the host school; 3) then to the stations which cover the geographic region involving the site and competing teams; 4) and finally to other stations.

As a rule, stations broadcasting games will be limited to a set of three (3) credentials.

There are no broadcast fees for radio stations until the State Final level.

In all instances, radio stations originating broadcasts of games in the state basketball tournament series are required to assume expenses that are necessary.

### Spot News TV Credentials:

Over-the-air and/or cable television stations may request credentials to send a film crew to the tournament (game) to shoot footage only for newscasts on that station. This is not approving a tape delay telecast of the complete game for playback. Every effort should be made to provide credentials and space for television spot news film crews in line with the [IHSA News Media Credential Policy](#).

In allocating space for television station spot news film crews, priority is given to 1) stations covering the competing teams; 2) stations representing the host school; 3) stations which cover the geographic region involving the competing schools and host site; 4) other stations.

### Video Streaming/Television (Live or Tape Delay):

**1) Broadcast rights fees** are required for any group streaming a tournament game on the internet or broadcasting a game on television, whether live or delayed. An application must be downloaded on the IHSA website : <http://www.ihsa.org/NewsMedia/NewsMediaCenter/BroadcastApplications.aspx> and submitted to the host site and IHSA office for approval prior to the broadcast. Rights fees can be paid to the tournament host and submitted through the Financial Report or submitted directly to the IHSA.

**a) Live Telecasts** — Permitted during state series for levels below respective sport State Final level upon receipt of permission from the local manager and the IHSA Office.

**b) Tape Delayed Telecasts** — Permitted during state series for levels below the respective sport State Final level upon receipt of permission from the local manager and the IHSA Office.

**c) No live or tape delayed telecasts** of state series basketball games below the state final shall be permitted to be televised

during the time the state final in basketball is being shown on the IHSA Network. This applies to live telecasts of the scheduled events. (For example, no Sectional Girls basketball game may be televised during the time that any IHSA network basketball telecast is being shown.)

**d) Sponsors** of these live or tape delayed telecasts shall be compliant with section 17 (commercials) of the IHSA Television Policy.

**2) Member School Taping for Local Cable System:** Member schools participating in each tournament game (Regional, Sectional or Super-Sectional) may produce their own telecasts of games. These delayed, unsponsored telecasts may be on either the public access or educational access local cable channel. In either telecast, there shall be no rights fee charged provided the member school used its own equipment and personnel to produce the telecast.

School personnel include students, staff, parents, booster club members or other persons designated in writing by the member school principal shall constitute school personnel. Local Managers should have such letter(s) of information prior to allowing such persons access to the facility to tape.

**3) In approving applications and allocating space,** Local Managers shall give priority as follows: 1) to cable television stations covering competing teams; 2) to the cable television station representing the host school; 3) to stations which cover the geographic regions of the competing schools; and 4) to all other stations.

### a) Competing School Videotaping:

Videotaping will be allowed provided the local manager has a comparable area for both competing schools to videotape. When one school requests the video space, then the local manager shall provide similar space to both competing schools. Noncompeting schools and spectators will be allowed to videotape matches in the stands, provided they do not obstruct the view of participants and spectators.

## 12. REPORTS TO IHSA OFFICE

The financial form should be completed online in the Schools Center promptly after the conclusion of the tournament (**this is an interactive form**).

**Note:** The financial report form is provided for denoting live or tape delay television rights fees received and for reporting of officials’ fees. This should be done according to the Terms and Conditions and Television Policy as follows:

**Officials Fees**—Officials will be compensated directly from the IHSA using the ArbiterPay network payment system.

**Television Fees**—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.

**Radio Fees**—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.

### 13. TICKETS

#### A. Admission Fees

Standard statewide prices have been established for all Class 1A, 2A, 3A and 4A Regional, Sectional, and Super-Sectional tournaments. Tournament managers must charge the established prices and cannot set ticket prices that are different.

**Note:** Babies in arms are admitted without charge.

- 1) **Regionals**—\$5.00 per session
- 2) **Sectionals**—\$6.00 per session
- 3) **Super-Sectionals**—\$8.00 per game
- 4) **State Finals**—\$10.00 per session or \$40.00 for a season ticket for general admission.

#### B. Season/Presale Tickets

1) Host schools must provide presale tickets to schools competing in Regional finals, Sectional semifinals and finals, and Super Sectionals (if hosted by a member school), if requested to do so by a competing team.

2) Competing teams are responsible for all the presale tickets they are given. All unsold tickets must be returned to the host at least three (3) hours prior to game time.

Regional final: Requests for presale tickets at the Regional finals must be made by Monday, February 10 for Class 1A and 2A and Monday, February 17 for Class 3A and 4A.

Sectional Semifinals and Finals: Requests for presale tickets at the Sectional Semifinals and Finals must be made by Thursday, February 13 for Class 1A and 2A, and Thursday, February 20 for Class 3A and 4A.

3) See the ticket distribution plan for Super-Sectional information.

#### C. Avoid Leaving the Ticket Office Closed

Local managers should have an attendant on duty or have the office open in order that correct information regarding tickets may be obtained, even if all tickets have been sold.

#### D. Cautions about Local Enthusiasms

There is a tendency for schools to overestimate the strength of their team and, through

their enthusiasm, buy tickets that, after their teams have been eliminated, rightfully belong to some other school. This causes a demand for the management to refund money on tickets. A good practice is to hold back tickets for successive sessions until it is known what teams will play in the given sessions. An equitable distribution is then made to the followers of the teams still in the tournament. This is necessary, especially where the seating capacity is insufficient to accommodate all who wish to attend.

#### E. Consider Convenience and Comfort of Patrons

1. Avoid long waiting periods for people to get into the gymnasium. The ticket takers should be at their posts at least one hour before the session starts and, if general admission is being sold, doors should open at a specified and advertised hour.

2. Managers have the option of using **Go Fan**—a digital ticketing system.

3. All artificial noise-making devices shall be excluded from the gymnasium. The use of band instruments shall be limited as explained in the Terms and Conditions Tournament Policies IX E. See National Federation Basketball Rules Book Rule 1, Section 18.

Only cheerleaders may use megaphones.

#### F. Competing School Locations

The Board suggests Local Managers seat spectators from each competing school on the opposite side of the gymnasium. Local Managers should also be cognizant of rivalries when assigning seating to spectators on the respective sides of the gymnasium in a two-game session.

#### G. Neutral Zones Behind Team Benches

The Board of Directors recommends establishment of a neutral zone (buffer zone) in the stands directly behind the team benches and that seating in the neutral zone is carefully controlled to avoid harassment of coaches and players by fans.

#### H. Super-Sectional Winner Distribution of State Final Tickets, Passes, Etc.

Shortly before each Super-Sectional game, the IHSA office will ship a package to each Super-Sectional manager containing tickets, instructions and other documents for the winning team's appearance in the State Final Tournament. It is the responsibility of the Super-Sectional manager to give the package to the Athletic Director (or designee) of the Super-Sectional game winner.

### 14. COMPETING TEAM PASS LIST

Prior to the start of the first round of tournament play, competing schools should submit

a Pass Gate list to the tournament manager; this can be found elsewhere in this Manual. **Only school administrators or team personnel should be included on this list.** Persons on a pass list will be admitted free of charge.

### 15. BULLETINS TO GUESTS, VISITING SCHOOLS

All Local Managers are requested to develop a set of "Instructions to Competing Schools" and email to: a) personnel from the visiting schools (administrators, coaches, cheerleader sponsor, etc.), b) personnel from the host school who will have the responsibility for the proper conduct of your tournament (bench officials, team hosts, ticket sellers, etc.), c) the floor officials d) the news media. These "Instructions to Competing Schools" should be sent in advance of the tournament.

Information that may be included:

#### A. Local Conveniences

1. Give the location of the tournament facility and/or the Hospitality Room and tell what services are provided there.

2. Give instructions for finding parking, check-in rooms, rest rooms, etc.

3. Give instructions for getting special notices and announcements made.

4. Provide the price of admission.

#### B. Rules

1. Note that the rules adopted by the National Federation of State High School Associations, are to be used.

2. Call attention to the authority of the floor officials and Bylaw 6.033.

3. Remind teams of which team is home (top of the bracket) and away.

#### C. Punctuality

1. Teams should be ready to play at the appointed time.

2. Provide instructions for furnishing the roster and starting lineup to the scorekeeper.

#### D. Sportsmanship

1. Make it very clear that members of teams are to conduct themselves responsibly.

2. Each principal should be reminded that, in accordance with the provisions of Bylaw 1.020, an accredited faculty representative should be present and responsible for the conduct of the competitors and fans from their school during their participation at the tournaments.

3. Be aware of By-laws 2.030, 3.150, 6.011 & 6.012 which outline the responsibility of good sportsmanship on the part of all school representatives.

### E. Dressing Room Arrangements

An attendant should be assigned to each dressing room and should remain on duty while the team is playing. It is of the utmost importance that the equipment and personal property of the visiting teams be safe guarded at all times.

### F. Care of Property

You should disclaim responsibility for any losses suffered by players or others but adopt efficient means for insuring against such losses. Each team should adopt some method for caring for the team's money, watches, basketballs and other valuables.

### G. Tournament Time Schedule:

**1. See Terms and Conditions for time schedule.**

**2. Introduction of Players.** The five (5) starting players and the head coach of the visiting team and the five (5) starting players and the head coach of the home team should be introduced. Following player introductions, the floor officials will be introduced by name and position. Tipoff should follow the National Anthem and player introductions. Both should be completed prior to the published tipoff time.

**3. Required Announcements.** PA Announcements should be made at least once each game or session, as per instructions accompanying the announcements. (Required announcements are in this manual.)

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

## 16. TOURNAMENT PERSONNEL DUTIES

### A. General Administration Should:

**1.** Be on the job before, during and after sessions, and between sessions in a multiple-game session.

**2.** See that all helpers are in their places and are doing their duties.

**3.** Deliver scorebooks, etc., to Bench Officials 30 minutes before each session begins and get them after the close of each session.

**B. Ticket Seller(s) Should:** Be on the job at least one hour before the start of each session and be responsible only for the sale of tickets and the care of money.

### C. Those in Charge of Dressing Rooms (Teams and Officials) Should:

**1.** Be on the job 45 minutes before session begins and until the last team (person) has left.

**2.** Keep spectators out of team dressing rooms.

### D. Person in Charge of News Media Should:

**1.** Be on the job at least 45 minutes before the start of the game and until all responsibilities have been completed.

**2.** Have a "press box" seating chart and assist news media in locating their positions.

**3.** Distribute special instructions or special packets of information designed for the news media.

**4.** Send reports to the local media and report game results online in the IHSA ScoreZone.

### E. Person in Charge of Videotape Area Should:

**1.** Be on the job at least 45 minutes before the start of the game(s), and until all responsibilities have been completed.

**2.** Make sure announcing spots for TV stations are set up for each station approved to originate a complete game telecast.

**3.** Make sure the camera positions, etc., are set up according to previously agreed upon plans made by the Local Manager and official representative of originating TV station.

**4.** Make sure there is adequate power to operate equipment.

**5.** Make sure that only the videotape crews from the schools competing in the game in progress are taping the game.

### F. Maintenance Assistants Should:

Help with sweeping and other work under the direction of the general administrator.

### G. Everyone Should:

**1.** Report evidences of unsportsmanlike conduct and other irregularities.

**2.** Be courteous, thoughtful and tactful in dealing with tournament guests.

## 17. FLOOR OFFICIALS

The floor officials for each tournament are appointed by the IHSA Office. The manager will have access to the officials contact information through the Schools Center. Be sure to contact the officials with specific information about location, parking, etc.

A private dressing room should be provided for the floor officials. An attendant should see that no one except the officials are admitted.

Parking space should be provided for the officials.

Current basketball rules (Rules 2-2 through 2-8) empower floor officials to make decisions for infractions of rules committed whether within or outside the boundary lines from the 15-minute warm-up before the scheduled starting time of the game, through the

approval of the final score. Be insistent that:

**1.** The floor officials are on the floor for the 15-minute warm-up prior to the start of the game (or immediately following the conclusion of the preceding game of a session in which more than one game is played).

**2.** That the floor officials approve the final score by affixing their signatures to the official scorebook.

By-aw 6.033 states the role of the floor official, namely: "The decisions of the game officials shall be final; protests against the decisions of a game official shall not be reviewed by the Board of Directors".

## 18. BENCH OFFICIALS

An important responsibilities of the Local Manager is the selection of experienced, adult Scorers and Timers, whose responsibilities are outlined in the current NFHS Basketball Rules Book (Scorers in 2-11 and Timers in 2-12), and "Instructions to Scorers and Timers", which can be found later in this Managers Manual.

Be sure your Scorers and Timers are provided with audio devices that can be heard. Their table should be located on the side of the court as outlined in Rule 2-2.

**Note:** The official scorer is required to wear a black and white vertically striped garment.

## 19. GENERAL ADMINISTRATION

### A. Promptness throughout the Tournament

Make the starting time definite and avoid starting late, thereby throwing the time of all games off schedule.

### B. Players in Uniform

**1) Players in Team Uniform-**In each of the tournament games, a participating school shall not have more than fifteen (15) eligible participants in uniform. This includes the warm-up for each game and at half-time. A maximum of twenty-two (22) persons from a school may be on the bench.

### C. Awards/Trophy Presentation

Awards supplied by the IHSA shall be presented to the team winning the Regional, Sectional, or Super-Sectional tournament immediately after the conclusion of the championship game of the respective tournament.

**1)** Awards to be presented will be shipped directly from the manufacturer to the Regional, Sectional and Super-Sectional hosts. Upon receipt, please examine the award for damaged or missing pieces. If the shipment has not arrived five (5) days before the start of the Tournaments or if an award has been damaged in shipment, the manager should call the IHSA Office.

4) It is appropriate to present the team winning the state series tournament with the nets used during the championship game. However, game management should remove the nets from the goals. **Do not allow players or coaches to cut the net down.**

#### **D. Cheerleaders**

A maximum of twelve (12) varsity Cheerleaders, one (1) Cheerleading Coach, and (1) Mascot in uniform of the teams scheduled to compete each day of the tournament should be given passes and/or their names should be placed on a pass list and they should be given access to the building and the arena floor provided:

1) The names of the Varsity Cheerleaders, Coach, and Mascot are provided in advance by the school participating in the tournament.

2) They appear with their pass or at the pass gate in their cheerleading uniform (or school mascot).

In addition, Local Managers should instruct the principal of each competing school in the "Instructions to Competing Teams" that:

3) IHSA by-law 4.080 applies to all tournament contests. "All cheers, performances, routines, or other activities conducted by a school's spirit squads (i.e. cheerleaders, pom poms, flags, drill team) shall be conducted in accordance with the Spirit Rules published by the National Federation of State High School Associations."

4) The cheers they use, and involve fans with, are appropriate and cannot be construed as being unsportsmanlike or in poor taste (Bylaw 2.040).



## Official Ball Information



ILLINOIS HIGH SCHOOL ASSOCIATION

2715 McGraw Drive • Bloomington, IL 61704

• [www.ihsa.org](http://www.ihsa.org) • Phone: 309-663-6377 • Fax: 309-663-7479 •

To: Girls Basketball Tournament Managers

**Subject: Required "Official Ball" Use**

This memorandum is accompanied by the Official Ball to be used in the IHSA tournament competition hosted by your school. It has been manufactured for the Illinois High School Association by the Wilson Sporting Good Company.

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

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

### **Class 1-4A Girls Basketball Model: Evolution WTB0586**

Note: Each manager is required to use the Wilson ball supplied by the IHSA for all games in the tournament series hosted by the local manager's school. Managers are encouraged to use Wilson balls in the Three-Point Shooting competition.

- 1) **Each Regional manager** will receive one (1) ball to be used in the games at the site. The manager may give it to the Regional Winner upon completion of the Regional tournament.
- 2) **Each Sectional manager** will receive one (1) ball to be used at the site. The manager may give it to the Regional Winner upon completion of the Regional tournament.
- 3) **Each Super-Sectional manager** will receive one (1) ball to be used at the site. The manager may give it to the Regional Winner upon completion of the Regional tournament.

**Delivery System:** Wilson ships all balls directly to the IHSA Office. Site allocations will receive ball shipments prior to the tournament from the IHSA Office staff. The Administrator in charge of the sport is responsible for delivery of State Final tournament ball allocation.



## **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

# GIRLS BASKETBALL TOURNAMENT MANAGER CHECKLIST

- ( ) On-line Team Seeding Deadline for Class 1A and 2A is 12:00 Noon on Thursday, January 30; for Class 3A and 4A 12:00 Noon on Thursday, Feb. 6. Regional Pairing and Schedules will be posted on the IHSA website on Friday Jan. 31 for Class 1A and 2A; on Friday Feb. 7 for Class 3A and 4A.
- ( ) EMAIL THE RESULTS OF YOUR REGIONAL TOURNAMENT TO THE SECTIONAL TOURNAMENT MANAGER TO WHICH THE REGIONAL WINNER WILL ADVANCE.

## **FOR ALL SECTIONAL TOURNAMENT MANAGERS**

- ( ) Send Sectional tournament information to correlated Regional Tournament Manager to distribute to Regional team advancing to the Sectionals.
- ( ) Immediately following completion of the championship game, remind the coach of the winning team to complete the online STATE QUALIFIER DATA FORMS in the School Center, and to upload their school pictures (Instructions are in the School Manual) before **February 21** for Class 1A and 2A and **February 28** for Class 3A and 4A.

## **FOR ALL SUPER-SECTIONAL TOURNAMENT MANAGERS**

- ( ) Send Super-Sectional information to correlated Sectional Tournament Manager to distribute to Sectional Team advancing to the Super-Sectional.

## **FOR ALL REGIONAL, SECTIONAL AND SUPER-SECTIONAL MANAGERS**

- ( ) Contact local media and release publicity regarding the Girls Basketball Tournament being held at your school.
- ( ) Secure tournament personnel necessary for conducting the tournament, including Scorekeeper and Timekeeper.
- ( ) Ticket information and other tournament information (including dates and times of games) sent to area schools and released to local media.
- ( ) Select music for National Anthem for use at the beginning of each tournament session. Screen all other music played during time-outs, breaks, etc.
- ( ) Make sure the AED is on site and readily available near the court
- ( ) Immediately following the completion of the championship game, present award to winning team.
- ( ) **Refer to the “IHSA ScoreZone Reports Required of All Hosts”** in this manual. It is very important that information and reports from your Girls Basketball Tournament are complete and accurate.
- ( ) FINANCIAL REPORTS: Following the completion of the tournament, FINANCIAL REPORTS are to be submitted online in the School Center under “IHSA State Series Hosting.”

# ScoreZone Reporting Procedures

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

## How to Submit ScoreZone Final Scores

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

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

Competing Teams	Score	Status	Highlights
Chicago (Morgan Park)	41	Time remaining: Final	Include high scorer and rebounder for both teams. Please give first name, last name, and school of each player mentioned.
Wheaton (North)	0	Period: (if game is in progress)	
Last updated at 7:22:11 am			Your comments will be viewed by many people. Please keep them accurate and professional!
Score is NOT final		FINAL Score	Your update will appear in the IHSA ScoreZone area within 60 seconds.

Three-Point Showdown Advancers	Unusual Circumstances
Please give the first name, last name, and school of each player who advanced to the next round.	<input type="radio"/> (none) <input type="radio"/> postponed <input type="radio"/> suspended <input type="radio"/> forfeited <input type="radio"/> rain delay <input type="radio"/> lightning delay <input type="radio"/> other delay
If the game is not complete, click the "NOT FINAL" button.	If applicable, choose an option and give an explanation with information about the make-up date and site. Then click the "FINAL" button (if forfeited) or the "NOT FINAL" button.

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

## It is the responsibility of each tournament manager to:

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

**For more information, check out the ScoreZone page at [www.ihsa.org/scores](http://www.ihsa.org/scores)**

## Interactive ScoreZone means live updates!

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

## How to Submit "Live Updates"

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

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

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



# Required Public Address Announcements for Regional, Sectional and Super-Sectional Levels of the Girls' Basketball Tournament

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

## **(ANNOUNCE AT THE REGIONAL CHAMPIONSHIP AND SECTIONAL CHAMPIONSHIP PRIOR TO START OF 3-PT. SHOOTING)**

When competition in the Country Financial Three-Point Showdown begins in a few minutes, each participant will have 45 seconds to shoot 5 balls from three spots around the three-point arc. Each successful basket counts as one point. The top four overall shooters with the highest point totals will advance to the next round. If there is a tie for the final advancing spot there will be a shoot-off to determine who advances. In breaking the tie, each shooter will have 30 seconds to shoot 5 balls from two spots in the corners. If a tie remains, we will continue the shoot-off until it is broken.

## **(ANNOUNCE AFTER THE THREE-POINT)**

The best three-point shooters in Illinois High School Girls' Basketball will meet in the Country Financial Three-Point Showdown! On the evening of February 27<sup>th</sup> (Class 1A and 2A) and March 5<sup>th</sup> (Class 3A and 4A) at Redbird Arena in Bloomington, 32 sectional finalists from each class will compete in the 3-Pt Showdown preliminaries. On Friday afternoon February 28<sup>th</sup> (Class 1A and 2A) and March 6<sup>th</sup> (Class 3A and 4A), the top four in each class will shoot for their class title. The four individual class winners will then shoot it out on state-wide television for Illinois' "Queen of the Hill" title to be held on Saturday March 7<sup>th</sup>— the biggest showdown of the year!

## **(ANNOUNCE PRIOR TO THE 3-PT SHOWDOWN AND BEFORE THE START OF EACH GAME)**

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

## **(ANNOUNCE BEFORE THE START OF EACH GAME)**

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

## **(ANNOUNCE BEFORE THE START OF EACH GAME)**

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

## **(ANNOUNCE BEFORE THE START OF EACH GAME EACH SESSION)**

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

**(ANNOUNCE BEFORE THE START OF EACH GAME)**

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

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

On behalf of the more than 800 member schools of the Illinois High School Association, welcome to tonight's (today's) basketball game between \_\_\_\_\_ (Visitor) and \_\_\_\_\_ (Home). It is just one in a statewide series that is known as **America's Original March Madness**. While schools in other states, colleges and universities enjoy this time of the basketball season, the first cases of Girls' March Madness were diagnosed in I-H-S-A schools in the early 1900's. Nobody does it any better. Enjoy tonight's (today's) portion of **March Madness**.

**(ANNOUNCE BEFORE THE START OF THE FIRST GAME)**

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

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

Good people make good sports. Sport A Winning Attitude Today. Welcome to this I-H-S-A Girls' Basketball Tournament Game. Interscholastic athletics are an extension of the educational process, and the athletic arena is the coach's classroom. Be smart, Do What's Right! Remember, Add A. Tude is for everyone.

**(ANNOUNCE END OF HALF-TIME OF EACH GAME EACH SESSION)**

Country Financial is the presenting sponsor of IHSA broadcasts on the NFHS Network and the IHSA TV Network. Watch live IHSA State Series and State Final action on the N F H S Network at [www.IHSA.tv](http://www.IHSA.tv) and check local listings to find out how to watch the IHSA TV Network powered by Quincy Media Inc. in your area.

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

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

**(ANNOUNCE TOWARD THE END OF THE GAME OR SESSION)**

The IHSA and the Illinois State Police wish to remind you that texting while driving is illegal. drivers who use hand-held devices are four times more likely to get into crashes serious enough to injure themselves or others.

# **INSTRUCTIONS TO AND DUTIES OF THE ANNOUNCER FOR IHSA BOYS' AND GIRLS' BASKETBALL STATE SERIES GAMES**

*This document is provided to IHSA Boys' and Girls' Basketball State Series Managers for their use and is created from information provided by the National Federation of State High School Associations. Managers should make sure tournament announcers are given a copy of this prior to the regional, sectional, or super-sectional tournament for their review.*

In a very real sense, the public address announcer at a high school event is a "Champion of Character". The public address announcer can influence the atmosphere of a contest by what is said and how it is said. The announcer who performs professionally promotes good sportsmanship by what he/she says and how he/she acts upon saying it. The announcer, like the scorer and timer, are extensions of the officiating crew, and by nature, are neutral parties to the contest. The announcer's role does not include "cheering the home team on" or otherwise inciting the crowd. Doing so is common at other levels of athletic events, but high school athletics is different because high school sports are educationally-based activities.

## **Announcer Responsibilities**

1. The announcer shall be prohibited from making an announcement:
  - a. While the clock is running
  - b. While the clock is stopped and the ball is live (such as during a free throw, throw in, etc.)
2. Announcements or comments shall be made during those times when there is stoppage of the clock and the ball is not live, such as time outs, between quarters, or during pre-game, half-time, or post-game.
3. Unless there is an emergency, the announcer shall be prohibited from interrupting the game through the use of the microphone.
4. The announcer is allowed to announce basic information that does not potentially affect the play in general, the players, the coaches, or the officials. The announcer's information is not official information and, if announced, could mislead fans and others.

## **Examples of Allowable Comments**

- Player who scored (quick notification without extreme emphasis)
- Player charged with a foul
- Player attempting a free throw
- Team granted a time out
- Length of time out (30 seconds or 60 seconds)
- Player entering game
- Team rosters/starting lineup

## **Examples of Unapproved Comments**

- Number of points player scored
- Number of fouls on player
- Number of team fouls
- Number of team times outs or number of time outs remaining
- Type of foul or violation
- Emphatic 2 or 3 point goal

# INSTRUCTIONS TO AND DUTIES OF THE SCORER FOR BASKETBALL GAMES

## RULES COVERAGE:

**Rule 1-17:** The scorer's location at the scorer's and timer's table must be clearly marked with an "x."

**Rule 2-1-3:** It is recommended that the official scorer and timer be seated next to each other.

**Rule 2-4-3:** The referee designates the official scorebook and the official scorer.

**Rule 2-11:** The duties and responsibilities of the official scorer are indicated. In case of doubt, signal the floor official as soon as conditions permit to verify the official's decision.

**Rule 2-11-12:** The official scorer is required to wear a black-and-white vertically striped garment.

## RESPONSIBILITY:

The scorer's responsibility is so great that floor officials must establish the closest cooperation and understanding with them. The scorer must be accurate.

## EQUIPMENT:

Scorebook, pencils, possession arrow and signaling device with sound different from that of the timer. The scorebook must be available for inspection at the table from 10 minutes prior to game time until the referee has approved the final score.

## BEFORE THE GAME:

1. Ten minutes before scheduled game time, the scorer shall be supplied with each team's roster and numbers.
2. Ten minutes before scheduled game starting time, the scorer shall be supplied with the starting lineup.
3. Notify the referee if either list is not submitted on time or is altered after time specified.
4. If there are discrepancies, notify the referee before the ball is tossed.
5. Have coach sign that lineup is correct.

## DURING INTERMISSIONS:

1. Either the official scorer or a delegated assistant must be at the scorer's table with the official scorebook at all times.
2. Verify the lineup after all intermissions and notify either floor official if a player, who has not reported, has entered the court.

## DURING THE COURSE OF THE GAME:

1. The nonofficial scorers should check each entry with the official scorebook.
2. The scorers should:
  - a. Announce to each other and record the total running score.
  - b. Announce the name and number of the player who scores.
  - c. Verify the scoreboard score.
  - d. Compare the summary of individual scores with the total running score at the end of each half.
  - e. Exchange the name and number of the player committing a foul and indicate the total fouls charged to the player.
  - f. Be responsible for the alternating-possession arrow.
  - g. Record warnings (team delay and/or coach/team conduct) reported by an official.
3. In case of controversy, the record of the official scorebook is accepted unless the referee has knowledge which permits him or her to rule otherwise.

## SCORING: (Use the following recommended symbols)

1. P for personal foul, followed by proper numeral indicating number of personal fouls charged to player as P1, P2, etc., or cross out appropriate number.
2. T for technical foul (direct or indirect on coach).
3. Successful field goal: figure 2 or 3.
4. Free-throw attempt: ○
5. Successful free throw: ⊗
6. Two or three free throws awarded: ○○ ○○○

7. First of one-and-one: Q  
First made, bonus awarded: ⊗ ⊗  
Bonus free throw made: ○ ⊗

8. Record the number of charged time-outs (who/when) for each team.
9. Check the scoreboard often and have the progressive team totals available at all times. Points scored in the wrong basket are never credited to a player, but are credited to the team in a footnote. Points awarded for basket interference or goaltending by the defense are credited to the shooter. When a live ball goes in the basket, the last player who touched the ball causes it to go there.

## NOTIFY THE NEARER OFFICIAL WHEN:

1. The bonus penalty is in effect for the seventh, eighth and ninth team foul in each half. The bonus display indicates a second free throw is awarded for all common fouls (other than player-control) if the first free throw is successful. The proper bonus panel, such as (H for home and V for visitor) shall be displayed after the penalty for the sixth team foul has been administered. Another method is to activate a light or device nearest the basket of the team which is to receive the bonus.
2. The tenth team foul occurs each half. Thereafter, the bonus (second free throw) is awarded for a common foul (except player-control) whether or not the first is successful.
3. Any player is charged with his or her fifth foul (personal or technical), the second technical foul is charged to any team member, bench personnel, directly to the head coach or the third technical foul is charged to the head coach.
4. Either team has been granted its allotted charged time-outs or an excess time-out.
5. The ball is dead or in control of offending players team if:
  - a. Player has not reported.
  - b. Player's number changed.
  - c. Player is illegally in game.
6. The ball is dead, if there is a score dispute or doubt about an official's decision.
7. Any player enters while wearing an illegal number.
8. The ball is dead and the clock is stopped or running, if the coach requests that a correctable error as in 2-10, or a timing, scoring or alternating-possession mistake be prevented or rectified.

## SUBSTITUTIONS:

1. A substitution may be made when the ball is dead and time is out. A player who has been withdrawn may not re-enter before the next opportunity to substitute after the clock has been started properly following the player's replacement.
2. A substitute who is entitled and ready to enter must report to the official scorer. However, substitutions between halves shall be made to the official scorer by the substitute(s) or a team representative prior to the 15-second warning. When substitutes are not properly reported, the players in the game at the conclusion of the second quarter shall begin play in the third quarter.
3. Following a time-out or intermission, the substitute must report or be in a position to report prior to the warning signal.
4. A substitute may enter the court only when beckoned and must do so at once, except between quarters and during a time-out.
5. If a substitute reports to enter for a designated jumper or free thrower, the substitute may not enter until the next dead ball and time is out.
6. A substitute may not be beckoned, if multiple free throws are awarded, until the last throw is to be attempted or the final throw is successful (unless a player has been directed to leave the game by an official).
7. A substitute may replace a designated starter in case of illness or injury or to attempt a technical-foul free throw.

It is not permissible for a substitute to replace a designated jumper, or a free thrower when the free throw is for a personal foul, unless such jumper or free thrower is disqualified or injured. The scorer should not signal after the free thrower or thrower has been handed the ball or the ball is at the disposal of such player or team or until the official has completed reporting a foul.

# INSTRUCTIONS TO AND DUTIES OF THE TIMER FOR BASKETBALL GAMES

## RULES COVERAGE:

**Rule 2-4-2:** The referee shall designate the official timepiece and its operator.

**Rule 2-12:** Duties and responsibilities of the timer are indicated. An efficient timer will carefully study these sections and become thoroughly familiar with all their responsibilities. The timer shall sound a warning signal 15 seconds before the expiration of an intermission, a time-out (60- or 30-second) and the 15-second interval to replace a disqualified or injured player, or a player directed to leave the game. The timer shall also signal when the time has expired for an intermission, a charged time-out or a replacement interval.

## EQUIPMENT:

Electric clock timer and one stopwatch, or a table-clock timer and one or two stopwatches. A gong, loud siren or electric air horn to signal the end of playing time. When present, a red/LED light is permitted to end a quarter or extra period; otherwise, the audible signal ends the quarter or extra period.

## BEFORE THE GAME:

1. The official timer should ascertain the game starting time and suggest that the referee and coaches synchronize their watches.
2. Review the official signals for starting the clock, time-out, a foul or violation.
3. Notify the scorer 10 minutes prior to the starting time.

## TIMING REGULATIONS:

1. Playing time shall be:
  - a. For teams of high school age — four quarters of eight minutes each with intermissions of one minute after the first and third quarters and 10 minutes between halves. Halftime may be extended to a maximum of 15 minutes upon proper notification.
  - b. For teams younger than in (a) — four quarters of six minutes each with intermissions same as for (a).
2. Overtime Play:
  - a. If the score is tied at the end of the second half, play shall continue without change of baskets for one or more extra periods, with a one-minute intermission before each.
  - b. The length of each extra period shall be four minutes (or half the time of a regulation quarter for non-varsity contests).
  - c. As many such extra periods as are needed to break the tie shall be played. Game ends, if, at end of any extra period, the score is not tied.
  - d. Extra periods are an extension of the fourth quarter.
3. A time-out charged to a team is of either 60-seconds or 30-second duration unless both teams are ready to resume play sooner.
4. No time-out is charged to a team when:
  - a. The floor official grants a player's request because of displaced eyeglasses or lens.
  - b. A correctable error as in 2-10, or a timing, scoring or alternating possession mistake has been prevented or rectified.
5. The sounding of the scorer's signal or game horn does not cause the game timepiece to be stopped.

## START THE OFFICIAL TIMEPIECE WHEN:

1. A tossed ball is legally tapped when play is started by a jump.
2. The ball touches a player on the court during a throw-in (if clock has been stopped).
3. An official signals "start the clock." If he or she neglects to do so, the official timepiece should be started unless an official specifically signals that it should not be started.
4. The ball touches or is touched by a player on the court provided the ball is to remain live if the free throw is missed. In these cases, the official will give the start-the-clock signal, but if he or she neglects to do so, the official timepiece should be started when it is apparent the ball touches a player and is to remain live.

## STOP THE OFFICIAL TIMEPIECE WHEN:

1. Any period ends.
2. An official gives a time-out signal. The official will order time-out when:
  - a. A foul is called by holding hand with fingers closed at arm's length above head.
  - b. A jump/held ball is declared by giving the jump-ball signal (holding thumbs up at shoulder height away from body and motioning upward with both arms extended).
  - c. A violation occurs by giving the time-out signal (holding hand with fingers extended at arm's length above head) after which the proper violation signal is given.
  - d. There is to be a charged time-out, or an official's time-out for a technical foul, or other stoppage indicated by a floor official who holds a hand at arm's length above the head with fingers extended.

## NEAR THE END OF PLAYING TIME:

1. If a watch is being used as the official timepiece, place it so that the timer may see it and the ball. The watch must be stopped the instant the signal ending the game is sounded.
2. When a timing device other than a watch is the official timepiece, the timer must assist in determining the position of the ball when time expires.
3. Some timers, in order to avoid misunderstanding concerning the position of the ball when time expires, have one person watch the official timepiece and count aloud 10 - 9 - 8 - 7, etc., while another person watches the ball and notes its position at the exact moment time expires.
4. If a quarter or extra period ends and:
  - a. The timer has been unable to make an official hear the signal, the timer must immediately notify the official.
  - b. The timing signal fails or is not heard by an official, the timer must be prepared to advise the referee as to whether the ball was in flight when time expired, or whether a foul occurred before or after the period had ended.
  - c. The timing signal is not heard by the officials, testimony of the timer may determine whether a score shall count or a foul shall be charged, unless the referee has information which would alter the situation.

IHSA Tournament Managers/Hosts,

The advent of greater broadcasting technology over the past few years has brought about many new potential broadcasters and many new broadcasting platforms and mediums, especially as it pertains to broadcasting video over on the internet. It is important to remember that most internet video streams of IHSA State Series (Regionals, Sectionals, Super-Sectionals, Football Playoffs) events will require that a broadcast rights fee be paid by the broadcasting individual/company. A new internet video broadcasting fee schedule has been developed and is located below, but first please read these reminders on how to determine if a fee is necessary should you be approached about a video webcast of the State Series event you are hosting. If at any time you ever have questions on the fees or any other matters related to broadcasting or media, please call Matt Troha at the IHSA office (309-663-6377).

## **BROADCAST RIGHTS FEE PAYMENT REQUIRED**

There is an IHSA broadcast rights fee required with the broadcast if any one of the options below is applicable...

- 1) The internet video webcast is originated and accessible to viewers on any third-party website (i.e. media website, IHIGH, Ustream, High School Cube, fan site, etc.).
- 2) If the crew producing the internet video webcast is not affiliated with the high school or not composed entirely of high school students and/or high school personnel.

## **BROADCAST RIGHTS FEE PAYMENT NOT REQUIRED**

There is no IHSA broadcast rights fee required if both guidelines below are met...

- 1) The internet video webcast is produced and the crew populated entirely by high school students and high school personnel as a part of a high school tv station, AV Club, etc.  
*and*
- 2) The internet video webcast is originated on and accessed by viewers on the high school website, the website of the city or on the school's IHSA.tv website ([www.IHSA.tv/schoolname](http://www.IHSA.tv/schoolname)).

## ***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 1<sup>st</sup> Round Playoff Game-\$250

Per 2<sup>nd</sup> 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



## **Financial Reports Must Be Filed Online**

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

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