

# 2020-21

# Cross Country

Manual for  
Schools and Managers



# Cross Country Manual

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## Revision History



# 2020-2021 Boys/Girls Cross Country Series Terms and Conditions

In accordance with Section 1.450 of the IHSA Constitution, the Board of Directors has approved the Terms and Conditions governing the 2020-2021 IHSA Boys/Girls Cross Country Tournament Series.

## I. SCHOOL CLASSIFICATION

Classifications in the IHSA Cross Country Regional will be determined according to IHSA Policy 17 (Classification System)

**Class 1A:** 0-661.0

**Class 2A:** 661.01-1619.0

**Class 3A:** 1619.0-above

## II. DATES AND SITES

**A.** Regional meets will be held on Saturday, Oct. 24 for Class 1A, 2A and Class 3A between the hours of 9:00 a.m. and 4:00 p.m.

**B.** Sectional meets will be held on Thursday, October 29, Friday, October 30, and/or Saturday, October 31.

**C.** A State Final Meet will not be conducted for the 2020 season.

## III. SCHOOLS AND OFFICIALS CENTER INFORMATION, ON-LINE ENTRIES, RULES MEETING PRESENTATION, WITHDRAWAL PROCEDURE, ELIGIBILITY, AFFIRMATIVE ACTION AND REGIONAL ONLINE LIST OF PARTICIPANT DECLARATIONS

**A.** The policy for Original School Entry Deadlines, Late Entries, and Late Withdrawals shall be the policies and procedures regarding entry for all IHSA-sponsored sport/activities. For complete instructions, please login to the IHSA Schools & Officials Center with your Official Representative USER ID and Password. Click on the activity tracker and click the button to add sports for the upcoming year. Sports Entry Deadline is Sept. 11.

**B.** There will be an entry fee of \$100 whether the school has a team entry or individual entry.

### C. On-Line School Entries

All Official Representatives must login to the IHSA School Center; click on "Sport & Activity Tracker"; click on "enter your teams or individuals". There you will select the sports and activities your school will participate in during the 2020-2021 school term. IHSA uses this

information to assign schools to Regionals after the Fall entry deadline (September 11).

**D. Late On-Line School Entries:** Schools that wish to enter after September 11 will be considered late. To be considered for late entry, the Principal/Official Representative must email Kraig Garber (kgarber@ihsa.org) for approval. The penalty for late entry shall be a payment of \$100.00 for that sport/activity by the school.

**E. Roster Declaration/List of Participant Declarations Six Contest Verification (Team entries only):** By checking the Six Contest Verification box in your athletic.net account, schools are verifying that the school's boys or girls interscholastic team has participated in six boys or girls interscholastic meets during the current Boys and Girls Cross Country season. This allows teams to compete for team honors (plaque) during the Regional Meet in accordance with IHSA By-law 3.054.

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

**F. REQUIRED RULES VIDEO (Head Coaches of every participating school and Officials):** The Cross Country On-Line Rules Video begins August 11 and ends on September 15. Each participating school must have their HEAD COACH view and receive credit for the 2020-2021 cross country rules video. Track and Field Officials opting to participate in the Cross Country Regional must also view the on-line video. To receive credit, the coach/official must view the video in their respective IHSA School/Officials Center. Refer to the Cross Country Manual for Schools for detailed instructions.

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

**G. Breach of Contract By-Law 6.041 (Withdrawal Procedure):** You must withdraw by notifying the IHSA Office, not the Regional Manager. To withdraw without penalty, the

Official Representative from the school must email Adela Espindola (aespindola@ihsa.org) at the IHSA Office, notifying IHSA of the school's intention to **withdrawal by 11:59 p.m. Friday, September 18, 2020.**

## H. Eligibility

All member schools in good standing may enter an individual(s) or team under the provisions of IHSA By-law 3.054. In accordance with By-law 3.050, schools are subject to entering eligible student-athletes.

**Skill of the Sport Interpretation:** In Track and Field as well as in Cross Country the interpretation of the Skill of the Sport is made based upon the surface being used for the individual contest. In the definitions section of the IHSA Handbook the definition for Cross Country Skill of the Sport is: Cross Country — Running any distance on any surface other than a track. For Track and Field, the definition is: Track and Field — Running any distance on a track, jumping for height or distance, throwing or using any implement, technique or motion associated with any field event. Therefore, this means that an IHSA cross country athlete during the IHSA cross country season would be allowed to participate in any non-interscholastic running event so long as it was conducted in total on a track. The track and field athlete during the IHSA season would be allowed to participate in any running event so long as the entire race was conducted on any surface other than a track.

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

**J. Athletic.net Regional Online List of Participant declarations:** Please review the instructions in the Manual for Schools & Managers for complete instructions. This is the list of athletes which will be participating for your school. Each school entering the Regional (whether entering a team or an individual) must submit its Regional Online List of Participant declarations via Athletic.net.

The Regional Online List of Participant declarations through Athletic.net must be completed by **11:59 p.m. Monday, October 19, 2020**. The runners listed on the Regional Online List of Participant Declarations are the only runners the school may use during the Regional. Substitutions during the Regional

must come from the list of **8 runners** on the Regional Online List of Participant declarations.

If a school does not submit the Regional Online List of Participant declarations by the deadline, coaches and/or participants from the school will be subject to sanctions which could include, but not be limited to being ruled ineligible to coach and/or athletes will be ineligible to compete in the Regional. Schools which do not submit their school's Regional Online List of Participant declarations are consequently ruled ineligible for the State Final Series and will be withdrawn from the Regional. A \$100.00 penalty fee will be assessed, and the school will be locked out from entering through the School's Center during the next school term.

#### K. Coaching Staff

All coaching staff must be in compliance with all IHSA coaching requirements and listed in the IHSA School's Center. IHSA will cross-check coaches listed on Athletic.net with the coaches your school lists in the IHSA Schools Center. Please consult your athletic director to update your IHSA School's Center with all eligible coaches. Coaches who are not listed in the IHSA School's Center will not be eligible to coach beginning at the Regional Level of competition.

#### IV. REGIONAL HOST FINANCIAL ARRANGEMENTS

##### A. Regional Hosts:

Host schools shall receive \$412.50 for hosting the boys and \$412.50 for the girls meet. Computer scoring is preferred. Host school is to pay for all local expenses. IHSA will pay all assigned officials. Regional host schools must complete their Financial Report, even if gate is not charged at your meet. In addition, all Regional meets shall abide by the IHSA Royalty Policy included in the current IHSA Official Handbook and/or the IHSA Web Site.

##### B. Sectional Hosts:

Host schools shall receive \$506.25 for hosting the boys and 506.25 for the girls meet. Computer scoring is preferred. Host school is to pay for all local expenses. IHSA will pay all assigned officials. Sectional host schools must complete their Financial Report, even if the gate is not charged at your meet. In addition, all Sectional meets shall abide by the IHSA Royalty Policy included in the current IHSA Official Handbook and/or the IHSA Web Site.

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

#### V. TOURNAMENT ASSIGNMENTS

By the end of September, schools who have entries to participate in the IHSA Cross Country Regional will be assigned to their respective Regional & Sectional event. The assignments will be posted on the IHSA Cross Country Activity Web Page under the State Series Information & Results link. If your school doesn't appear in the assignments, your school is not entered to participate.

**A. Class 1A Series:** A total of fifteen (15) Regional meets will be created.

**B. Class 2A & 3A Series:** A total of twelve (12) Regional meets will be created.

**C. Class 1A Series:** A total of five (5) Sectional meets will be created.

**D. Class 2A & 3A Series:** A total of four (4) Sectional Meet for each class will be created.

#### VI. TOURNAMENT STRUCTURE AND TIME SCHEDULES

A. Please refer to the Inclement Weather Policy/Procedure included in the Manual for Schools and Managers.

##### B. Regional Meet Time Schedule:

All Local Managers will schedule Regional meets on Saturday, October 24, between the hours of 9:00 a.m. and 4:00 p.m. In some instances, where courses are at a premium, special circumstances or if a dual meet is being conducted, managers can request a waiver in the starting time of their meet by contacting kgarber@ihsa.org. **Additional unauthorized Timed or Un-Times races are not permitted the day of the Regional Meet.**

##### C. Regional Data Exchange:

By 4:00 p.m. on October 20, regional hosts and timing system operators (TSO) will be able to access each team's List of Participant Declarations via Athletic.net. At the conclusion of the Regional competition, hosts or TSOs must import Regional results to Athletic.net. Regional results will be available through both the IHSA cross country webpage and Athletic.net.

##### D. Sectional Meet Time Schedule

All Local Managers will schedule Sectional meets on Thursday-Saturday, October 29-31. In some instances, where courses are at a premium, special circumstances or if a dual meet is being conducted, managers can request a waiver in the starting time of their meet by contacting kgarber@ihsa.org. **Additional unauthorized Timed or Un-Times races are not permitted the day of the Sectional Meet.**

**E. Sectional Data Exchange:** By 4:00 p.m. October 26, sectional hosts and timing system operators (TSO) will be able to access each team's List of Participant Declarations via Athletic.net. At the conclusion of the Sectional competition, hosts or TSOs must import Sectional results to Athletic.net. Sectional results will be available through both the IHSA cross country webpage and Athletic.net.

#### VII. ADVANCEMENT OF WINNERS

**A. Regional to Sectional:** In all classes, the first five (5) placing teams and the first five (5) runners who are not members of the advancing teams in each regional will advance to sectional competition at the site to which they are assigned. In addition, in the event the 6th, 7th or 8th place overall individual finisher in the regional is not on a qualifying team, such 6th, 7th or 8th place overall finisher in the individual race shall advance from the regional to the sectional meet.

#### VIII. TOURNAMENT RULES

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

**A. Substitution:** Teams shall be considered to consist of a minimum of five (5) up to a maximum of eight (8) runners, each of whose names must appear on the Regional Online List of Participant Declarations through Athletic.net. Seven (7) runners may be entered at any level in the Regional. Any runner listed on the Regional Online List of Participant Declarations through Athletic.net, and only those listed, may be used as one of the seven (7) in the Regional event. Note: No substitutions may be made by a team (coach) after a tag has been issued to any runner from that team at the starting line.

##### B. Scoring:

1) **Team Scoring:** The scores of the first five (5) runners from each school to finish the race will be counted in determining the team's score. Runners from these schools will be eligible for team awards. Schools that enter fewer than five (5) runners and/or schools that have fewer than five (5) runners finish the race at any level in the series will not be eligible for team honors. Schools that are not in compliance with by-law 3.054 are not eligible for team scoring.

2) **Individual Scoring:** Runners from all schools may earn individual awards as provided in section X. Awards A-B-C.

3) **Regional Video Review:** The host school conducting a Regional event must provide some form of video review of the finish line. This video review can be as simple as one video camera and one monitor (television or computer, etc.) or as sophisticated as the host school chooses. Placement of this camera is

critical. Please consider its placement (height, angle, etc.) carefully. Meet managers must consult the Meet Referee as the decision regarding camera placement is considered. Only the video of the meet management may be used to review the finish of any race. The Meet Referee will review the video of the finish of race to facilitate accurate scoring of each race. Only the referee and meet management may view the finish line video (the games committee may also view the video, but only if invited to do so by the meet referee). IHSA or IHSA Assigned Meet Referee will not view any video from spectators or coach(es) to determine the outcome or placement in a race.

**C. Length of Course:** Courses for the Regional meets in either the boys/girls event shall be no more than 3.12 miles (5K) nor less than 2.75 miles in length. Every effort should be made to run on three-mile courses.

**D. Practice on Course:** Practice on the course may be closed if the weather jeopardizes the conditions of the meet course.

**E. Uniforms:** Contestants in the complete meet series shall wear school issued or school approved regulation uniforms that meet NFHS rules and the IHSA interpretations that follow:

1) All competitors will wear a school issued or school approved uniform (shorts, jersey, or bodysuit; one or two-piece, and shoes). Refer to the online rules video for clarification.

2) Competitors are permitted to wear bodysuits in competition. Previously, shorts were required at meets. The bodysuits must still meet other NFHS uniform restrictions, including logo restrictions. They can be either one or two-piece suits.

3) Each team member shall wear the same color and design school issued or school approved uniform (shorts, jersey, or body suit; one or two piece). Same means "similar" or varying shades of the same color. The printing, design, and or lettering on the jersey or bodysuit must be such that each runner can be easily identified, so that as a person views the runner's uniforms together, they appear similar and the team is easily identified. Any undergarments worn under the school issued or school approved uniform are not subject to being the same in color or style. It is legal for a team to wear more than one undergarment.

4) All participants will be issued a numbered bib to be worn on both the front and back of their jersey.

5) Once the race has started, there will be no disqualification for an improper uniform (unless the uniform is altered after being approved at the starting line by an official). It is the responsibility of the clerk of the course and or the referee/starter to inspect each competitor's uniform prior to the start of a

race. They are not to allow a runner to compete in an illegal uniform. If the clerk is unsure of the uniform's compliance with the rules, they will request a ruling from the referee/starter prior to the start of the race. Any runner that alters their uniform after being approved by a clerk of the course will be disqualified for unsporting conduct (this would include but not be limited to, rolling the top up which could expose the midriff).

6) Removable arm sleeves, calf sleeves and wrist sweat bands are legal to wear in competition.

**F. Jewelry:** Contestants wearing jewelry will be permitted to compete. Narrow headbands, to keep the hair from interfering with a contestant's vision will be permitted. Contestants with painted bodies or faces as well as any costumes will not be permitted to compete nor participate in awards ceremonies.

**G. Regional & Sectional Rules:** All meets will be conducted in accordance with the Track and Field and Cross Country Running rules published in the current National Federation Track and Field Rule Book (or Illinois interpretation of said rules).

1) **Finish Line:** In the Regional event, runners will finish each race at the mouth of the chute (the wide mouth chute is required for Regional meets and is highly recommended for all races conducted during the season). This is the front end (wide part-front end) of the chute and not the neck (narrow part-back end) of the chute. The width of the finish line must be 15 feet. It is recommended the depth of the chute be 15-25 feet. Coaches need to practice their runners finishing races by running past the finish line approximately 15-20 feet in practice and during the regular season. Runners should be taught to run through the finish line just like in races on the track.

2) The Regional races will finish at the "mouth" of the chute.

3) Regional & Sectional Bib Requirements

a. Regional & Sectional Bib Requirements: At all Regional & Sectional Meets, bibs are required (7 1/2" x 6"). Bib placement on the front of the uniform will be at the discretion of the Meet Management. Bibs should be white with dark black numerals.

**H. Ergogenic Aids:** The use of oxygen, glucose gel, inhalers, water or other prescribed medication that is not a performance enhancer shall be allowed without prior approval.

**I. Timing Devices/Watches:** Competitors will be allowed to use/wear watches of any type during IHSA cross country competition.

**J. Spiked Shoes:** The use of spiked shoes will be permitted in the IHSA Cross Country Series; however, it is recommended that spikes not exceed 5/8 inch in length.

**K. Starting Boxes & the area in front of the starting line used for run-out:** the only persons allowed in the starting boxes & the area in front of the starting line used for run-out will be the competitors and coaches. Coaches must leave the boxes prior to the start of competition. Once teams and individuals have been called to the starting line by the announcer for final instructions, no further run-out shall be permitted (NFHS Rule 9-4-4). Starting boxes should be wide and deep enough to accommodate social distancing. Boxes must be 6 feet apart.

**L. Finish Line:** Meet managers must make every effort to clearly define the finish line. The use of brightly colored cones placed on the outside ends of the actual finish line are recommended.

**M. Ethics of Competition and Sportsmanship:** Unethical and unsportsmanlike conduct by competitors, coaches and spectators will be penalized under the provisions of By-laws 6.011 and 6.012.

**N. The Games Committee:** A games committee as described in the National Federation Track & Field rules 3-2-1, through 3-2-8 will be appointed by the Meet Manager. This committee shall act as a jury of appeals (3-5-1). The committee may also be called to meet to discuss the suspension of play due to hazardous weather conditions (Note that either the Meet Referee or Meet Management may make the decision to suspend competition as a result of severe weather). Selected individuals can include school representatives. **NO IHSA OR NFHS RULE MAY BE SET ASIDE OR IGNORED BY THE GAMES COMMITTEE/JURY OF APPEALS.**

**O. Posting of Regional & Sectional Results:** Complete results will be posted on Athletic.net and the IHSA Cross Country respective Websites once they have been certified by Meet Officials.

**P. Posting of Regional results: Race results will not be posted by meet management or their designee until the results have been evaluated and approved (signed) by the IHSA meet referee. A period of not less than 15 minutes will be provided for coaches' review after posting.**

**Q. It is highly recommended that an athletic trainer or other EMS be present at cross country Regional events (as well as during the regular season).**



## IX. TOURNAMENT POLICIES

**A. Signs, Banners and Mechanical Noisemakers:** The display of signs, banners, placards or similar items at IHSA Regional 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 and/or community;
- 3) they are not displayed on the field of play or in a manner which interferes with competition (this will be determined by Meet Management);
- 4) they do not obstruct the view of participants or spectators; and,
- 5) they are not safety hazards (as determined by meet management).

**B. Pets:** Individuals are prohibited from bringing any type of pet to a Regional event, except accredited service animals and seeing-eye dogs. Please share this information with your parents and fans.

**C. Cooking Grills:** By order of the fire marshal, cooking grills operated by the general public are not allowed at Regional events.

### D. Media Space Requirements:

1) Space shall be set aside to provide for news media representatives covering the Regional from newspapers, news gathering Internet sites, radio stations, commercial television stations and/or cable television stations, according to the IHSA Policies and Procedures Regarding News Media Credentials and Working Assignments for IHSA Regional.

2) **Rights Fees for TV and Radio:** It is the responsibility of the Local Manager to accept applications, approve requests to originate, collect proper rights fees payments (where required) and make cancellation refunds for television, according to the IHSA TV 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. Local Managers shall permit radio play-by-play originations of the competition according to the IHSA Broadcast Policy.

c) Television and/or Radio Stations which do not apply in advance, or do not pay required rights fees prior to the start of competition, in each respective level in this Regional 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.

### E. Video Replay and Television Monitoring Equipment:

Use of video replay or television monitoring equipment other than the official equipment approved by the IHSA (or meet manager) shall not be used to make decisions related to the Regional meets. Only IHSA state meet officials, including the games committee (when called upon by the meet referee to do so), will have the authority to review official video results. It is also required for the host to have available a finish line camera for the purpose of "required official video review" at all Regional meets. Video review will be used as the primary method of determining the outcome of all races at the Regional meets. The Meet Referee and IHSA officials will review the finish line video of each Regional race to facilitate accurate scoring of each race. At Regional events elaborate, multi-camera systems are not necessary. A single, well positioned camera should be satisfactory. Host schools must consult the meet referee to determine the appropriate position and angle of the finish line camera.

### F. 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 Regional contest by any coach, player, any other person connected with a team, or fan shall be prohibited. Regional hosts are required to make all Regional 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.

**G. 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.

### H. Alcoholic Beverages and IHSA Regional Events:

The possession, distribution, sale and/or consumption of alcoholic beverages are prohibited at the site and on any affiliated property of any IHSA Regional contest. Regional hosts are required to make all Regional 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 neces-

sarily 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 Regional contest determined to be in violation of this policy will be removed from the premise, and law enforcement officials will be called as warranted. No ticket refunds will be granted in such cases.

## X. AWARDS

### A. Regional Event:

1) Individual: Medals will be awarded to the first five (5) placing runners.

2) Team: A plaque will be awarded to the first-place team.

3) Ties: If a team tie occurs for the first place, NFHS Rule 9-2-4 will be used to break the tie. (Compare the 6<sup>th</sup> place runner from the tying teams).

4) **School Duplicate Awards:** Schools can find a Duplicate Awards order form for lost, broken, cooperatives, or dual campus schools in the online Cross-Country Manual for Schools and Managers.

### B. Sectional Event:

1) Individual: Medals will be awarded to the first ten (10) placing runners.

2) Team: A plaque will be awarded to the first-place team.

3) Ties: If a team tie occurs for the first place, NFHS Rule 9-2-4 will be used to break the tie. (Compare the 6<sup>th</sup> place runner from the tying teams).

4) **School Duplicate Awards:** Schools can find a Duplicate Awards order form for lost, broken, cooperatives, or dual campus schools in the online Cross-Country Manual for Schools and Managers.

## XI. OFFICIALS

**A. Appointments and Fees:** IHSA will assign ONE (1) IHSA licensed track and field/cross country official to work Regional & Sectional meets. The official shall act as Meet Referee & Starter to be paid a \$25.00 stipend per race. The Official will be paid through their ArbiterPay account Monday following the meet.

### B. Mileage Reimbursement Policy:

IHSA will pay mileage to Regional & Sectional Meet Referee/Starter upon receipt of a mileage voucher submitted to the IHSA Office within 30 days of the contest. The Meet Referee/Starter will receive \$.30 cents per mile for every mile over 70 miles for each round trip. Once officials have been assigned, the mileage voucher will appear in the Officials Center.



## Cross Country Important Dates

- August 10:** Practice may begin
- August 11:** \*First date of Officials Online Part 1 exam/Rules Presentation begin through the IHSA School & Officials Center.
- August 11:** **Coaches can begin adding their roster to Athletic.net**
- August 24:** 1<sup>st</sup> Contest Date.  
\*Cross Country Manual posted (School's Center and Cross Country Activity web pages).
- September 11:** School Participation Team/Individual Entry Deadline. Due to the pandemic a \$100.00 fee will be implemented to participate in Cross Country. Schools who do not wish to compete must withdraw from Cross Country.
- September 15:** Online Rules Presentation/Officials Exams deadline. Official's availability calendar deadline/Probation and Suspension calculated.
- September 18:** **Officials Assignment process begins.** IHSA Will ASSIGN One (1) licensed official for each Regional for those who made themselves available through their availability calendar
- \*School Regional Assignments posted online "State Series Information and Results" link. Due to the pandemic, Regional assignments will look differently this year.** (School's Center and Cross Country Activity web pages)
- October 19:** **Cross Country List of Participant declarations deadline via athletic.net**  
**Instructions to sign up are included in this Manual for Schools.**
- October 24:** IHSA Cross Country Regional Meets
- October 29-31: IHSA Cross Country Sectional Meets
- December 2:** **Online** Advisory Committee Meeting

## Important Contacts

### At IHSA

- Kraig Garber, Assistant Executive Director (309) 663•6377 kgarber@ihsa.org  
—Or—
- Cheryl Lowery, Cross Country Administrative Asst. (309) 663•6377 clowery@ihsa.org
- Athletic.net Contact Information**



## Athletic.Net Implementation Plan



• [www.ihsa.org](http://www.ihsa.org) • [kgarber@ihsa.org](mailto:kgarber@ihsa.org) or [clowery@ihsa.org](mailto:clowery@ihsa.org) • Phone: 309-663-6377 • Fax: 309-663-7479 •

## Athletic.Net Implementation Plan

**Goal:** Through the IHSA and Athletic.Net partnership, we will simplify and streamline IHSA Cross Country Regional entries and results.

### Timeline & Tasks:

Cross Country		
Date	Task	Details (Bold = Athletic.Net Tasks)
8/10/20 Week 6	Season Begins	Boys & Girls may begin practice. <b>Schools must establish an Athletic.Net account for their team and complete their team calendar. During the regular season, meet hosts will be expected to import meet results to Athletic.Net.</b>
8/24/20 Week 8	1 <sup>st</sup> Contest may be held	Boys & Girls may begin competing
9/11/20 Week 9	Fall Sports Entries due in Schools Center	Team/Individual Entry Deadline. <b>Final notice to schools of the requirement to establish an Athletic.Net account for their team and complete their team calendar.</b>
9/28/20 Week 10	Boys and Girls Regional assignments will be released to the website.	Schools will be able to view their Regional assignments via the IHSA Cross Country webpages. <b>Regional dates, sites and assigned schools will be entered and/or available for viewing on Athletic.Net.</b>
10/19/20 Week 16	Boys and Girls List of Participants (LOP) Due	<b>Using Athletic.Net, coaches must declare their 8-person roster for the state series.</b> They also must confirm they have competed in 6 meet contests to be eligible for Team Awards.
10/20/20 Week 16	Regional Hosts & TSOs Gain Access to LOPs	<b>By 4:00p.m., hosts and Timing System Operators (TSOs) will get access to each team's LOP in Athletic.Net</b>
10/24/20 Week 16	1A, 2A, & 3A Boys and Girls Regionals will be Conducted	Boys and Girls Regional races for all three classes will be conducted across the state. <b>Hosts or TSOs will import results to Athletic.Net. IHSA can acquire appropriate file from Athletic.Net in order show Regional results on the IHSA Boys and Girls Cross Country web pages.</b>





## Athletic.Net Tutorials

The Athletic.net links listed below will provide AD's, coaches, and meet managers necessary instructions on how to complete the corresponding task. For additional questions, please use the "Contact Us" link at the bottom of the home page at athletic.net.

TASK	INSTRUCTIONS ON ATHLETIC.NET
How to set up an account	<a href="https://support.athletic.net/article/2ngw43npwr-creating-your-account-on-athletic-net?utm_campaign=header&amp;utm_source=header&amp;utm_medium=search">https://support.athletic.net/article/2ngw43npwr-creating-your-account-on-athletic-net?utm_campaign=header&amp;utm_source=header&amp;utm_medium=search</a>
How to complete your team roster	<a href="https://support.athletic.net/article/g3l6e4jp3z-uploading-a-roster">https://support.athletic.net/article/g3l6e4jp3z-uploading-a-roster</a>
How to establish your meet calendar	<a href="https://support.athletic.net/article/brvetv3jcz-adding-a-meet-to-your-calendar">https://support.athletic.net/article/brvetv3jcz-adding-a-meet-to-your-calendar</a>
Submitting List of Participant Declarations for the Cross-Country State Series	<a href="https://support.athletic.net/article/978100e5y4-submitting-entries-for-a-cross-country-meet">https://support.athletic.net/article/978100e5y4-submitting-entries-for-a-cross-country-meet</a>
How hosts can upload meet results for Cross-Country	<a href="https://support.athletic.net/article/4o8014t0b6-uploading-cross-country-results-2-upload-tab">https://support.athletic.net/article/4o8014t0b6-uploading-cross-country-results-2-upload-tab</a>
Athletic.net accepts the scoring program formats listed in this link	<a href="https://support.athletic.net/category/wmk4c67szn-accepted-formats">https://support.athletic.net/category/wmk4c67szn-accepted-formats</a>
Quick Start Guide for Event Managers/Timers	<a href="https://support.athletic.net/article/lil5s5h41q-quick-start-guide-for-event-managers-timers">https://support.athletic.net/article/lil5s5h41q-quick-start-guide-for-event-managers-timers</a>

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

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

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

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

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

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



# **SCHOOL'S RESPONSIBILITY TO AN OFFICIAL DURING THE CONTEST**

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

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

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



# Do What's Right!

## Sportsmanship

### DWR! EXPECTATIONS

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

### Acceptable Behavior...

- During the National Anthem, students, participants and fans should remove any hats, face the flag, not talk, place the right hand on the heart, and remain still until the end of the anthem.
- Applause during introduction of players, coaches and officials.
- Players shaking hands with opponents while both sets of fans recognize player's performance with applause.
- Accept all decisions of the game officials.
- Spirit Participants lead fans in positive support.
- Handshakes between participants and coaches at the end of contests, regardless of the outcome.
- Treat competition as a game, not a war.
- Coaches/players search out opposing participants to recognize them for outstanding performance or coaching.
- Applause at the end of the contest for performance of all participants.
- Everyone showing concern for an injured player, regardless of the team.
- Encourage surrounding people to display sportsmanlike conduct.

### Unacceptable Behavior...

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



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

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

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

- |   |   |
|---|---|
| <input type="checkbox"/> Team Roster Exceeds the number allowed in the T&C's<br><input type="checkbox"/> Dual Campus<br><input type="checkbox"/> Broken-Replacement | <input type="checkbox"/> Coop School<br><input type="checkbox"/> Lost-Replacement<br><input type="checkbox"/> State Awards: Music Sweepstakes |
|---|---|

**Sport or Activity:** \_\_\_\_\_ **Year:** \_\_\_\_\_ **Qty.:** \_\_\_\_\_ **Place:** \_\_\_\_\_

**Gender:**    ☐ Girls    ☐ Boys    ☐ Co-Ed

**Classification:**

- ☐ 1A   ☐ 2A   ☐ 3A   ☐ 4A   ☐ 5A   ☐ 6A   ☐ 7A   ☐ 8A
- ☐ A   ☐ AA   ☐ **MUSIC SWEEPSTAKES ONLY** (Indicate Classification: AA, A, B, C, D)

**Level of Competition:**    ☐ Regional    ☐ Sectional    ☐ Super-Sectional    ☐ 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.)

**Ordered By (Print):** \_\_\_\_\_

**Job Title:**    ☐ Principal    ☐ A.D.    ☐ Off. Rep.    ☐ Coach

**School Name:** \_\_\_\_\_

**School Address:** \_\_\_\_\_

**City, Zip:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Official Representative Name (Printed):** \_\_\_\_\_

**Official Representative Signature:** \_\_\_\_\_





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

- ◆ Duplicate/Replacement Awards will only be shipped to the school.
- ◆ Duplicate Awards Orders must be approved by the School's Official Representative
- ◆ **Tournament Hosts DO NOT USE THIS FORM.** An order form for ties is within the Manual for Schools for each sport.
- ◆ **Trophy Letters & Figurine Replacement:** Schools who need replacement letters or figurine(s) for older model trophies, please contact A & M Products direct at 815-875-2667.

## Contact A & M direct for pricing

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li>◆ Gold State Champion-top figure (#1)</li> <li>◆ Gold State Champion-side figure (#1)</li> <li>◆ Gold State Runner-up-top figure (#1)</li> <li>◆ Gold State Runner-up-side figure (#1)</li> </ul> | <ul style="list-style-type: none"> <li>◆ Gold State 3rd/4th Place-top figure (#1)</li> <li>◆ State 3<sup>rd</sup>/4<sup>th</sup> Place Gold-side figure (#2)</li> <li>◆ Gold Girls Soccer-side figure 3<sup>rd</sup>/4<sup>th</sup> (#3)</li> <li>◆ Gold Music Lyre-side figure 3rd (#3)</li> </ul> |
|--|---|

## 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> )	\$4.30	\$4.10	\$6.00
	Nickel Silver (2 <sup>nd</sup> )	\$4.80	\$4.60	
	Bronze (3 <sup>rd</sup> )	\$4.30	\$4.10	
6 – 12	Goldtone (1 <sup>st</sup> )	\$4.15	\$3.85	\$8.00
	Nickel Silver (2 <sup>nd</sup> )	\$4.55	\$4.35	
	Bronze (3 <sup>rd</sup> )	\$4.15	\$3.85	
13 – 24	Goldtone (1 <sup>st</sup> )	\$3.80	\$3.60	\$9.00
	Nickel Silver (2 <sup>nd</sup> )	\$4.30	\$4.10	
	Bronze (3 <sup>rd</sup> )	\$3.80	\$3.60	
25 or more	Goldtone (1 <sup>st</sup> )	\$3.55	\$3.35	\$10.00
	Nickel Silver (2 <sup>nd</sup> )	\$4.05	\$3.85	
	Bronze (3 <sup>rd</sup> )	\$3.55	\$3.35	

## 2008-2017 Figure and Plate Replacement Pricing: Call A&M Products for a quote

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

Regional Champion Plaque (AM-260)	\$ 54.00
Sectional and Super-Sectional Champion Plaque (AM-261)	\$ 70.00
Third/Fourth place trophy (AM-558)	\$160.00
Champion/Runner-Up (AM-557/AM-557-1)	\$166.00

### 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.



# 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 Action Plan

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

### Venue

<b>Sport:</b>	
<b>Location:</b>	

### Emergency Personnel

<b>Present:</b>	
<b>On-Call:</b>	

### 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

<b>Access to 911:</b>	
<b>Access to on-call emergency medical personnel:</b>	

### Role of First on the Scene:

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

### EMS Access:

If EMS is called provide directions/access to scene

Directions to site/location:	
------------------------------	--

Open access gates  
 Designate individual to meet EMS at entrance

# Managing Heat and Heat Illness

These guidelines represent minimum standards that IHSA member schools should follow for athletic competitions. Schools with more restrictive guidelines are not expected to modify any pre-existing guidelines in order to meet this policy. These guidelines will be used by managers or their designees at all IHSA state series events when the Wet Bulb Globe Temperature (WBGT) is above 80 degrees Fahrenheit. State series tournament managers will make the decisions to suspend and resume activity in accordance with these guidelines using those devices or systems usually used at the state series venue/site.

1. Thirty minutes prior to the start of an activity, and again 60 minutes after the start of the activity, temperature and humidity readings will be taken at the site of the activity. Using a Wet Bulb Globe Thermometer is recommended, although a conversion to WBGT can be made from air temperature and relative humidity using chart 2. Record the readings in writing and maintain the information in files of the tournament manager and/or host school administration. Tournament managers may designate someone other than themselves to take these readings.

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

**Table 1 (all temperature readings as measured by WBGT)**

**a. ≤79.9 degrees F as measured by WBGT**

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

**b. 80.0-84.5 degrees F as measured by WBGT**

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

**c. 84.6-87.5 degrees F as measured by WBGT**

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

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

**d. 87.6-89.9 degrees F as measured by WBGT**

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

**e. 90 degrees F as measured by WBGT**

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

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

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

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

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# Cooling Methods Due to Heat Related Illness

Exertional heat stroke (EHS) is relatively uncommon among exercise associated medical conditions, but is a frequent cause of exercise related death. The majority of evidence shows that early institution of body cooling is the most effective method of decreasing mortality in EHS. The following contains recommendations regarding the methods of body cooling, including tubs, ice bags, iced towels (towels with water that have been frozen) water, fans, and shade. The recommendations are classified as essential (foundational to the implementation of treatment, should have resources and personnel directed towards implementation), and desirable (important in maximal implementation, should have resources and personnel directed towards implementation as budget and resources allow). The recommendations are only guidelines, are not intended as a standard of care, and should not be considered as such. These guidelines should only be considered in the care of athletes who can be expected to be at risk of EHS due to the sport or the environmental situation of the activity. Sports especially at risk include football with and without equipment, soccer, and long distance track. Other sports and activities, such as cycling, golf, baseball, tennis, track and field, and band, may also be at risk due to long duration exposure to extreme environmental conditions.

It is essential that member schools and school administrators/officials:

- Establish a written plan coordinated with local EMS for emergency treatment of EHS that includes transport to a hospital and conduct drills in the implementation of the plan as practicable.
- Know how to assess environmental conditions and determine when extreme conditions exist.
- Identify a specific spot at the athletic facility that has shade.
- Have immediate access to ice and bags to contain ice.
- Have access to water, and provide water breaks as outlined in the IHSA Managing Heat and Humidity Policy.
- Know the most effective sites for application of ice to the body.
- Obtain and use, when environmental conditions are determined to be extreme, a tub or pool, filled with water and ice before activity begins, to be used in body immersion for maximal cooling, and have personnel trained in this technique.

It is desirable that member schools and school administrators/officials:

- Have a certified athletic trainer (ATC) on staff, as budget and resources allow, to develop and implement these guidelines.
- Have immediate access to water.
- Provide shade breaks.
- Provide fans when environmental conditions are determined to be extreme.
- Have close access to an air conditioned room.
- Have access to and use iced towels that can be rotated to appropriate areas of the body, including the axilla, groin, and back of the neck.

## Resources

1. *Procedure for Avoiding Heat Injury/Illness through Analysis of Heat Index and Restructuring of Activities and Recommendations for Cooling Methods Due to Heat Related Illness.* Kentucky Medical Association/Kentucky High School Athletic Association. 2010.
2. Binkley HM et al. NATA Position statement: *Exertional heat illness.* J Ath Training 2002; 37: 329-343.
3. Casa DJ et al. *Survival strategy: Acute treatment of exertional heat stroke.* J Strength Conditioning Res 2006; 20: 462.
4. Armstrong LE et al. *ACSM position stand: Exertional heat illness during training and competition.* Med Sci Sports Exerc 2007; 41: 556-572.
5. *Model Policy for Managing Heat & Humidity.* Michigan High School Athletic Association. 2013.

# IHSA Severe Weather Safety Guidelines

*To be used during any IHSA state series contest*

When thunder is heard, or a cloud-to-ground lightning bolt is seen, the thunderstorm is close enough to strike your location with lightning. Take shelter immediately.

Lightning is one of the most consistent and underrated causes of weather-related deaths or injury in the United States. Nearly all lightning-related injuries occur between the months of May and September and between the hours of 10:00 a.m. and 7:00 p.m. Therefore, the greatest concern for injuries in an outdoor contest appears to be during that time, though it can happen any time of year.

It is essential that local managers, competing schools, and contest officials establish dialogue in advance of contests or events to ensure that all involved are aware of what the plan will be in determining whether or when to suspend play. Local managers are encouraged to share their plan with competing schools and assigned contest officials prior to the start of the tournament/event.

If competing schools have portable devices they will be bringing to a contest/event and/or have specific policy or directions from their administration that they must follow, the school must communicate those to the tournament manager. Tournament managers must know the policies of each school assigned to their tournament or event prior to its start.

## PROACTIVE PLANNING

- 1) Assign staff to monitor local weather conditions before and during practices and contests
- 2) Develop an evacuation plan, including identification of appropriate nearby safer areas and determine the amount of time needed to get everyone to a designated safer area:
  - a. A designated safer place is a substantial building with plumbing and wiring where people live or work, such as a school, gymnasium or library. An alternate safer place from the threat of lightening is a fully enclosed (not convertible or soft top) metal car or school bus.
- 3) Develop criteria for suspension and resumption of play:
  - a. When thunder is heard, or lightning is seen\*, the leading edge of the thunderstorm is close enough to strike your location with lightening. Suspend play for at least 30 minutes and vacate the outdoor activity to the previously designated safer location immediately.
  - b. 30 minutes rule. Once play has been suspended, wait at least 30 minutes after the last thunder is heard or lightning is witnessed\* prior to resuming play.
  - c. Any subsequent thunder or lightning\* after the beginning of the 30-minute count will reset the clock and another 30-minute count should begin.
  - d. When lightning-detection devices or mobile phone apps are available, this technology could be used to assist in making a decision to suspend play if a lightning strike is noted to be within 10 miles of the event location. However, you should never depend on the reliability of these devices and, thus, hearing thunder or seeing lightning\* should always take precedence over information from a mobile app or lightning-detection device.  
*\*- At night, under certain atmospheric conditions, lightning flashes may be seen from distant storms. In these cases, it may be safe to continue an event. If no thunder can be heard and the flashes are low on the horizon, the storm may not pose a threat. Independently verified lightning detection information would help eliminate any uncertainty.*
- 4) Review the lightning safety policy annually with all administrators, coaches and game personnel and train all personnel.
- 5) Inform student-athletes and their parents of the lightning policy at start of the season.

## EVACUATION PLAN

**Safe Areas:** All personnel, athletes and spectators should be clearly informed of available safe structures or shelters in the event a thunderstorm approaches. A safe structure is any fully enclosed building frequently used by people. In absence of that – athletes and spectators should go to any vehicle with a hard metal roof. Roll up the windows and do not touch the sides of the vehicle. If no safe structure or vehicle is available, find a thick grove of small trees surrounded by taller trees or a dry ditch. Assume a crouched position on the ground with only the balls of your feet touching the ground. Wrap your arms around your knees and lower your head. Minimize contact to the ground since lightning often travels through the ground.

**Avoid:** Tall trees or objects like light poles or flagpoles, individual trees, standing pools of water and open fields. Also avoid being the highest object on the field. Do not take shelter under trees. Avoid bathrooms if another building is available, and do not use a land-line telephone. A cellular phone or portable phone is a safe alternative if in a secure shelter or vehicle.

**Resuming Activity:** The NSSL (National Severe Storms Laboratory) recommends that everyone should wait at least 30 minutes after the last flash of lightning or sound of thunder before returning to the field or activity.

## **Inclement Weather Plan for Regional & Sectional Cross Country Meets**

The Meet Referee/Starter and Meet Manager have the authority to postpone or suspend a meet due to inclement weather. Inclement weather includes but is not limited to thunder, cloud to ground lightning, hail, and tornados. Wind, rain, and cold temperatures do not constitute inclement weather. The following protocol should be followed in regard to circumstances surrounding inclement weather:

- A. **If, prior to the start of the first race, inclement weather is in the area**, and it appears that it will interrupt a race, **wait until the inclement weather has cleared** (ensuring that there has been no thunder or lightning for at least 30 minutes) before starting any race. It is in the best interest of everyone not to start the race if inclement weather appears imminent.
- B. **If inclement weather occurs after the start of a race, three long blasts of an airhorn shall be used to notify coaches and runners**. Coaches, umpires, and meet personnel should then begin getting runners off the course and into a safe area. If there is thunder or lightning, seek shelter in a bus, vehicle or nearby shelter. Do not go under a tree or under tents with metal poles. Meet Managers should identify and communicate to coaches any nearby safe areas prior to the meet taking place.
- C. If the race is suspended with the lead runner **less than half-way** through the course, then there will be a **one-hour rest period**. After the rest period, the same runners will go back to the starting line and start the race from the beginning. The Meet Referee and Meet Manager should establish the half-way mark prior to the meet and communicate this information to coaches in advance.
- D. If the race is suspended with the lead runner **more than half-way** through the course, then there will be a **two-hour rest period**. After the rest period, the same runners will go back to the starting line and start the race from the beginning.
- E. **If the majority of the runners have finished** and the race has to be suspended due to inclement weather, **the results will stand if** the appropriate number of **team and individual qualifiers can be determined** per the Cross Country Terms and Conditions and **the last runners who have not finished do not affect the results of the top teams or individual qualifiers that advance**.
- F. If the Meet Referee and Meet Manager feel that a race cannot be completed on the scheduled day, then they must contact the IHSA Cross Country Administrator for further direction. When it is safe to resume, **every effort to complete the race on its scheduled day should be made**.

## 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 •

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

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

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

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

### Definition of a Concussion

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

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

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

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

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

This protocol is intended to provide the mechanics to follow during the course of contests/matches/events when an athlete sustains an apparent concussion. For the purposes of this policy, appropriate health care professionals are defined as: physicians licensed to practice medicine in all its branches in Illinois and certified athletic trainers.

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

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

# Sports Medicine



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## Concussion Information

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

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

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

### Mandatory Concussion Education

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

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

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

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

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





## **Unmanned Aerial Vehicle (Drone) Policy**

### **For IHSA Tournaments**

**Effective February 18, 2015**

The use of unmanned aerial vehicles (“UAV”), also known as drones, is prohibited for any purpose by any persons at IHSA tournament venues. Tournament management shall refuse admission or entry to anyone attempting to use a UAV; and if necessary, tournament management shall remove anyone attempting to use a UAV and/or confiscate the UAV until the event has been completed.

For purposes of this policy, a UAV is any aircraft without a human pilot aboard the device.

An exception to this policy may be made in specific cases for IHSA broadcast partners, provided the management of the tournament facility permits the presence of UAVs for broadcast purposes under the control of the IHSA.



## Regional and Sectional Managers Important Reminders



• [www.ihsa.org](http://www.ihsa.org) • [kgarber@ihsa.org](mailto:kgarber@ihsa.org) or [clowery@ihsa.org](mailto:clowery@ihsa.org) • Phone: 309-663-6377 • Fax: 309-663-7479 •

Contained in this section is information for you to refer to as hosts of a Regional and Sectional Cross Country Meets. Cross Country Managers should make themselves familiar with this section for the conduct of this event.

**Meet Referee Checklist:** A link to the Meet Referee checklist will be emailed to the Meet Referees. A sample of the Meet Referee checklist is provided in this manual for Managers to review prior to the meet.

**Officials:** IHSA will assign the Meet Referee for each Regional and Sectional site. IHSA will post Officials assignments in the Schools Center under “H” IHSA State Series and ScoreZone Information link. IHSA will pay assigned officials.

• **Course and Equipment:** We trust that you will do everything possible to see that your course and equipment meet rules specifications. Be sure to double-check your poles and other pieces of equipment to ensure the safety of all participants. Pad any poles that runners could come into contact with. Information on marking the course is in the handbook. The IHSA appreciates the time it takes to have the equipment and course in readiness for your races.

- **Host schools must have an AED available and on site at all IHSA post season contests.**
- **AWARDS WILL BE DELIVERED TO THE HOST ONE WEEK PRIOR TO THE REGIONAL and SECTIONAL. PLEASE DOUBLE CHECK ALL AWARDS FOR CONDITION BEFORE THE MEET SO ANY REPLACEMENTS CAN BE ORDERED PRIOR TO YOUR EVENT:**

### A. Regional Event:

- 1) Individual: Medals will be awarded to the first five (5) placing runners.
- 2) Team: A plaque will be awarded to the first-place team.
- 3) Ties: If a team tie occurs for the first place, NFHS Rule 9-2-4 will be used to break the tie. (Compare the 6<sup>th</sup> place runner from the tying teams).
- 4) **School Duplicate Awards:** Schools can find a Duplicate Awards order form for lost, broken, cooperatives, or dual campus schools in the online Cross-Country Manual for Schools and Managers.

### B. Sectional Event:

- 1) Individual: Medals will be awarded to the first ten (10) placing runners.
- 2) Team: A plaque will be awarded to the first-place team.
- 3) Ties: If a team tie occurs for the first place, NFHS Rule 9-2-4 will be used to break the tie. (Compare the 6<sup>th</sup> place runner from the tying teams).
- 4) **School Duplicate Awards:** Schools can find a Duplicate Awards order form for lost, broken, cooperatives, or dual campus schools in the online Cross-Country Manual for Schools and Managers.

# Managers Meet Responsibilities

**1. Communication:** Send an email communicating with the schools assigned to your event. Provide them with any pertinent information like:

- a. Location, description and/or diagram of course and chute
- b. Special ground rules or irregular terrain
- c. Time of competition (check in advance on potential ACT conflicts)
- d. Time Schedule of races
- e. Practice days and times course is available
- f. Parking for buses and fans
- g. T-shirt sales, costs and licensed vendors
- h. Availability of restrooms
- i. Names and phone numbers of school personnel
- j. Get phone numbers, bus times, and coaches names of competing schools in case of emergency
- k. Spectator viewing areas and location
- l. Determination of games committee in accordance with NF rules
- m. Check-in times and locations
- n. Computer availability for reporting results
- o. Make sure you have informed coaches of the procedures for tornadoes or severe weather.
- p. Have plans for emergency situations if an ambulance is needed. Inform coaches in advance as to who is responsible for the payment of the ambulance service or other medical needs. Coaches may want to have names and phone numbers on file to use in an emergency situation.
- q. Finish/chute procedures must be sent to participating schools in advance

**2. Facilities**

- a. Secure Facilities
- b. Clear parking area for event
- c. Prepare directional signs for teams, spectators, officials, news media
- d. Make arrangements for hospitality: concessions, merchandise sales, officials, media, tournament workers (if applicable)
- e. Prepare signs and flags for marking the course
- f. Prepare Finish/chute area for finish at the “mouth” (front) of the chute.
- g. Clearly mark finish line (bright cones desired)
- h. Starting boxes should be 6-8 feet (when space is available.)

**3. Equipment/Supplies Needed**

- a. Air horn and portable hand-held speaker for starter
- b. Check video equipment
- c. Check computer program
- d. Check PA system for working condition
- e. Pre-meet music and post-meet music
- f. Tape recorder or CD player
- g. Extra garbage cans in areas
- h. American and State of Illinois Flag
- i. Inspect awards upon arrival from A & M Products, contact Cheryl Lowery at the IHSA Office if there are any problems with awards.
- j. **Officials Appointments and Fees: IHSA will assign and pay the officials. Officials assignments will be posted in the Schools Center under “H” IHSA State Series and ScoreZone Information link.**
- k. Prepare checker sheets and numbers for contestants. If safety pins are needed, make arrangements
- l. Numbers for runners
- m. To eliminate the congregating of people, awards ceremonies shall not be planned for this year.
- n. Host schools must have an AED available and on site at all IHSA post season contests.

**4. Signage**

- a. IHSA signs
- b. Sportsmanship signs
- c. Souvenir sales signs
- d. Rest room signs
- e. Parking signs
- f. Concession signs
- g. Facial covering and social distancing signs

**5. Sports Information**

- a. Contact local media in advance of meet to arrange coverage (newspaper, radio, TV, Cable TV)
- b. Place information on school web site
- c. Press area on course (to cover meet and interview runners/coaches after meet)
- d. Photographers area on course
- e. Must Post Results via Internet to Athletic.net

**6. Concession Stand**

- a. Coordinate workers
- b. Menu
- c. Cash box responsibilities
- d. Garbage cans
- e. Signage regarding social distancing and facial coverings around concession area

**7. Officials/Meet Personnel**

- a. Meet Referee (**Assigned & paid by IHSA**)
- b. Finish Line Judges (be sure to have sufficient numbers to pick places of the runners at the “mouth” of the chute.
- c. Games Committee (the members on this committee must be selected before the race begins)
- d. Other meet personnel, you should contact schools assigned to your meet to supply additional workers to help conduct your meet
- e. Get phone numbers of officials in case of emergency

**8. Other Optional Workers**

- a. Assistant starter
- b. Finish judge
- c. Chute inspector
- d. Caller
- e. Checkers
- f. Course inspector
- g. Timers
- h. Public Address Announcer

**9. Trainer**

- a. Phone number of hospital and ambulance service
- b. Training room open and location
- c. Training room services

**10. Other**

Review IHSA Terms and Conditions

# Cross Country Manager's Responsibilities/Checklist

## Race Day

### 1. Course and Equipment

- a. Check course markings, including finish line (Be sure of safety)
- b. PA announcements
- c. PA system hooked up
- d. Video set up
- e. Computer program set up
- f. Area Identified for games committee
- g. Areas identified for reporters and photographers
- h. Host Schools must have an AED available and on site at all IHSA post season contests.

**Coaches Meeting:** Coaches packets and General Information about the meet takes place about 40 minutes before the first race. The meet referee should be present at this meeting to answers any questions.

### 2. Meet Time Schedule

- a. Participants allowed on course
- b. Head Coaches & Meet Referee meeting at Finish Line
- c. Participant line up for the identification by the Clerk of the Course
- d. Instructions from the meet referee
- e. Race 1 begins
- f. Award ceremony will not be conducted this year

### 3. Others

- a. Washrooms available
- b. Scorer area prepared
- c. Tables for souvenir sales from an IHSA Licensed Vendor
- d. Concession area prepared
- e. Water for teams provided by coaches
- f. Terms and Conditions available
- g. NFHS Track and Field Rule Book available

### 4. Post Race Day

- a. Meet Managers must ensure that results are uploaded to Athletic.net by midnight on meet day.
- b. File Interactive Financial report via the internet on the IHSA Schools Center Web Site.
- c. If applicable, ties may have occurred during the Regional and/or Sectional races, the tournament host must complete and submit the order form to A&M Products. A&M Products will ship the award directly to the school with the information you provide to them. The Regional/Sectional Award order form for ties is included in this manual.

# Preparation of the Cross Country Course

## Flags:

- The course should be marked by signs or flags clearly visible for a distance of 100 feet. These flags should be at least 6 feet above the ground.
- Flag Designations:
  - a red flag indicates a turn to the left;
  - a yellow flag indicates a turn to the right;
  - a blue flag indicates a course straight ahead.

## Lines:

- Turns and guidelines should be indicated by a line on the ground drawn with White Athletic Field Marker (Non-Caustic). The NFHS allows that the course be marked by a set of two parallel lines if meet management chooses to do so. Remember that if flags are also used in conjunction with two lines, it is always the flags that take precedent when defining the actual course. The time and effort put into the marking and placing of proper guides on the course will result in a better understanding by the coaches and runners.

## Safety:

- It is recommended that in the interest of safety:
  - use rigid poles that are padded;
  - place the poles near natural boundaries such as trees and bushes;
  - have an official stationed by the flags and poles;
  - protect all metal chute posts with padding or wrap.
- Obstructions on the ground that might cause tripping should be removed from the path of the runners. These obstructions may result in serious fall and possible injuries.

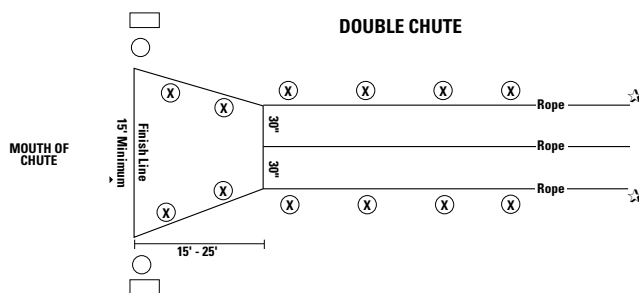
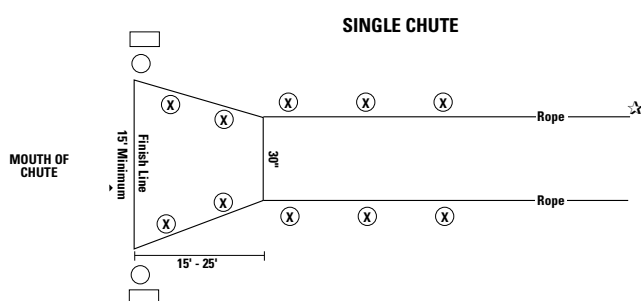
## Starting Line:

- The starting line should be placed so that there is a long straight-away before a turn is reached. A minimum of 300 yards should be available to the runners before there is a gradual narrowing. This allows the runners to become spread out before the turn. The straight-away at the start should be wide enough to accommodate all the teams and individual runners.
- The starting line should be drawn with White Athletic Field Marker (Non-Caustic), 2 inch wide, and placed at a right angle to the direction for the starting straight-away. It should extend a distance that provides that starting boxes are between 6 and 8 feet wide. If a number of single entries are in the meet, additional space on the starting line should be provided.

## Finish Line:

- The finish should be at the end of a straight-away extending a distance of at least 150 yards. The finish line should be at the “mouth” of a rope funnel leading into a rope chute. The mouth of the funnel should be at least 15 feet wide. The chute should be 15-feet wide at the mouth and narrow down at least 15-25 deep. Give the runners ample space in the chute. The rope should be supported by stakes place approximately 20 feet apart. The stakes at each end should be driven in to ground or set in post holes. They should be solid enough to permit the rope to be drawn tight. They should be padded. **It is a requirement to have at least one camera set up to capture the finish of each regional/sectional race.**

## Diagram of the Chute



**Length of chute:** 15-25 feet or more

**Width of chute:** 15 feet down to 30 inches

**Height of rope:** 40 inches

**Width of chute mouth:** 15 feet

□ FINISH JUDGE      (X) CHUTE INSPECTORS  
 ○ TIMER              ☆ TAG PULLERS

Posts at the finish line should be well padded.

Rope on each side of finish line for a distance of approximately six feet beyond the finish line should be wrapped to prevent rope burns.

Posts should be placed approximately 20 feet apart.





# Regional and Sectional Meet Officials Duties



• [www.ihsa.org](http://www.ihsa.org) • [kgarber@ihsa.org](mailto:kgarber@ihsa.org) or [clowery@ihsa.org](mailto:clowery@ihsa.org) • Phone: 309-663-6377 • Fax: 309-663-7479 •

Make an inventory of the help needed and then proceed to organize the help. Do not hesitate to call upon other schools assigned to your meet to supply workers.

All officials and workers should be made thoroughly familiar with the duties and responsibilities. Typewritten instruction sheets, prepared in advance and placed in their hands, will remove the necessity of last-minute instructions.

## Officials Needed on the Course

Meet Referee (IHSA Assigns)

Starter/Clerk (IHSA Assigns)

Finish Judges

Caller

Checkers

Chute Inspectors

Course Inspectors

Timers

## Meet Referee

1. place the teams in proper position on the starting line after they have drawn for position by lot;
2. start the race;
3. act as referee of all decisions in the conduct of the race;
4. disqualify any runner for unsportsmanlike conduct or for any flagrant violation of the rules;
5. instruct the runners before the start of the race.
6. The referee must review the video of the finish of each race to score the event.

## Clerk/Starter

1. assist the Starter;
2. assist at the starting line

## Finish Judge

1. stand at the finish line and determine the proper order of contestants as they cross the finish line; have final authority on the order of finish.

The Finish Judges and the Chute Judges are responsible in seeing fairness prevail. It can get hectic when a jam-up occurs. The video cameras prevail most creditably in these circumstances. Use another official (assistant referee) to read the videos should a conflict arise. (This eliminates any time delays for the next race.)

## Chute Inspector

1. supervise the runners in the chute. Any runner after crossing the finish line is entitled to his/her position in the line;
2. assist in every way possible to see that each runner is properly checked in the order of his/her finish.  
The **"CHUTE" INSPECTORS** gather at the Finish Line and go over all finish procedures. Nothing is left to chance — the officials should be experienced in their duties. Track and Field officials registered with the IHSA are preferred.

## Caller

1. be located in such a position at the finish line that he/she can clearly see the number of each contestant as they cross the finish line;
2. call the numbers of each contestant in the order of their alignment at the finish. The caller's voice should be of a quality that can be clearly understood by the checkers recording the finish. In the event more than one finisher crosses the finish line at the same time, the Finish Judge will determine the placing of the runners.

## Procedures at the "End of the Chute"

1. You may consider using a "Caller" with a cellular phone that reads the competitors number when they reach the end of the chute. The cellular connects with an official inside the school building (where it is warm and quiet). This is the "Primary Method" for scoring.
2. Back-up systems are as follows:
  - a. The "Caller" has a tape recorder that identifies finishers.
  - b. Assistant to the "Caller" writes down the competitor's number.
  - c. Video Review in some form is required at all regional and sectional meets.
3. At the State Final, the "Timing Tape" is a back-up taken and recorded.

## Checkers

It shall be the duty of the Checkers to record the order of the finish as given to them by the caller and/or finish judge(s). In case of a conflict in records, if two are in agreement, their records shall be recorded as official. If an agreement cannot be reached, the final decision shall be made by the referee.

## Course Umpire

1. observe the conduct and course of the runners during the race;
2. record the numbers of contestants that are in violation and report the infractions to the referee.

**It shall be the duty of the Timers to time the winner of the race.**

## Numbers

Numbers may be prepared from sign cloth, white window blind material or any other material durable enough to prevent safety pins from pulling out.

The manager should assign a number to each team and each runner on the team should be assigned a number in the order of his/her ability.

### Example:

A team is assigned number 3. Then each runner on the team will bear the team number and, in addition, his/her number on the team. The members of the team, in order of their ability, would bear the following numbers on both the front and back:

3-1, 3-2, 3-3, 3-4, 3-5, 3-6, 3-7

This system of numbering simplifies the scoring at the end of the meet.



## **IHSA CROSS COUNTRY 2020 Regional Preview**



• [www.ihsa.org](http://www.ihsa.org) • [kgarber@ihsa.org](mailto:kgarber@ihsa.org) or [clowery@ihsa.org](mailto:clowery@ihsa.org) • Phone: 309-663-6377 • Fax: 309-663-7479 •

In trying to manage the size of playing fields for the 2020 IHSA Boys' and Girls' Cross Country Regional Meets, every effort will be taken to ensure no race in any class or gender will exceed 50 participants, a number which will include coaches, officials, and timers.

In boys' and girls' cross country, many regional meets in Class 2A and 3A will consist of between 11-13 schools. In Class 1A, however, where the number of entries is typically 25-30% higher than Class 2A and 3A, regional sizes may, in some cases, include 16-17 teams with a few individuals.

Given the potential number of teams assigned to each regional site, we will be asking schools to only bring the maximum number of participants that can run in a cross-country race (7 runners) along with 1 alternate runner (8 total).

In order to keep the number of participants at 50 per race, it will be necessary to organize the races into flights. It is anticipated that there will be between 2-4 flights per gender at a regional site.

For all regional meets, regardless of their size, the IHSA will prepare information for each manager to use in setting up the flights for the regional meet. Managers will receive a List of Participants through Athletic.net after the LOP deadline, and managers will use that information to set up the flights in the format provided by the IHSA.

All cross-country schools are encouraged to use Athletic.net during the regular season as this is the platform that the IHSA will use to manage meet entries and results for the regional meets.



**To:** IHSA Official Representatives

**Re:** 2020 IHSA Cross Country Regional Host Requirements

**Date:** September 15, 2020

## 2020 IHSA Cross Country Regional Race Format Options

The 2020 Cross Country State Series will consist of a one-day event (Regional) to be conducted on October 24, 2020. Meets must be conducted between 9:00 a.m. and 5:00 p.m. on that day. Meet managers must keep the number of participants, coaches, officials, and timers at 50 or less for any one race. Therefore, with multiple teams assigned to each host site, it will be necessary to run both the boys' and girls' regionals in a flight format.

### Requirements for Running a Regional Cross-Country Event

- All current IHSA Cross-Country Guidelines posted in the COVID-19 Resource Page on the IHSA website are to be adhered to (<https://www.ihsa.org/Resources/COVID-19#3045135-cross-country>).
- For the regional event, teams may be assigned to a regional in another EMS Region per the IDPH.

### Team Camps

- Team camps can only be established in locations that are removed from the course.
- There must be at least 30 feet of distance between each team's camp and camp sites must be large enough to allow for social distancing among those in each camp.
- Athletes who are waiting to compete or who have already competed must remain in the team camp area unless they are called by meet management to be staged in another location for an upcoming race.
- Coaches and athletes must wear facial coverings when social distancing is not possible or unless they are doing strenuous activity or competing.
- Athletes in team camp areas must be under supervision at all times.

### Spectators

- Spectators may attend the event as long as they maintain social distancing and wear a facial covering any time social distancing is not possible.

### Meet Entries

- Regional entries must be completed on Monday October 19 by 11:59p.m. through each school's Athletic.net account. This year's List of Participants will not be completed through Schools Center.
- Schools can enter up to 8 entries. This will allow for the 7 permissible runners who can compete in a race along with 1 alternate runner. Along with coaches and adult school personnel, schools are not permitted to bring any more participants than 8. This is designed to help keep numbers at regional events at a minimum.

### Start

- Boxes must be enlarged to 8 feet wide in order to allow for 6 feet social distancing between athletes.

### Finish

- A timed video finish of all flights is required.
- A large finish corral or open area is required to allow for social distancing among all at the finish.
- Do not use narrow chutes for race finishes.

### Scoring

- After all flights of a gender/class are complete, all competitors' finish times will be used to establish their overall place for the purpose of scoring the meet.
- All official video recordings of the finish and competitors' times/places must be verified by the Meet Referee. In addition, final place for each competitor and team score must be verified by the Meet Referee.



## **Results**

- Hosts must upload official results to Athletic.net through their Athletic.net account.
- Do not post results on a wall or board. Inform teams and spectators that results will only be posted electronically through Athletic.net and the IHSA cross country webpages.
- Ensure that electronic results have been posted for a minimum of 15 minutes before distributing awards to head coaches.

## **Awards**

- Do not conduct awards ceremonies in order to prevent crowding and close contact in any one area.
- Awards will be shipped to host schools prior to the event (1 regional champion plaque; 1<sup>st</sup> – 5<sup>th</sup> place overall individual medals).
- Hosts must organize medals establish a method to distribute the awards to each head coach of the receiving school prior to their departure back home after the conclusion of the meet.

## **Officials**

- The IHSA will assign and pay 1 official at each regional location. The official will act as Meet Referee and Clerk/Starter.
- Officials must wear a facial covering when social distancing is not possible.
- Officials are only there to ensure that the NFHS Rules are applied and enforced. They are not to enforce facial coverings, social distancing, and other COVID-19 related requirements. This responsibility falls with the host and meet management.

## **Host Guarantee**

- Hosts will receive a host guarantee of \$412.50 for the boys meet and \$412.50 for the girls meet (75% of what has been provided in past years) after the financial report has been received by the IHSA office.

## **Coaches Meeting**

- Hosts and the Meet Referee must conduct a meeting with coaches on the day of and prior to competition.
- The meeting is limited to the host, the Meet Referee, and head coaches only and must be done in a space that allows for appropriate social distancing.
- Hosts should also use this opportunity to explain the unique nature of the event and how it will flow at their facility. It will also be a good opportunity to address questions.
- Host announcements, meet and facility protocols, facility maps, etc. should be shared electronically and communicated to attending schools frequently in the days and weeks preceding the sectional meet.

## **Flight Format**

- Flights must be scheduled in a way to allow for one flight on the course at a time.
- After each flight, the manager must allow for plenty of time to vacate participants and coaches from the area, ensure that meet officials have time to review/determine race results, and prepare the area for the next flight. A reasonable timeframe would be to schedule flights no less than 45 minutes to an hour apart.

**Dividing the 7 runners from each team into flights based on their ability level is the format that must be used. The guidance provided below, establishes the probable number of flights based on the number of teams assigned to a regional. However, this format may be adjusted by the host depending upon the number of athletes each team will have run (5, 6, or 7). The IHSA will need to know the number of flights conducted at each regional in order to compensate officials the correct amount as they are paid per race.**



#### 10, 11, or 12 Teams = Three Flights

##### Flight 1 – Each team's 1 & 2 runners

- 10 teams – 20 runners, 10 coaches, 1 official, 1 timer = 32 total people
- 11 teams – 22 runners, 11 coaches, 1 official, 1 timer = 35 total people
- 12 teams – 24 runners, 12 coaches, 1 official, 1 timer = 38 total people

##### Flight 2 – Each team's 3 & 4 runners

- 10 teams – 20 runners, 10 coaches, 1 official, 1 timer = 32 total people
- 11 teams – 22 runners, 11 coaches, 1 official, 1 timer = 35 total people
- 12 teams – 24 runners, 12 coaches, 1 official, 1 timer = 38 total people

##### Flight 3 – Each team's 5, 6, & 7 runners

- 10 teams – 30 runners, 10 coaches, 1 official, 1 timer = 42 total people
  - 11 teams – 33 runners, 11 coaches, 1 official, 1 timer = 46 total people
  - 12 teams – 36 runners, 12 coaches, 1 official, 1 timer = 50 total people
- Individuals can be randomly placed in the flights with the available space.

#### 13, 14, 15, or 16 Teams = Four Flights

##### Flight 1 – Each team's 1 runners plus individuals

- 13 teams – 13 team runners, 13 coaches, 1 official, 1 timer = 28 people (plus up to 22 individuals and coaches)
- 14 teams – 14 team runners, 14 coaches, 1 official, 1 timer = 30 people (plus up to 20 individuals and coaches)
- 15 teams – 15 team runners, 15 coaches, 1 official, 1 timer = 32 people (plus up to 18 individual runners and coaches)
- 16 teams – 16 team runners, 16 coaches, 1 official, 1 timer = 34 people (plus up to 16 individual runners and coaches)

##### Flight 2 – Each team's 2 & 3 runners

- 13 teams – 26 team runners, 13 coaches, 1 official, 1 timer = 41 total people
- 14 teams – 28 team runners, 14 coaches, 1 official, 1 timer = 44 total people
- 15 teams – 30 team runners, 15 coaches, 1 official, 1 timer = 47 total people
- 16 teams – 32 team runners, 16 coaches, 1 official, 1 timer = 50 total people

##### Flight 3 – Each team's 4 & 5 runners

- 13 teams – 26 team runners, 13 coaches, 1 official, 1 timer = 41 total people
- 14 teams – 28 team runners, 14 coaches, 1 official, 1 timer = 44 total people
- 15 teams – 30 team runners, 15 coaches, 1 official, 1 timer = 47 total people
- 16 teams – 32 team runners, 16 coaches, 1 official, 1 timer = 50 total people

##### Flight 4 – Each team's 6 & 7 runners

- 13 teams – 26 team runners, 13 coaches, 1 official, 1 timer = 41 total people
- 14 teams – 28 team runners, 14 coaches, 1 official, 1 timer = 44 total people
- 15 teams – 30 team runners, 15 coaches, 1 official, 1 timer = 47 total people
- 16 teams – 32 team runners, 16 coaches, 1 official, 1 timer = 50 total people



### Sample Starting Box Arrangements (Flight 1):

12 Team Regional with 6 Individuals

Box #	Team/Box Position
1	Team A / #1 Runner Team A / #2 Runner
2	Team B / #1 Runner Team B / #2 Runner
3	Team C / #1 Runner Team C / #2 Runner
4	Individual Runner Individual Runner
5	Team D / #1 Runner Team D / #2 Runner
6	Team E / #1 Runner Team E / #2 Runner
7	Team F / #1 Runner Team F / #2 Runner
8	Individual Runner Individual Runner
9	Team G / #1 Runner Team G / #2 Runner
10	Team H / #1 Runner Team H / #2 Runner
11	Team I / #1 Runner Team I / #2 Runner
12	Individual Runner Individual Runner
13	Team J / #1 Runner Team J / #2 Runner
14	Team K / #1 Runner Team K / #2 Runner
15	Team L / #1 Runner Team L / #2 Runner

16 Team Regional with 8 Individuals

Box #	Team/Box Position
1	Team A / #1 Runner Team B / #1 Runner
2	Team C / #1 Runner Team D / #1 Runner
3	Individual Runner Individual Runner
4	Team E / #1 Runner Team F / #1 Runner
5	Team G / #1 Runner Team H / #1 Runner
6	Individual Runner Individual Runner
7	Team I / #1 Runner Team J / #1 Runner
8	Team K / #1 Runner Team L / #1 Runner
9	Individual Runner Individual Runner
10	Team M / #1 Runner Team N / #1 Runner
11	Team O / #1 Runner Team P / #1 Runner
12	Individual Runner Individual Runner



**To:** IHSA Official Representatives

**Re:** 2020 IHSA Cross Country Sectional Host Requirements

**Date:** September 24, 2020

### **2020 IHSA Cross Country Sectional Race Format Options**

The 2020 Cross Country Sectional event will have the flexibility to be conducted over a three-day period ranging from October 29, 30, and 31, 2020. Meet managers must keep the number of participants, coaches, officials, and timers at 50 or less for any one race. Therefore, with multiple teams assigned to each host site, it will be necessary to run both the boys' and girls' regionals in a flight format.

#### **Requirements for Running a Regional Cross-Country Event**

- All current IHSA Cross-Country Guidelines posted in the COVID-19 Resource Page on the IHSA website are to be adhered to (<https://www.ihsa.org/Resources/COVID-19#3045135-cross-country>).
- For the regional event, teams may be assigned to a regional in another EMS Region per the IDPH.

#### **Team Camps**

- Team camps can only be established in locations that are removed from the course.
- There must be at least 30 feet of distance between each team's camp and camp sites must be large enough to allow for social distancing among those in each camp.
- Athletes who are waiting to compete or who have already competed must remain in the team camp area unless they are called by meet management to be staged in another location for an upcoming race.
- Coaches and athletes must wear facial coverings when social distancing is not possible or unless they are doing strenuous activity or competing.
- Athletes in team camp areas must be under supervision at all times.

#### **Spectators**

- Spectators may attend the event as long as they maintain social distancing and wear a facial covering any time social distancing is not possible.

#### **Meet Entries**

- Sectional entries will be dictated by the Regional Qualifying criteria. The Sectionals will consist of the first five (5) placing teams from each Regional and the first five (5) runners who are not members of an advancing team. In addition, in the event the 6<sup>th</sup>, 7<sup>th</sup>, or 8<sup>th</sup> place overall individual finisher in the regional is not on a qualifying team, such 6<sup>th</sup>, 7<sup>th</sup>, or 8<sup>th</sup> place overall finisher shall advance to the Sectional as well.
- Schools can only bring the eight (8) runners who they declared through the LOP process through Athletic.net. This will allow for the 7 permissible runners who can compete in a race along with 1 alternate runner. Along with coaches and adult school personnel, schools are not permitted to bring any more participants than 8. This is designed to help keep numbers at regional events at a minimum.

#### **Start**

- Boxes must be enlarged to 8 feet wide in order to allow for 6 feet social distancing between athletes.

#### **Finish**

- A timed video finish of all flights is required.
- A large finish corral or open area is required to allow for social distancing among all at the finish.
- Do not use narrow chutes for race finishes.

#### **Scoring**

- After all flights of a gender/class are complete, all competitors' finish times will be used to establish their overall place for the purpose of scoring the meet.
- All official video recordings of the finish and competitors' times/places must be verified by the Meet Referee. In addition, final place for each competitor and team score must be verified by the Meet Referee.





## Results

- Hosts must upload official results to Athletic.net through their Athletic.net account.
- Do not post results on a wall or board. Inform teams and spectators that results will only be posted electronically through Athletic.net and the IHSA cross country webpages.
- Ensure that electronic results have been posted for a minimum of 15 minutes before distributing awards to head coaches.

## Awards

- Do not conduct awards ceremonies in order to prevent crowding and close contact in any one area.
- Due to the narrow window of time before Sectionals, we will attempt to have awards shipped to host schools prior to the event (1 regional champion plaque; 1<sup>st</sup> – 5<sup>th</sup> place overall individual medals). If we are unable to get the awards to the host prior to the event, we will mail the awards to the appropriate recipients following your Sectional.
- In the event that you have all necessary awards prior to the Sectional, hosts must organize medals, establish a method to distribute the awards to each head coach of the receiving school prior to their departure back home after the conclusion of the meet.

## Officials

- The IHSA will assign and pay 1 official at each regional location. The official will act as Meet Referee and Clerk/Starter.
- Officials must wear a facial covering when social distancing is not possible.
- Officials are only there to ensure that the NFHS Rules are applied and enforced. They are not to enforce facial coverings, social distancing, and other COVID-19 related requirements. This responsibility falls with the host and meet management.

## Host Guarantee

- Sectional hosts will receive a host guarantee of \$506.25 for the boys meet and \$506.25 for the girls meet (75% of what has been provided in past years) after the financial report has been received by the IHSA office.

## Coaches Meeting

- Hosts and the Meet Referee must conduct a meeting with coaches on the day of and prior to competition.
- The meeting is limited to the host, the Meet Referee, and head coaches only and must be done in a space that allows for appropriate social distancing.
- Hosts should also use this opportunity to explain the unique nature of the event and how it will flow at their facility. It will also be a good opportunity to address questions.
- Host announcements, meet and facility protocols, facility maps, etc. should be shared electronically and communicated to attending schools frequently in the days and weeks preceding the sectional meet.

## Flight Format

- Flights must be scheduled in a way to allow for one flight on the course at a time.
- After each flight, the manager must allow for plenty of time to vacate participants and coaches from the area, ensure that meet officials have time to review/determine race results, and prepare the area for the next flight. A reasonable timeframe would be to schedule flights no less than 45 minutes to an hour apart, but it is permissible for hosts to accomplish this in a shorter time frame if they are able to manage it.

**Dividing the 7 runners from each team into flights based on their ability level is the format that must be used. The guidance provided below, establishes the probable number of flights based on the number of teams assigned to a regional. However, this format may be adjusted by the host depending upon the number of athletes each team will have run (5, 6, or 7). The IHSA will need to know the number of flights conducted at each regional in order to compensate officials the correct amount as they are paid per race.**



### 15 Teams = Four Flights

Flight 1 – Each team's 1 runners plus individuals

15 teams – 15 team runners, 15 coaches, 1 official, 1 timer = 32 people (plus up to 18 individual runners and coaches)

Flight 2 – Each team's 2 & 3 runners

15 teams – 30 team runners, 15 coaches, 1 official, 1 timer = 47 total people

Flight 3 – Each team's 4 & 5 runners

15 teams – 30 team runners, 15 coaches, 1 official, 1 timer = 47 total people

Flight 4 – Each team's 6 & 7 runners

15 teams – 30 team runners, 15 coaches, 1 official, 1 timer = 47 total people

### **Sample Starting Box Arrangements (Flight 1):**

<b>Box #</b>	<b>Team/Box Position</b>
<b>1</b>	Team A / #1 Runner Team B / #1 Runner
<b>2</b>	Team C / #1 Runner Team D / #1 Runner
<b>3</b>	Individual Runner #1 Individual Runner #2
<b>4</b>	Team E / #1 Runner Team F / #1 Runner
<b>5</b>	Team G / #1 Runner Team H / #1 Runner
<b>6</b>	Individual Runner #3 Individual Runner #4
<b>7</b>	Team I / #1 Runner Team J / #1 Runner
<b>8</b>	Team K / #1 Runner Team L / #1 Runner
<b>9</b>	Individual Runner #5 Individual Runner #6
<b>10</b>	Team M / #1 Runner Team N / #1 Runner
<b>11</b>	Team O / #1 Runner Individual Runner #7
<b>12</b>	Individual Runner #8 Individual Runner #9



**Sample Starting Box Arrangements (Flight 2)**

Box #	Team/Box Position
1	Team A / #2 Runner Team A / #3 Runner
2	Team B / #2 Runner Team B / #3 Runner
3	Team C / #2 Runner Team C / #3 Runner
4	Team D / #2 Runner Team D / #3 Runner
5	Team E / #2 Runner Team E / #3 Runner
6	Team F / #2 Runner Team F / #3 Runner
7	Team G / #2 Runner Team G / #3 Runner
8	Individual Runner #10 Individual Runner #11
9	Team H / #2 Runner Team H / #3 Runner
10	Team I / #2 Runner Team I / #3 Runner
11	Team J / #2 Runner Team J / #3 Runner
12	Team K / #2 Runner Team K / #3 Runner
13	Team L / #2 Runner Team L / #3 Runner
14	Team M / #2 Runner Team M / #3 Runner
15	Team N / #2 Runner Team N / #3 Runner
16	Team O / #2 Runner Team O / #3 Runner

**Sample Starting Box Arrangements (Flight 3)**

Box #	Team/Box Position
1	Team A / #4 Runner Team A / #5 Runner
2	Team B / #4 Runner Team B / #5 Runner
3	Team C / #4 Runner Team C / #5 Runner
4	Team D / #4 Runner Team D / #5 Runner
5	Team E / #4 Runner Team E / #5 Runner
6	Team F / #4 Runner Team F / #5 Runner
7	Team G / #4 Runner Team G / #5 Runner
8	Individual Runner #12 Individual Runner #13
9	Team H / #4 Runner Team H / #5 Runner
10	Team I / #4 Runner Team I / #5 Runner
11	Team J / #4 Runner Team J / #5 Runner
12	Team K / #4 Runner Team K / #5 Runner
13	Team L / #4 Runner Team L / #5 Runner
14	Team M / #4 Runner Team M / #5 Runner
15	Team N / #4 Runner Team N / #5 Runner
16	Team O / #4 Runner Team O / #5 Runner



#### Sample Starting Box Arrangements (Flight 4)

Box #	Team/Box Position
1	Team A / #6 Runner Team A / #7 Runner
2	Team B / #6 Runner Team B / #7 Runner
3	Team C / #6 Runner Team C / #7 Runner
4	Team D / #6 Runner Team D / #7 Runner
5	Team E / #6 Runner Team E / #7 Runner
6	Team F / #6 Runner Team F / #7 Runner
7	Team G / #6 Runner Team G / #7 Runner
8	Individual Runner #14 Individual Runner #15
9	Team H / #6 Runner Team H / #7 Runner
10	Team I / #6 Runner Team I / #7 Runner
11	Team J / #6 Runner Team J / #7 Runner
12	Team K / #6 Runner Team K / #7 Runner
13	Team L / #6 Runner Team L / #7 Runner
14	Team M / #6 Runner Team M / #7 Runner
15	Team N / #6 Runner Team N / #7 Runner
16	Team O / #6 Runner Team O / #7 Runner



## **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, tournament level, year, etc.

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

Thank you very much for your cooperation.

Kraig Garber  
Asst. Executive Director

## Manager Awards Order Form for Ties

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

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

**Tournament Location:** \_\_\_\_\_ **Competition Level:** \_\_\_\_ Reg \_\_\_\_ Sect

**Sport/Activity:** \_\_\_\_\_ **Gender:** \_\_\_\_ Girls \_\_\_\_ Boys \_\_\_\_ Co-ed

**Tournament Manager's Name:** \_\_\_\_\_

**Tournament Manager's Phone Number:** \_\_\_\_\_

**Tournament Manager's Email address:** \_\_\_\_\_

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

### TEAM PLAQUE

**Recipient Town/School (Must supply both):** \_\_\_\_\_

**Name of Recipient:** \_\_\_\_\_ **Place:** \_\_\_\_\_

### Individual Event Medal Tie Requests

(\*Pole Vault, Discus, Diving, 100 yd. Butterfly, Singles, Doubles, 102 lb.; Speech: IE, etc.)

♦ **Recipient Town & School:** \_\_\_\_\_

**Name of Recipient:** \_\_\_\_\_ **Place:** \_\_\_\_\_

**Event Name\*** \_\_\_\_\_

♦ **Recipient Town & School:** \_\_\_\_\_

**Name of Recipient:** \_\_\_\_\_ **Place:** \_\_\_\_\_

**Event Name\*** \_\_\_\_\_

♦ **Recipient Town & School:** \_\_\_\_\_

**Name of Recipient:** \_\_\_\_\_ **Place:** \_\_\_\_\_

**Event Name\*** \_\_\_\_\_

♦ **Recipient Town & School:** \_\_\_\_\_

**Name of Recipient:** \_\_\_\_\_ **Place:** \_\_\_\_\_

**Event Name\*** \_\_\_\_\_



# IHSA Licensed Vendor



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

## School Information:

Please read the entire Trademark Use and Royalty Policy for full disclosures.

- By virtue of membership, schools are granted a license to use the IHSA Trademarks on or in connection with IHSA State Series Events. Member schools may produce their own programs or merchandise in accordance with the terms of the Trademark Use and Royalty Policy.
- Any writing or merchandise produced in connection with IHSA State Series Events must conspicuously display the IHSA name and at least one logo.
- Member schools contracting with an outside vendor to have programs or merchandise produced in connection with IHSA State Series Events are required to use IHSA licensed vendors.
- Member schools advancing to an IHSA State Final and choosing to have merchandise produced in connection with that event, must use Minerva Sportswear. The IHSA has a contract with this company to be the exclusive IHSA State Final Merchandise Vendor.
- A member school may use any IHSA Licensed Vendor. To see the approved list, visit the IHSA website at <http://www.ihsa.org/Resources/Merchandise/LicensedVendors.aspx>.

## Vendor Information:

Please read the entire Trademark Use and Royalty Policy for full disclosures.

- Any printed material or merchandise produced in connection with IHSA State Series Events, must conspicuously display the IHSA name and at least one logo.
- IHSA marks and logos can only be utilized by those who are granted a license by the IHSA.
- Member schools contracting with an outside vendor to have programs or merchandise produced in connection with IHSA State Series Events must use an approved IHSA licensed vendor.
- IHSA licensed vendors can sell licensed material to any IHSA member school.
- IHSA licensed vendors cannot produce merchandise in conjunction with an IHSA State Final. The IHSA has an exclusive State Final Merchandise Vendor contract.
- Licensed publication vendors pay the IHSA a 5% royalty of gross advertising sales, and licensed merchandise vendors pay the IHSA an 8% royalty of gross merchandise sales (based on sale of the finished product) - Royalty Report.
- For unlimited events, vendors can be licensed by the IHSA and utilize the IHSA name and logos for an entire year for a \$500 annual fee; or
- For limited events, vendors can be licensed by the IHSA and can utilize the IHSA name and logos for a single event, up to three events in a year, for \$50 per event or \$100 for three events.

Applying to be an IHSA Licensed Vendor (unlimited events):

1. Submit a completed Licensed Vendor Application for approval;
2. Once approved, sign the IHSA Vendor License Agreement; and
3. Pay the annual licensing fee of \$500.

Applying to be an IHSA Licensed Vendor (limited events):

1. Contact the IHSA office for approval;
2. Once approved, sign the IHSA Limited Use Vendor License Agreement; and
3. Pay the single event fee of \$50 or \$100 for three events.

For additional information regarding Licensing and Royalty, contact Tammy Craig at 309-663-6377, or visit the IHSA website at <http://www.ihsa.org/Resources/Merchandise/LicensedVendors.aspx>.

**Royalty Report:** For a downloadable pdf of the Royalty Report go to [http://www.ihsa.org/documents/forms/State\\_Tournament\\_Series\\_Royalty\\_Report.pdf](http://www.ihsa.org/documents/forms/State_Tournament_Series_Royalty_Report.pdf)





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

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

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