



2019-20

Competitive  
Dance

Manual for  
Schools and Managers





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### Revision History



# 2019-20 Competitive Dance Series Terms and Conditions

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

## I. SCHOOL CLASSIFICATION

**A. Classifications in the IHSA Competitive Dance State Series will be determined according to IHSA Policy 17 (Classification System).**

**B.** 1A, 2A, and 3A teams can have up to 28 rostered participants with no more than 28 allowed on the competition floor and no less than 5.

## II. DATES AND SITES

**A. Sectional Tournaments:** The Sectional tournaments will be held on week 29 of the IHSA Standardized Calendar (Saturday, January 25, 2020) at five proportional sites per division which will be announced in November and posted on the IHSA website at [www.ihsa.org](http://www.ihsa.org).

**B. State Final Tournament:** The State Final tournament will be held on week 30 of the Standardized IHSA Calendar (Friday and Saturday, January 31 and February 1, 2020). The Grossinger Motor Arena in Bloomington will host the state final.

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

The policy for Original Entry Deadlines, Late Entries and Late Withdrawals shall be the policies and procedures regarding entry for all IHSA sponsored sports included in the 2019-20 Entry Policies and Procedures which can be found in the Schools Center on the IHSA website.

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

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

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

1. To withdraw without penalty, the Principal must notify the IHSA Office, in writing, of the school's withdrawal from the respective sport prior to the date the List of Participants is due for that sport (December 10, 2019).

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

**D. Eligibility:** All member schools in good standing may enter one team under the provisions of IHSA By-law 3.000.

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

**F. Online List of Participants:** Each school must complete the Online List of Participants by the deadline date of December 10, 2019.

If a school does not submit the Online List of Participants by the deadline, coaches and/or participants are subject to penalties, which could include but not limited to being ruled ineligible to compete in the State Series and/or charged \$100.00. Confirmation of receipt of Online List of Participants: Schools should login to their Schools Center site on the IHSA website and go to the Sport and Activity Tracker. The Sport and Activity Tracker will show "Completed", if you have checked the button indicating you have finished with your report. If it doesn't indicate "Completed", then you must go back into your school's List of

Participants and check the button on the Online List of Participants indicating you are finished with your report.

## IV. HOST FINANCIAL ARRANGEMENTS

**A. Sectional Host School Expenses:** Sectional host schools shall receive a guarantee of \$550. Officials will be paid by IHSA via ArbiterPay. The host school shall pay for all local expenses.

After these guaranteed expenses are deducted from the gross income, including gate receipts, the host school shall retain 20% of the net income and submit the remainder to the IHSA. In the event of a negative balance, the host shall be reimbursed the entire deficit.

**B. Sites Other Than Member Schools:** When a Sectional tournament is held at a site other than an IHSA member school, the IHSA administration will determine the financial arrangements with the host using current financial arrangements as guidelines.

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

**D. Admission Prices:** The Board of Directors has established the following ticket prices for Sectional and State Final Competition. Ticket Prices: Sectional: \$6.00, State: \$10.00 per day general admission. Child in arms requires no ticket for all levels of competition.

**E. Tickets:** General seating tickets may be purchased in advance for the State Final Tournament by contacting the Grossinger Motors Arena-Bloomington ticket office at 309-434-2679. Tickets will also be available for purchase online at <http://www.grossingermotorsarena.com> Limited luxury suites will also be available for purchase for each session of the State Final by contacting the Grossinger Motors Arena ticket office at 309-434-2679.

**F. Refunds:** Under no circumstances shall there be a refund of ticket money for tickets sold.

## V. TOURNAMENT ASSIGNMENTS

**A. Sectional Assignments:** All IHSA member schools entered in the Competitive Dance State Series will be assigned by the IHSA to one of the five (5) proportional divisions for Sectionals. These assignments

will appear online at [www.ihsa.org](http://www.ihsa.org) after the Nov. 1 entry deadline. Assignments are made according to the IHSA Grouping Policy # 18. The number of competing schools, travel distance, geographical location and the number of entries shall be primary factors in the determination of number and boundary lines for these Sectionals. Sectional competition order will be randomly determined at the IHSA office and be posted online and provided to the sectional managers. No local manager shall be permitted to change the order in which the schools compete unless given permission by the IHSA office. The top six qualifying teams in each division from each sectional will advance to the state competition.

## VI. TOURNAMENT STRUCTURE AND TIME SCHEDULES

**A. Tournament Structure:** The successive series shall be designated respectively, Sectional and State Final. The Sectional contest will be held on Saturday, January 25, 2020. Sectional competition times will be posted online at [www.ihsa.org](http://www.ihsa.org) on the IHSA dance menu page. All schools entered in the IHSA Competitive Dance State Series will be assigned to compete in proportional divisions of Sectional competition on a geographical basis. There will be a site manager at each sectional site. The top six (6) qualifiers in each division from the Sectional competition will advance to compete in the State Final.

**B. Coaches State Final Meeting:** A State Final coaches' meeting will be conducted prior to each division of competition. A coach (or their school representative) from each school qualifying a team for the State Final must attend that meeting. The assistant coach, Athletic Director and/or Principal may attend in place of the head coach as the Official School Representative. The purpose of the meeting is to review policies, procedures and local rules governing the conduct of the state final. Coaches will be responsible for the information reviewed at that meeting regardless of their attendance or non-attendance at the meeting.

**C. State Final Time Schedule:** On Friday, January 31, 2020, preliminary rounds of competition will begin at 10:15 a.m. Below is the preliminary State Final time schedule. The State Final time schedule shall be as follows:

### Friday, January 31, 2020

#### SESSION 1 1A & 2 A Preliminaries

9:00 am	Coaches Meeting (The Restaurant)
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9:15 am	Doors open to the State Final venue site
10:00 am	Welcome
10:10 am	Announcements & National Anthem
10:15 am	First Performance (1A & 2A Alternate Performances)
12:15 pm	—Officials Break—
2:21 pm	Last Performance
2:40 pm	Announcement of 1A Finalists
2:50 pm	Announcement of 2A Finalists

#### SESSION 2 3A Preliminaries

3:15 pm	Coaches Meeting (The Restaurant)
4:00 pm	Welcome
4:10 pm	Announcements & National Anthem
4:15 pm	First Performance (3A)
6:15 pm	—Officials Break—
7:19 pm	Last Performance
7:40 pm	Announcement of 3A Finalists

### Saturday, February 1, 2020

#### SESSION 3 1A, 2A & 3A Team Finals

10:00 am	Doors open to the State Final venue site
10:55 am	Announcements & National Anthem
11:00 am	Team Finals (1A & 2A Alternate Performances)
12:45 pm	1A Team Awards
1:00 pm	2A Team Awards
1:55 pm	Announcements & National Anthem
2:00 pm	Team Finals 3A
3:20 pm	3A Team Awards

**D. State Final School Packets:** At the State Final, school packets which include state final passes and programs may be picked up Thursday evening, January 30, 2020 from 6:30 pm to 8:30 pm at the VIP entrance and Friday, January 31, 2020 at the Pepsi Ice Rink Main Entrance located on the south entrance of the Grossinger Motors Arena. (Note: performance schedules will be posted online). A coach/school official is the only person permitted to pick up the schools' packet. The Grossinger Motors Arena in downtown Bloomington is Tournament Central.

**E. Time Schedules:** Sectional and State Competition time schedules shall be posted online at [www.ihsa.org](http://www.ihsa.org). Time schedules are determined by a random sort for sectionals and the state finals including prelims and final performances.

**F. Warm-up Time:** Warm-up time at the Sectional and the State Final tournaments shall be posted online at [www.ihsa.org](http://www.ihsa.org) prior to competition. Teams will report to warm-up forty (40) minutes prior to their performance with twenty (20) minutes designated in the warm-up area and four (4) minutes of warm-up on the designated full warm-up floor.

1. At Sectional and State competition the host shall not make its performance area available earlier to the teams for practice sessions. When a part of the state series is played at a facility other than a member school's facility, none of the teams entered, including a hosting member school shall be permitted to practice at the facility.

2. Schools entered in the competition will be allowed warm-up/practice time as scheduled by the IHSA.

3. In the Sectional and State series uninterrupted clock minutes shall be provided for warm-up prior to competition. Teams may not be on the official warm up floor prior to the designated time.

4. Only competitors and coaches will be allowed in the warm-up area.

**G. Competition Disruption:** Tournament management reserves the right to cease competition under the following conditions:

1. At the Sectional and State prelims the IHSA Official reserves the right to stop a routine due to an obvious injury. The competition officials will determine if the team will be allowed to perform at a later time. If the competition officials allow a routine to be performed at a later time, the spot in the schedule where the re-performance is to take place is at the sole discretion of competition officials. The team may perform the routine again in its entirety, but will be evaluated only from the point where the interruption occurred.

2. If, in the opinion of the tournament officials, a team's routine is interrupted because of failure of the tournament equipment, facilities, or other factors attributable to the tournament rather than the team the Head Official should stop the routine. The tournament officials will determine the degree and effect of the interruption. The team will be allowed to present its routine from the place in the routine where the interruption occurred.

3. In the event a team's routine is interrupted because of failure of the teams own equipment the team must either continue the routine or take the score earned to that point.

**H. Sectional Management:** In all cases in which a member school is selected as a competition site, the IHSA Official Representative of the high school shall automatically assume entire responsibility for the competition. The Official Representative may delegate the authority to manage the competition to another staff member. In case

the site is not located at a member school, then the IHSA Board of Directors shall appoint a local manager with like responsibilities.

**I. Sectional Manager:** The local manager shall have authority to take proper and appropriate action in any case of unusual situations arising during the competitions. However, no part of the terms and conditions may be set aside. In all cases involving an interpretation not specifically covered by the rules, the competition manager shall consult with the Head Official before the announcement of results or the presentation of awards.

The Sectional Manager or appointed manager shall conduct a meeting for coaches prior to each division at the sectional tournament on the Saturday morning of sectionals. The Sectional manager will introduce the Head Official and any other personnel that they deem necessary to introduce to the coaches. The Sectional manager will discuss items on the sectional agenda (tournament logistics) and answer any questions regarding the competition.

## VII. ADVANCEMENT OF WINNERS

**A.** The first, second, third, fourth, fifth and sixth place teams in each dance competition division from the Sectional shall advance to the state final and compete in the division in which they qualified. The top twelve teams in each division will advance to Saturday's finals competition.

**B.** Should a qualifying team withdraw or be disqualified before the state final tournament, the remaining qualifier from the same Sectional in that division shall be moved up.

**C.** A team moving up due to withdrawal or disqualification may be entered into the State Final up to the competition time. It is the responsibility of the principal or coach to notify the IHSA office at the earliest possible time that another advancing team may be necessary. The IHSA office is responsible for informing the school's administration/coach that they will replace a regular qualifier.

**D.** The school winner will be determined in accordance with the scoring system described in Article VIII.

**E.** A random sort at the IHSA office will determine the performance order for sectionals and state. A random sort will also be used to determine the finals order for Saturday's State Final competition. This order will be posted online on the dance link at [www.ihsa.org](http://www.ihsa.org).

## VIII. TOURNAMENT RULES

The current National Federation Spirit Rules published by the NFHS are the official

rules governing the competition in all state series competitions. The National Federation of State High School Association's Official High School Spirit Rules Book is the minimum safety standard for the state series.

### A. Competition Guidelines

Each team will present one competitive routine in their assigned division.

#### 1. Timing

a. Competition will consist of a one minute forty-five second (1:45) minimum time limit and three (3) minute maximum time limit.

b. The timing begins with the team's first movement or note of music, whichever comes first, on the competition floor. Timing ends with the last movement or beat of music. There will be an official timer at each level of competition. All participants must start in the competition area.

#### 2. Competition Area

a. The competitive dance surface shall be a standard high school basketball court area of 84ft. x 50ft. (wide). At the state final, the competition dance surface shall be an 80ft. x 50ft. (wide) Marley floor.

b. Members of your competitive team must fulfill all spotting requirements as governed by the NFHS Spirit Rules.

3. Music can be on a CD or a MP3 player and all teams must have a back-up. In addition, it is the coach's responsibility to start and stop the music. Coaches will be allowed to check their music directly before the performance. Music should not contain any suggestive lyrics. The association assumes no responsibility for the payment of copyright, royalty, or any other fees connected to the performances of any material in the dance competitive state series.

4. Only appropriate poms, used in a safe manner are allowed. (No flags, streamers, etc. will be allowed.) No props will be allowed.

5. Masks, hats, sunglasses or other head/face coverings are allowed. Hats, masks, sunglasses or other head/face coverings are not allowed for any stunting or tumbling. Masks must be totally removed or discarded for any dancer (base or top person) involved in stunting or tumbling.

6. Apparel can be manipulated as long as it is attached. Apparel can be removed and discarded.

7. When standing at attention, apparel must cover the midriff. The midriff is defined as the three inches from the belly button up all the way around the body including the back.

**B. Scoring:** Refer to the score sheet and rubric in the competition manual.

1. Sectional: The official IHSA score sheet will be used for the scoring of all competitive dance routines. The total accumulative point value of the officials score

sheets will be averaged. There shall be five (5) hired officials for each Sectional site competition. There shall be two (2) IHSA penalty officials, and three (3) IHSA panel officials with one being the head official assigned by the IHSA for each Sectional site.

2. State: The official IHSA score sheet will be used for the scoring of all competitive dance routines. The total accumulative point value of the officials score sheets will be averaged. There shall be eight (8) hired officials for the State competition. There shall be five (5) IHSA hired panel officials for the State competition. There shall be one (1) head official for State. There shall be two (2) technical officials for State. Each routine will be judged by (2) penalty officials and five (5) panel officials.

3. Deductions/Penalties shall be subtracted from the total accumulative point value average.

**C. Team Ties:** Ties affecting advancement from preliminaries to finals: At all competitions, teams tied for a position which qualifies for advancement from preliminaries to finals shall be advanced without the tie being broken.

**D. Coaching:** At the Sectional and State Series, eligible high school coaches shall follow this procedure:

1. A maximum of three (3) competitive dance coaches shall be allowed to coach on the competition floor. Only coaches whose names appear on the List of Participants will be allowed to coach unless written notification from the school's Principal verifies the eligibility of a coach. Schools may only submit the names of those coaches who are in compliance with IHSA By-law 2.070.

2. Eligible coaches shall receive three (3) coaching passes in their team packet for the State Final.

3. The eligible coaches shall wear the coaching pass on the outside of his/her clothes while coaching.

4. Only coaches wearing this pass will be allowed into designated areas to coach.

5. Violation of ineligible coaching or being inappropriately involved with a competing high school athlete during a Sectional or State competition may be considered gross misconduct, and could result in penalty deductions to dismissal from coaching at the event.

6. Coaches should remain in the designated areas at all times during warm-ups and competition and not disrupt the competition. Coaching should be limited to words of help and encouragement, and the ethics of good sportsmanship must be observed.

**E. Unsportsmanlike Conduct:** Managers and officials have the strictest

instructions to disqualify any competitor, coach and/or person guilty of profane or indecent language or of gross unsportsmanlike conduct. The IHSA By-laws give the Board of Directors complete authority to penalize a school for any unsportsmanlike conduct on the part of the principal, the coach, the athletes, the faculty, the board of education or any other official representative of any participating school. The Board of Directors will definitely exercise this authority.

**F. Videotaping:** The IHSA prohibits any taping for the purpose of video reviewing during the tournament. Spectators are allowed to videotape in the stands, provided they remain in their seat and do not obstruct the view of participants and spectators.

**G. Substitutions:** After the List of Participants have been entered (after Jan. 7, 2019), competing schools may use any student whose name appears on the List of Participants as competitors. No substitution of names to the List of Participants shall be made after December 10, 2019. Alternates on this list may be used for competition at any time.

**H. Refusing to Participate:** If an IHSA member team refuses to compete after being assigned to a competition, the tournament manager shall report the incident to the IHSA office. The withdrawing team will be responsible for all applicable fees. (Refer to Article III-C in the terms and conditions regarding Breach of Contract.)

#### **I. Competitor's Apparel**

##### **1. Team Apparel:**

All competitors shall wear only school approved apparel for competition during the Sectionals and the State Final. All apparel shall be devoid of commercial advertising except for the manufacturer's logo/trademark which shall not exceed two and one quarter (2 1/4) square inches with no dimension exceeding 2 1/4 inches. It may appear only once on each piece of wearing apparel. All apparel, including footwear must be in compliance with the NFHS Spirit Rules Book. Participants will not be permitted to compete in illegal attire. Sectional and/or State Final site managers shall have authority to assess penalties for failure to comply with this requirement.

##### **2. Participant Limitations:**

a. The NFHS Spirit Rules Book governs all participant apparel/accessories.

b. Fingernails, including artificial nails must be kept at an appropriate length (short, near the end of the fingers) to minimize risk for the participant.

c. Hair must be worn in a manner that is appropriate for the activity. Hair devices must be secure.

d. Glitter that does not readily adhere on the hair, face, body or uniform is illegal.

e. Wearing "hard" jewelry is illegal, except when such items are securely affixed to the apparel or the hair. Exception: Religious medals may be taped to the body under the apparel without a chain. Medical medals may be taped to the body and may be visible.

**J. Disqualification:** Any team that does not adhere to these terms and conditions may be subject to disqualification from the tournament and will automatically forfeit any right to awards received at the tournament.

### **IX. TOURNAMENT POLICIES**

**A. Tickets:** Tickets will be available one hour prior to the competition on the day of the event. Sectional ticket prices shall be \$6.00 per person (Child in arms requires no ticket). Ticket prices shall be \$10.00 per day for general seating at the State series (Child in arms requires no ticket). Presale tickets will be arranged through the State Final host site for the State tournament only. Spectators are not allowed on or near the warm-up or competition areas.

**B. All-Star Teams:** No officers of the tournament, game official or anyone serving under the supervision of the Illinois High School Association may cooperate in any way in the selection of an All-Star Tournament team.

**C. Consolation Competition:** There shall be no consolation competition.

**D. State Final Passes:** State Final passes will be provided to all competing schools and eligible coaches and school officials/administrators. All participants are required to wear their passes at all times. Competitor passes can be kept with the coaching staff while the team is in team apparel and competing. Competitors must have their passes visible to be allowed entry into the state final site. State Final passes allow entry into the State Final at any time during the competition.

**E. Artificial Noisemakers:** All artificial noise-making devices shall be excluded from the performance area. Tournament managers should not permit spectators to use air horns at the competition venue.

**F. Signs and Banners:** The displaying of signs, banners, placards or similar items at IHSA state series 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 respective school/community;

3. They are not displayed in the area of competition or in a manner which interferes with competition;

4. They do not obstruct the view of participants or spectators or cover other signage; and

5. They are not safety hazards.

#### **G. Damage to Property or Equipment:**

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

**H. Media Requirements:** Space shall be set aside to provide for news media representatives (school, local or national) covering the state series whether they are from newspapers, radio stations, commercial television stations, and/or cable television stations.

1. Radio and TV Originators: It is the responsibility of the Local Manager to accept applications, approve requests to originate, collect proper rights fees payment (where required) and make cancellation refunds for television and/or radio origination, according to the IHSA Television and/or IHSA Radio Broadcast Policy.

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

b. Radio Broadcast Rights Fees are not required for any level of competition in this series. Local Managers shall permit radio originations of the competition.

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

2. Administrative Detail: Reporting information to the news media shall be the responsibility of each local Manager.

3. Provisions for Media Photographers and/or Television: Photographers or television personnel with cameras may enter the performance area to take pictures provided that:

a. The individual is wearing the IHSA media/photographers pass;

b. The individual reports to the site manager and shows the pass;

c. The individual stays at least five feet away from the competition floor;

d. The individual remains seated when taking pictures;

e. The individual only walks when the competitors are exiting;

f. The individual refrains from speaking to the competitor(s) during competition.

g. Media is not allowed in the warm up area or locker rooms.

4. Rights Fees for TV and Radio: Television Rights Fees to be charged by Local Managers and/or the IHSA are contained in the IHSA Television Policy.

Radio Fees:

a. Sectional Contest = No Charge

b. State Final = No Charge

Policy regarding media requirements for each Local Manager is contained in the current IHSA Handbook. Contact Matt Troha for media passes at the IHSA office at 309-663-6377.

**I. Videotaping by Schools or Spectators:** The local manager may provide videotaping for purchase. Spectators will be allowed to videotape in the stands, provided they remain in their seat and do not obstruct the view of participants and spectators.

**J. Flash Photography:** No flash cameras can be used during competition. News media may use non-distracting lighting if the manager has given permission. News media photographers are allowed to use filtered electronic flashes. However, if the manager and contest officials agree that the flashes are causing interference with the conduct of the contest, then they can require the photographer to cease use of the flash.

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

**L. Medical Provision (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.

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

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

## X. AWARDS

**A. Sectional:** In all Sectional competitions a plaque will be awarded to the school winner of the competition in each respective division.

**B. State:** A trophy will be awarded to teams finishing first, second and third in the State Final competition in each respective division.

**C. Team Awards:** Medallions will be presented to the schools of the first three placing teams in each respective division at the state final tournament. In addition, three (3) Coaches, Superintendent, Principal, Athletic Director and Athletic Trainer will be presented with a medallion. No other trophy or awards of any kind may be presented in the tournament series. Only the team/school representatives, Superintendent, Principal, Athletic Director and Athletic Trainer may participate in the awards presentation. Competitors participating in the awards presentation shall wear their school's official warm-up or team apparel. If a school fails to comply, they shall not be allowed to participate.

**D.** The awards will be furnished by the State Association and are not an expense charged upon the individual tournament.

## XI. OFFICIALS

Tournament officials will be assigned through the IHSA office. In all tournaments, the decisions of the official shall be final. The IHSA Board of Directors will not review decisions of officials, whether alleged errors are due to faulty judgment or misinterpretation of the rules.

**A. Number of Officials Assigned:** In each Sectional level of competition, three (3) panel officials and one as the head official; and two (2) technical officials shall be provided. State Final: At the State level competition, five (5) panel officials, one (1) head official; and two (2) technical officials shall be provided.

**B.** Tournament officials for the respective division must be in the designated official's area when the warm-up period begins.

**C.** All other tournament communication must be directed to the host manager. Normal conversation that must take place between the host school/manager, the officials, coaches, team members or school representatives is allowed.

**D.** Officials will submit the score sheets electronically to the head official at the competition for each division. It is the head official's responsibility to verify all scores and order of finish. The site manager will include score sheets and order of finish after the completion of each division in the team exit packets.

**E. Sectional Tournaments:** Each panel and technical official shall receive a flat fee of \$235.50. Each appointed head official shall receive a flat fee of \$275.50. Officials will be paid by IHSA via ArbiterPay.

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

**G. State Final Tournament:** Each appointed panel and technical official shall receive a flat fee of \$420.50 for the entire State Final tournament plus lodging at a hotel designated by the IHSA. Each appointed head official shall receive a flat fee of \$445.50 for the entire State Final tournament plus lodging at a hotel designated by the IHSA. The mileage reimbursement policy shall also be in effect for the state final for an official that travels in excess of 70 miles round trip. State Final Officials will be paid by IHSA via ArbiterPay.

# Competing School Information



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

This manual contains pertinent information related to this year's dance state series. Please pay special attention to the downloadable section and online forms. The IHSA continues to move forward with the addition of downloadable and interactive forms on our website at [www.ihsa.org](http://www.ihsa.org).

**Sectional Assignment:** Your school has been assigned to a sectional. You can find your assignment on the Dance web page after November 1. Click on sectional assignments.

**Sectional Meeting:** A coaches' meeting conducted by your assigned sectional manager will take place on Saturday, January 25, 2020. The sectional coaches' meeting times and team performance times will be posted online at [www.ihsa.org](http://www.ihsa.org) under the Dance link after December 10, 2019.

**Future Sectional Host Sites:** Schools interested in being a host site can enter information through the Schools Center under "Host Availability".

**Terms and Conditions:** The Terms and Conditions are the rules under which your school agreed to compete in the state series. The Terms and Conditions can be found online on the Competitive Dance page and is included in the manual. Please read the Terms and Conditions carefully.

**Official Assignments:** Assignment of officials shall be made by the IHSA. The final assignments will be electronically sent to the host school managers through their Schools Center.

## 2019-20 Competitive Dance Important Dates to Remember

Mon., Oct. 28	Season Starts
Mon., Nov. 4	1 <sup>st</sup> Contest may be held
Thurs., Nov. 1	Deadline to enter state series. Entries after this date are late entries
<b>Tues., Dec 10</b>	<b>List of Participants Online Entry due</b>
Thurs., Dec. 20	Sectional Assignment posted online sometime after December 20
Mon., Jan. 13	All teams must submit a team photo and cutline through the IHSA Schools Center
Sat., Jan. 25	Sectional level of competition
Sat., Jan 25	Sectional Winners Report submitted by manager. Completed by the IHSA scoring program.
Tues., Jan. 28	12:01 p.m. deadline for schools advancing to State Final to confirm hotel reservations.
Thurs., Jan. 30	State Qualifying packet pick up at the VIP entrance of the Grossinger Motors Arena, Bloomington, IL from 6:30 p.m. to 8:30 p.m.
Fri., Jan. 31	State Qualifying packet pick up will also be after 8:00 a.m. in the lobby of the Pepsi Ice Rink.
Fri,-Sat., Jan. 31- Feb. 1	State Final to be held at the Grossinger Motors Arena in Bloomington, IL (Time schedule posted on IHSA.org)





## **Schools Are Required to Use the Internet to File LIST OF PARTICIPANTS**

Schools are required to complete the Competitive Dance List of Participants on-line. Instructions will be in the School Center prior to the deadline date. You will want to list all dancers that are a part of your team that you may bring to state on the roster.

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

**LIST OF PARTICIPANTS DEADLINE:  
Tuesday, December 10, 2019**

# Competitive Dance Scoresheet



Sectional

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

State

Division: \_\_\_\_\_

Official: \_\_\_\_\_

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**COMPETITION CATEGORY****TEAM SCORE****COMMENTS**

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**CHOREOGRAPHY**

15 \_\_\_\_\_

**MUSICALITY**

15 \_\_\_\_\_

**DIFFICULTY**

15 \_\_\_\_\_

**TECHNIQUE**

15 \_\_\_\_\_

**SYNCHRONIZATION**

15 \_\_\_\_\_

**STAGING/SPACING**

15 \_\_\_\_\_

**SHOWMANSHIP/OVERALL VISUAL EFFECT**

10 \_\_\_\_\_

**TOTAL SCORE**

/100



# IHSA Competitive Dance Rubric

## CHOREOGRAPHY—15 points

- 13-15 pts: Excelling- Exceptional flow and continuity; exciting build in choreography; exceptional use of unique material, creativity, program concept and design.
- 11-12.9 pts: Applying- Good flow and continuity; good build in choreography; good use of unique material, creativity, program concept and design
- 9-10.9 pts: Developing- Moderate flow and continuity; some build in choreography; some unique material, creativity, program concept and design
- 7-8.9 pts: Lacking- Choppy and lacks continuity; lacking build in choreography; the choreography lacks unique material, creativity, concept and design

## MUSICALITY—15 points

- 13-15 pts: Excelling—Exceptional use of vocal and musical interpretations throughout; exceptional use of music to movement ownership; exceptional range of tempo and rhythmic interpretations throughout
- 11-12.9 pts: Applying—Good use of vocal and musical interpretations throughout; good use of music to movement ownership; good range of tempo and rhythmic interpretations throughout
- 9-10.9 pts: Developing—Moderate use of vocal and musical interpretations throughout; moderate use of music to movement ownership; some range of tempo and rhythmic interpretations throughout
- 7-8.9 pts: Lacking—Lacking vocal and musical interpretations throughout; use of music to movement ownership is rarely achieved; lacking range of tempo and rhythmic interpretations throughout

## DIFFICULTY—15 points

- 13-15 pts: Excelling—Exceptional range of skills, stunts, tricks and movement that highlight the athleticism of the dancer. There is an exceptional use of difficult preps and linking skills. The routine has an excellent use of team to athlete ratio and exceptional use of isolations, balances, ambidexterity, extensions, and partnering skills.
- 11-12.9 pts: Applying— Good range of skills, stunts, tricks and movement that highlight the athleticism of the dancer. There is a good use of difficult preps and linking skills. The routine has a good use of team to athlete ratio and good use of isolations, balances, ambidexterity, extensions, and partnering skills.
- 9-10.9 pts: Developing—Moderate range of skills, stunts, tricks and movement that highlight the athleticism of the dancer. There is some use of difficult preps and linking skills. The routine has some team to athlete ratio and some use of isolations, balances, ambidexterity, extensions, and partnering skills.
- 7-8.9 pts: Lacking— Skills, stunts, tricks and movement are basic and lacking throughout. The routine lacks using difficult preps and linking skills. The routine lacks use of team to athlete ratio and lacks using isolations, balances, ambidexterity, extensions, and partnering skills throughout.

## TECHNIQUE—15 points

- 13-15 pts: Excelling—Excellent body awareness & placement. Excellent strength, control and clear articulation of movements. Excellent posture, carriage, weight placement, and alignment throughout the movements.
- 11-12.9 pts: Applying—Good body awareness & placement. Good strength, control and clear articulation of moments. Good posture, carriage, weight placement, and alignment throughout the movements.
- 9-10.9 pts: Developing— Average body awareness & placement. Average strength, control and clear articulation of movements. Average posture, carriage, weight placement, and alignment throughout the movements.
- 7-8.9 pts: Lacking— Lacking body awareness & placement. Lacking strength, control and clear articulation of moments. Lacking proper posture, carriage, weight placement, and alignment throughout the movements.

## SYNCHRONIZATION—15 pts

- 13-15 pts: Excelling—Excellent precision, timing and style throughout the performance. Athletes perform with excellent synchronization.
- 11-12.9 pts: Applying—Good precision, timing and style throughout the performance. Athletes perform with good synchronization
- 9-10.9 pts: Developing—Average precision, timing and style throughout performance. Athletes perform with average synchronization
- 7-8.9 pts: Lacking—Poor precision, timing and style throughout the performance. Athletes perform with a lack of synchronization.

## STAGING/SPACING—15 pts

- 13-15 pts: Excelling—Exceptional variety and creativity in the formations. The levels, directions, and sectioned group work highlight the athletes in an effective way and create an exceptional visual appeal throughout the routine. The athletes are excellent at utilizing the performance floor effectively and display exceptional spatial awareness in formations and transitions.
- 11-12.9 pts: Applying—Good variety and creativity in the formations. Good use of levels, directions and sectioned group work to highlight the athletes in an effective way and create good visual appeal throughout the routine. The athletes are good at utilizing the performance floor effectively and display good spatial awareness in formations and transitions
- 9-10.9 pts: Developing—Some variety and creativity in the formations. Some use of levels, directions and sectioned group work to highlight the athletes in an effective way and create some visual appeal throughout the routine. The athletes sometimes utilize the performance floor effectively and display average spatial awareness in formations and transitions
- 7-8.9 pts: Lacking—Lacking variety and creativity in the formations. Lacking the use of levels, directions and sectioned group work to highlight the athletes in an effective way and lack at creating visual appeal throughout the routine. The athletes rarely utilize the performance floor effectively and rarely display spatial awareness in formations and transitions

## SHOWMANSHIP/OVERALLVISUAL EFFECT—10 points

- Enjoyment of the athletes, confidence, projection, authenticity
- Costume & overall entertainment value.



# Competitive Dance Deductions/Legalities

School \_\_\_\_\_ Division \_\_\_\_\_ Official \_\_\_\_\_

Please cite the NFHS rule violation and the time/part in routine in which the violation occurred.

DEDUCTION CATEGORY	NUMBER OF DEDUCTIONS	DEDUCTION TOTAL
Music Time – 1:45 Minimum	Under – (-1 )	
Total Time – 3:00 Maximum	Overtime – (-1)	
IHSA Terms & Conditions Violation	_____ x -1	
Missed Skill (Missed lift, stunt/partner stunt)	_____ x -1	
Missed Skill (Missed pom pass, tumbling skill, trick, turn, leap, etc.)	_____ x -.25	

\*Missed skills examples are provided in IHSA Case Situations.

### MINOR NFHS VIOLATION:

Rule Infraction	Warning	Rule Number	x
_____		_____	_____
_____		_____	_____
_____		_____	_____

Examples: NFHS Spirit Rules Book; Jewelry, Apparel, Nails, Hair, Glitter, etc...

### MAJOR NFHS VIOLATION:

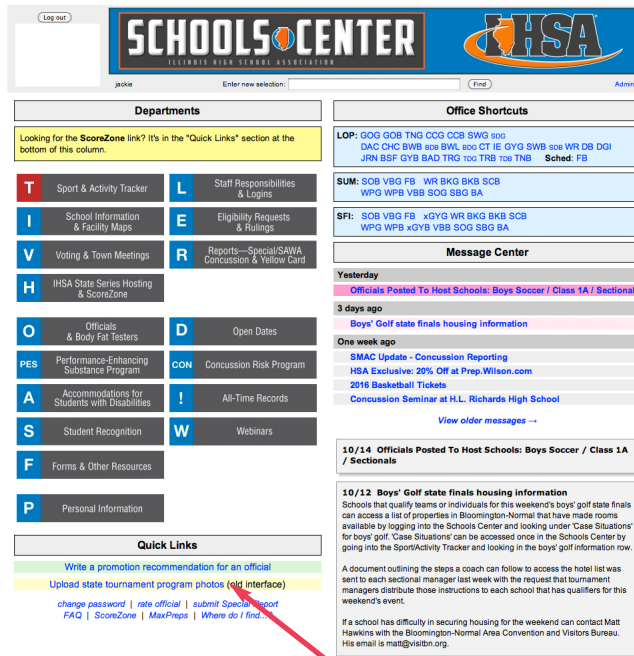
Rule Infraction	Warning	Page Number	x (-5)
_____		_____	_____
_____		_____	_____
_____		_____	_____

Examples: Illegal Moves; Drops, Tumbling, Spotting, Partner Stunts, Dismounts

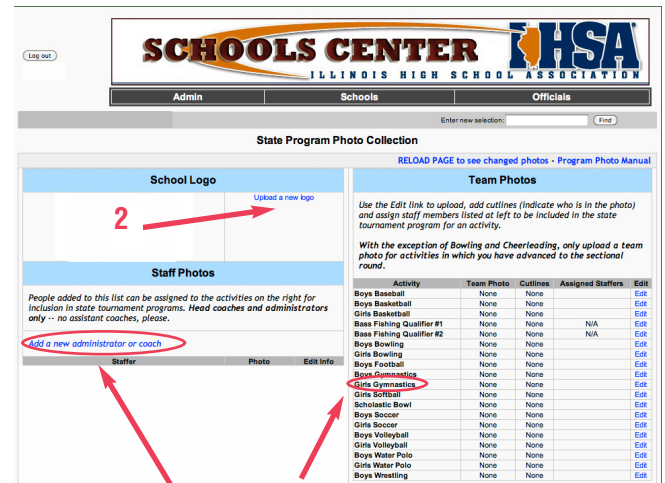
	<b>TOTAL LEGALITY DEDUCTIONS:</b>
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# INSTRUCTIONS FOR SUBMITTING PHOTOS

Submit your photos by uploading them in the Schools Center.



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



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

If you have any questions, please call Debbie Coffman – 309-663-6377 or email [dcoffman@ihssa.org](mailto:dcoffman@ihssa.org).

**Photos are due by midnight Monday, January 13, 2020**

# State Competition Dance Information



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

## 2019-20 Competitive Dance

A.	Contacts	Position	Phone	Email
	Tracie Henry	Assistant Executive Director, IHSA	309-663-6377	thenry@ihsa.org
	Susie Knoblauch	IHSA Administrator Responsible for Spirit	309-663-6377	sknoblauch@ihsa.org
	Debbie Coffman	Administrative Assistant, IHSA	309-663-6377	dcoffman@ihsa.org
	Bob Gibson	IHSA Administrator Responsible for Technology	309-663-6377	bgibson@ihsa.org
	Matt Troha	IHSA Administrator Responsible for Media	309-663-6377	mtroha@ihsa.org
	Crystal Howard	Bloomington Normal Convention and Visitors Bureau, Director	1-800-433-8226	
	Matt Hawkins	Bloomington Normal Convention and Visitors Bureau, Housing Director	1-800-433-8226	matt@visitbn.org
	Lynn Cannon	Executive Director	309-434-2661	
	Cassie Peterson	Event Manager	309-434-2953	
	Grossinger Motors Arena, Downtown Bloomington - State Final Site		309-434-2843	
	Grossinger Motors Arena Ticket Office		309-434-2679	

**B. State Final Dates:** The 8th annual IHSA Competitive Dance Tournament will be held at the Grossinger Motors Arena, downtown Bloomington, on Friday and Saturday, January 31 and February 1, 2020.

**C. Ticket Information:** General seating tickets may be purchased in advance for the State Final Tournament by contacting the Grossinger Motors Arena ticket office at 434-2679. Tickets will also be available for purchase online at [www.grossingermotorsarena.com](http://www.grossingermotorsarena.com). General seating tickets will also be available at the door. Ticket prices are \$10 for each session (child in arms requires no ticket). Limited luxury suites will also be available for purchase for each session by contacting the Grossinger Motors Arena ticket office.

**D. Reserved Housing for Teams:** The IHSA has **reserved** housing for teams advancing to the state final competition at a reduced rate. Schools are not required to use this housing. A school representative must call to confirm housing by the deadline of 12:01 p.m. on January 28, 2020 by identifying themselves as an IHSA state qualifying dance team. Rooms will be released to the general public following the deadline. A list of these reserved hotels can be found online and in the State Final Qualifier Packet. Schools are responsible for all housing expenses.

The IHSA Competitive Dance website also includes information from the Bloomington-Normal Area Convention and Visitors Bureau. Fans are encouraged to visit the site or call the Bureau at (1-800-433-8226) for available rooms.

**E. State Qualifier's Information:** State final information can be found on the IHSA website at [www.ihsa.org](http://www.ihsa.org) for qualifying schools. This information will review pertinent state final details.

**F. Coaches Meeting:** A coach, representing each school at the State Final Tournament, **MUST** attend a meeting with the IHSA Tournament Committee prior to their division competition. Times and locations will be posted on the IHSA website at [www.ihsa.org](http://www.ihsa.org). This meeting will be held in the Restaurant located in the Grossinger Motors Arena.

**G. State Final Scheduling:** Warm-up and performance times will be posted online following the sectional tournament on Monday, January 27, 2020.

**H. Visual Image Photography:** A professional photographer will take pictures of competition. Those photos can be viewed and purchased online. Go to the IHSA website to access VIP Photo.

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

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

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

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

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

**Classification (check one):**

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

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

**Level of Competition:**

- 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.)

<b>Name:</b>
<b>Email Address:</b>
<b>School:</b>
<b>Address:</b>
<b>City, ZIP Code:</b>
<b>Phone Number:</b>



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

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

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

**Contact A& M direct for pricing**

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

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

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

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

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

**Plate Replacement Pricing**

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

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







# IHSA Pass Gate List

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

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

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

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

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

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

### Administration

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

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

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

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

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

<b>Contact Person:</b>		<b>Contact Person:</b>	
<b>Cell Phone:</b>		<b>Cell Phone:</b>	
<b>Email:</b>		<b>Email:</b>	

# 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.



# Emergency Action Plan (EAP)

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

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

EAP's should consist of the following components:

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

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

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

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

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

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

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



## Venue-Specific Action Plan

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

### Venue

**Sport:**   
**Location:**

### Emergency Personnel

**Present:**   
**On-Call:**

### Emergency Equipment Location On-Site

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

### Communication

**Access to 911:**   
**Access to on-call emergency medical personnel:**

### Role of First on the Scene:

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

### EMS Access:

If EMS is called provide directions/access to scene

Directions to site/location:

Open access gates  
Designate individual to meet EMS at entrance

## 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>.

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 •

## 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.*





# Media Arrangements



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

## 2020 Competitive Dance State Finals Media Arrangements

### Accepted Media Passes

- **IHSA General Media Pass:** (This pass was sent to select media outlets at the beginning of the school term.) Holders of this pass must have proper company identification and a valid driver's license.
- **Dance Media Passes:** Requests must be submitted to the IHSA Office via fax or email, **no later than 3 p.m., Wednesday prior to the state final** to be considered. Contact Matt Troha ([mtroha@ihsa.org](mailto:mtroha@ihsa.org)) for more information.
- **School Media Passes:** Press passes will be issued upon request from the school Principal or Athletic Director. A maximum of 3 press passes will be issued to yearbook/school newspaper and AV club students at the member school whose team has qualified for the state finals. Contact Matt Troha ([mtroha@ihsa.org](mailto:mtroha@ihsa.org)) for more information.

**Competitive Dance Media Pass pick-up:** Passes will be distributed at the registration/pass table located in the Pepsi Ice Center at the Grossinger Motors Arena.

**Media parking:** Media VIP parking is located on the second and third floor of the parking deck adjacent to the Grossinger Motors Arena (corner of Olive & Lee-southwest corner). **NOTE: IHSA General Media Parking Pass required for this lot.**

**Radio Originations:** (Not Applicable)

### Photographer Coverage Area:

All media equipment used on the floor of the Grossinger Motors Arena must be portable.

- Equipment that is not being carried by the media must be stored off the performance area.
- Media shooting zones will be in the designated areas on the sides of the performing surface.
- No photographer is allowed in the team warm-up area at any time.
- Photographers are **not** allowed behind the teams, although photographers are allowed in designated areas in front of the team to briefly take action shots.
- The individual must remain at least five feet away from the competition floor.
- At the end of the competition, photographers are permitted to go on the Arena floor and take award shots.
- Photographers **must sit** in the designated areas to take pictures.
- Photographers may also sit in the press areas and take pictures.
- All photographers must display the IHSA General Media Pass or the IHSA Competitive Cheerleading Media Pass and must have camera in hand.
- Photographers are not allowed on the competition mat, except for the award presentation.

### Lighting on Coliseum Floor

- Lighting is such that it is not necessary to use an electronic flash when taking floor level action. You may wish to use an electronic flash for shooting crowd shots or the trophy presentation.
- The championship award ceremony will be conducted with special lighting.

**Press Row:** Press row is for working press only and is unassigned.

**Press Work Area:** Persons with Media Passes who are working at the tournament may use the Press seating located in the hockey benches adjacent to the competition mat.

- Tables, chairs, programs, and wireless internet are available (on a first-come first-serve basis).
- Signs, banners or advertisement for your station are prohibited anywhere in the Grossinger Motors Arena.
- Passes must be displayed at all times.

### Press Interview/Press Conference Location

- The head coach and athletes from teams may be available for post-competition press conferences in the hallway as they exit the arena floor after performing. Room 1319 can also be used for interviews.

### Printed Material

- Credentialed media may pick up copies of official IHSA programs in the media seating area on the arena floor.

### Internet

- Wireless internet is available for all media.

## STUDENT MEDIA CREDENTIALS FOR PARTICIPATING SCHOOLS

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

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

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

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

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

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

# Managers' Safety Information



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## Healthy Environment

School administrators, coaches and officials share a very important responsibility to the student-athletes that are participating in the state series contest, to provide equipment, facilities and an environment that is as free of risk as possible. The concern for the health of our high school athletes in our programs should be primary.

## Responsibility

Crowd supervision is critical. Administrators and other supervisors should observe the crowd and react quickly and reasonably when conduct becomes negative and drops below the level of expected behavior. To ignore inappropriate behavior by any spectator will only enable a person or people to continue in the same fashion.

The role of an official in this regard is with the competition. The role of the host school management is outside the lines. Any act dangerous to others, is an unsafe behavior, incites participants or spectators to violent or abusive action, exhibits obscene gestures, or yells profanity and/or provocative type language toward an official, student-athlete, coach, spectator, bench and/or score table personnel is considered unsportsmanlike. Such undesirable behavior requires immediate attention by the officials and/or the host school.

## Procedure

If a situation occurs outside the lines, therefore outside the jurisdiction of the rulebook, the official shall instruct the host manager to take care of the problem. If possible this should be done without stopping the performance (i.e. between teams). If not possible, the official should stop competition until the host management takes care of the situation. If the manager, athletic director and/or local school principal is not in the gym, it becomes the responsibility of the host school coach.

The posting of the expected behavior at the gymnasium entrance clarifies to everyone the IHSA's expectation of all participants.

## Preventative

*Host School:* Fans must be seated in an area that is carefully monitored. The IHSA suggests the first couple rows can be reserved for senior citizen, handicapped seating, press or other teams.

S"carol/cheerleading/manual/managers safety info.

Contact: Matt Troha • [mtroha@ihsa.org](mailto:mtroha@ihsa.org) • Phone: 309-663-6377 • Fax: 309-663-7479

IHSA Tournament Managers/Hosts,

The advent of greater broadcasting technology has brought about many new potential internet broadcasting partners who may contact you seeking to broadcast the postseason IHSA events you host.

The IHSA's official broadcast partner, the NFHS Network, has the first right to exclusively broadcast any postseason IHSA event. If your school streams on the NFHS Network, via either the School Broadcast Program or a fixed Pixellot camera system in your gym or stadium, then you are encouraged to exclusively stream any/all postseason games you host. Additionally, if an NFHS Network school competing in the postseason tournament you are hosting would like to broadcast on the NFHS Network, they should be given exclusivity to do so as well. The NFHS Network also partners with several third party media companies, who should be granted the same exclusivity to broadcast as a school.

If you as the postseason host are not an NFHS Network school, and no competing school contacts you about broadcasting on the NFHS Network, at that point, a third party can be granted the rights to broadcast the event on the internet. In this instance, a broadcast rights fee is due to the IHSA. The internet streaming fee schedule is listed below. Potential broadcasters should be directed to complete and submit the IHSA Broadcast Application form from the IHSA website (TV fee schedule also located in this application), which can be found here:

[www.ihsa.org/documents/media/Video%20Ap.pdf](http://www.ihsa.org/documents/media/Video%20Ap.pdf)

If at any time you ever have questions on the fees or any other matters related to broadcasting or media, please email/call Matt Troha at the IHSA office ([mtroha@ihsa.org](mailto:mtroha@ihsa.org) or 309-663-6377).

## ***Internet Video Broadcast Rights Fee Schedule***

### **BOYS BASKETBALL**

Per Regional Game-\$125  
Per Sectional Game-\$150  
Per Super-Sectional Game-\$225

### **GIRLS BASKETBALL**

Per Regional Game-\$125  
Per Sectional Game-\$150  
Per Super-Sectional Game-\$225

### **FOOTBALL**

Per 1<sup>st</sup> Round Playoff Game-\$250  
Per 2<sup>nd</sup> Round Playoff Game-\$325  
Per Quarterfinal Playoff Game-\$400  
Per Semifinal Playoff Game-\$475

### **ALL OTHER SPORTS**

Per Regional Game/Meet-\$75  
Per Sectional Game/Meet-\$100  
Per Super-Sectional Game/Meet-\$150

### **VOLLEYBALL**

Per Regional Game-\$100  
Per Sectional Game-\$125  
Per Super-Sectional Game-\$150

### **SWIMMING & DIVING**

Per Sectional Meet-\$250

### **TRACK & FIELD**

Per Sectional Meet-\$250

### **WRESTLING**

Per Regional meet-\$200  
Per Sectional meet-\$325



## IHSA SECTIONAL MANAGER'S COMPETITIVE DANCE CHECKLIST

### SECTIONAL MANAGER

- Check web site for assignments \_\_\_\_\_
- Secure and finalize flow of event (warm-up area, entrance/exits, sound system, performance space) \_\_\_\_\_
- Check school site for officials assigned to your contest (2 weeks prior to competition) \_\_\_\_\_
- Hire/confirm Event Workers (announcer, security, concessions, ticket gate, custodial, timers) \_\_\_\_\_
- Confirm merchandise location \_\_\_\_\_
- 4 computers with internet for judges (Judges seating must be elevated and not at floor level) \_\_\_\_\_
- Secure volunteers \_\_\_\_\_
- Programs created/Video sales (optional)/IHSA TV Streaming \_\_\_\_\_
- Confirm receipt of awards \_\_\_\_\_
- PA Announcements reviewed \_\_\_\_\_
- Post final results through scoring program \_\_\_\_\_
- Complete and submit Financial Report \_\_\_\_\_

### SAFETY

- Enough seats to accommodate fans \_\_\_\_\_
- All entrances and exits controlled \_\_\_\_\_
- Secure posting area for performance order \_\_\_\_\_
- Plan for teams going in and out of gym and school \_\_\_\_\_
- Plan for fans going in and out of gym and school \_\_\_\_\_
- Parking adequate for fans \_\_\_\_\_
- Parking lot patrolled \_\_\_\_\_
- All handicap and safety areas reserved and not blocked off \_\_\_\_\_
- Adequate lighting in parking lot if applicable \_\_\_\_\_
- Adequate restrooms \_\_\_\_\_
- Check equipment (PA, sound system) \_\_\_\_\_
- If fans must be seated behind officials, monitor carefully. IHSA recommends that the first couple rows be reserved for press, administrators, handicap and/or senior citizens \_\_\_\_\_
- AED available \_\_\_\_\_

### SUPERVISORY STAFF

- Hire enough people to cover the event \_\_\_\_\_
- Train workers and assign specific sections of the facility to workers \_\_\_\_\_
- Workers are easily identifiable \_\_\_\_\_
- Key people with walkie-talkies, mobile phones \_\_\_\_\_
- Athletic trainer/water available \_\_\_\_\_

### SPORTS INFORMATION

- Set up area for working press \_\_\_\_\_
- Inform local media of event and results \_\_\_\_\_

### COMPETITION DAY

- Competition Areas/Gymnasium prepared \_\_\_\_\_
- Verify competition floor area is secure \_\_\_\_\_
- Verify sound system \_\_\_\_\_
- Officials table (must be elevated cannot be at floor level) \_\_\_\_\_
- Scorers' table \_\_\_\_\_
- Scoring Program – check internet connection to all judges' computers \_\_\_\_\_
- Public Address System and materials \_\_\_\_\_
- Bleachers and handicap seating identified \_\_\_\_\_
- Trainer/Water for teams and officials \_\_\_\_\_
- Set up for ticket takers and sellers \_\_\_\_\_
- *Officials:* One runner for floor tech judge \_\_\_\_\_
- *Officials:* One person assigned to officials to get on and off the performance area \_\_\_\_\_
- *Officials:* Let the officials know who is the administrator in charge of the contest \_\_\_\_\_
- *Officials:* Officials will be paid by IHSA via ArbiterPay \_\_\_\_\_

### POST COMPETITION

- Sectional manager & Head Official distribute state final winner packets to winning team \_\_\_\_\_
- Complete Winner Report through scoring program by posting TourneyWire Results online \_\_\_\_\_
- Complete Financial Report \_\_\_\_\_



## **Awards Delivery Information**

To Managers of All IHSA Tournaments:

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

1. Be advised that at **Regional and Sectional Tournaments**, medals and plaques may be shipped separately and may not arrive at your tournament site on the same day. Please open boxes immediately to check contents, as medals **CAN** be in plaque boxes. **NOTE:** There are no medals given at Regional and/or Sectional levels in the team sports of baseball, basketball, competitive cheerleading, football, soccer, softball and volleyball, and in the activities of Drama/Group Interpretation and Scholastic Bowl.

Our awards supplier, A and M Products of Princeton, IL, often ships Regional and/or Sectional medals in the box with the plaque. **PLEASE CHECK THE PLAQUE BOXES CAREFULLY AND DO NOT DISCARD THEM UNTIL YOU HAVE DETERMINED THE MEDALS ARE NOT THERE!!**

**At State Final Tournaments**, medallions and trophies may be shipped separately and may not arrive at your tournament site on the same day. Please open boxes immediately to check contents, as medallions can be in trophy boxes.

2. Awards will be shipped to the school sites directly from A & M Products via United Parcel Service.
3. Please inform whoever receives your United Parcel deliveries to expect awards to arrive up to two weeks prior to the tournament, and ask them to deliver the packages directly to you when they arrive.
4. It is very likely that some awards (particularly trophies) will arrive in two or more boxes. **They may not arrive on the same day, but should be opened as they arrive.**
5. Please check all trophies, plaques, etc., to see that they are in good condition and not damaged in any way. You should note that they are engraved with the proper sport/activity, tournament level, year, etc.

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

Thank you very much for your cooperation.

Kraig Garber  
Asst. Executive Director

## Manager Awards Order Form for Ties

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

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

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

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

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

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

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

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

### TEAM PLAQUE

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

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

### Individual Event Medal Tie Requests

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

◆ Recipient Town & School: \_\_\_\_\_

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

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

◆ Recipient Town & School: \_\_\_\_\_

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

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

◆ Recipient Town & School: \_\_\_\_\_

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

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

◆ Recipient Town & School: \_\_\_\_\_

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

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



# Competitive Dance PA Announcements



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

## **(ANNOUNCE SEVERAL TIMES EACH SESSION)**

To purchase tickets, for the IHSA Competitive Dance State Finals at the Grossinger Motor Arena, call the Grossinger Motor Arena Box Office at 309-434-2679 or visit [www.grossingermotorsarena.com](http://www.grossingermotorsarena.com) for online purchases. Tickets are \$10 per day.

## **(ANNOUNCE PRIOR TO EACH TEAM COMPETING)**

On deck is (High School B) High School. And coming up next is (High School A) High School. (High School A) High School you may take the floor.

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

On behalf of the IHSA Board of Directors, the Administrative Staff, the Dance Advisory Committee and the member schools of the Illinois High School Association, welcome to the 2020 Dance Sectional/State Competition at \_\_\_\_\_.

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

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

## **(Announce once prior to the start of the contest and once at halftime (or another break))**

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

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

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



**(ANNOUNCE EACH SESSION)**

The 27th annual Illinois High School Association All-State Academic Team presented by Caterpillar will be honored the evening of April 20th during a banquet at the DoubleTree in Bloomington. The evening has become a wonderful recognition of America's future leaders. Call the I-H-S-A Office for more information about the banquet and how you can become part of the Illinois High School Activities Foundation.

**(ANNOUNCE EACH SESSION)**

Participation in interscholastic activities generates values that make the athletes better citizens. Here's a challenge for all of you here. Parents, coaches, officials and others can reinforce the development of these students by expressing, supporting and displaying those positive values gained by participating and competing. Challenge our young people not just to go to school, but to go beyond. . . with the IHSA.

**(ANNOUNCE EACH SESSION)**

The interscholastic athletics and activities experience is something we cannot take for granted. For more than 100 years the I-H-S-A has provided the vehicle for recognition of students, their schools and their communities through competition in I-H-S-A state series in sports and non-athletic activities. But participation in sports and activities is a lot more than just winning and losing. Students who participate in programs offered by their schools are taught valuable life lessons that will make them a success in whatever endeavors they choose. We must teach our students, their coaches, their families and their supporters that it is very important to participate. They must take advantage of the learning opportunities that are uniquely made available to them through I-H-S-A programs.

**(ANNOUNCE SEVERAL TIMES EACH SESSION)**

The G Series. Start strong with Prime. Go longer with Perform, the original Gatorade. Then recover for your next challenge with Recover. The three part G Series from Gatorade.

**(ANNOUNCE EACH SESSION)**

Nearly 10,000 young people in Illinois High School Association member schools have earned the I-H-S-A Scholastic Achievement Award. This unique program helps accentuate the interscholastic experience. Call the I-H-S-A Office for more information on how you can support the Illinois High School Activities Foundation, which underwrites the cost of this outstanding scholarship recognition program with contributions from many supportive corporations and individuals like you.

**(ANNOUNCE ONCE EACH SESSION OR AFTER ADD A TUDE IS INTRODUCED, IF ADD A TUDE IS PRESENT)**

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

**(ANNOUNCE AFTER EACH SESSION)**

[www.ihsa.org](http://www.ihsa.org) is the address for the IHSA web site on the Internet. Check it out any time you want to find out immediately what's happening with high school activities throughout Illinois. You can also follow the IHSA on Facebook & Twitter by following the Facebook and Twitter links located below the announcements on the front page of the IHSA homepage.

**(ANNOUNCE SEVERAL TIMES BEFORE THE START OF EACH SESSION DURING THE STATE FINAL TOURNAMENT)**

We invite fans to purchase the official Tournament souvenir program, which is on sale now. The price is \$5. This year's official program includes rosters and pictures of the competing teams.

**(ANNOUNCE SEVERAL TIMES BEFORE THE START OF EACH SESSION DURING THE STATE FINAL TOURNAMENT)**

The official I-H-S-A State Final apparel souvenirs are on sale only here at \_\_\_\_\_. Fans may choose from T-shirts, sweatshirts, shorts, hats and a variety of State Final Apparel. Stop by the Minerva Sportswear Souvenir booth to pick up your Official IHSA State Final merchandise.

**(ANNOUNCE SEVERAL TIMES EACH SESSION)**

The IHSA and the Illinois State Police wish to remind you that High school athletics and alcohol don't mix.

**(ANNOUNCE EACH SESSION DURING THE STATE FINAL TOURNAMENT)**

Visual Image Photography is the official photography service authorized to provide fans attending IHSA state finals with action and award photographs of the participants. You can view all of the great photos from this weekend's tournament by visiting their web site. Just go to [www.V-I-P-I-S.com](http://www.V-I-P-I-S.com).

**(ANNOUNCE AFTER EACH SESSION AND AT THE END OF THE TROPHY PRESENTATION)**

The IHSA and the Illinois State Police wish to remind you to "Click it or Ticket", seat belts save lives!! Please buckle up on your way home from the competition.

**(ANNOUNCE AFTER EACH SESSION)**

The IHSA and the Illinois State Police wish to remind you that "Speed kills". Obey the posted speed limit and always wear your safety belt.

**(ANNOUNCE BETWEEN EACH SESSION)**

i-h-s-a (dot)org is the address for the IHSA's Web page on the internet. Check it out any time you want to find out immediately what's happening with high school activities throughout Illinois. You'll be amazed at how much information you can find at your fingertips at IHSA (dot) org. In fact, all of the results from today's competition will be there when you get home. You can also follow the IHSA on Facebook & Twitter by following the Facebook and Twitter links located below the announcements on the front page of the IHSA homepage.

**(ANNOUNCE ONCE PER SESSIONS OR TWICE PER DAY)**

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

**(CONCLUDING ANNOUNCEMENT)**

On behalf of the IHSA and \_\_\_\_\_(host school)\_\_\_\_\_, thank you for your support of interscholastic athletics and activities. Have a safe trip home!

## 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 ext. 116, 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 school ID and an administrator password. On the Schools Center home page, Select the H-IHSA State Series Hosting & ScoreZone. Next select the Financial Report link. Please fill out the one-page form and press the submit button to file your report.