TO: The Principals and Athletic Directors of IHSA Member Schools
FROM: Craig Anderson, Executive Director

This memo summarizes the annual IHSA supplies included in the All-School Mailing. Member schools will be asked to access the Schools Center for a series of documents that, when coupled with the supplies found in the hard mailing, will constitute the entire All-School Mailing for the 2019-20 school year. Please note that there is no longer a Principal's packet and Athletic Director's packet in the hard mailing. The publications in the hard mailing should be dispersed to both the Principal and the Athletic Director. In the Schools Center, there will be two links, one for the principal and one for the athletic director, which schools should access to get a complete copy of the remaining documents. All the files located there will be in a PDF format and will need to be printed. Additional copies of any of the materials included in the hard mailing may be ordered from the IHSA Office.

HARD MAILING MATERIALS

ADMINISTRATOR'S PACKET containing:
1 All School Mailing Cover Letter
1 New Administrators Workshop Letter
1 Town Meetings/Principals Rules Meetings Letter
1 “Do What's Right” Sportsmanship Information
4 Map indicating IHSA Member Schools
2 IHSA Handbook with Illustrations
4 School Calendar
1 Illinois Athletic Directors Association Membership Brochure
1 Officials Recruiting Poster
1 NFHS Soccer Rules Change Poster
1 NFHS Volleyball Rule Change Poster
1 National Federation Poster - “Use Your Helmet Properly”
1 National Federation Poster- “2019 Football Rules Revisions”
1 NFHS Basketball Rule Change Poster
1 Student Section Showdown Information
1 Special Olympics Letter
1 Spirit Rules Book
1 “Gift of Hope” organ donation placard
1 LiUNA Trades Flyer

ON-LINE MAILING MATERIALS

PRINCIPAL'S PACKET containing:
1 Letter Summarizing Supply Mailing
1 All-School Mailing Cover Letter
1 New Administrators Workshop Letter
1 Town Meetings/Principals Rules Meetings Letter
1 Rules Meeting Attendance Letter
1 Special Notice—About Eligibility Rulings from IHSA
1 Nomination and Election Letter
1 Weight Control/Rating an Official Letter
1 School’s Responsibilities Toward Hosting Officials
1 Scholarship Recognition Certificate Program
1 Illinois Athletic Directors Association Brochure
1 Sports Medicine Information
1 “Do What’s Right” Sportsmanship Information
1 Student Advisory Committee Information
1 Athletes With Disabilities Information
1 Student Section Showdown Information
1 Pre-Game Medical Huddle Information

ATHLETIC DIRECTOR'S PACKET containing:
1 Letter Summarizing Supply Mailing
1 All-School Mailing Cover Letter
1 New Administrators Workshop Letter
1 Town Meetings/Principals Rules Meetings Letter
1 Rules Meeting Attendance Letter
1 Special Notice—About Eligibility Rulings from IHSA
1 Nomination and Election Letter
1 Weight Control/Rating an Official Letter
1 School’s Responsibilities Toward Hosting Officials
1 Illinois Athletic Directors Association Brochure
1 Sports Medicine Information
1 “Do What’s Right” Sportsmanship Information
1 Student Advisory Committee Information
1 Athletes With Disabilities Information
1 Student Section Showdown Information
1 Pre-Game Medical Huddle Information
To: Principals/Official Representatives and Athletic Directors

From: Craig D. Anderson, Executive Director

Date: August, 2019

Subject: August All-School Mailing

Included in this mailing are the new publications for the 2019-20 school term and other brochures and information that will be helpful. A few important notes are included below:

Eligibility Rulings: The IHSA utilizes special forms to assist in handling your requests for eligibility rulings regarding student residency and transfers. These forms and instructions are downloadable from the IHSA web site (www.ihsa.org).

2019-20 IHSA Town Meetings/Principals Rules Meetings: IHSA By-law 3.120 requires attendance by the principal or principal’s designee at an annual IHSA Town Meeting/Principals Rules Meeting. The meetings will begin at 9:00 a.m. with a presentation and review of the current legislative proposals by the Legislative Commission Member representing your District and an IHSA staff member. Following the discussion regarding the new by-law proposals, the agenda items for the Principals Rules Meeting will be presented. A list of the meetings can be found in this packet and on our web site.

2019-20 IHSA Rules Meeting Video: IHSA By-law 2.120 requires the head coach from each member school, which participates in a sport or activity for which Rules Interpretation Meetings are held, to view an IHSA Rules Meeting Video in that sport or activity each year. This shall include all individual as well as team entries. In sports or activities where the same rules are used for boys and girls competition, both a boys head coach and a girls head coach must view the on-line Rules Meeting Video. All rules meeting videos will be conducted on-line. The presentation will be accessed through the Schools Center and the Officials Center. Coaches and officials will be able to view the meeting and then redeem credit for viewing the rules meeting video.

Nominations and Elections for 2019-20: Nominations and Elections will be conducted in the following Divisions and Districts for the 2019-20 school term: Board of Directors – Divisions 1, 3 and Underrepresented Gender. Legislative Commission – Districts 2, 8, 11, 12, 13, 14, 15, and 20; Athletic Administrator – Divisions 1, 4 and 7; and, At-Large – Divisions 2, 5 and 6. Nomination Ballots will go on-line on August 9, 2019 and are due by September 15, 2019.

New Administrators Workshop: A New Administrators Workshop will be held at the IHSA Office on October 2, 2019. If you are a first-year administrator, or a new administrator in Illinois, please plan to attend this workshop. A form to attend the meeting is included in this packet.

All new principals within the first two (2) years of becoming a principal, must attend this workshop or view an on-line presentation developed for new administrators by the IHSA. (By-law 2.130.1)

Manuals for Sports and Activities: All Manuals will be on the IHSA web site and will be listed on the specific sport or activity page. There will be a Manual for Schools and a Manual for Managers with links to the Terms and Conditions and the Interactive Forms that need to be completed.

You can find a complete listing of the items that are included in this mailing and the items available on-line by reviewing our summary letter which is included in this packet.
To: Principal Addressed

From: Craig D. Anderson, Executive Director

The Illinois High School Association is planning its annual New Administrators Workshop to be held Wednesday, October 2, 2019, in the IHSA Office at 2715 McGraw Drive in Bloomington.

The purpose of the workshop is to acquaint new administrators—either new to Illinois or new to high school administration—with the various responsibilities and services of the Association. The meeting will begin promptly at 10:00 a.m. with an orientation to the IHSA rules and By-laws. The balance of the agenda will focus on administrative and operational questions pertaining to Association activities. Lunch will be served in our office at noon and the workshop will adjourn about 2:00 p.m.

If you are a first-year administrator, or a new administrator in Illinois, please plan to attend this workshop. This workshop will satisfy IHSA By-law 2.130.1 which requires each new member school principal, within the first two (2) years of becoming a principal, attend a workshop or view an online presentation developed for new administrators by the IHSA. We will look forward to meeting you here.

Please complete this form and fax it to this office by September 20, 2019, if you plan to attend the meeting.

IF YOU PLAN TO ATTEND:
Please complete this form and fax it to (309) 663-7479
So it is received in the IHSA Office no later than September 20, 2019.

NEW ADMINISTRATORS WORKSHOP REPLY FORM

I plan to attend the workshop for new administrators to be held at the IHSA Office on Wednesday, October 2, 2019, beginning at 10:00 a.m.

PLEASE PRINT:

Name: ____________________________________________

Title: ____________________________________________

School: __________________________________________

Address: _________________________________________

City: ___________________________________________________________________, IL __________ (Zip Code)

School Fax Number: ___________________________________________________________________________

E-mail Address: _______________________________________________________________________________

Requested Topics to be Reviewed: _______________________________________________________________
___________________________________________________________________________________________

19-20 NPWS-(850)
IHSA By-law 2.130 requires attendance by the principal or principal's designee at an annual IHSA Town Meeting/Principals Rules Meeting.

The meetings will begin at 9:00 a.m. with a presentation and review of the current legislative proposals by the Legislative Commission Member representing your District and an IHSA staff member. Following the discussion regarding the new by-law proposals, the agenda items for the Principals Rules Meeting will be presented.

<table>
<thead>
<tr>
<th>TOWN/SCHOOL</th>
<th>DATE</th>
<th>ROOM</th>
<th>MANAGER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chicago (Eric Solorio Academy)</td>
<td>Thurs., Nov. 7, 2019</td>
<td>Media Center Library</td>
<td>V. Iturralde/A. Hernandez</td>
</tr>
<tr>
<td>Clinton High School</td>
<td>Thurs., Nov. 7, 2019</td>
<td>High School Auditorium</td>
<td>Matt Koeppel</td>
</tr>
<tr>
<td>O’Fallon High School</td>
<td>Thurs., Nov. 7, 2019</td>
<td>Smiley Campus Auditorium</td>
<td>Rich Bickel</td>
</tr>
<tr>
<td>Plainfield (Central)</td>
<td>Thurs., Nov. 7, 2019</td>
<td>High School Auditorium</td>
<td>Mark Krusz</td>
</tr>
<tr>
<td>Chicago (St. Patrick)</td>
<td>Tues., Nov. 12, 2019</td>
<td>High School Media Center</td>
<td>Brian Glorioso</td>
</tr>
<tr>
<td>Effingham (H.S.)</td>
<td>Tues., Nov. 12, 2019</td>
<td>Office Conference Room</td>
<td>Kurt Roberts</td>
</tr>
<tr>
<td>Macomb High School</td>
<td>Tues., Nov. 12, 2019</td>
<td>MJSHS Library</td>
<td>Steve Horrell</td>
</tr>
<tr>
<td>Manlius (Bureau Valley)</td>
<td>Tues., Nov. 12, 2019</td>
<td>High School Auditorium</td>
<td>Vicki Litherland</td>
</tr>
<tr>
<td>Carlinville High School</td>
<td>Wed., Nov. 13, 2019</td>
<td>Media Center, Rm. 353</td>
<td>Patrick Drew</td>
</tr>
<tr>
<td>O'neiy (Richland County)</td>
<td>Wed., Nov. 13, 2019</td>
<td>IMC (Library)</td>
<td>Curt Nealis</td>
</tr>
<tr>
<td>Wheeling High School</td>
<td>Wed., Nov. 13, 2019</td>
<td>High School Theater</td>
<td>Steve May</td>
</tr>
<tr>
<td>Algonquin (Jacobs)</td>
<td>Thurs., Nov. 14, 2019</td>
<td>High School Auditorium</td>
<td>Joe Benolit</td>
</tr>
<tr>
<td>Freeport (H.S.)</td>
<td>Thurs., Nov. 14, 2019</td>
<td>Freeport Middle School</td>
<td>Jeff Fitzpatrick</td>
</tr>
<tr>
<td>(The Meeting will be held at Freeport Middle School, 701 W. Empire St.)</td>
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</tr>
<tr>
<td>Morton High School</td>
<td>Thurs., Nov. 14, 2019</td>
<td>Bertha Frank Performing Arts Center</td>
<td>Scott Jones</td>
</tr>
<tr>
<td>Tinley Park (H.S.)</td>
<td>Thurs., Nov. 14, 2019</td>
<td>High School Auditorium</td>
<td>Michael Mongan</td>
</tr>
<tr>
<td>Chicago (Mother McAuley)</td>
<td>Mon., Nov. 18, 2019</td>
<td>High School Main Gym</td>
<td>Laurie Jakubczak</td>
</tr>
<tr>
<td>(Park in the main parking lot or circle drive &amp; enter at the athletic center entrance)</td>
<td></td>
<td></td>
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<tr>
<td>Chillicothe (Illinois Valley Central)</td>
<td>Mon., Nov. 18, 2019</td>
<td>High School Auditorium</td>
<td>Dan Camp</td>
</tr>
<tr>
<td>DeKalb High School</td>
<td>Mon., Nov. 18, 2019</td>
<td>High School Forum Room</td>
<td>Peter Goff</td>
</tr>
<tr>
<td>Marion (H.S.)</td>
<td>Mon., Nov. 18, 2019</td>
<td>High School Auditorium</td>
<td>Ryan Goodisky</td>
</tr>
<tr>
<td>Chicago (Whitney Young)</td>
<td>Tues., Nov. 19, 2019</td>
<td>High School Library</td>
<td>Chris Cassidy</td>
</tr>
<tr>
<td>Grayslake (Central)</td>
<td>Tues., Nov. 19, 2019</td>
<td>High School Theater</td>
<td>Brian Moe</td>
</tr>
<tr>
<td>Mahomet (M.-Seymour)</td>
<td>Tues., Nov. 19, 2019</td>
<td>High School Auditorium</td>
<td>Matt Hensley</td>
</tr>
<tr>
<td>Mt. Vernon High School</td>
<td>Tues., Nov. 19, 2019</td>
<td>High School Auditorium</td>
<td>Doug Creel</td>
</tr>
<tr>
<td>Jacksonville (H.S.)</td>
<td>Wed., Nov. 20, 2019</td>
<td>High School Auditorium</td>
<td>Ryan Van Aken</td>
</tr>
<tr>
<td>Naperville (North)</td>
<td>Wed., Nov. 20, 2019</td>
<td>NPAC Auditorium</td>
<td>Bob Quinn</td>
</tr>
<tr>
<td>Pontiac High School</td>
<td>Wed., Nov. 20, 2019</td>
<td>High School Auditorium</td>
<td>Gary Brunner</td>
</tr>
<tr>
<td>Sterling (H.S.)</td>
<td>Wed., Nov. 20, 2019</td>
<td>High School Auditorium</td>
<td>Greg King</td>
</tr>
</tbody>
</table>
August, 2019

To the Principal/IHSA Official Representative Addressed:

IHSA By-law 2.120 requires that a head coach from each member school, which participates in a sport or activity for which Rules Interpretation Meetings are held, to view an IHSA On-line Rules Meeting video in that sport or activity each year. This shall include all individual as well as team entries.

The purpose of this by-law is not just to insure that someone from the school views the rules meeting video. Rather, it is to insure that a coach for each sport or activity views the video since it can affect each of the school’s teams in a direct way. Therefore, in sports or activities where the same rules are used for boys and girls competition, both a boys program coach and a girls program coach must view the online Rules Meeting video.

Enforcement of the requirements of By-law 2.120 will include the following provisions:

1. Any school not meeting the requirement during the 2019-20 school term for a sport/activity in which it participates and for which Rules Meetings were conducted was placed on probation in that sport/activity for one year. Schools with sports/activities programs placed on probation for this reason were notified by letter.

2. If a school is currently on probation in a sport/activity and does not meet the 2019-20 Rules Meeting requirement for the sport/activity, the school will be suspended from participation in the State Tournament Series in that sport/activity for 2019-20. Refer to the Illustrations relative to By-law 2.120 in your new 2019-20 IHSA Handbook for additional explanation, if needed.

Be sure your coaches are aware of the Rules Meeting requirements and that they refer to the IHSA web site for all Rules Meeting information. All rules meetings will be on-line. Please be sure to check the Schools Center for any changes in dates.

BE SURE YOUR HEAD COACH VIEWS THE ON-LINE RULES VIDEOS AS REQUIRED TO AVOID PENALTIES TO YOUR SCHOOL.

Sincerely,

Craig D. Anderson
Executive Director

CDA:tb
SPECIAL NOTICE — ABOUT ELIGIBILITY RULINGS FROM IHSA for the 2019-20 SCHOOL TERM

The IHSA utilizes special forms to assist in handling your requests for eligibility rulings regarding student residency and transfers. These forms are downloadable from the IHSA web site (www.ihsa.org).

**Principals’ Concurrence Regarding Transfer:** Complete this document to document concurrence with the student’s transfer by both the principal of the school from which the student transfers (Sending School) and the principal of the school into which the student transfers (Receiving School). This is a requirement of By-law 3.041. If you, as the receiving principal, experience any delay in obtaining the sending school principal’s approval, contact the sending school and try to prompt their response. If there is a further delay, notify the IHSA Office immediately and we will intervene on the student’s behalf. **Note:** A student is not eligible to participate in an interscholastic contest until the Principals’ Concurrence Regarding Transfer Form is fully executed by both principals and is on file in the offices of the school to which the student transfers.

Please note: **Concurrence with a transfer by both principals does not guarantee or assure eligibility.** A ruling by the Executive Director may still be required. In all cases where a ruling is sought, a fully completed Principals’ Concurrence Regarding Transfer Form must be sent to the IHSA Office along with the fully completed Transfer Eligibility Form. Please include complete, correct and accurate information on the forms.

**Transfer Eligibility Form:** Complete this form if your school receives a transfer from another school to facilitate determination of a student’s compliance with IHSA eligibility by-laws for interscholastic athletics. This form is to be sent to the IHSA Office, along with the fully completed Principal’s Concurrence Regarding Transfer in the event a ruling by the Executive Director on a student’s eligibility in regard to transfer is to be requested.

**Transfer Component from Receiving School Coach:** Complete this form to facilitate determination of the eligibility of a student in regard to recruiting. The information on this form will provide clarification on a connection between one or more of the receiving school high school coaches and the transferring student.

**Residence Eligibility:** Complete this form to facilitate determination of the eligibility of a student in regard to residence. The information included on this form will substantiate whether the student is in full compliance with the residence eligibility by-laws and whether a determination of eligibility is required. If such determination is required, the completed form must be sent to the Executive Director for a ruling. In addition, an **Affidavit of Residence Form** is to be completed, signed by all appropriate parties and submitted with the Residence Eligibility Form to the IHSA Office.

**Affidavit of Residence:** The Affidavit of Residence Form must be completed and submitted along with the Residence Eligibility Form when a ruling is requested.
IMPORTANT OBSERVATIONS CONCERNING USE OF THE ELIGIBILITY RULING FORMS

1. The forms do not ask the principal or representative to make any ruling nor should use of the forms suggest that any authority has been given to the principal or other school representative to make an eligibility ruling. As you are aware, the IHSA By-laws provide that eligibility rulings are the sole responsibility of the Executive Director of the IHSA. Also, interpretations of the By-laws can only be made by the IHSA Board of Directors. The IHSA staff is available to assist a member school and it is our hope that the principal or representative of a member school has become familiar with the By-laws so as to at least provide some assistance to a student, in the event of an eligibility question. However, neither the advice of the IHSA staff nor any statement by anyone other than the Executive Director or Board of Directors will constitute a ruling. If an eligibility question is raised, you are to contact or write the Executive Director for a ruling.

2. The eligibility by-laws may require you, as principal, to certify or approve a student’s eligibility status or transfer. Please note: Your approval or concurrence with an eligibility case or request does not constitute a ruling. To certify means you acknowledge that the information provided to the IHSA for a ruling is complete and correct. Approval or concurrence constitutes acknowledgment that the information provided to the IHSA for a ruling is complete and correct. Approval of or concurrence with a transfer is an acknowledgment that you have no information to provide which is contrary to the By-laws regarding a student’s residence information or the transfer. Advice to a student by a principal or school representative that he/she is eligible to participate is not binding on the IHSA and could result in sanctions involving both the student and the school if the advice is found to be inaccurate by the IHSA after full investigation and a ruling.

Because of the growing number of rulings required annually, the forms and information you provide are intended to speed up the ruling process so that minimal time is lost by a student in interscholastic activities. Your participation and cooperation is appreciated and this notice is simply intended as a reminder of your responsibility and role in the process regarding student eligibility rulings. Thank you for your continued cooperation with the IHSA.
2019-20 NOMINATIONS AND ELECTIONS FOR THE IHSA BOARD OF DIRECTORS AND THE LEGISLATIVE COMMISSION

The nomination and election process for the Board of Directors and Legislative Commission will be conducted electronically. Each school will be able to nominate and elect their representatives through the Schools Center on the IHSA web site (www.ihsa.org). Voting instructions will be included on the web site and in an email sent to the principal/official representative and the athletic director.

Nominations and Elections will be conducted in the following Divisions and Districts for the 2019-20 school term:

**Board of Directors**
- Division 1 – Three year term
- Division 3 – Three year term
- At-Large Underrepresented Gender – Three year term
  (Note: The At-Large Underrepresented Gender Nomination may not come from Divisions 1 or 2)

**Legislative Commission**
- District 2 – Three year term
- District 8 – Three year term
- District 11 – One year term
- District 12 – Three year term
- District 13 – One year term
- District 14 – Three year term
- District 15 – Three year term
- District 20 – Three year term
- Athletic Administrator – Division 1 – Three year term
- Athletic Administrator – Division 4 – Three year term
- Athletic Administrator – Division 7 – Three year term
- At-Large – Division 2 – Three year term
- At-Large – Division 5 – Three year term
- At-Large – Division 6 – Two year term

**Important Dates**
- Aug. 16, 2019 — Nomination Ballots on-line
- Sept. 15, 2019 — Nomination Ballots due on-line
- Sept. 16, 2019 – Nomination Ballots counted and results on-line
- Sept. 20, 2019 – Election Ballots on-line
- Oct. 1, 2019 – Election Ballots due on-line
- Oct. 2, 2019 – Election Ballots counted and results on-line

Please watch the Announcements section on the web site for important information about the nomination and balloting process.

Voting/19-20NominationsandElectionsVoting/19-20NominationsandElections
To: Principals/Official Representatives and Athletic Directors  
From: Sam Knox, Assistant Executive Director  
Subject: Important Information  
Date: August 1, 2019

I hope your summer has gone well and you had the opportunity to get away from school for some family time. The 2019-20 school year is quickly approaching, and the IHSA All School Mailing has officially started the year in our office.

As we think about the new school year, please review the following information.

**Certified Body Fat Testers**

During the 2017-18 school year, the IHSA implemented a new body fat testing program. All certified Body Fat Assessors must renew their certification by watching an online video and completing an online exam in the IHSA Officials Center. The cost of this training will be $10. **Please remember, all Body Fat Assessors must attend a “live” course every 4 years** (EX. If you attended a “live” course in 2015, you must attend a “live” course in the fall of 2019). **We will no longer be holding “live” courses in the Spring.**

All new Body Fat Assessors must complete a “live” course to become certified. The cost of the course is $35. If you wish to pay via credit card, please contact Lauren Matson at the IHSA Office. You may also mail a check made payable to the IHSA to the IHSA Office.

Here is the schedule of “live” classes for this fall.

<table>
<thead>
<tr>
<th>Date</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuesday, September 17, 2019</td>
<td>Normal West High School</td>
</tr>
<tr>
<td>Wednesday, September 18, 2019</td>
<td>Marion High School</td>
</tr>
<tr>
<td>Wednesday, September 18, 2019</td>
<td>Althoff Catholic High School</td>
</tr>
<tr>
<td>Thursday, September 19, 2019</td>
<td>Effingham High School</td>
</tr>
<tr>
<td>Wednesday, September 25, 2019</td>
<td>Sterling High School</td>
</tr>
<tr>
<td>Thursday, September 26, 2019</td>
<td>Minooka High School</td>
</tr>
<tr>
<td>Tuesday, October 8, 2019</td>
<td>Lake Zurich High School</td>
</tr>
<tr>
<td>Wednesday, October 9, 2019</td>
<td>Chicago Mt. Carmel High School</td>
</tr>
<tr>
<td>Monday, October 14, 2019</td>
<td>Wheeling High School</td>
</tr>
</tbody>
</table>

Class rosters are limited to 30 students per class. People who are interested in attending one of the classes must register in advance. Please register for one of the above classes at the link below.

**Body Fat Testing Registration**

As a part of the new body fat testing program, all body fat assessors will receive Continuing Education Units (CEUs). Teachers may receive Continuing Professional Development Units (CPDUs).

**The IHSA office communicates with Body Fat Assessors via e-mail. All Body Fat Assessors must make sure they have a current e-mail address listed in the Officials Center on the IHSA website.**
Rating Officials

Each varsity head coach is responsible for rating all officials after every varsity contest during the regular season and the postseason. Coaches at the non-varsity level do not rate their officials.

The IHSA office uses officials’ ratings as one of the components to assign officials to postseason tournaments. Therefore, it is extremely important that all varsity head coaches rate all varsity officials after every contest.

Administrators are able to check their coaches’ progress and how many ratings each coach has submitted for each sport. Log in to the Schools Center with your administrative password. Check the Sport/Activity Tracker page in your Schools Center to see how many ratings your coaches have submitted.

For example: If your softball team has played 20 games at a certain point of the season with two umpires at each game, your coach is required to submit 40 ratings.

Top 15 List

Each varsity head coach is required to submit a list of the Top 15 Officials in his/her sport.

The IHSA office uses Top 15 List as one of the components to assign officials to postseason tournaments. Therefore, it is extremely important that all varsity head coaches submit a Top 15 List in the Schools Center.

Coaches Top 15 Lists must be completed by the following dates.

**Fall Sports:** September 7, 2019  **Winter Sports:** December 7, 2019  **Spring Sports:** April 7, 2020

Administrators are able to check their coaches’ progress on their Top 15 Lists, just like they can check how many officials’ ratings their coaches have submitted.

E-mail Reminders

The IHSA office will e-mail administrators and coaches when the number of ratings entered in a certain sport do not meet expectations. Our officials are committed to helping our schools with their contests, and they deserve feedback on their performance after every game. Additionally, the officials’ ratings and Top 15 Lists guide the IHSA staff members who assign officials to postseason tournaments.

Be sure your head coaches rate all varsity officials and submit a Top 15 List.

Sport/Activity Tracker

Each school has a Sport/Activity Tracker page in the Schools Center that shows each Sport/Activity your school offers along with all the information needed by the IHSA and the important deadlines connected with each task. A red box indicates action items that need immediate attention from an administrator or a coach. Be sure to check this page frequently in the Schools Center to keep your school up-to-date and to ensure that the IHSA office has the important information we need from your school.
School’s Responsibilities Toward HOSTING OFFICIALS

I HSA
Illinois High School Association
Quality Officiating

Quality officiating makes any athletic contest run smoothly. It also creates a positive experience for the players, coaches and fans. As the host school it is your responsibility to make the officials feel welcome and comfortable when they are working a game at your facilities.

Always remember that these individuals are working these contests because of their love for their particular sport and the enjoyment they receive from working with the high school athlete.

It is the athletic department’s responsibility to provide the necessary information prior to the official’s assigned contest as well as being available during and following the contest.

Fine officiating and good game management often go unnoticed, but together the officials and administration can make the competitive aspect of the game a positive one. Proactive administrators control ALL situations.

Hopefully, the suggestions that follow will help show the necessary respect, appreciation and preparation needed before an official comes to your school.
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.

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**SCHOOL’S RESPONSIBILITY TO AN OFFICIAL PRIOR TO THE SEASON**

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.
Active Members
$50.00 - YEARLY MEMBERSHIP
$400.00 - LIFETIME MEMBERSHIP
$80.00 - NIAAA YEARLY MEMBERSHIP
$800.00 NIAAA LIFETIME MEMBERSHIP

Retired Members
FREE - IADA YEARLY MEMBERSHIP
$30.00 - NIAAA YEARLY MEMBERSHIP
$300.00 - NIAAA LIFETIME MEMBER

Apply for membership and update members' information online at www.illinoisada.org

Make checks payable to:
ILLINOIS ATHLETIC DIRECTORS ASSOCIATION
SEND TO: Nic Kearfott, CAA
Normal Community High School
3900 East Raab Road
Normal, IL 61761
309-557-4571

2019-2020 Division Liaisons and District Representatives

DIVISION 1 - Tom White, DeLaSalle
District 1 TBA
District 2 Frank Griseto, Jones Academy
District 3 Tiray Jackson, Perspective

DIVISION 2 - Tim Burkhalter, Lake Forest
District 4 John Kane, Conant
District 5 Chauncey Carrick, Sycamore
District 6 Trish Betthauer, Stevenson

DIVISION 3 - Ron Lear, Plainfield North
District 7 D'Wayne Bates, Glenbard East
District 8 Tim Chandler, St. Laurence
District 9 Kurt Weight, Oswego East

DIVISION 4 - Greg King, Sterling
District 10 Jim Kann, Byron
District 11 TBA
District 12 Michael Cooper, Ottawa

DIVISION 5 - Tony Millard, Centennial
District 13 TBA
District 14 David Vieth, Mattoon
District 15 Wendy Smith, Normal U-High

DIVISION 6 - Paul Held, Taylorville
District 16 Eric Matthews, Galesburg
District 17 Rick Smith, Franklin
District 18 Jeff Marsaglia, Auburn Jr. High

DIVISION 7 - Scott Battas, Mascoutah
District 19 John Moad, Granite City
District 20 Bob Wells, Fairfield
District 21 Len Novara, Murphysboro

REASONS TO SAY “YES” TO MEMBERSHIP IN IADA

- Educational Leadership
- Professional Development
- NIAAA Certification Classes
- Journal Update
- Annual Conference
- Networking Opportunities
- IADA and IHSA Working Together!
IADA

The Illinois Athletic Directors Association values your efforts and expertise and would like you to consider joining our organization as an advocate for school athletic programs throughout the state.

The IADA currently enlists the aid and advice of the Athletic Directors across the state to serve on IHSA Sport Advisory Boards, as well as the Athletic Directors' Advisory Board.

By becoming a member of our organization, you will enjoy the opportunity to network, as well as opportunities for educational leadership and professional development through the IADA Journal and annual State Conference.

Many school districts will pay for your membership as professional growth or staff development. All Athletic Administrators are eligible for membership.

HOW TO BECOME A MEMBER OF IADA

Fill out the online membership form at: www.illinoisada.org

New Athletic Directors: There is no charge for your first year of membership if you attend the New AD's Workshop which is held each July in Bloomington.

If you are retired, please fill out the online membership form with your current home address, the school from which you retired, as well as the number of years that you were an athletic administrator, a member of the IADA, and a member of the NIAAA. This will enable us to keep you on our active mailing list with your current address.

Join the IADA, become an active member, and begin to experience the many benefits of this professional organization.

2019-20
Executive Board Officers

President: Dan Jones, Hinsdale Central
President Elect: Darren Howard, Oswego
Past President: John Catalano, Glenbrook North
Executive Director: Mike Morris, Retired

Secretary: Dan Sheehan, Monticello
Treasurer: John Woods, Libertyville
Membership: Nic Kearfott, Normal Community

Conference Co-Chair: D'Wayne Bates, Glenbard East
Conference Co-Chair: Jacquelyn Randall, Elk Grove
NIAAA: Matt Hensley, Mahomet--Seymour

Journal Editor: Andy Lambert, Lake Zurich
Web Coordinator: Robert Ruiz, Deerfield
Awards: Dirk Campbell, Bradley-Bourbonais
Public Relations: John Grundke, Lyons Township

Business Manager: Kevin Cartee, Red Bud
Hall of Fame: Steve Haines, Seneca
Professional Development: Becky Moran, Round Lake
State Certification: Tina Woolard, Grayslake North
Historian: Peter Goff, Dekalb

Mentor Chair: Steve Gertz, Dundee Crown
Retired A.D. Liaison: Rich Piatchek, Retired

IHSA Representative: Sam Knox
At Large: Carrie Curran, Chicago Ag/Science (Div. 1)
At Large: Herb Knoblauch, Washington (Div. 6)
Welcome to the 2019-20 school term! Our office hopes the year is a successful one for you, your faculty, and your students. Student-athlete safety remains a priority for the IHSA, and this document is intended to provide a quick overview of some important sports medicine initiatives of which each member school should be aware.

1. **Concussion Reporting**: Member schools are again asked to report basic information on all concussions sustained by student-athletes during the school year, even if the concussion occurs outside of a school activity. Reporting is made through the Schools Center. After logging in, find the ‘C’ tab (“Concussion Reports”) to file a report. If your school has no concussions within a month period, there is also the option to report that. Reporting is a requirement of state law (HB 4365).

2. **Pre-game medical talk**: For the 2019-20 school year, our office will be asking member schools hosting events, games, tournaments, etc., to conduct a pre-game ‘Medical Talk’ with contest officials and competing school(s). This ‘talk’ should identify what medical coverage will be provided for the event and who the contacts for competing schools will be should any weather, injury, or catastrophic event occur. More information about this initiative is included in this mailing.

3. **Concussion Education**: As a reminder, all coaches and Concussion Oversight Team (COT) members are required to have completed a minimum two-hour training program approved by IHSA before coaching at a member school. A school can track the status of its faculty successful completion of this requirement in the IHSA Schools Center.

4. **Severe Weather**: At their June 2018 meeting, the IHSA’s Board of Directors approved an updated Severe Weather policy. This policy discusses the use of mobile apps as well as updated language that differentiates between crowd to ground lightning and what is often referred to as heat lightning. An updated version of the policy can be found on the Sports Medicine page at IHSA.org as well as in the sport specific manuals.

5. **Fall Acclimatization**: Please find the Acclimatization charts for the fall sports as part of this mailing. As we get closer to the start of the fall season information and reminders will continue to come out to member schools and coaches. It will be important to make sure that your coaching staff’s emails are updated in your school center so they can receive information for the start of the season.

Thanks for your attention to these initiatives. Individuals with questions about any of these initiatives can contact Stacey Lambert (slambert@ihsa.org) at the IHSA Office.
The **DO WHAT’S RIGHT! Program** creates opportunities for teams, schools and communities to earn positive sportsmanship recognition throughout the regular season and post season. The DWR! Program outlines the expectations for all IHSA member schools, their teams, coaches, players, and communities to emulate. Defining a consistent message of good behavior for participants and fans promotes an enjoyable atmosphere at all contests throughout the state.

The IHSA would like to acknowledge the conferences and schools that registered for the DWR! Program in 2018-19:

<table>
<thead>
<tr>
<th>Conference/League</th>
<th>Conference/League</th>
</tr>
</thead>
<tbody>
<tr>
<td>Apollo</td>
<td>Mid-Illini</td>
</tr>
<tr>
<td>Big 12</td>
<td>Mississippi Valley</td>
</tr>
<tr>
<td>Black Diamond</td>
<td>North Suburban</td>
</tr>
<tr>
<td>Cahokia</td>
<td>Northern IL Big 12</td>
</tr>
<tr>
<td>Central Illinois</td>
<td>Northern Lake County</td>
</tr>
<tr>
<td>Central State Eight</td>
<td>Northwest Upstate Illini</td>
</tr>
<tr>
<td>Central Suburban League</td>
<td>Prairie States</td>
</tr>
<tr>
<td>Chicago Prep</td>
<td>Prairieland</td>
</tr>
<tr>
<td>DuKane</td>
<td>River Valley</td>
</tr>
<tr>
<td>Egyptian Illini</td>
<td>Sangamo</td>
</tr>
<tr>
<td>Fox Valley</td>
<td>South Central</td>
</tr>
<tr>
<td>Girls Catholic Athletic</td>
<td>South Seven</td>
</tr>
<tr>
<td>Greater Egyptian</td>
<td>South Suburban</td>
</tr>
<tr>
<td>Illini Prairie</td>
<td>Southern IL River to River</td>
</tr>
<tr>
<td>Interstate Eight</td>
<td>Southwest Prairie</td>
</tr>
<tr>
<td>Kishwaukee River</td>
<td>Southwest Suburban</td>
</tr>
<tr>
<td>Lincoln Trail</td>
<td>Three Rivers Athletic</td>
</tr>
<tr>
<td>Little Illini</td>
<td>Upstate Eight</td>
</tr>
<tr>
<td>Little Okaw Valley</td>
<td>Vermilion Valley</td>
</tr>
<tr>
<td>Little Ten</td>
<td>West Suburban</td>
</tr>
<tr>
<td>Metro Suburban</td>
<td></td>
</tr>
<tr>
<td>Mid Suburban</td>
<td></td>
</tr>
</tbody>
</table>

**INDEPENDENT SCHOOLS:**
- Breese (Mater Dei)
- Chicago (Von Steuben)
- Granite City
- Hardin (Calhoun)
- Teutopolis
In order to register your Conference or Independent School, please follow these steps:

❖ Go to IHSA.org
❖ Under the Resources tab, click on Sportsmanship
❖ In the left column, click on the Do What’s Right link
❖ Under the green banner that reads DWR! Forms, you will find the Conference and Independent School registration forms link

NOTE: If a conference does not register for the Do What’s Right! Program, an individual school from that conference may register.

When a conference or independent school registers for the Do What’s Right! Program, they agree to communicate and actively educate their students, fans and communities of the following Do What’s Right! Expectations:

- Represent their 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 the officials.
- Exhibit positive behavior in both personal interactions and social media comments.

To familiarize yourself with the DWR! Program, please access the following link for benefits, resources, registration forms, and a full PowerPoint description:

http://www.ihsa.org/Resources/Sportsmanship.aspx

Student Advisory Committee

We also encourage you to get to know the IHSA Student Advisory Committee. This is a group of 21 high school students representing each legislative commission district throughout Illinois. They are nominated by their principals or athletic directors, and selected by the IHSA to provide direction and education to our member schools in the areas of leadership, sportsmanship, and communication.

To invite an SAC member to speak or participate in a school or conference presentation/assembly, please contact Beth Sauser at bsauser@ihsa.org.

Please access the link below to see the representative for your district and learn more about this committee.

http://www.ihsa.org/AbouttheIHSA/AdvisoryCommittees/StudentAdvisoryCommittee.aspx
IHSA Student Advisory Committee

2019-20 Student Advisory Committee members:

<table>
<thead>
<tr>
<th>District</th>
<th>School</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Vacant</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Vacant</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Chicago (Mother McAuley)</td>
<td>Grace White</td>
</tr>
<tr>
<td>4</td>
<td>Franklin Park-Northlake (Leyden)</td>
<td>Elle Engelke</td>
</tr>
<tr>
<td>5</td>
<td>Vacant</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Lake Zurich</td>
<td>McKenna Walsh</td>
</tr>
<tr>
<td>7</td>
<td>Darien (Hinsdale South)</td>
<td>Kaitlyn Hurka</td>
</tr>
<tr>
<td>8</td>
<td>Summit (Argo)</td>
<td>Jade Baker</td>
</tr>
<tr>
<td>9</td>
<td>New Lenox (Lincoln-Way West)</td>
<td>Johnny Latek</td>
</tr>
<tr>
<td>10</td>
<td>Stillman Valley</td>
<td>Payton Voltz</td>
</tr>
<tr>
<td>11</td>
<td>Aledo (Mercer County)</td>
<td>Damian Martinez</td>
</tr>
<tr>
<td>12</td>
<td>Peoria (H.S.)</td>
<td>Kammie Hess</td>
</tr>
<tr>
<td>13</td>
<td>Champaign (St. Thomas More)</td>
<td>Callahan Leibach</td>
</tr>
<tr>
<td>14</td>
<td>Windsor</td>
<td>Kyhe Wheeler</td>
</tr>
<tr>
<td>15</td>
<td>Normal (University)</td>
<td>Luke Sauser</td>
</tr>
<tr>
<td>16</td>
<td>Galesburg</td>
<td>Kaylee Miller</td>
</tr>
<tr>
<td>17</td>
<td>Pittsfield</td>
<td>Cade Tomhave</td>
</tr>
<tr>
<td>18</td>
<td>Mackinaw (Deer-Creek-M.)</td>
<td>John Blumeyer</td>
</tr>
<tr>
<td>19</td>
<td>Belleville (Althoff)</td>
<td>Katie Wemhoener</td>
</tr>
<tr>
<td>20</td>
<td>Okawville</td>
<td>Jacksen Harre</td>
</tr>
<tr>
<td>21</td>
<td>Marion (H.S.)</td>
<td>Rece Roper</td>
</tr>
</tbody>
</table>

SAC Mission Statement

The Student Advisory Committee is a group of students who participate in diverse interscholastic athletics and activities. The SAC promotes the sportsmanship and integrity ideals of the Illinois High School Association. We are focused on providing leadership and communication between participants, administrators and fans of IHSA activities.
Captain’s Handbook

Administrators, Coaches and Students will have access to an online Captain’s Handbook developed and written by the Student Advisory Committee. The information will help coaches work with team captains and students to understand their role as leaders and team players.

SAC Nomination Process for 2019-20

- All forms must be completed and in the IHSA office by Jan. 31, 2020.
- All current Freshmen and Sophomore IHSA member school students are eligible for nomination
- A committee will meet to review and choose the finalists. A phone interview with Beth Sauser will take place to determine the final selection.
- Each new SAC member and their Administrator will receive a letter welcoming them to the committee.

To access the nomination form, please follow this link:

http://www.ihsa.org/AbouttheIHSA/AdvisoryCommittees/StudentAdvisoryCommittee.aspx

SAC District Openings

Districts 4-6-7-8-9-13-16-19 will need representation beginning in April 2020.

Districts 14-15-17-18-20-21 are scheduled to be open for the following April 2021.

Nominations will still be accepted in all districts in the event the current representative is unable to continue as a member of the SAC.
For years, the IHSA has focused upon reasonable accommodations to allow student-athletes with disabilities to be integrated to the maximum extent possible in IHSA sports and activities. The IHSA has promoted inclusion of student-athletes with disabilities wherever possible, focusing upon the various benefits of participating in extracurricular athletics or activities, which would include socialization, improved teamwork and leadership skills, as well as fitness.

For Athletes with Disabilities, the IHSA offers sports programs in the following:

- Boys & Girls Bowling
- Boys & Girls Swimming
- Boys & Girls Track & Field

For the 2019-20 school year, schools who wish to enter Athletes with Disabilities must do so through the Sport and Activity Tracker in Schools Center by the following dates:

<table>
<thead>
<tr>
<th>Sport</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Girls Swimming</td>
<td>October 9</td>
</tr>
<tr>
<td>Boys Bowling</td>
<td>December 18</td>
</tr>
<tr>
<td>Girls Bowling</td>
<td>January 8</td>
</tr>
<tr>
<td>Boys Swimming</td>
<td>January 22</td>
</tr>
<tr>
<td>Girls T &amp; F</td>
<td>April 14</td>
</tr>
<tr>
<td>Boys T &amp; F</td>
<td>April 21</td>
</tr>
</tbody>
</table>

Athletes with Disabilities who need accommodations to participate can request those from the IHSA. The Request for Accommodations Form can be found on the IHSA website or by entering the following address into your browser:

http://www.ihsa.org/documents/forms/current/Request%20for%20Accommodation%20Form.pdf

For questions about Athletes with Disabilities programming or accommodations, please contact:

IHSA ADA Coordinator
Kraig Garber
kgarber@ihsa.org
309.663.6377
We’re looking for the School Student Section that ROCKS their school spirit and follows the Do What’s Right! Expectations to the fullest!

Contest details can be found on our website: www.ihsa.org/Resources/Sportsmanship/StudentSectionShowdown

Deadline for video submission is Feb. 4, 2020

You will be competing against high schools from all over Illinois, so show us what makes YOUR school outstanding in Spirit and Sportsmanship!
OVERVIEW

FILM YOUR STUDENTS: Get your video camera and film your student section in action on game nights. Don’t forget to film your student body at pep assemblies, school events, activities, etc.

POST TO YOUTUBE: Edit your video to no more than 3 minutes, and after showing it to and receiving approval from a school administrator (principal, athletic director, etc.) post to YouTube entitled “2020 IHSA SS Showdown: School Name”. Be sure to include your high school name in the video description as well as the submitter’s name. The deadline is Tuesday, Feb. 4, 2020 at 11:59 p.m.

EMAIL US YOUR LINK: Email your YouTube link to Beth Sauser at bsauser@ihsa.org. We’ll add it to our IHSA Student Section Showdown Playlist and page on the IHSA State webpage.

FINALISTS: The finalists from Class 1/2A will be announced on Tuesday, February 25, 2020. The finalists from Class 3/4A will be announced on Tuesday, March 3, 2020.

WINNERS: Will be chosen by the IHSA SAC.

Class 1/2A: The winner will be announced on Saturday, March 14, 2020 at the 1A Boys Basketball State Final.

Class 3/4A: The winner will be announced on Saturday, March 21, 2020 at the 3A Boys Basketball State Final.

JUDGING CRITERIA/RULES:

Show us your version of the DWR! Expectations:

Coaches, Players and Fans who follow the DWR! Expectations will represent their school well and create a positive game experience.

- Represents their school and community well with 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 interactions and social media comments.

Other Judging Criteria:

- Positive Sportsmanship (any negative cheering will automatically result in disqualification)
- Overall Fan Participation
- School Spirit
- Creativity
- Organization
- Overall Impression

2019-2020 STUDENT SECTION SHOWDOWN
Presented by the IHSA Student Advisory Committee
MEMO

To: IHSA Member School Principals/Athletic Directors/Coaches/Officials and IHSA Member School Athletic Trainers
From: Craig Anderson, Executive Director, Stacey Lambert, IHSA Administrator for the Sports Medicine Advisory Committee, and Sam Knox, IHSA Administrator for the Official's Department

RE: Pre-Game Medical Huddle

There have been a number of questions coming to the IHSA office about appropriate concussion protocol and return to play for visiting school participants. These protocols are predicated on the premise that schools, by law and by playing rule, need to determine who the school will authorize to assess players removed from a game/contest with a possible head injury. In accordance with state law, the only people able to authorize a player’s return to a contest where he/she was removed with a possible head injury is a physician licensed to practice medicine in all its branches in Illinois (in other words, a physician who is credentialed as an M.D. or D.O.), a certified athletic trainer (ATC), advanced practice nurses (APN), and physician’s assistants (PA).

Prior to departure for the contest
The school administration/concussion oversite team/etc. – should notify all coaches, when the team is on the road, who can return students to play in case of a suspected concussion. Meaning, the visiting coach should know if his/her school has approved the home team’s medical personnel to assess and return players to competition.

Pre-Game Medical Huddle
Prior to the contest beginning, the officials should identify the designee for returning athletes from suspected head injuries. This can be physician licensed to practice medicine in all its branches in Illinois, a certified athletic trainer, advanced practice nurses, and physician’s assistants, who has the consent to treat any athlete during the contest.

The visiting team coach should confirm, at this time, if the host medical personnel, are allowed to return players to competition or not.

IF the visiting school has approved the host school medical personnel then the host school medical personnel can return players with suspected concussions to play.

IF the visiting school has not approved the host school medical personnel then players suspected of concussions cannot return.

During the contest
If a player is removed, he/she can only return to the contest at an appropriate stoppage of time in the game. If a player attempts to return, a game official needs to confirm with the head coach that player has been evaluated and cleared to return to play. At that time, the game official should confirm who the person was who evaluated the player and cleared him or her to return. The official should confirm that this person matches with the person mentioned during the pre-game coaches/captains meeting.
Post Game
Following a contest where a student was removed with a possible head injury, the official who removed the player shall complete a Special Report with the IHSA Office. In the report, the official should include the player’s number, the approximate time in the contest when the player was removed, whether or not the player returned to the contest, and the person whom the head coach said had evaluated the player and cleared him/her to return to the contest. An official can also add any other details in his/her report deemed important.

In a situation where no school-approved medical professional is available, an official should not let a player previously removed from a contest with a possible head injury return to that same contest.

Example:

Officials please prepare to ask the following questions in the pre-game huddle

1) where is the AED?
   And who is responsible to get it if needed?
2) host school- do you have medical personnel here? Where will they be located?
3) both teams- do you have someone who can return your players to the game if someone goes down with concussion like symptoms?

NOTE: A school is not required to answer yes to all of these questions. If no AED or medical personnel are present you may start the contest, just please note the missing AED in a special report. There is no need to note the missing medical personnel.

Thank you!
# IHSA Fall Sports Acclimatization Chart

For all Cross Country, Girls Volleyball, Girls Swimming & Diving, Boys Soccer, and Girls Tennis

<table>
<thead>
<tr>
<th>Day</th>
<th>Heat Acclimatization Practice Plan</th>
</tr>
</thead>
</table>
| 1   | One practice per day (3 hours maximum)  
1-hour walk-through after 3 hours of rest |
| 2   | One practice per day (3 hours maximum)  
1-hour walk-through after 3 hours of rest |
| 3   | One practice per day (3 hours maximum)  
1-hour walk-through after 3 hours of rest |
| 4   | One practice per day (3 hours maximum)  
1-hour walk-through after 3 hours of rest |
| 5   | One practice per day (3 hours maximum)  
1-hour walk-through after 3 hours of rest |
| 6-14| - Teams may conduct two practices per day.  
- Days with two practices must alternate with single practice days or rest days.  
- On days when teams practice twice in one day, total practice time cannot exceed 5 hours.  
- On days when teams practice twice in one day, individual practices are limited to a maximum of 3 hours.  
  3 hours of rest is required between practice sessions.  
- Single practice days are limited to a maximum of 3 hours with a 1-hour walkthrough following 3 hours of rest.  
- If a team practices on 6 consecutive days during the acclimatization period, one full day of complete rest is required on the 7th day (traditionally Sunday). |

Students must participate in a minimum number of practice days before they can participate in their first contest.

**Cross Country, Girls Volleyball, Girls Swimming & Diving, Boys Soccer:** 9 days of practice  
**Girls Tennis:** 7 days of practice  
**Boys & Girls Golf** are exempt from the Acclimatization Policy.

**Q:** Does our Girls Volleyball team have to follow this policy if our gym is air conditioned?  
**A:** Yes  

**Q:** Does our Girls Swimming & Diving team have to follow this policy, even though they will be in a pool?  
**A:** Yes  

**Q:** How does the IHSA define a walk-through?  
**A:** A walk-through is defined as a teaching opportunity with athletes not wearing protective equipment (helmets or shoulder pads). During a walk-through, no running or running activities by team members is allowed and no protective equipment of any kind should be present. A ball should not be used during the one-hour walk-through. The walk-through is not part of the practice period on a three-hour practice day, and it can last no more than one (1) hour per day. The walk-through does not include conditioning or weight room activities.
### IHSA Football Acclimatization Chart

<table>
<thead>
<tr>
<th>Day</th>
<th>Heat Acclimatization Practice Plan</th>
<th>Equipment Allowed</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>One practice per day (3 hours maximum) 1-hour walk-through after 3 hours of rest</td>
<td>Helmet only</td>
</tr>
<tr>
<td>2</td>
<td>One practice per day (3 hours maximum) 1-hour walk-through after 3 hours of rest</td>
<td>Helmet only</td>
</tr>
<tr>
<td>3</td>
<td>One practice per day (3 hours maximum) 1-hour walk-through after 3 hours of rest</td>
<td>Helmet &amp; Shoulder pads</td>
</tr>
<tr>
<td>4</td>
<td>One practice per day (3 hours maximum) 1-hour walk-through after 3 hours of rest</td>
<td>Helmet &amp; Shoulder pads</td>
</tr>
<tr>
<td>5</td>
<td>One practice per day (3 hours maximum) 1-hour walk-through after 3 hours of rest</td>
<td>Helmet &amp; Shoulder pads</td>
</tr>
</tbody>
</table>
| 6-14| • Teams may conduct two practices per day.  
     • Days with two practices must alternate with single practice days or rest days.  
     • On days when teams practice twice in one day, total practice time cannot exceed 5 hours.  
       On days when teams practice twice in one day, individual practices are limited to a maximum of 3 hours.  
       3 hours of rest is required between practice sessions. 
     • Single practice days are limited to a maximum of 3 hours with a 1-hour walkthrough following 3 hours of rest. 
     • If a team practices on 6 consecutive days during the acclimatization period, one full day of complete rest is required on the 7th day (traditionally Sunday). | Full pads |

Football players must participate in a minimum of 1½ hours of on-field practice on 12 different days before they can participate in their first game.

**Q:** How is this policy different than the Football Acclimatization Policy we have followed the past few years?

**A:** The original policy required a 2-hour rest between on-field practice and a walk-through. The updated policy requires a 3-hour rest between on-field practice and a walk-through.

**Q:** On a day when a team can have one practice, does the following schedule meet the policy?

- 3 hours of practice – 3 hours of rest – 1-hour walk-through

**A:** Yes

**Q:** On a day when a team can have two practices, does the following schedule meet the policy?

- 3 hours of practice – 3 hours of rest – 2 hours of practice

**A:** Yes