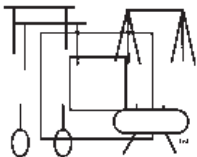


2019-20

# Boys Gymnastics

Manual for  
Schools and Managers





# Boys Gymnastics



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

## SCHOOL INFORMATION

Terms and Conditions	1-4
School Information	5
Team Seeding Worksheet & Host Consent Form	6
List of Participants Instructions	7
State Final Program Information	8
Instructions for Submitting Photos	9
State Final Meet Information	10
Time Schedule	11
Map to Hoffman Estates High School	12
Request for Duplicate Awards	13-14

## GENERAL INFORMATION

School's Responsibilities To Hosting Officials	15-16
So What's Right! Sportsmanship Criteria	17
Emergency Action Plan	18-19
IHSA Protocol for Implementation of NFHS Sports Playing Rule for Concussions	20
Concussion Information	21
Mandatory Concussion Course for Coaches	
Return to Play Policy	
Instructions for the Sectional Draw	22
Sectionals Team Rotations	23-24
Instructions for the State Final Rotation	25
Sample Warm-up Rotation	26
Pass Gate Form	27

## MANAGER INFORMATION

Officials and Meet Personnel Information	28
Sectional Manager Checklist	29-30
Instructions for Sectional Computer Program	31
Winner Report Instructions	31
Awards Delivery Data	32
Assembly Instructions for IHSA State Series Trophies	33
Duplicate Awards Order Form	34
Suggestions for Announcers	35
PA Announcements	36-41
Licensed Vendor Information	42
Financial Report	43

## Revision History

## BOYS GYMNASTICS CALENDAR

March 31	Seeding Information Due to the IHSA by 9:00 a.m.
April 2	Sectional Assignments Posted
April 20	List of Participants Due On-Line
May 4 - 9	Sectionals
May 9	State Final Team Data Form Due to the IHSA
May 15	State Final Team Competition
May 16	State Final Individual Competition



# 2019-20 Boys Gymnastics Terms and Conditions

In accordance with section 1.450 of the IHSA Constitution, the Terms and Conditions governing the 2019-20 Boys Gymnastics Meet Series have been approved by the Board of Directors.

## I. SCHOOL CLASSIFICATION

Competition in Boys Gymnastics will be held for all member schools without classification by enrollment. All IHSA member schools in good standing may enter individuals or teams under the provisions of By-law 3.054.

## II. DATES AND SITES

### A. Sectional

Five (5) sectional meets will be held during week 44 of the standardized calendar. One sectional on each of the following days can be held: Monday, May 4; Tuesday, May 5; Wednesday, May 6; Thursday, May 7; and Friday, May 8, each meet beginning at 6:30 p.m. In addition, one sectional meet can be held on Saturday, May 9 beginning at 1:00 p.m. and one sectional will be held on Saturday, May 9 beginning at 6:00 p.m.

### B. State Final Meet

The 2019-20 State Final Meet will be conducted Friday and Saturday, May 15-16 at Hoffman Estates High School, 1100 W. Higgins Rd., Hoffman Estates. State Final Meet Manager will be Mr. Steve Lacni, Athletic Director, Hoffman Estates High School.

## III. ON-LINE ENTRIES, WITHDRAWAL PROCEDURES, ELIGIBILITY, AFFIRMATIVE ACTION AND ON-LINE LIST OF PARTICIPANTS

### A. On-Line Entries

All member schools must enter their school into the state series competition through the IHSA School Center on the IHSA Website at [www.ihsa.org](http://www.ihsa.org). The deadline for entry is February 1, 2020. The 2019-20 Entry Policies and Procedures outlining the online entry procedures for all IHSA-sponsored tournaments can be found in the Schools Center on the IHSA website.

### B. Late Entries:

Any attempt to enter a sport or activity on-line after the established deadlines will be denied. Schools that wish to enter after the deadline will be considered late. To be considered for late entry, the Principal/Official

Representative must contact the IHSA administrator in charge of that sport or activity. The penalty for late entry shall be a payment of \$100.00 for that sport/activity by the school.

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

To withdraw without penalty, the Principal must notify the IHSA Office, in writing, of the school's withdrawal from the respective sport prior to the seeding meeting date and/or the date *the List of Participants* is due for that sport.

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

### D. Qualified Coaches or Faculty Representatives:

In accordance with IHSA By-laws 2.020 and 2.070, all schools are required to have a qualified coach or faculty representative present at all times during a meet. If a school does not have a qualified coach or faculty representative present at the Regional, Sectional or State Final site during warm-ups or competition, that school's competitor(s) shall not be permitted to participate. Only coaches and faculty representatives who are listed on the *List of Participants* and in compliance with IHSA by-law 2.070 shall be permitted to serve in coaching capacities at the Regional, Sectional and State Final meets.

### E. Eligibility

**1. Participants:** All member schools in good standing may enter an individual(s) or a team under the provisions of IHSA By-law 3.054.

**F. Affirmative Action:** In accordance with the Illinois High School Association Sex Equity Policies approved by the IHSA Board of Directors, only boys shall be permitted to participate in the state series.

### G. Online List of Participants

The online *List of Participants* on which each school will list the names of not more than twenty-five (25) individual boys shall serve as a team roster. This list shall indicate which contestants are entered in the various events. Contestants entered by a

school that has entered a team in the state series are considered entered as a part of both the team competition and individual event competition. Only those competitors whose names are included on the online *List of Participants* for the specific meet may be in uniform. The online *List of Participants* must be completed on-line **no later than 4:00 p.m. Monday of Week 42 (April 20, 2020)**. If a school does not submit the On-line List of Participants by the deadline, coaches and/or participants from the school are subject to sanctions which could include, but not be limited to, being ruled ineligible to coach or compete in the State Series. A school may enter up to five (5) contestants in each individual event. As many as all five (5) entries may be All Around contestants. Any of these contestants may qualify for individual advancement.

Changes may be made in the names included on the *List of Participants* at any time through the completion of the scratch meeting held prior to the sectional or state final meets. The original online *List of Participants* and the order of performance shall apply to each level of the state series.

## IV. HOST FINANCIAL ARRANGEMENTS

### A. Sectional Host

In the Sectional Meet, the host school shall receive a \$700,000 guarantee and 20 percent of net income. The IHSA shall receive 80 percent of the net income. The IHSA will pay the officials through ArbitorPay. All other expenses will be paid by the host school.

### B. Admission Prices and Tickets

Each local manager shall be responsible for the printing of tickets for the sectional and state meet.

#### 1. Admission Prices:

At Sectional Meets: \$6.00

At the State Final Meet:

\$10.00 (single session)

Baby in arms is free for all levels of competition.

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

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

2. Radio Fees which shall be charged are:

- a. Sectional = No charge;
- b. State Final = \$50.00.

3. Policy regarding media requirements for each Local Manager is contained in the current News Media Directory.

## V. TOURNAMENT ASSIGNMENTS AND SEEDING MEETINGS

### A. Sectional Meet Schedule:

Sectional meets can be conducted on Monday, Tuesday, Wednesday, Thursday, Friday, Saturday afternoon and Saturday evening, each in single session beginning at 6:30 p.m. with the exception of the Saturday sessions which shall begin at 1:00 p.m. and 6:00 p.m. All the events shall be conducted concurrently. The six (6) events will be Floor Exercise, Pommel Horse, Still Rings, Long Horse Vaulting, Parallel Bars and Horizontal Bar. Teams shall perform in Block Style, according to the provisions of the IHSA Boys Gymnastics Sectional Managers Checklist furnished in the manual.

### B. Seeding Policies

Each school qualifying for team honors will Fax (309) 663-7479 or e-mail (lhennings@ihsa.org) to the IHSA office, not later than 9:00 a.m. on Tuesday, March 31, their seeding score based on the following seeding policy.

The scores used for team seeding shall be from gymnastics meets where the team score was determined by adding three scores on all events. Of all the team scores that conform to this criteria, the average of one-half of the team's total meet will be used. If there is an odd number of meets, then the team will average one meet above the one-half. (For example, a team that competes in nine events will average five). Therefore, if a team competed in twelve meets that fit the criteria, that team will use the average of six scores. Note:

1. Dual or multiple meet scores can be used only once.

2. If a team competed in a meet that used two scores for team scoring, whether four or more competitors were used, that score can not be used as part of the seeding information.

On Tuesday, March 31, the IHSA will determine the five (5) sectional hosts based on the seeding information provided. The team and individual state series assignments will be determined according to geographic location to the sectional host school.

## VI. TOURNAMENT STRUCTURE AND TIME SCHEDULES

### A. Sectional Host Seeds

Sectional host seeds will be posted on the IHSA website for 48 hours to verify accuracy. Once assignments are made, seeds will be final.

### B. Sectional Host

The five (5) highest seeded teams in the state will have the first option to host and will be the host if its principal has signed the "Sectional Host Consent Form" agreeing to host. When the first seeded team in a sectional declines to host the sectional at their school, then the next seeded team in that sectional has the opportunity. The Sectional team assignments will be based on the seeds determined by the coaches; with the assignments to be as follows.

- Sectional A: Seeds 1, 10, 11
- Sectional B: Seeds 2, 9, 12
- Sectional C: Seeds 3, 8, 13
- Sectional D: Seeds 4, 7, 14
- Sectional E: Seeds 5, 6, 15

After the first fifteen teams are assigned to a Sectional by seed, the rest of the team and individual state series assignments will be determined by the IHSA according to geographic location.

### C. State Final Meet:

#### 1. Team/All-Around Championship

The state final team championship and individual All-Around championship will be held in single session on Friday, May 15, beginning at 5:00 p.m. The six events will be Floor Exercise, Pommel Horse, Still Rings, Long Horse Vaulting, Parallel Bars and Horizontal Bar. All six events will run concurrently.

#### 2. Individual Championship

The state final individual championship will be held in two sessions on Saturday, May 16. Session One, beginning at 11:30 a.m., will be the preliminaries. Session Two, beginning at 5:30 p.m. will be the finals.

## VII. ADVANCEMENT OF WINNERS

### A. Individual Advancement:

#### 1. Event Qualifiers

The winners of the first five (5) places in each individual event shall advance from each sectional. They shall be called "ranked qualifiers." In addition, the results of the sectional meets shall be surveyed to determine the top twenty-five (25) individuals with the highest scores among those who were not "ranked qualifiers." These competitors also shall advance to the state final individual meet and shall be called "At Large Qualifiers." A maximum of fifty (50) ranked and at-large qualifiers shall advance to the state finals in the individual competition held on Saturday.

#### 2. All-Around Qualifiers

The top three (3) All-Around individuals shall advance from each sectional. They shall be called "Ranked Qualifiers." In addition, the results of the sectional meets shall be surveyed to determine the top fifteen (15)

individuals with the highest scores among those who were not "Ranked Qualifiers." These competitors also shall advance to the state final individual meet and shall be called "At-Large Qualifiers." A maximum of thirty (30). At the State Meet, the all-around competition shall be conducted on the same night as the team competition (Friday).

**3. At-Large Notification:** Notification of "At-Large Qualifiers" and "At-Large Teams" will be made through the posting of the qualifiers and teams on the IHSA web page.

### B. Team Advancement:

**1. Ranked Qualifiers:** The winning team from each sectional shall advance to the state final. They shall be called "Ranked Qualifiers." In addition, the results of the sectional meets shall be surveyed to determine the top three (3) teams with the highest scores among those teams who were not "Ranked Qualifiers." These teams also shall advance to the State Final Team Meet and shall be called "At-Large Qualifiers." If there should be a tie in raw scores for the "At-Large Team" selection, all such tied teams shall be advanced to the State Final.

**2. At-Large Notification:** Notification of "At-Large Qualifiers" and "At-Large Teams" will be made through the posting of the qualifiers and teams on the IHSA web page.

## VIII. TOURNAMENT RULES

### A. Official Rules:

USAG Men's Junior Olympic Program Rules along with official IHSA interpretations.

### B. Scoring Base:

**1. Team:** At the Sectional and State Final Meets, the team with the highest raw score shall be the team winner, the team with the second highest raw score shall be runner-up, etc. Raw score shall be determined by adding the average scores of the best three performers in each of the six (6) individual events.

**2. Individual:** Scoring at the State Finals for the final session of the Individual Tournament shall be "New Life." Individuals will be awarded medals based on the final session scores.

### C. Equipment

**1. Sting Mat:** At the sectional level only, a school will be allowed to bring a sting mat. At the state meet, schools will not be allowed to bring a sting mat. All equipment and mats including the sting mats will be provided by the state meet management.

**2. Vaulting:** Schools that host sectional meets shall only provide a vaulting table for competition. Only the vaulting table will be provided at the state finals.

#### D. Judges Score Sheets

The original copies of judges' score sheets shall remain a part of the officials meet results to be used for verification of scores and to correct errors in printed results.

#### E. Team State Meet - Order of Performance

The order of performance of a team at the state meet shall have the competitors warming up and performing according to a rotational system of a school in ascending sectional score order within the rotation.

#### F. Verified Clerical Errors

Procedures for dealing with verified clerical errors shall be:

1. Clerical errors are corrected within 48 hours
2. At-Large Qualifiers already notified will not be eliminated
3. Scoring errors shall be corrected
4. Penalties will advance with the correction
5. Strategic errors or entry errors are not correctable.

#### G. Individual State Meet - Order of Performance

The order of performance for the individual finals shall be made according to a random draw. Conflicts on events shall be handled at the time of the competition and the individual with a conflict shall be dropped 6 positions.

#### H. Unsportsmanlike Conduct

By-law 6.011, "Players Ejected For Unsportsmanlike Conduct" and 6.012, "Coaches Ejected For Unsportsmanlike Conduct" control penalties and procedures for unsportsmanlike conduct in addition to the National Federation Boys Gymnastics Rules.

#### I. Proper Uniform

The proper school-issued uniform shall be worn in the arena during warm up and competition. In accordance with the USAG Men's Junior Olympic Program Rules, the uniform shall consist of shirts, pants or shorts and optional footwear. Penalties shall be given following one warning to the violating participant.

#### J. Lineups

Teams will indicate their tentative lineup for sectional managers when they complete the on-line *List of Participants* Form no later than Monday, April 20. Changes may be made in the lineup at the scratch meeting held immediately prior to the start of the sectional meet.

#### K. Substitutions

The Sectional and State Final Meet Managers shall hold a coaches meeting prior to the meet. Team substitutions and scratching competitor(s) will be made at this time. The head coach may also make changes in the order of performance for the team competitors from a school. No changes or corrections in the competitors and order of performance shall be permitted following the coaches meeting except in the case of injury or illness as provided in these Terms and Conditions.

**1. Team substitution prior to meet:** Competitors who are substituted under the provisions in these Terms and Conditions may return to team competition in the state series if their team qualifies to advance. A team substitute's name must be included on the List of Participants.

**2. Team substitutions during a meet:** The coach must notify the Meet Referee of any such team substitution before the team begins its competition in an event. A team substitution may be made during the state series in cases of a disabling illness or injury of a team competitor provided the name of the substitute appears on the *List of Participants*. The substitution is made before the team begins its competition in an event, and no change is made in the order of performance. When a team substitution is made during a meet and the substitute has not warmed up on the meet equipment, the athlete should be given a one and a half minute touch warm up prior to his/her team competing on that event as determined by the Meet Referee. General warm up will take place in the warm up gymnasium, if available.

**3. Individual substitutions:** No substitutions shall be made for ranked or at large individual qualifiers in any event.

#### L. Six Contests

By-law 3.054 provides that schools must engage in a minimum of six contests in a sport to be eligible for team competition in a state tournament series.

### IX. TOURNAMENT POLICIES

**A. Presale Tickets:** The IHSA will offer digital tickets (tickets redeemed on a smartphone) at this state final event via GoFan. Digital tickets can be purchased and downloaded to a smartphone on the GoFan app or at [gofan.co/IHSA](http://gofan.co/IHSA) (.co is not a typo). IHSA State Series hosts are allowed, but not mandated, to sell digital tickets on GoFan in the rounds preceding the State Finals. Search the GoFan app or website for availability.

#### B. State Final Passes:

##### 1. Team Qualifiers:

- a. State Final Passes: Team Qualifiers: One pass for each team member listed on the *List of Participants* (maximum of 25).
- b. Maximum four passes for coaches provided they are listed on the *List of Participants*.
- c. Three passes for school officials.
- d. One (1) state final event pass to properly licensed medical personnel for each team participating in the state final. The pass would be available for either a licensed athletic trainer or team physician. A school shall submit this name when they complete their list of participants.
- e. One pass for a manager as listed on the IHSA List of Participants

##### 2. Individual Qualifiers:

- a. One pass for each competitor.
- b. Maximum of four passes for coaches provided they are listed on the Entry Form.
- c. One pass for a manager
- d. Two passes for school officials.

#### C. Pass Pickup

Participant Passes and warm-up times will be provided upon arrival at the preliminary session. Administrative passes will be available at the pass gate.

#### D. Artificial Noisemakers

Mechanical noisemakers and megaphones are not allowed.

#### E. Signs, Banners,

The display of signs, banners, placards or similar items at the IHSA State Series events is permitted, provided:

1. they are in good taste and reflect good sportsmanship in their message and use;
2. they reflect identification and encouragement to participants and their school/community;
3. they are not displayed on the field of play or in a manner which interferes with play;
4. they do not obstruct the view of participants or spectators; and
5. they are not safety hazards.

#### F. Media Requirements

1. Provide Space — Space shall be set aside to provide for news media representatives covering the Meet whether they be from newspapers, radio stations, commercial television stations and/or cable television stations. (The complete IHSA Policy for Providing Space to New Media is available on the IHSA web site.



2. Radio and TV Originators — It is the responsibility of the Local Manager to accept applications, approve requests to originate, collect proper rights fees payment (where required) and make cancellation refunds for television and/or radio play-by-play origination's, according to the IHSA Television and/or IHSA Radio Broadcast Policy. The complete IHSA Broadcast Policy is available on the IHSA web site.

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

b. Radio Broadcast Rights Fees are not required for any level of competition in this series (except State Final). Local managers shall permit radio play-by-play originations of the competition.

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

3. Administrative Detail — Reporting information to the news media and/or the IHSA Office, as stipulated in instructions to local managers, shall be the responsibility and requirement of each local manager.

#### **G. 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.

#### **H. Use of Inhalers:**

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

#### **I. Alcoholic Beverages and IHSA State Series Events:**

The possession, distribution, sale and/or consumption of alcoholic beverages is 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 sited 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.

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

**K. Meet Committee:** A Meet Committee shall be selected for the Sectional meet. At the Sectional meet, the Meet Committee shall be comprised of the Meet Referee and two (2) head coaches chosen from the head coaches. If any questions should arise on the legality of an entry under existing rules, the Meet Manager must render a decision. The Meet Committee shall render a decision on questions that might arise concerning whether or not the meet is being conducted in accordance with these Terms and Conditions. All such questions shall be submitted in writing to the Meet Committee by the head coach. The Meet Committee shall not set aside or waive the provisions of a rule or the Terms and Conditions. At the State Final meet, the Meet Committee shall be appointed by the IHSA and the State Final Host.

**L. Technical Committee:** The Meet Director shall appoint a Technical Committee which shall consist of the Meet Director, the Meet Referee, and two acting judges. The Technical Committee shall be responsible for the enforcement of all rules and regulations of the competition. In the event the Technical Committee ties with a vote, the Meet Referee shall decide the issue.

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

### **X. AWARDS**

#### **A. Sectional:**

At Sectional meets, individual medals shall be awarded to the winners of the first five (5) places in individual events and in All-Around.

#### **B. State Final:**

Individuals qualifying for the state finals shall be awarded a state qualifier pin. In addition, individual medallions shall be awarded to the winners of the first five (5) places in each individual event and All-around and to the members of the first, second and third place teams. Duplicate individual awards will be presented in the event of unresolved ties.

#### **C. Team Awards**

**1. Sectional:** Each Sectional winner shall receive a team award.

**2. State Final:** Trophies will be presented to the top three placing teams at the State Final Meet. In addition, twenty (20) team medallions shall be presented to the top three placing teams at the State Final Meet. In addition, one Superintendent's, one Principal's, one Athletic Director's, and one certified athletic trainer's, if one is listed on the school's Team Data Form, medallion for each of the top three teams will be awarded.

#### **D. Accepting Awards at the State Meet**

All competitors receiving awards must appear at the awards stand dressed in their school's team competitive uniform.

### **XI. OFFICIALS**

#### **A. Judges Appointment and Fees**

##### **1. Sectional:**

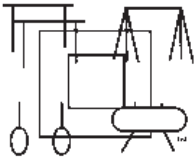
Twelve (12) officials shall be assigned to each Sectional. Two (2) officials shall be assigned to each event, with one serving as the Superior Judge. Sectional officials will be paid a flat fee of **\$157.00 per meet**. The IHSA will pay the officials through ArbitorPay.

##### **2. State:**

Twelve (12) officials shall be assigned to the State Final. Two officials (2) shall be assigned to each event in the preliminaries, with one (1) serving as Superior Judge. One (1) official shall serve as the Meet Referee. State Final officials will be paid **\$140.00 per session**. The IHSA will pay the officials through ArbitorPay.

#### **B. Mileage Reimbursement Policy**

In the state series, to assist officials for out of pocket expenses, a voucher system will be used to compensate officials when they actually drive in excess of 70 miles round trip per contest. Payment will be made through the IHSA Office after completion of the tournament series, at a rate of thirty (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.



# Boys Gymnastics



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

To: Schools Entered in Boys Gymnastics  
From: Tracie Henry, Assistant Executive Director  
Regarding: 2019-20 State Series Meet  
Date: February 2020

Enclosed in this manual are important items relative to your school's participation in the 2019-20 Boys Gymnastics State Meet.

## Scoring

Sectional Managers will receive from the IHSA, via email, the computer scoring program operating instructions.

## IHSA Web Page

All assignments and results will be posted on the IHSA web page. For immediate information you can access it through: [www.ihsa.org](http://www.ihsa.org). Under the left column *Sports & Activities* – Choose a Sport; *Boys Sports* – Gymnastics. All information on this page will be updated and available during the current season.

## Terms and Conditions

The Boys Gymnastics Terms and Conditions govern the state series. The highlighted areas denote changes.

## Seeding

On Tuesday, March 31, all schools that have *teams entered* will complete the IHSA online seeding information using the link that is provided to the head coaches. If your school is interested in hosting a sectional, a "*Sectional Host Consent Form*" must be submitted to the IHSA using the link provided. Refer to "Seeding Policies" in the Terms and Conditions for seeding information and sectional assignment procedures for teams and individuals.

## Sectional Hosts

Sectional hosts will be assigned by the IHSA office following the March 31 seeding deadline. Sectional hosts will be eligible to host based on: 1) their seed, 2) receipt of *Sectional Host Consent Form* by March 31, and 3) that proper equipment and mat specifications are met.

## List of Participants

In order to be able to compete in the IHSA Boys Gymnastics State Series, there are specific online entry procedures a school must follow. For those schools who enter a team, there are two forms to complete. The first important form that all schools entered in the state series must complete is the *List of Participants*. This form must be completed no later than **Monday, April 20** and sets a school's roster for the state series and identifies which athletes will compete in which events. It can include alternates. But only those names listed on the *List of Participants* may compete in the state series. Any changes to that list must be made in compliance with the terms and conditions. Schools entering an individual(s) must also complete the *List of Participants*. Please see page 9 for instructions

## State Final Program Information

The second important form is the State Final Program Information, which includes information about a school's team roster, coaches and season schedule. (See page 17 for instructions) Pictures of the Superintendent, Principal, Athletic Director, Head Coach and team picture will also be needed by **May 9**. (See page 18 for instructions). This information assists the IHSA in creating the state final program.

## State Final Notification

Notification of team and individual qualifiers for the state final meet will be posted on the IHSA web page no later than 3 p.m. on Monday, May 11.

[https://ihsaorg-my.sharepoint.com/personal/laura\\_ihsa\\_org/Documents/GYB/MANUAL/GYB Manual/GYB 2019-20 Manual/2 schcovit.docx](https://ihsaorg-my.sharepoint.com/personal/laura_ihsa_org/Documents/GYB/MANUAL/GYB Manual/GYB 2019-20 Manual/2 schcovit.docx)

### Team Seeding Information - (Due online Tuesday, March 31 – 9:00 a.m.)

#### Instructions

1. Coaches must complete the online IHSA summary sheet and list all scores from their team meets that used three scores on all events. The link to this form will be emailed to the boys gymnastics head coaches for schools with team entries in the IHSA state series.
2. An average team score will be computed by the school entered, based on the seeding policy below.
3. Host schools will be assigned based on the seeds. Schools that may be eligible and wish to host must also complete the "Sectional Host School Consent Form". A link to that form will be emailed to athletic directors and head coaches.

#### Seeding Policy

1. Scores used for the team seeding shall be from gymnastics meets where the team score was determined by adding three scores on all events. Coaches should submit all meets that meet this criteria.
2. The IHSA will determine averages by taking one half of the team's total meets that have the 3 score criteria. If there is an odd number of meets, then the IHSA will average one meet above one-half. (For a team that competes in five meets, we will average three; a team that competes in four, we will average two, and for a team that competes in two meets, we will take the top score.)

---

### Sectional Host Consent for Boys Gymnastics

#### Instructions

1. School that are interested in hosting a Boys Gymnastics Sectional this year should complete the online hosting form only if your school is interested in hosting a sectional. The link to this form will be emailed to athletic directors and head coaches.
2. The assignments of host schools for this year's Boys' Gymnastics Sectional Meet will be based on seeding.
3. Schools that are selected must provide equipment for the sectional meet that meets the requirements listed in the USAG Men's Junior Olympic Rules and the IHSA Terms and Conditions.

**Due online Tuesday, March 31 @ 9:00 a.m.**



## **Instructions for Submitting *List of Participants***

Schools are required to complete the Boys' Gymnastics *List of Participants* online. Note: All head coaches have been given an ID and password. If you have questions regarding your ID and password, please contact the IHSA Office.

Log on to [www.ihsa.org](http://www.ihsa.org) and click on the Schools Center Login. Enter your personal ID number and password. Go to the "Sports and Activity Tracker". Find Boys Gymnastics (may need to click on Spring Sports) and click on "LOP (*List of Participants*)" link under the "Required Data Forms" heading. Please follow the instructions shown on the screen as you fill in the necessary information. The deadline for submitting the *List of Participants* is Monday, April 20, 2020 at 4:00 p.m. Schools have the opportunity to make changes until Monday, April 20, 2020, at 4:00 p.m.

- A. List all eligible coaches (up to four) that are in compliance with IHSA By-Law 2.070 and have passed both the Concussion Exam and the PES Exam.
- B. A school may enter up to a maximum of five contestants per each individual event.

Regional managers will be able to access the *List of Participants* and listing of all eligible coaches for all entries in their regional through the school center on the IHSA website after April 20, 2020.

(If you experience any problems, please call the IHSA Office at 309-663-6377 and ask for Tracie Henry or Laura Hennings)

***LIST OF PARTICIPANTS DEADLINE:***  
**Monday, April 20, 2020 – 4:00 p.m.**

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

Dear Coach or Athletic Director:

As your team gets close to qualifying for the state final tournament, you will be required to complete the State Final Program Information online. This provides the IHSA with most of the information (everything except statistics) printed in the state final souvenir program. You are required to provide this information once you have qualified for the Boys' Gymnastics tournament.

The link to the State Final Program Information form is located in the IHSA Schools Center, a password-protected area of the IHSA Web site.

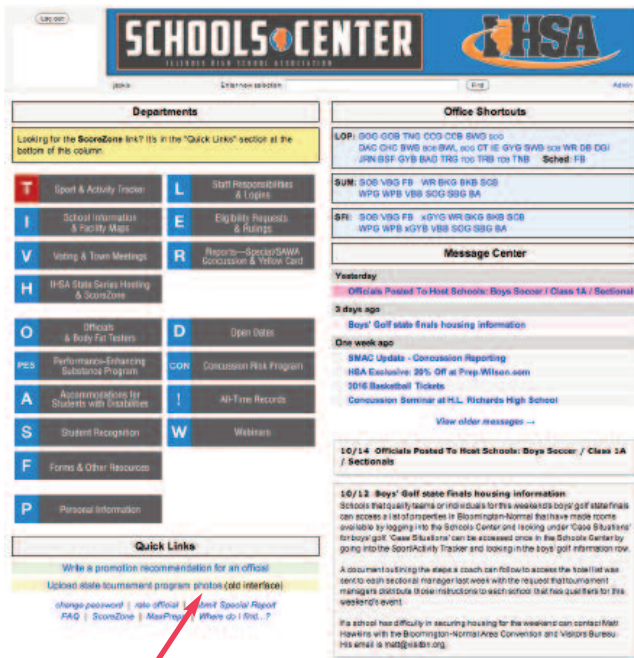
Log on to [www.ihsa.org](http://www.ihsa.org) and click on the Schools Center Login. Enter your personal ID number and password. Go to the "Sports and Activity Tracker". Find Boys Gymnastics (may need to click on Spring Sports), and click on "State Qualifier Data Form" link under the "Required Data Forms" heading. Please follow the instructions shown on the screen as you fill in the necessary information.

The information you will provide online includes coaching staff, roster, contests, and coaching history.

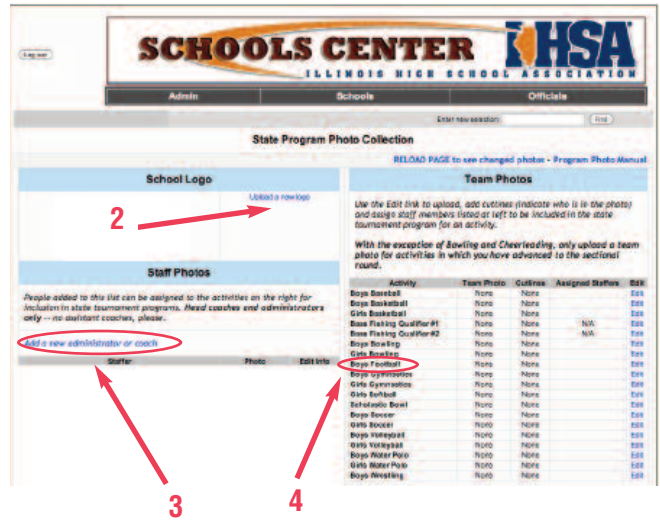
**State Final Information is due Saturday, May 9, 2020.**

# INSTRUCTIONS FOR SUBMITTING PHOTOS

Submit your photos by uploading them in the Schools Center.



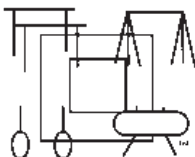
1. Sign into the Schools Center. Choose: [Upload state tournament program photos here](#).  
NOTE: Only your administrative staff has access to this link.



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.
  - Following the instructions upload your team photo. **Save changes**.
  - 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.)
  - 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 Laura Hennings – 309-663-6377 or email [lhennings@ihsa.org](mailto:lhennings@ihsa.org).

**Photos are due  
midnight  
Saturday, May 9, 2020**

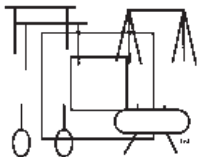


## State Meet Information



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

1. **School Packets:** Head Coaches are to pick up their school packets at the pass gate entrance. School packets will include participant passes for the teams/individuals and one manager (if listed on List of Participants), and wristbands for coaches. (See Terms and Conditions for details.)
2. **Administrator Passes:** Issued at pass gate when school administrator arrives.
3. **Coaches Wristbands:** If a coach's name was not listed on the *List of Participants*, a wristband was not issued for the state finals. That wristband allows one coach on the floor at a time.
4. **Pass Gate:** Coaches and competitors that have been issued the appropriate credentials will be admitted to the building and to the State Final meet through the pass gate and team entrance.
5. **Trainer:** There will be a Certified Athletic Trainer on duty at Hoffman Estates High School during the State Final meet. Schools are required to provide their own training supplies. Team athletic trainers, as outlined in the Terms and Conditions, will be allowed access into the building, and will be required to show their IHSA credential at all times.
6. **Locker Rooms:** Participants are expected to bring a lock to lock up belongings in the locker room. Space is limited, so your cooperation is appreciated. Schools and competitors are responsible for their own VALUABLES.
7. **Parking:** Parking will be in the parking lots adjacent to the gym. Coaches and competitors should be dropped off in front of the gymnasium and enter through the pass gate.
8. **Tickets:** Purchasing tickets from Hinsdale Central High School in advance is recommended. Tickets may be purchased at the main entrance during the State Final competition.
9. **Contestant Seating:** An area has been designated for participating coaches and athletes. A participant pass is required for admittance into this area.
10. **Floor Privileges:** No one, other than necessary spotters, is to be on the floor during competition or warm-up periods. Only coaches with proper coaching wristbands and uniformed contestants with Participant Passes will be allowed on the floor of the competition area.
11. **Warm-ups:** Warm-ups on the equipment used for competition will be held prior to each session and a schedule of warm-ups for this area will be included in your packet. The warm-up area will be located in the new gymnasium area.
12. **Photographers:** Since flash cameras sometimes interfere with contestants, no flash photography will be permitted. Press photographers with proper Press Passes may take flash pictures during warm-ups and after the sessions. No photographers will be allowed on the floor during the competition. (STROBE LIGHT PICTURES ARE PERMITTED.)



# State Final Time Schedule



## Boys Gymnastics Team/All-Around Championship

### Friday, 5:00 p.m.

Time	Pre-Meet	Location
2:15 p.m.	Head coaches pick up school packets	Competitor's Entrance—Door #8
2:30 p.m.	Coaches Meeting with State Final personnel	Back Gymnasium
3:18 p.m.	Warm-up for Session One	Main Gymnasium
4:00 p.m.	Doors open to general public	Spectator's Entrance—Door #10
4:00 p.m.	Judges Meeting with Meet Referee	Team Room—96

Time	Competition	Location
4:30 p.m.	Competitors assemble for Opening Ceremonies	Back Gymnasium
4:40 p.m.	Parade of Champions	Main Gymnasium
4:58 p.m.	National Anthem	Main Gymnasium
5:00 p.m.	IHSA State Team/All-Around Championship begins (all 6 events run concurrently)	Main Gymnasium
7:00 p.m. (approx.)	All-Around and Team Awards presentation	Main Gymnasium

## Boys Gymnastics Individual Championship

### Saturday, 11:30 a.m.—Individual Preliminaries

Time	Pre-Meet	Location
9:00 a.m.	Head coaches pick up school packets	Competitor's Entrance—Door #8
9:15 a.m.	Coaches Meeting with State Final Personnel	Back Gymnasium
9:30 a.m.	IHSGCA Awards	Main Gymnasium
10:00 a.m.	Warm up for Session One	Main Gymnasium
10:30 a.m.	Doors open to general public	Spectator's Entrance—Door #10
11:00 a.m.	Judges Meeting with Meet Referee	Team Room—96

Time	Competition	Location
11:30 a.m.	Competitors Assemble for opening ceremonies	Back Gymnasium
11:40 a.m.	Parade of Champions	Main Gymnasium
11:58 a.m.	National Anthem	Main Gymnasium
12:00 noon	IHSA State Individual Championship begins	Main Gymnasium

### Saturday, 5:30 p.m. - Individual Finals

Time	Pre-Meet	Location
4:00 p.m.	Doors open for competitors	Competitor's Entrance—Door #8
4:18 p.m.-5:18 p.m.	Warm-up for Session Two	Main Gymnasium
4:30 p.m.	Doors open to general public	Spectator's Entrance—Door #10
5:00 p.m.	Judges Meeting	Team Room—96
5:18 p.m.	Warm-up ends	

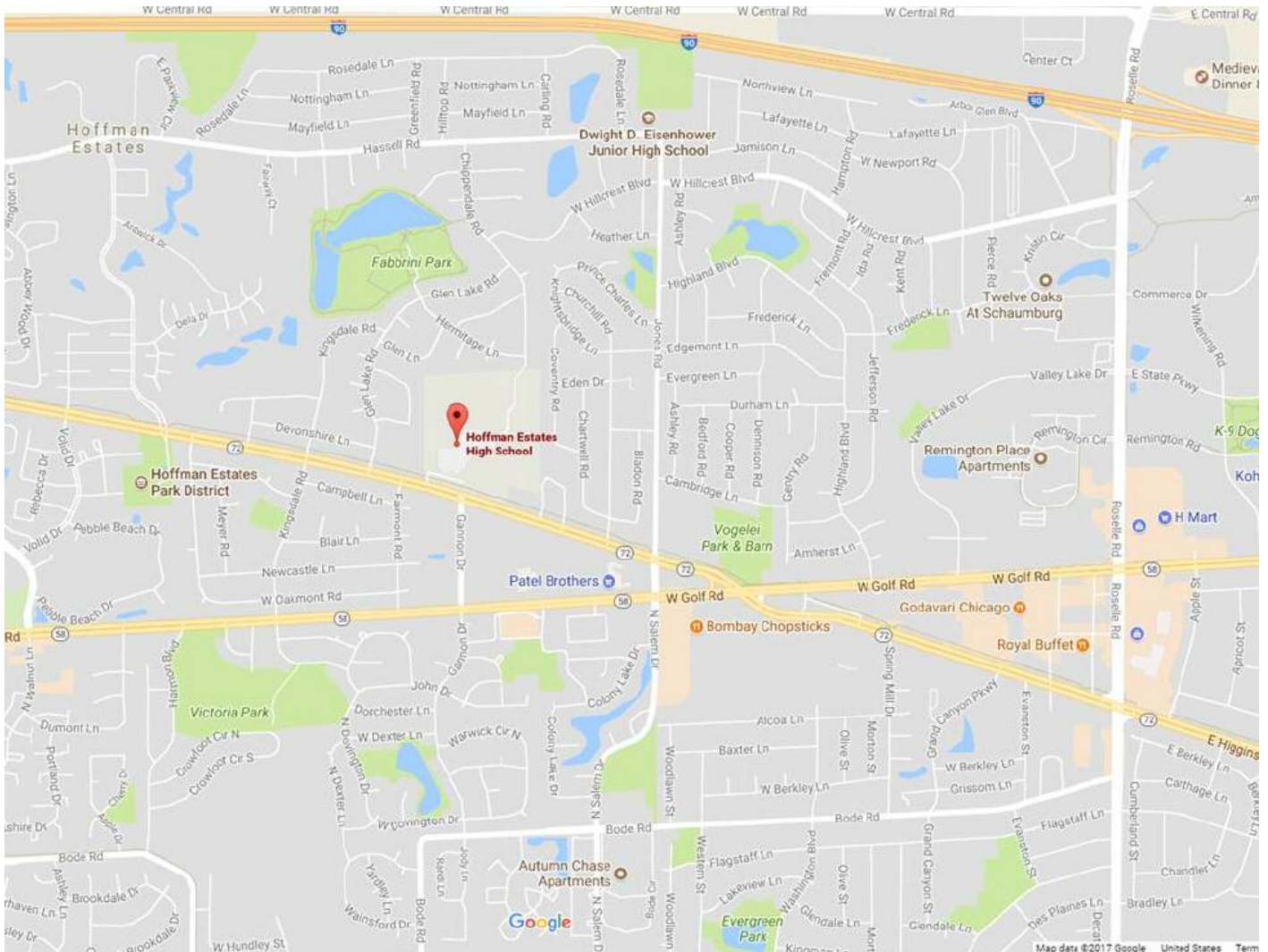
Time	Competition	Location
5:30 p.m.	Competitors Assemble for Opening Ceremonies	Back Gymnasium
5:35 p.m.	Opening Ceremonies	Main Gymnasium
5:40 p.m.	National Anthem	Main Gymnasium
	IHSGCA Award Presentation	
5:45 p.m.	Floor Exercise and Pommel Horse Finals	Main Gymnasium
	Floor Exercise and Pommel Horse Awards	
	Still Rings and Vault Finals	
	Still Rings and Vault Awards	
	Parallel Bars and Horizontal Bar Finals	
	Parallel Bars and Horizontal Bar Awards	



**Directions to Hoffman Estates High School**  
1100 W. Higgins Rd.  
Hoffman Estates, IL 60169  
847-755-5770



Click [here](#) for directions



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

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

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

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

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

Gender:     Girls     Boys     Co-Ed

Classification:

1A    2A    3A    4A    5A    6A    7A    8A

A    AA    MUSIC SWEEPSTAKES ONLY (Indicate Classification: AA, A, B, C, D)

Level of Competition:     Regional     Sectional     Super-Sectional     State

**Type of Award:**

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

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

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

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

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

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

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

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

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

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



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

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

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

**Contact A& M direct for pricing**

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

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

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



# 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. In accordance with the Youth Sports Concussion Safety Act, appropriate health care professionals are defined as: physicians licensed to practice medicine in all its branches in Illinois, certified athletic trainers, advanced practice nurses (APN) and physician assistants (PA).

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

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

ILLINOIS HIGH SCHOOL ASSOCIATION

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.

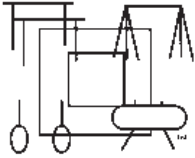
The IHSA program includes two video presentations and other supplementary materials that ALL high school athletic coaches, marching band directors, and Concussion Oversight Team members need to review prior to taking a required exam over the curriculum. Individuals will be required to demonstrate proficiency 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.*





# Instructions for the Sectional Draw



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

## Sectional

### The Draw

\* **The scoring program will make the draw for each site.**

### Placement of Competitors

\* **Team**

The proper team rotation sheet will be selected based on the number of schools that qualify for team competition in the state tournament series. The team designated #1 from the draw on the "Rotation Sheet" as team #1, #2, #3, etc. will be appropriately listed. When the proper rotation sheet is completed, it should be faxed to the athletic director/coach of the represented school.

\* **Individuals**

Individuals entered into the state competition that are not eligible for team competition will be assigned by the IHSA and placed on the Team Rotation Sheet alphabetically by the school they represent in the Bye position as follows:

- a. 8 team rotation                    3/Bye rotation slot
- b. 9 team rotation                    3/Bye rotation slot
- c. 10 team rotation                   5/Bye rotation slot

### Sectional Warm Up Schedule

Warm ups will be conducted in 12 minute time periods for each rotation. Rotations will follow the selected team rotation sheet. On events where a Bye I listed and no individual representing a school are assigned, warm ups will only be 6 minutes followed by a 6 minute open warm up.

#### **Evening Warm ups**

Rotation	1	5:00-5:12
	2	5:12-5:24
	3	5:24-5:36
	4	5:36-5:48
	5	5:48-6:00
	6	6:00-6:12
Clear Floor		6:12
Meet Begins		6:30

#### **Saturday Afternoon Meet**

Rotation	1	11:30-11:42
	2	11:42-11:54
	3	11:54-12:06
	4	12:06-12:18
	5	12:18-12:30
	6	12:30-12:42
Clear Floor		12:42
Meet Begins		1:00

ordevent

## Sectionals 6 Team Rotation

Rotation	FX	PH	SR	V	PB	HB
1	1	2	3	4	5	6
	Bye	Bye	Bye	Bye	Bye	Bye
2	6	1	2	3	4	5
	Bye	Bye	Bye	Bye	Bye	Bye
3	5	6	1	2	3	4
	Bye	Bye	Bye	Bye	Bye	Bye
4	4	5	6	1	2	3
	Bye	Bye	Bye	Bye	Bye	Bye
5	3	4	5	6	1	2
	Bye	Bye	Bye	Bye	Bye	Bye
6	2	3	4	5	6	1
	Bye	Bye	Bye	Bye	Bye	Bye

## Sectionals 7 Team Rotation

Rotation	FX	PH	SR	V	PB	HB
1	1	3	4	5	6	7
	2	Bye	Bye	Bye	Bye	Bye
2	7	1	3	4	5	6
	Bye	2	Bye	Bye	Bye	Bye
3	6	7	1	3	4	5
	Bye	Bye	2	Bye	Bye	Bye
4	5	6	7	1	3	4
	Bye	Bye	Bye	2	Bye	Bye
5	4	5	6	7	1	3
	Bye	Bye	Bye	Bye	2	Bye
6	3	4	5	6	7	1
	Bye	Bye	Bye	Bye	Bye	2

## Sectionals 8 Team Rotation

Rotation	FX	PH	SR	V	PB	HB
1	1	3	4	5	7	8
	2	Bye	Bye	6	Bye	Bye
2	8	1	3	4	5	7
	Bye	2	Bye	Bye	6	Bye
3	7	8	1	3	4	5
	Bye	Bye	2	Bye	Bye	6
4	5	7	8	1	3	4
	6	Bye	Bye	2	Bye	Bye
5	4	5	7	8	1	3
	Bye	6	Bye	Bye	2	Bye
6	3	4	5	7	8	1
	Bye	Bye	6	Bye	Bye	2

*Fax to Athletic Director/Coach of Schools in your competition*

## Sectionals 9 Team Rotation

Rotation	FX	PH	SR	V	PB	HB
1	1	3	4	6	7	9
	2	Bye	5	Bye	8	Bye
2	9	1	3	4	6	7
	Bye	2	Bye	5	Bye	8
3	7	9	1	3	4	6
	8	Bye	2	Bye	5	Bye
4	6	7	9	1	3	4
	Bye	8	Bye	2	Bye	5
5	4	6	7	9	1	3
	5	Bye	8	Bye	2	Bye
6	3	4	6	7	9	1
	Bye	5	Bye	8	Bye	2

*Fax to Athletic Director/Coach of Schools in your competition*

## Sectionals 10 Team Rotation

Rotation	FX	PH	SR	V	PB	HB
1	1	3	5	6	8	9
	2	4	Bye	7	Bye	10
2	9	1	3	5	6	8
	10	2	4	Bye	7	Bye
3	8	9	1	3	5	6
	Bye	10	2	4	Bye	7
4	6	8	9	1	3	5
	7	Bye	10	2	4	Bye
5	5	6	8	9	1	3
	Bye	7	Bye	10	2	4
6	3	5	6	8	9	1
	4	Bye	7	Bye	10	2

*Fax to Athletic Director/Coach of Schools in your competition*

Rotation

## State Team Meet Placement of Competitors

Drawing for order of team competition and warm up in each event shall be made by the Meet Manager. They shall be conducted as follows. The eight team names shall be placed in a receptacle and mixed. Drawings will then be made to determine which of the teams will be referred to as #1, #2, #3 etc. The 8 Team rotation shall be used.

### Team Competition State Finals 8 Team Rotation Schedule

Rotation	FX	PH	SR	V	PB	HB
1	1	3	4	5	7	8
	2	Bye	Bye	6	Bye	Bye
2	8	1	3	4	5	7
	Bye	2	Bye	Bye	6	Bye
3	7	8	1	3	4	5
	Bye	Bye	2	Bye	Bye	6
4	5	7	8	1	3	4
	6	Bye	Bye	2	Bye	Bye
5	4	5	7	8	1	3
	Bye	6	Bye	Bye	2	Bye
6	3	4	5	7	8	1
	Bye	Bye	6	Bye	Bye	2

Bye - open warm up

## State Individual Meet Preliminaries

### Rotation Chart

Sectionals are numbered by the IHSA. 1-5. One bye exists in each rotation. Ranked individuals, ranked all-arounds, at-large specialists and at-large all-arounds shall perform in the group number that corresponds to their sectional number. Performance order in the group shall be determined by the contestants' raw score in that event at sectional competition. They shall work in reverse descending order (6.35 works before 6.4). No two team members shall work following each other. If two team members are ranked together, the meet manager will separate them by moving the lower score up one position. Tied competitors shall compete in succession in reverse alphabetical order of their school name.

### Individual Competition State Finals Rotation Schedule

Rotation	FX	PH	SR	V	PB	HB
1	1	2	3	4	5	Bye
2	Bye	1	2	3	4	5
3	5	Bye	1	2	3	4
4	4	5	Bye	1	2	3
5	3	4	5	Bye	1	2
6	2	3	4	5	Bye	1

sf-rotat

## State Meet Warm Up Schedules Teams

### Session 1

#### Team/All-Around Championship

Warm ups will be conducted in 12 minute time periods for each rotation. Rotations will follow the 8 Team Rotation Chart. On events where two teams are listed, the 12 minutes will be shared by both teams. On events where a Bye is listed, warm ups for the designated team will be 6 minutes followed by a 6 minute open warm up.

Time	Rotation	FX	PH	SR	V	PB	HB
4:18 – 4:30	1	1	3	4	5	7	8
		2	Bye	Bye	6	Bye	Bye
4:30 – 4:42	2	8	1	3	4	5	7
		Bye	2	Bye	Bye	6	Bye
4:42 – 4:54	3	7	8	1	3	4	5
		Bye	Bye	2	Bye	Bye	6
4:54 – 5:06	4	5	7	8	1	3	4
		6	Bye	Bye	2	Bye	Bye
5:06 – 5:18	5	4	5	7	8	1	3
		Bye	6	Bye	Bye	2	Bye
5:18 – 5:30	6	3	4	5	7	8	1
		Bye	Bye	6	Bye	Bye	2

5:30 Competitors assemble for Opening Ceremonies  
 5:40 Parade of Champions  
 6:00 State Final Team Meet Begins

## State Meet Warm Up Schedules Individuals

### Session 2

#### Individual Competition

A maximum of 12 minutes for each rotation will be provided if necessary.

### Session 3

#### Individual Competition - Finals

An open warm up will be established by the State Final Meet Manager.

warmup



SAMPLE FORM

# IHSA Pass Gate List

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

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

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

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

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

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

### Administration

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

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

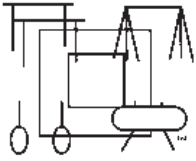
5. Assistant Coach	
6. Assistant Coach	
7. Assistant Coach	
8. Assistant Coach	
9. Manager	
10. Scorekeeper	
11. Video/Camera Operator	
12. Bus Driver	
13. Athletic Trainer	
14. All rostered players according to the terms and conditions.	

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





# Officials and Meet Personnel



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

1. **Meet Director:** The Meet Director shall be the local manager at the Sectional and State Final Meets. The Meet Director shall perform all duties expressed or implied for the Meet Director in the Boys Gymnastics Rules Book, in the Terms and Conditions or elsewhere in printed instructions and information from the IHSA Office.

2. **Judges:** The IHSA Office will appoint the judges for the Sectionals and State Final meets.

One of the judges at the Sectional meets for each event shall be the Superior Judge. One of the Superior Judges shall be appointed to serve as Meet Referee for the Sectional meets.

At the State Final, a Meet Referee shall be appointed by the IHSA.

The Meet Referee must check all apparatus during warm-ups to see that equipment conforms to all specifications and shall report all equipment irregularities to the Technical Committee. The Meet Referee shall be responsible for the duties outlined in the USA Gymnastics Rules Book. The Meet Referee shall also sign all official meet results sheets.

3. **Scorers:** The Scorers shall be appointed by the Meet Director and shall be persons who are knowledgeable and trained in their duties.

The results of awarding of places shall be based only on the official score sheets. Ties receive awards and tie scores advance if tied for place advancing.

4. **Timers:** Announce warm up time during bye sessions.

5. **Clerks:** Clerks for the events shall be appointed by the Meet Director. The Clerks shall check the "next-up" in the event, average the judges' scores, staple judges' score sheet to event sheet and give the average to the flashers.

6. **Trainer:** It is recommended that the Meet Director appoint a Certified Athletic Trainer to be on duty during the Sectional and State Final meets. A physician and ambulance service should be available on call for emergencies at all meets.

7. **Announcer:** An Announcer should be appointed by the Meet Director and shall be someone who has experience and who is knowledgeable and trained in announcing a gymnastics meet.

8. **Other Officials:** Other officials and personnel necessary to the smooth conduct of a successful Sectional and State Final Gymnastics Meet shall be appointed by the Meet Director.

9. **Flashers:** When the Head Judge for your event (he'll be seated at your table) tells you the average score for a performer, place that score on the average. Raise the score and show it first to the announcer's table and hold until he reads it. Then slowly turn the score once around the gym. Lower the score and clear the numbers off the windows.

10. **Judge's Runners:** When your judge has written his score on his score slip, take it quickly to the Head Judge for your event.

11. **Score Table Runners:** Be at scorer's table and be alert. The scorer will tell you what to do. You will take the slip with medal winners for each event to the announcer at the end of the event and will take the score sheets for each event to the duplicating room. This must be done immediately at the end of each event and done as quickly as possible.

# Sectional Meet Managers Checklist

## General Rules of Competition

### 1. Scoring

- \* Closed Scoring System

### 2. Events

All of the following events shall run concurrently

- \* Floor Exercise
- \* Pommel Horse
- \* Still Rings
- \* Long Horse Vault
- \* Parallel Bars
- \* Horizontal Bars
- \* All-Around

### 3. Officials

- \* Twelve (12) judges will be assigned to the sectional and 13 judges at State Finals which will include a superior judge. All judges will be assigned by the IHSA. One (1) judge will be designated by the IHSA as the Meet Referee for the competition. The Meet Referee will check all apparatus to ensure safety and to ensure that the equipment meets all the USA Gymnastics specifications. No competition shall take place if the equipment fails to meet the standard. Refer all irregularities to the Games Committee.

- \* At the sectional (*and the state final team meet and the state final individual preliminaries*) two (2) judges will be assigned to each event with one (1) of those judges assigned as the Superior Judge for each event. (*For the Individual State Finals, four (4) judges will be assigned to each event.*)

- \* Judges must be placed apart from each other so as to observe the general form of the competitor. Each judge, without consultation shall mark each performance on the score sheet to tenths of points on the basis of 10.0. Such marking shall be made by the judges immediately following the performance of each exercise. Scores shall be reported to the head judge and scorer. The scorer shall average the scores and post the average.

### 4. Scores

- \* When two (2) judges are used, no scores shall be discarded. If four (4) judges are used, (*state finals*) then the high and low score shall be discarded and the remaining two scores shall be averaged.

### 5. Competition Area

- \* Only competitors, judges, scorers, runners and those required for maintenance of apparatus will be admitted to the competition area. Only those photographers with IHSA Press Passes will be authorized by the Meet Manager to be on the floor.

### 6. Score sheets

- \* All of the score sheets pertaining to the entire competition shall be turned over to the Meet Referee as soon as the competition is completed.

### 7. Exhibitions

- \* Exhibitions are not permitted

### 8. Starting Time

- \* All fanfare, preliminary introductions, march ins etc. should be scheduled so that the competition starts on time.

### 9. Passes

- \* Please refer to the Terms and Conditions for the maximum allowed passes for competing schools. Teams, coaches, school administrators have been provided for. No additional passes can be allowed. No exceptions.

### 10. Scoring

- \* Sectional Managers should receive the sectional computer program via email from the IHSA after the sectional complex meeting. **The sectional host school provides the person to operate the scoring program and must have an internet connection.**

### 11. Media

- \* Only media with press passes shall be authorized to be on the floor. Press must remain outside the competition area. No flash cameras shall be allowed.

### 12. Coaches Pre-Meet Meeting

- \* For the purpose of scratches, team substitutions and changes in accordance with the Terms and Conditions, a coaches' meeting shall take place no later than 15 minutes prior to the starting time.

## Prior to Meet

### 1. Assignment Notification

- \* Sectional assignments will be posted on the IHSA website no later than April 3rd.

### 2. Communication

- \* Contact schools assigned to your sectional and provide and/or get:
  - \* "On-line List of Participants"
  - \* Time schedule. Allow ample time for stretching, bar setting, coaches' meeting, opening ceremonies and introductions. Plan the pre-meet so that the meet begins on time.
  - \* Order of performance draw
  - \* Warm up rotation
  - \* Score sheets for each event using the event entry form
  - \* Parking for teams
  - \* Location of school and competition
  - \* Important phone numbers in case of emergency
  - \* Scoring - Closed Scoring system shall be used at Sectional and State

### 3. Facilities

- \* Try to set up separate judging areas for each event
- \* Check equipment - review with coaching staff the floor plan for set up
- \* Check PA system for working condition
- \* Pre-match music (including the national anthem)
- \* CD player and/or MP3 adapter
- \* Clear parking area for your event
- \* Extra garbage cans in the area
- \* Determine work crew
- \* Press area set up
- \* Secure AED

#### 4. Meet Preparation

- \* You should have complete score sheets for each event and all-around with competitors first and last name, year in school, town. Make sure that the competitor is identified as an individual, team and/or all-around competitor. Run sufficient number of copies for coaches, officials, meet personnel and press.
- \* Complete a coaches packet with score sheets, programs and time schedule
- \* Construct signs for march in
- \* Establish order of march in

#### 5. Sports Information

- \* Press area
- \* Photographers area
- \* Contact local media
- \* Contact local schools
- \* Contact local radio stations and television stations
- \* Collect team rosters, pictures and other pertinent information
- \* Create a program

#### 6. Officials

- \* IHSA assigns 12 officials. Contact them following notification.
- \* Locker room assignments
- \* Inspection of equipment
- \* Selection of Meet Committee (Meet Referee, two head coaches)
- \* Assign judges to the Technical Committee (Meet Director, Meet Referee, two acting Judges)

#### 7. Concession Stand

- \* Coordinate workers
- \* Determine menu
- \* Cash box
- \* Garbage cans

#### 8. Signage

- \* IHSA signs
- \* Sportsmanship signs
- \* Ticket prices (refer to Terms and Conditions)
- \* Merchandise sales signs
- \* Restroom signs
- \* Team locker room signs
- \* Officials locker room signs
- \* Scratch Meeting signs
- \* Hospitality area signs
- \* Parking signs

#### 9. Ticket Sales

- \* Workers hired
- \* Cash box
- \* Set up and take down
- \* Refer to Terms and Conditions for admission

#### 10. Certified Athletic Trainer

- \* Pre-meet schedule
- \* Phone number of hospital and ambulance
- \* Training room location and when open
- \* Training room services provided

#### 11. Workers

- \* Tournament Director
- \* Tournament Manager
- \* Security
- \* Runners and equipment movers
- \* PA announcer
- \* Scorers/timers
- \* Supervisors

#### 12. Other

- \* American flag/IHSA Sportsmanship flag
- \* Check on awards
- \* Awards ceremony
- \* Envelopes marked with school names to stuff with results following competition

### Meet Day

#### 1. Floor and Equipment

- \* Computer and scoring area set up
- \* PA set up
- \* Score board set up
- \* Bleachers and seating areas

#### 2. Locker rooms

- \* Teams
- \* Officials

#### 3. Meet Game Schedule

- \* Warm up
- \* March In
- \* National Anthem
- \* Competition
- \* Award Ceremony

#### 4. Other

- \* Washrooms
- \* Table and chairs for ticket sellers
- \* Table and chairs for T-shirt sellers
- \* Concessions prepared
- \* Water for teams
- \* Water for officials
- \* Terms and Conditions available/ IHSA rule book
- \* Hospitality area prepared
- \* Signage
- \* PA announcements

### Post Meet

1. Pay officials
2. Remind winning schools to complete the online Team Data Form for the State Final Program
3. Results to the media
4. Inform coaches that state series results will be on the IHSA Web Page. WWW.IHSA.ORG
5. Financial Report completed
6. Complete, if necessary, "Report of Ties and Requisition for Duplicate Awards" form.

# **IHSA Boys Gymnastics Sectional Scoring Program Requirements & Instructions**

Sectional host schools must have a strong, secure internet connection, a computer and a printer designated for the tournament. Hosts must also provide an individual to operate the scoring program.

Sectional Managers will receive the sectional scoring program and instructions via email from the IHSA after the sectional complex meeting.



## **Instructions for Submitting Boys Gymnastics Sectional Winner Reports**

Managers will submit their results using the gymnastics scoring program. This should be done immediately after the meet and the results are final.

(If you experience any problems, please call the IHSA Office at 309-663-6377 M-F from 8:00-4:15 and ask for Tracie Henry or Laura Hennings.)



## **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

# State Final Trophy Assembly Instructions

English: Champion tops are 18-1/2" high. Tops and trophy bases are marked champion and need to be attached accordingly. All other trophy parts are interchangeable. Do not use Windex or other vinegar based cleaners for the acrylic piece. Soap and water or rubbing alcohol with a soft cloth will remove fingerprints if needed. Please call A&M Products immediately at 815-875-2667 if you see any damages or shortages so we can get pieces to you.

Spanish (Español): Las tapas de los campeones tienen una altura de 18-1 / 2 ". Las tapas y las bases de los trofeos están marcadas como campeonas y deben colocarse como corresponde. Todas las demás partes del trofeo son intercambiables. No use Windex ni otros limpiadores a base de vinagre para la pieza de acrílico. agua o alcohol con un paño suave eliminará las huellas dactilares si es necesario. Llame a productos de A & M inmediatamente al 815-875-2667 si ve algún daño o escasez para que podamos obtener piezas para usted.

French (Français): Les sommets des champions ont une hauteur de 18-1 / 2 po Les sommets et les trophées sont marqués champions et doivent être attachés en conséquence Toutes les autres parties du trophée sont interchangeables N'utilisez pas Windex ou d'autres nettoyeurs à base de vinaigre pour la pièce acrylique. De l'eau ou de l'alcool à friction avec un chiffon doux enlèvera les empreintes digitales si nécessaire.S'il vous plaît appelez A & M Products immédiatement au 815-875-2667 si vous voyez des dommages ou des pénuries afin que nous puissions vous obtenir des pièces.

German (Deutsch): Champion Tops sind 18-1 / 2 "hoch. Tops und Trophäenbasen sind als Champion gekennzeichnet und müssen entsprechend angebracht werden. Alle anderen Trophäenteile sind austauschbar. Verwenden Sie keine Windex oder andere auf Essig basierende Reiniger für das Acrylstück. Seife und Wasser oder Reinigungsalkohol mit einem weichen Tuch entfernen Fingerabdrücke, falls erforderlich. Wenn Sie irgendwelche Schäden oder Engpässe sehen, rufen Sie bitte sofort bei 815-875-2667 A & M Products an.

Polish (Polskie): Czapki z najwyższej półki mają wysokość 18-1 / 2 ". Temki i podstawki do trofeum są oznaczone jako "mistrz" i muszą być odpowiednio przymocowane Wszystkie inne części trofeowe są wymienne. Nie używaj środków czyszczących na bazie akrylu ani innych środków na bazie octu. woda lub alkohol wycierający miękką szmatką usunie odciski palców w razie potrzeby. Zadzwoń do A & M Products natychmiast pod numerem 815-875-2667, jeśli zauważysz jakiegokolwiek uszkodzenia lub braki, abyśmy mogli dostać ci kawałki.

Russian (Русский): Чемпионские вершины высотой 18-1 / 2 дюйма, верхние и трофейные базы отмечены чемпионом и должны быть соответствующим образом привязаны. Все остальные трофейные части взаимозаменяемы. Не используйте Windex или другие уксусные чистящие средства для акрилового куска. вода или трение спиртом мягкой тканью при необходимости удаляют отпечатки пальцев. Пожалуйста, немедленно позвоните в A & M Products по телефону 815-875-2667, если вы видите какие-либо повреждения или недостатки, чтобы мы могли получить кусочки вам.



# 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\* \_\_\_\_\_



---

## Suggestions For Announcers

The following suggestions are informative notes for the person announcing the Sectional and State Final meets. This information is aimed at educating spectators and promoting proper crowd behavior at gymnastics meets. Remember — crowd control is essential to the safety of competitors as well as showing consideration and sportsmanship to the athletes.

1. Welcome spectators.
2. List level of meet, competing schools and IHSA sponsorship.
3. Explain advancement of competitors from Sectional to State Final.
4. Explain structure of competition and order of events.
5. March-in: Introduction of athletes, coaches and officials. (Also assistant coaches, principals or athletic directors.)
6. National Anthem.
7. Explanation of the “Competitive Spirit” and Sportsmanship.

Ladies and Gentlemen:

We ask that your spectator behavior follow the spirit of the fine competition we will see here tonight. Please show your courtesy to the gymnasts by remaining silent during a competitor’s routine. Applause will be appreciated, but may be detrimental if untimely. Please wait until all gymnasts are finished on their apparatus before giving applause. This is essential for the safety of the competitor, as well as showing consideration and sportsmanship to the gymnasts.

**NO FLASH PICTURES ARE ALLOWED DURING THE COMPETITION SINCE THEY DISTRACT THE COMPETITORS. PLEASE, NO FLASH CAMERA PICTURES DURING THE COMPETITION. STROBE LIGHT PICTURES ARE PERMITTED.**

Thank you for your cooperation.

8. Near the end of the meet, be sure to thank the host school and the meet personnel for the conduct of the meet.
9. Near the end of the meet, be sure to invite the spectators to remain for the trophy presentation.

(STATE FINAL NOTE: The State Final meet announcer will receive a set of announcements from the IHSA Office for use during the State Final meet.)

---

# **2019-20 PA Announcements**

## **1. GENERAL VENUE/SAFETY/GAME MANAGEMENT PA'S**

- **(ANNOUNCE BEFORE THE START OF THE GAME/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 BEFORE EACH GAME/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, 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 SEVERAL TIMES BEFORE THE START OF EACH SESSION AND DURING THE FIRST FEW MINUTES OF EACH GAME EACH DAY)**  
We invite fans to purchase the official Tournament souvenir program, which is on sale now. The price is \$5.00. This year's official program includes rosters and pictures of the competing teams, stats, and state tournament records and scorecards.
- **(ANNOUNCE TOWARD THE END OF THE GAME/MATCH/CONTEST RACE)**  
The IHSA and the Illinois State Police wish to remind you that texting while driving is illegal. Cell phone use while driving is responsible for over 3,000 deaths and over 30,000 injuries across United States each year.
- **(ANNOUNCE SEVERAL TIMES DURING THE DAY)**  
The IHSA and the Illinois State Police wish to remind you that drivers who use hand-held devices are four times more likely to get into crashes serious enough to injure themselves. Distractions cause infractions!

## **2. IHSA MISSION PA'S**

- **(ANNOUNCE ONCE EACH DAY AND AS NEEDED)**  
Participation in interscholastic activities generates values that make student-athletes better citizens. Parents, coaches, and officials 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. The Future Plays Here!
- **(ANNOUNCE ONCE EACH DAY AND AS NEEDED)**  
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 sports and activities. But participation in sports and activities is a lot more than just winning and losing. Students who participate in school programs are taught valuable life lessons that will help make them better citizens. Thank you for your attendance here today, and for helping encourage and support high school participation. The Future Plays

Here!

- **(ANNOUNCE ONCE EACH DAY AND AS NEEDED)**

IHSA State Final events are celebrated by schools, competitors, coaches, communities and fans alike each year, and rightly so. But it is also important to remember that only a small percentage of IHSA participants reach this level of competition. The IHSA exists to foster participation opportunities that will develop and instill positive characteristics that will stay with students long after high school. The Future Plays Here!

- **(ANNOUNCE ONCE EACH DAY AND AS NEEDED)**

The Illinois High School Association isn't just about sports. The IHSA is proud to be one of the few state high school associations in the country to also offer activities, including Bass Fishing, Chess, Debate, Drama, Speech, Music and Scholastic Bowl. The IHSA wants to create participation opportunities for ALL high school students, so contact them to learn more about how you can participate. The Future Plays Here!

- **(ANNOUNCE ONCE EACH DAY AND AS NEEDED)**

The IHSA believes in inclusion and is proud to partner with Special Olympics Illinois to promote unified sports at all IHSA member schools. Contact the IHSA to find out how your school can become a Unified Champion School!

- **(ANNOUNCE ONCE EACH DAY AND AS NEEDED)**

The IHSA is proud to offer participation opportunities for ALL high school students in Illinois. In addition to offering a State Series in nearly 40 sports and activities, the IHSA also conducts state tournaments for athletes with disabilities in basketball, bowling, swimming and track. Contact the IHSA to learn more about how you can participate.

### 3. SPORTSMANSHIP/SAFETY

- **(READ PRIOR TO START OF EACH CONTEST)**

Fans, please take note of the location of available AEDs at the venue. It would be a life-saving tool in the event of cardiac arrest. (If known) You can find AEDs located at \_\_\_\_\_

- **(ANNOUNCE ONCE EACH DAY AND AS NEEDED)**

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

- **(ANNOUNCE ONCE EACH DAY AND AS NEEDED)**

Thank you for joining us for today's state final contest. The IHSA believes that high school athletics bring tremendous value to student-athletes, their schools and their communities. The IHSA is committed to ensuring that all those involved in high school athletics are educated on and equipped to address player safety concerns. For more information, visit Play Smart Play Hard Dot Org

- **(ANNOUNCE ONCE EACH DAY AND AS NEEDED)**

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

- **(ANNOUNCE SEVERAL TIMES DURING THE DAY)**

The IHSA is pleased to welcome you to today's IHSA State Final event. Please join us in our commitment to ensuring that all of Illinois' student-athletes play smart and play hard. For more information, please visit [Play Smart Play Hard Dot Org](http://PlaySmartPlayHard.org)

- **(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!"

**(ANNOUNCE TWO OF READS BELOW PER DAY – PICK ATHLETE/SPORT SPECIFIC TO EVENT IF APPLICABLE)**

- Did you know that before Andre Iguodala (e-gu-doll-a) was an NBA Finals MVP and world champion with the Golden State Warriors, he was an all-state track & field athlete at Lanphier (lan-fear) High school in Springfield? With overuse injuries on the rise, it's a good reminder that special athletes don't always have to specialize in one sport. The IHSA encourages student-athletes to represent their school in as many sports or activities as their schedule allows. For more information, visit [Play Smart Play Hard dot org](http://PlaySmartPlayHard.org)
- Did you know that before Allie Quigley starred for the WNBA's Chicago Sky, she led Joliet Catholic Academy to an IHSA Volleyball State Championship and played on the school softball team? Overuse injuries are on the rise and many medical professionals believe that specialization can be more risk than reward. The IHSA encourages student-athletes to represent their school in as many sports or activities as their schedule allows. For more information, visit [Play Smart Play Hard dot org](http://PlaySmartPlayHard.org)
- Did you know that before Conor Dwyer teamed with Michael Phelps to win a gold medal at the Olympic games in Rio, the Loyola Academy alum participated in four sports for the Ramblers? Overuse injuries are on the rise and many medical professionals believe that specialization can be more risk than reward. The IHSA encourages student-athletes to represent their school in as many sports or activities as their schedule allows. For more information, visit [Play Smart Play Hard dot org](http://PlaySmartPlayHard.org)
- Did you know that before current Chicago Cub Ben Zobrist was a Major League Baseball All-Star, he participated in four different sports at Eureka High School? Overuse injuries are on the rise and many medical professionals believe that specialization can be more risk than reward. The IHSA encourages student-athletes to represent their school in as many sports or activities as their schedule allows. For more information, visit [Play Smart Play Hard dot org](http://PlaySmartPlayHard.org)
- Did you know that before LaQuon Treadwell was a first round NFL draft pick, he was a two-sport star at Crete-Monee High School in basketball and football? Overuse injuries are on the rise and many medical professionals believe that specialization can be more risk than reward. The IHSA encourages student-athletes to represent their school in as many sports or activities as their schedule allows. For more information, visit [Play Smart Play Hard dot org](http://PlaySmartPlayHard.org)

#### 4. SPONSORS

- **(ANNOUNCE ONCE PER DAY)**

COUNTRY Financial wishes the best of luck to all the athletes here today. The passion and dedication these athletes show for their sport is the same as the passion and dedication our financial representatives provide for their clients.

- **(ANNOUNCE ONCE PER DAY)**

At COUNTRY Financial<sup>®</sup>, we provide our clients with the same passion and dedication these outstanding athletes put into their sport. Visit [COUNTRYFinancial.com](http://COUNTRYFinancial.com) to see how we can help with your insurance and financial needs.

- **(ANNOUNCE ONCE PER DAY)**

At COUNTRY Financial<sup>®</sup> we're proud to support the exceptional athletes here today. To solve the big challenges of tomorrow, start with simple steps today. So whether you're protecting your first home, saving for your child's future or preparing for retirement – don't get overwhelmed, get started. Contact your local COUNTRY Financial representative today to find out how we can help you protect what matters most.

- **(ANNOUNCE SEVERAL TIMES PER SESSION)**

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 BEFORE GAME/MATCH/CONTEST/RACE)**

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 weekends' 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 ONE PER DAY)**

- Gatorade is Fueling today. Fueling the future. Fueling the student-athletes and teams competing in all IHSA State Final events. Gatorade...win from within.
- Gatorade. For athletes who move the game forward, we're creating the fuel to do the same. Fueling today. Fueling the future. Fueling the student-athletes and teams competing in all IHSA State Final events. Gatorade...win from within.
- Gatorade. For athletes who move the game forward, we're creating the fuel to do the same. Innovating beyond hydration to create the future of sports fuel. Fueling today. Fueling the future. Fueling the student-athletes and teams competing in all IHSA State Final events. Gatorade...win from within.

## 5. IHSA INITIATIVES

- **(ANNOUNCE THROUGHOUT THE DAY)**

[www.ihsa.org](http://www.ihsa.org) is the address for the IHSA. Check it out anytime you want to find out immediately what's happening with high school sports & activities throughout Illinois. IHSA.org is your home for schedules, scores and more!

- **(ANNOUNCE ONCE PER DAY)**

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



- **(ANNOUNCE ONCE PER DAY)**  
Doctor, Scientist, Hollywood Producer and Foreign Affairs Officer for the State Department's European Bureau are just few of the awesome careers that recent IHSA All-State Academic Team members have gone on to become. Nominate the best and brightest seniors from your high school for this amazing award presented by Caterpillar by contacting the IHSA.
- **(ANNOUNCE ONCE EACH GAME, UNLESS THERE IS A LACK OF STUDENT SECTIONS)**  
Attention student sections...it's time for you to get recognized for being loud and proud. The IHSA Student Advisory Committee is holding its fourth annual Student Section Showdown right now to crown the two best student sections in the state based on sportsmanship and spirit. To compete, all you need to do is submit a video of your student section in action. Click the Student Section Showdown button on the front page of IHSA.org for more information.
- **(ANNOUNCE THROUGHOUT THE DAY)**  
Nearly 10,000 young people in Illinois High School Association member schools annually earn the I-H-S-A Scholastic Achievement Award presented by Country Financial. This unique program helps accentuate the interscholastic experience by highlighting the academic success of individual players and teams. Contact the IHSA office to find out more about how an individual high school athlete or team can be recognized by Country Financial for their academic achievements.
- **(ANNOUNCE THROUGHOUT THE DAY)**  
If you love high school sports in Illinois, then the IHSA State webpage is for you. Click the green IHSA State street sign on IHSA.org for great stories on sportsmanship, history, school nicknames, state final previews and much more!
- **(ANNOUNCE THROUGHOUT THE DAY)**  
Attention fans, it's time for you to make the call!...No, this isn't an in-game promotion, it's time for you to get involved as an IHSA official, and literally start making the calls. Contact the IHSA today so we can walk you through the steps for becoming an official and you can begin enjoying the camaraderie and extra income that goes along with working the sports you already love.
- **(ANNOUNCE THROUGHOUT THE DAY)**  
Think you know the game as well as the officials on the \_\_\_\_\_ (field, court, deck, etc.). Prove it to yourself by becoming an IHSA official. Contact the IHSA today so we can walk you through the process for becoming an official and you can begin enjoying the camaraderie and extra income that goes along with working the sports you already love.
- **(ANNOUNCE THROUGHOUT THE DAY)**  
What do you participate in, coach, officiate or support high school sports and activities? We all have a reason why and the National Federation of State High School Associations and IHSA want to know yours. The *My Reason Why* campaign is highlighting high school participation across the country. Tell us yours at MyReasonWhy.com and then share it on social media by using the hashtag My Reason Why.

## 6. BROADCAST

- **(ANNOUNCE TWICE PER DAY)**  
The N F H S Network is your home to watch high school sports live on the internet. If you can't make it to the big game, including IHSA State Championships, then stream it live on your phone, tablet or TV via the Apple TV app. The N F H S Network...High School Happens Here.

**(ANNOUNCE ONCE PER GAME IF GAME IS STREAMING LIVE)**

- The N F H S Network is streaming this game live at [www.IHSA.tv](http://www.IHSA.tv) so text or call friends and family who aren't here and invite them to watch. Just log on to [www.IHSA.tv](http://www.IHSA.tv), setup account and watch live on phone, tablet, computer or TV via the Apple TV app. The N F H S Network...High School Happens Here.

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

Looking to match this event on-demand? Visit [www.IHSA.tv](http://www.IHSA.tv) to order and download a digital copy any time. The IHSA.TV broadcast of every (game/match/event/contest) from the \_\_\_\_\_ ( insert year 2019/2020) IHSA \_\_\_\_\_(insert sport) State Finals is available at [www.IHSA.tv](http://www.IHSA.tv).

- **(ANNOUNCE THROUGHOUT THE DAY)**

Do you love reliving great moments in IHSA history? Then the IHSA Archives YouTube page is for you. Visit [YouTube.com Backslash IHSA Archives](http://YouTube.com Backslash IHSA Archives) to see a growing library of nearly 1,000 classic IHSA contests in multiple sports, including some of the oldest high school basketball footage in the world.

## 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. 125, 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.