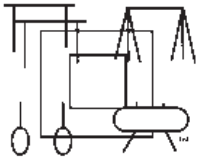


2020-21

Boys Gymnastics

Manual for
Schools and Managers





Boys Gymnastics



• www.ihsa.org • Phone: 309-663-6377 • Fax: 309-663-7479 •

SCHOOL INFORMATION

| | |
|------------------------------------|-------|
| Terms and Conditions | 1-4 |
| School Information | 5 |
| Sectional Host Requirements | 6-7 |
| List of Participants Instructions | 8 |
| State Final Program Information | 9 |
| Instructions for Submitting Photos | 10 |
| State Final Meet Information | 11 |
| Time Schedule | 12 |
| Map to Hoffman Estates High School | 13 |
| Request for Duplicate Awards | 14-15 |

GENERAL INFORMATION

| | |
|--|-------|
| School's Responsibilities To Hosting Officials | 16-17 |
| So What's Right! Sportsmanship Criteria | 18 |
| Emergency Action Plan | 19-20 |
| IHSA Protocol for Implementation of NFHS Sports Playing Rule for Concussions | 21 |
| Concussion Information | 22 |
| Mandatory Concussion Course for Coaches | |
| Return to Play Policy | |
| Instructions for the Sectional Draw | 23 |
| Sectionals Team Rotations | 24-25 |
| Instructions for the State Final 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 |
| Licensed Vendor Information | 36 |
| Financial Report | 37 |

Revision History

BOYS GYMNASTICS CALENDAR

| | |
|-----------|--|
| April 1 | Sectional Assignments Posted |
| April 19 | List of Participants Due On-Line |
| May 3 - 8 | Sectionals |
| May 8 | State Final Team Data Form Due to the IHSA |
| May 14 | State Final Team Competition |
| May 15 | State Final Individual Competition |



2020-21 Boys Gymnastics Terms and Conditions

In accordance with section 1.450 of the IHSA Constitution, the Terms and Conditions governing the 2020-21 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

Six (6) 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 3; Tuesday, May 4; Wednesday, May 5; Thursday, May 6; and Friday, May 7, each meet beginning at 6:00 p.m. In addition, one sectional meet can be held on Saturday, May 8 beginning at 1:00 p.m. and one sectional will be held on Saturday, May 8 beginning at 6:00 p.m.

B. State Final Meet

The 2020-21 State Final Meet will be conducted Friday and Saturday, May 14-15 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. The deadline for entry is April 19, 2021. The 2020-21 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 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 fifteen (15) 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 19, 2021)**. 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. 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

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 6:00 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.

VI. TOURNAMENT STRUCTURE AND TIME SCHEDULES

A. Sectional Hosts and assignments will be determined geographically.

B. State Final Meet:

Session 1. Individual Prelims/All Around Finals: Individual preliminary and all-around finals. All ranked and at-large qualifiers for the all-around in all 6 individual events will compete Friday at 5:00 p.m. At the conclusion of the meet the top 5 in the all-around competition will be awarded and the top ten finishers on each event will advance to the finals.

Session 2. Session 2: Individual Finals/ Team Championship: Team Finals and Individual Finals: The top 10 event finishers from Session 1 and the top 8 teams from the sectionals. Competition at 11:30 a.m. The top 8 teams will be grouped together.

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 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."

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 twelve (12) 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."

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 two (2) 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 19. 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 (.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 sites and any affiliate property, including parking lots, fan accommodation areas, and other school or event venue property, alcohol free zones on the date or dates of any IHSA event being held at the site. Violation of this policy by an event host will subject the host to a penalty for violation of IHSA by-law 2.020. Such penalty may include but not necessarily be limited to prohibition against subsequent event hosting assignments. Violation of this policy by a non-hosting member school will subject

the school to penalty for violation of IHSA By-law 2.020. Patrons of any IHSA state series contest determined to be in violation of this policy will be removed from the premise, and law enforcement officials will be called as warranted. No ticket refunds will be granted in such cases.

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:

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

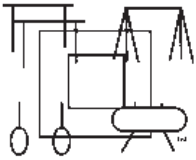
A. Judges Appointment and Fees

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 officials will be paid by the sectional host.

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.



Boys Gymnastics



• www.ihsa.org • Phone: 309-663-6377 • Fax: 309-663-7479 •

To: Schools Entered in Boys Gymnastics

From: Tracie Henry, Assistant Executive Director

Regarding: 2020-21 State Series Meet

Date: March 2021

Enclosed in this manual are important items relative to your school's participation in the 2020-21 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. 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.

List of Participants

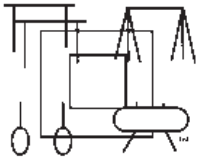
In order to be able to compete in the IHSA Boys Gymnastics State Series, there are specific online entry procedures a school must follow. For those schools who enter a team, there are two forms to complete. The first important form that all schools entered in the state series must complete is the *List of Participants*. This form must be completed no later than **Monday, April 19** 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 8**. (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 10.



Boys Gymnastics



• www.ihsa.org • Phone: 309-663-6377 • Fax: 309-663-7479 •

To: IHSA Official Representatives

Re: 2021 IHSA Boys Gymnastics Sectional Host Requirements

The 2021 Boys Sectional Meets will be conducted on May 3-8. Meets will begin at 6:00 p.m. on their scheduled day.

2021 Requirements for Hosting a Boys Gymnastics Sectional

- All current IHSA requirements posted in the COVID-19 Resource Page on the IHSA website are to be adhered to ([IHSA Boys Gymnastics COVID-19 Considerations](#))

Media

- Media WILL have access to the event if they have provided hosts advance notice of their attendance. Media need not be included in the capacity limitations.
- Media location during the meet will be determined by host meet management.
- Members of the media must wear a face covering at all times.

Warm-ups

- Due to restrictions on warm-ups, hosts must encourage visiting teams to warm-up at their home facility, if possible, before departing for the state series event.
- The scoring program will randomly determine the competition order. Sectional hosts will provide the warm-up schedules. Athletes should plan on warming up with just a few major elements.

Contest Entries

- A school may enter up to a maximum of five (5) contestants in each individual event.

Scoring

- The individual and team events will be scored in accordance with IHSA Terms & Conditions & NFHS Boys Gymnastics Rules Book.
- Hosts must organize medals throughout the event and establish a method to distribute the awards to each head coach of the receiving school prior to their departure back home after the conclusion of the meet.

Team Advancement to State

- **Sectional to State Team Advancement:** The team which compiles the highest raw team score in the sectional meet shall be declared the Sectional team winner advance as a team to the State team competition. There will be 6 geographic Sectionals sites in 2021.
- The sectional manager shall survey the results of the Sectionals that feed into the state meet and determine the top (2) additional teams that compiled the highest raw team score without winning a Sectional meet. This team shall also be advanced as the "At Large Team" to state team competition.

Individual Sectional Advancement to State

- Top 3 AA automatically advance from each sectional, plus up to 12 At-Large (30 total)
- Top 5 on each event automatically qualify from each sectional, plus 5 At-Large (35 total)

State Meet Format

- 2 session state meet- individual prelims on Friday, team and individual finals together on Saturday
- State Final management will determine if events can be conducted in a warm-up gym or auxiliary spaces to allow for social distancing.
- Sectional and State rosters are limited to 15 participants and a maximum of 4 coaches.

Officials

- Two (2) judges shall be assigned to each event at a sectional meet. At the sectional, one of the event judges shall be assigned to serve as the Chief Judge.
- Judges must wear a facial covering at all times and maintain social distancing.
- Judges will be seated a minimum of 6 ft apart.
- Judges are assigned to ensure that the USA Gymnastics & IHSA Terms and Conditions are applied and enforced. They are not to enforce facial coverings, social distancing, and other COVID-19 related requirements. This responsibility falls with the coaches, host and meet management.

Sectional Geographic Assignments

- Teams will be assigned to a sectional on a geographical basis, not seed score.
- Sectional sites will be pre-determined.
- Six (6) Sectionals sites will be used (instead of 5) to reduce the number of teams/gymnasts onsite at a Sectional.

LOP

- Schools will be required to submit their List of Participants by 11:59 p.m. on Tuesday, April 19. Sectional assignments will be posted after April 19.
- Competitors inside of the competition gym will be limited to the competing gymnasts on that event, one alternate gymnast and maximum of 4 coaches. Additional gymnasts on the roster traveling to the sectional that will not be competing on an apparatus will remain in spaces assigned by host management.
- Each sectional host may ask for one gymnast not entered in a competition event to assist the meet management as a timer.

Event Substitutions

- The Sectional and State Final Meet Managers shall hold a coaches meeting prior to the meet. The purpose of this meeting is for making team substitutions or scratching competitor(s). In addition, the head coach may make changes in the order of performance for the team or individual competitors from a school. At this time coaches will number scoresheets in competition order. 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.**Coaches Meeting**
- Hosts and the Meet Referee must conduct a coaches meeting prior to the meet.
- The meeting is limited to the host, the Meet Referee, and head coaches only and must be done in a space that allows for appropriate social distancing.
- Hosts should also use this opportunity to explain the unique nature of the event and how it will flow in their facility. It will also be a good opportunity to address questions.
- Host announcements, meet and facility protocols, facility maps, etc. should be shared electronically and communicated to attending schools frequently in the days and weeks preceding the sectional meet.

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 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 19, 2021 at 4:00 p.m. Schools have the opportunity to make changes until Monday, April 19, 2021, 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 19, 2021.

(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 19, 2021 – 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.

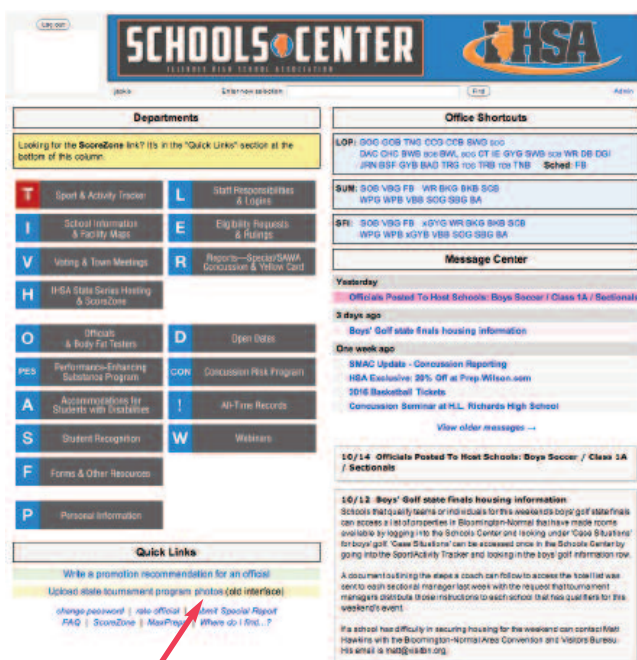
Log on to www.ihsa.org and click on the Schools Center Login. Enter your personal ID number and password. Go to the "Sports and Activity Tracker". Find Boys Gymnastics (may need to click on Spring Sports), and click on "State Qualifier Data Form" link under the "Required Data Forms" heading. Please follow 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.

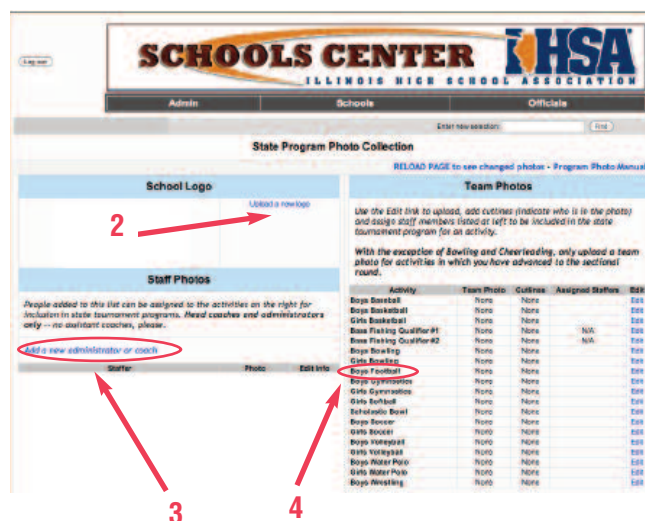
| |
|--|
| State Final Information is due Saturday, May 8, 2021. |
|--|

INSTRUCTIONS FOR SUBMITTING PHOTOS

Submit your photos by uploading them in the Schools Center.



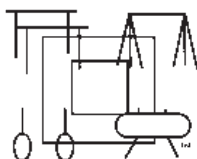
1. Sign into the Schools Center. Choose: Upload state tournament program photos [here](#).
NOTE: Only your administrative staff has access to this link.



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

If you have any questions,
please call Laura Hennings – 309-663-6377 or
email lhennings@ihsa.org.

**Photos are due
midnight
Saturday, May 8, 2021**

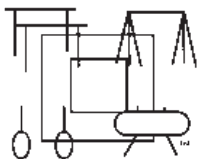


State Meet Information



• 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.
2. **Administrator Passes:** Issued at pass gate when school administrator arrives.
3. **Coaches Passes/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:** Limited locker room access will be allowed due to COVID. Come to the meet dressed in competition attire. 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 Hoffman Estates 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; SOCIAL DISTANCING IS REQUIRED.. 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 Individual/All-Around Championship Friday, May 14 at 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 |
| 2:45 p.m. | IHSGCA Awards | Back Gymnasium |
| 3:30 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 |
| 4:50 p.m. | IHSGCA Award Presentation | Main Gymnasium |
| 4:55 p.m. | National Anthem | Main Gymnasium |
| 5:00 p.m. | IHSA Individual Prelims/All-Around Championship begins (all 6 events run concurrently) | Main Gymnasium |
| 7:00 p.m. (approx.) | All-Around Awards Presentation | Main Gymnasium |

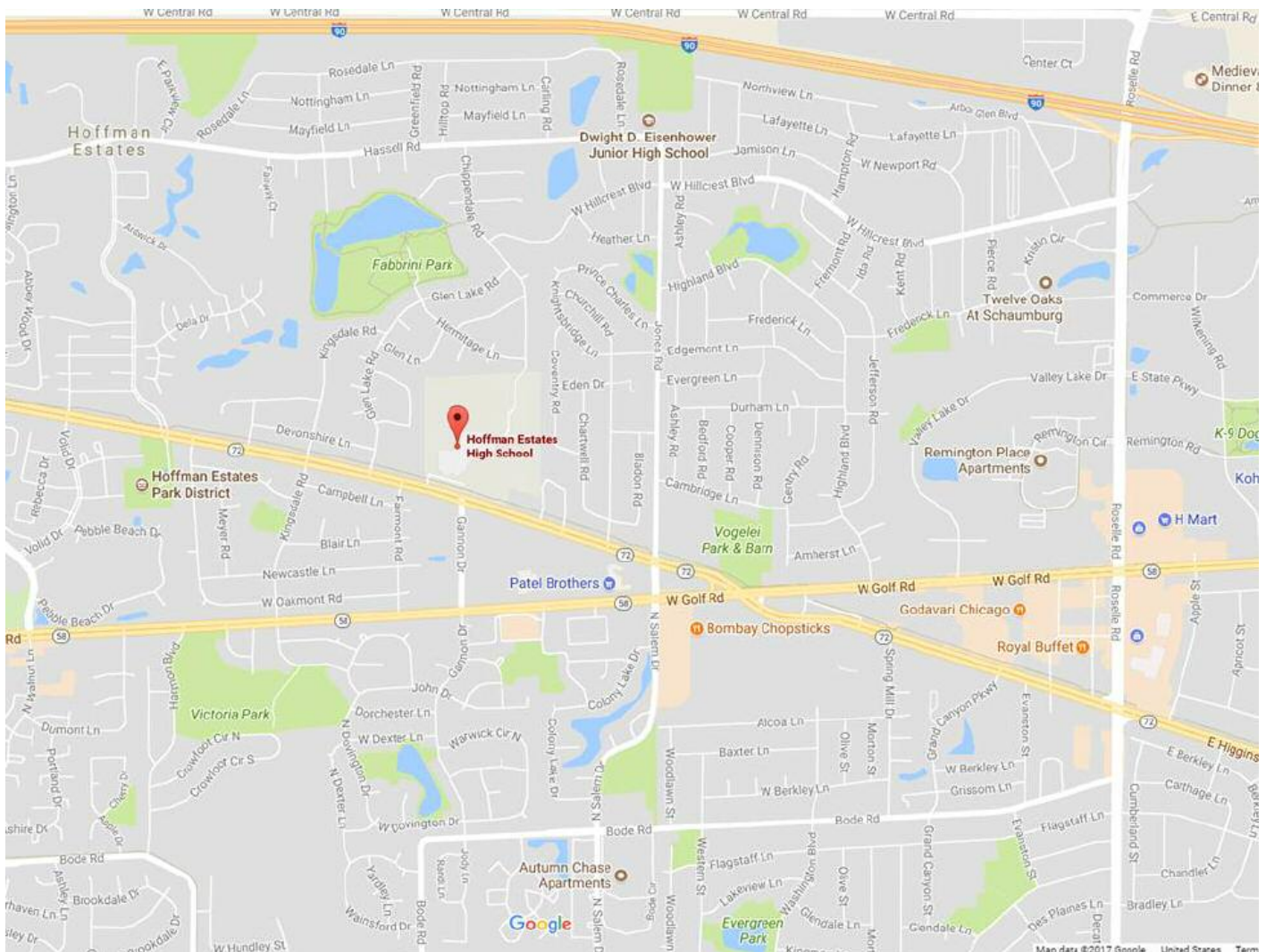
Boys Gymnastics Team Championship & Individual Finals Saturday, May 15 at 11:30 a.m.

| Time | Pre-Meet | Location |
|------------|--|--------------------------------|
| 9:30 a.m. | Head coaches pick up school packets | Competitor's Entrance- Door #8 |
| 9:45 a.m. | Coaches Meeting with State Final Personnel | Back Gymnasium |
| 10:18 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 |
| 11:35 a.m. | Competitors assemble for Opening Ceremonies | Back Gymnasium |
| 11:45 a.m. | Parade of Champions | Main Gymnasium |
| 11:55 a.m. | National Anthem | Main Gymnasium |
| 12:00 Noon | Team & Individual Finals Individual Awards: Floor Exercise, Pommel Horse, Still Rings, Vault, Parallel Bars, Horizontal Bar Team Awards | Main Gymnasium |

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):

☐
☐
☐

Team Roster Exceeds the number allowed in the T&C's
Dual Campus
Broken-Replacement

☐
☐
☐

Coop School
Lost-Replacement
State Awards: Music Sweepstakes

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

Gender: ☐ Girls ☐ Boys ☐ Co-Ed

Classification:

☐

1A

☐

2A

☐

3A

☐

4A

☐

5A

☐

6A

☐

7A

☐

8A

☐

A

☐

AA

☐

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

Level of Competition:

☐

Regional

☐

Sectional

☐

Super-Sectional

☐

State

Type of Award:

☐
☐
☐
☐

Team Plaque
Team Trophy
Medal/Medallion
Sweepstakes Medallion

☐
☐
☐
☐

Badminton Gold Shuttlecock and/or Riser
Replacement Trophy Plate w/lasering
Replacement Trophy Plate w/o lasering
Bat, Tennis, Golf Club Replacement

Ind. Event Medals (indicate Event name): _____

(ie: Pole Vault, Long Jump, Diving, 100-yd. Butterfly, Single, Doubles, 102lb., Speech: IE, etc.)

Ordered By (Print): _____

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

School Name: _____

School Address: _____

City, Zip: _____

Phone Number: _____

Email Address: _____

Official Representative Name (Printed): _____

Official Representative Signature: _____



IHSA Replacement Pricing and Order Form for Additional State Series Awards

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

Contact A & M direct for pricing

- ◆ 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 3rd/4th Place Gold-side figure (#2)
 - ◆ Gold Girls Soccer-side figure 3rd/4th (#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 st) | \$4.30 | \$4.10 | \$6.00 |
| | Nickel Silver (2 nd) | \$4.80 | \$4.60 | |
| | Bronze (3 rd) | \$4.30 | \$4.10 | |
| 6 – 12 | Goldtone (1 st) | \$4.15 | \$3.85 | \$8.00 |
| | Nickel Silver (2 nd) | \$4.55 | \$4.35 | |
| | Bronze (3 rd) | \$4.15 | \$3.85 | |
| 13 – 24 | Goldtone (1 st) | \$3.80 | \$3.60 | \$9.00 |
| | Nickel Silver (2 nd) | \$4.30 | \$4.10 | |
| | Bronze (3 rd) | \$3.80 | \$3.60 | |
| 25 or more | Goldtone (1 st) | \$3.55 | \$3.35 | \$10.00 |
| | Nickel Silver (2 nd) | \$4.05 | \$3.85 | |
| | Bronze (3 rd) | \$3.55 | \$3.35 | |

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

Plaque/Trophy Pricing for Schools (Shipping included):

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

Plate Replacement Pricing

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

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

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.
- Booing 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 • 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>.

Sports Medicine



ILLINOIS HIGH SCHOOL ASSOCIATION

2715 McGraw Drive • Bloomington, IL 61704

• 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

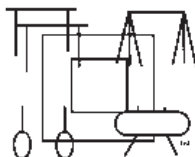
Required concussion education for all athletic coaches and marching band directors is another component of the Youth Sports Concussion Safety Act passed by the Illinois General Assembly in the fall of 2015.

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 • 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 emailed 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 is listed and no individual representing a school are assigned, warm ups will only be 6 minutes. Open warm-ups not allowed due to Covid.

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 |

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 |

Email 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



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.

Sport/Activity:

Host School:

Level of Contest:

Your School:

| |
|--|
| |
| |
| |
| |

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

| |
|--|
| |
|--|

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:

Contact Person:

Cell Phone:

Email:

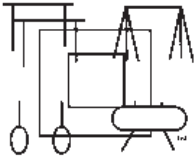
| |
|--|
| |
| |
| |

Contact Person:

Cell Phone:

Email:

| |
|--|
| |
| |
| |



Officials and Meet Personnel



• 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 outlines 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 23rd.

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.
 - * 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
- * Payment (refer to the Terms and Conditions for fee)
- * 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. 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

8. Certified Athletic Trainer

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

9. Workers

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

10. 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
- * 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): 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.)

IHSA Licensed Vendor



• www.ihsa.org • Phone: 309-663-6377 • Fax: 309-663-7479 •

School Information:

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

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

Vendor Information:

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

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

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

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

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

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

For additional information regarding Licensing and Royalty, contact Tammy Craig at 309-663-6377 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



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.