



# Terms and Conditions

## I. SCHOOL CLASSIFICATION

Competition in the IHSAA Boys Lacrosse/Girls Lacrosse Tournament State Series will be held for all member schools without classification.

## II. DATES AND SITES

**A) Game Sites:** Eight sites shall be selected by the IHSAA Office to host the Sectional series. Sectional Play-In games will be played at the site of the higher seed. Sectional Quarterfinals will be played as doubleheaders at two pre-selected sites within each Sectional (1-8 and 4-5 games at one site, 2-7 and 3-6 at other). Game locations will be changed to give host school a home game. If the two quarterfinal hosts are scheduled to play each other per the seeds, the matchups will be changed. The winners of the eight Sectional sites will advance to the Super-Sectional series, which will consist of four sites selected by the IHSAA Office. The Super-Sectional winners shall advance to the state semifinals to be hosted at the State Final site.

**B) Sectional Game Dates:**

Sectionals shall be played during Week 46 and 47 of the IHSAA Standardized Calendar and the Super-Sectionals and State Finals during Week 48.

Girls Sectional Play-In: Wednesday-Saturday of Week 46

Girls Sectional Quarterfinals: Monday of Week 47

Girls Sectional Semifinals: Wednesday of Week 47 (Scheduled as doubleheaders)

Girls Sectional Finals: Friday of Week 47 (Scheduled as doubleheaders when possible)

Boys Sectional Play-In: Wednesday-Saturday of Week 46

Boys Sectional Quarterfinals: Monday of Week 47

Boys Sectional Semifinals: Wednesday of Week 47 (Scheduled as doubleheaders)

Boys Sectional Finals: Friday of Week 47(Scheduled as doubleheaders when possible)

**C) Super-Sectional Game Dates:**

Girls Super-Sectionals: Tuesday of Week 48

Boys Super-Sectionals: Tuesday of Week 48

**D) State Final Tournament:**

Boys Semifinals: Thursday of Week 48

Girls Semifinals: Friday of Week 48

Boys/Girls Finals: Saturday of Week 48

The five-year schedule for the State Final Tournament in Week 48 is as follows:

2024	May 30 and June 1 (Boys)	May 31 and June 1 (Girls)
2025	June 5 and June 7 (Boys)	June 6 and June 7 (Girls)
2026	June 4 and June 6 (Boys)	June 5 and June 6 (Girls)
2027	June 3 and June 5 (Boys)	June 4 and June 5 (Girls)
2028	June 1 and June 3 (Boys)	June 2 and June 3 (Girls)

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

The policy for Original Entry Deadlines, Late Entries, and Late Withdrawals shall be the policies and procedures regarding entry for all IHSAA-sponsored sport/activities included in the 2023-2024 Entry Policies and Procedures.

**A) On-line Entries:** All member schools must enter their school into the state series competition through the IHSAA School Center on the IHSAA Website at [www.ihsaa.org](http://www.ihsaa.org). The deadline for entry is (February 1, 2024). The 2023-24 Entry Policy and Procedures outlining the online entry procedures for all IHSAA-sponsored tournaments can be found in the Schools Center on the IHSAA 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 IHSAA administrative officer 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 IHSAA Office, in writing, of the school's withdrawal from the respective sport by 2:00 p.m. on the Monday prior to the Wednesday Season Summary Form deadline.

If a school withdraws after the Seeding Date/List of Participants due date but before the first competition, the school will be charged a \$100 penalty and, if applicable, the cost of game officials and the host school guarantee provided for in the Terms & Conditions.

If a school does not officially withdraw prior to the first competition and/or does not show up for competition, the school will be charged a \$100 penalty, the cost of game officials and the host school guarantee according to the Terms & Conditions for the respective sport.

**D) Eligibility:** All member schools in good standing may enter one team under the provisions of IHSAA By-law 3.054. (By-law 4.071 for activities)

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

## IV. HOST FINANCIAL ARRANGEMENTS

**A) Sectional Play-In and Quarterfinal Games:** The Play-In and Quarterfinal games of the Sectional tournament are financially independent. The host school shall pay all local expenses. If admission is charged the host school will receive 100 percent of the gate receipts. The IHSAA will pay the officials through ArbiterPay.

**B) Sectional, Semifinal & Final Games:** The host school shall pay for all local expenses. The host shall receive a guarantee of \$450 and retain 20% of net income. If admission is not charged, the host school shall forfeit the guarantee. The IHSAA will pay the officials through ArbiterPay.



C) Super-Sectional Games: The host school shall pay for all local expenses. The host shall receive a guarantee of \$225 (\$400 if hosting two games) and retain 20% of net income. If admission is not charged, the host school shall forfeit the guarantee. The IHSA will pay the officials through ArbiterPay.

D) Digital Tickets: Per IHSA Board Policy 22, GoFan Digital Tickets will be the exclusive ticket option available for this sport at the Sectional, Super-Sectional, and State Final levels of the State Series. Any exceptions must be approved by the IHSA Office.

E) Admission Prices: The following State Series ticket prices have been set by the IHSA Board of Directors. A baby in arms is free at all rounds of the State Series. Pricing for all other individuals is as follows:

**SECTIONAL**

Play-In: Host site may choose to charge & retain gate at \$5 per ticket

QF/Semis/Finals Digital Ticket: \$6 per day

QF/Semis/Finals Cash Ticket: \$7 per day

**SUPER-SECTIONAL**

Digital Ticket: \$7 per day

Cash Ticket: \$8 per day

**STATE FINALS**

Digital Ticket: \$10

Cash Ticket: \$11

F) State Final Team Expenses: In the State Final Tournament, the teams participating in the tournament shall be allowed transportation expenses at the rate of \$2.00 per mile per team for one round trip to and from the site where the tournament will be played. In addition, each school will receive a flat expense reimbursement to cover some of the costs incurred by schools at the State Final.

**Round Trip**

**Mileage to**

**State Final Site**

0-150 miles

151-300 miles

301-over miles

**Flat Rate**

**Reimbursement**

\$500.00

\$1,000.00

\$1,500.00

**G) 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 Broadcasting Policy.

2) Radio Fees, which shall be charged, are:

a. Sectional Contest = No Charge

b. State Final = \$100.00

3) Policy regarding media requirements for each Local Manager is contained in the current News Media Directory and IHSA Official Handbook.

**V. TOURNAMENT ASSIGNMENTS AND SEEDING**

A) Sectional Assignment: All teams will be assigned to a Sectional on a geographic basis. If possible, an equal number of teams shall be assigned to each of the eight (8) Sectional tournaments.

B) Season Summary Form: Schools entered into the Boys and Girls Lacrosse state series will be required to submit a Season Summary Form on-line in the IHSA Schools Center. Failure to do so by 10:00 a.m. on Wednesday of Week 45 (May 10, 2023) will result in a school forfeiting its opportunity to participate in the seeding process. The Season Summary Form can be found in the IHSA Schools Center.

C) Seeding: All seeding will be conducted on-line through the IHSA Schools Center. Each school that completes the Season Summary Form by 10:00 a.m. on Wednesday of Week 45 (May 8, 2024) shall have one (1) vote in the seeding process. No school shall vote for their own team. The link to seed the teams is located in the IHSA Schools Center and will be activated at 11:00 a.m. on Wednesday of Week 45 (May 8, 2024). The deadline to seed teams is 12:00 Noon on Thursday of Week 45 (May 9, 2024). Seeding will only occur at the sectional tournament level.

D) State Final pairings will be made by chance drawing in the IHSA Office prior to the start of the tournament.

**VI. TOURNAMENT STRUCTURE AND TIME SCHEDULES:**

**A) Time Schedule:**

Local managers will not be permitted to change the order in which games are played unless given permission by the IHSA Office. Sectional managers, upon consultation with the IHSA Office, may alter the playing schedule to accommodate the regularly scheduled graduation ceremonies of a competing school.

**B) Sectional Playing Schedules/Start Times:**

Local managers will be given the autonomy to schedule contests at their site to begin during the following time durations. Permission to start at a time that falls outside of the ranges below must be provided by the IHSA Office:

Boys & Girls:

Non-Lighted field – weekday games: Begin the first contest no earlier than 4:00 p.m. and no later than 4:30 p.m.

Lighted field – weekday games: Begin the first contest no earlier than 4:00 p.m. and the second contest scheduled no later than 7:00 p.m.

Saturday games: Begin the first contest no earlier than 10:00 a.m., and the last contest no later than 7:00 p.m.

Sectional Final and Super-Sectional games: Begin no earlier than 4:00 p.m. and no later than 7:00 p.m.

Note: If two (2) games are to be played back-to-back (doubleheader) on the same field, the second game must be scheduled to begin by 7:00 p.m.

**C) State Final Playing Schedule/Start Times:**

All State Final contests will be played at Hinsdale (Central). The time schedule for Saturday's finals will rotate each year. The schedules below are for state finals in even and odd years.

**EVEN YEAR State Final Schedule**

Thursday	Session 1	Game 1	Boys
Semifinal #1	5 p.m.		
		Game 2	Boys
Semifinal #2	7 p.m.		
Friday	Session 2	Game 3	Girls
Semifinal #1	5 p.m.		
		Game 4	Girls
Semifinal #2	7 p.m.		
Saturday	Session 3	Game 5	Girls
Third/Fourth Place		10:00 a.m.	
		Game 6	Girls
State Championship		12:00 p.m.	
		Game 7	Boys
Third/Fourth Place		3:00 p.m.	
		Game 8	Boys
State Championship		5:00 p.m.	



**ODD YEAR State Final Schedule**

Thursday	Session 1	Game 1	Boys
Semifinal #1	5 p.m.		
		Game 2	Boys
Semifinal #2	7 p.m.		
Friday	Session 2	Game 3	Girls
Semifinal #1	5 p.m.		
		Game 4	Girls
Semifinal #2	7 p.m.		
Saturday	Session 3	Game 5	Boys
Third/Fourth Place		10:00 a.m.	
		Game 6	Boys
State Championship		12:00 p.m.	
		Game 7	Girls
Third/Fourth Place		3:00 p.m.	
		Game 8	Girls
State Championship		5:00 p.m.	

**D) Pre-Game Protocol:**

30-minute timed warm-up, each team provided one half of the field When the warm-up clock strikes 0:00 teams return to benches. In order, begin Equipment Check, Coaches and Captains Meeting, Team Introductions and National Anthem. Game begins.

**VII. ADVANCEMENT OF WINNERS**

The eight (8) Sectional winners shall advance to four (4) Super-Sectionals. Super-Sectional winners shall advance to the State Final Tournament.

**VIII. TOURNAMENT RULES**

**A) Boys**

**1) Rules of Play:** The National Federation Boys Lacrosse Rules as published by the National Federation of State High School Associations/US Lacrosse are adopted as the official playing rules for all tournament matches. All contests shall be played in four 12-minute periods.

The decisions of the game officials are final. The IHSA Board of Directors will not review decisions of officials whether alleged errors are due to faulty judgement or misinterpretation of rules.

**2) Overtime Procedures:** A game shall not remain in a tie. Overtime procedures in the NFHS rulebooks are to be followed.

**3) Special Clock Rules:** Per Rule 3-1-2, "after the first half, any time the score differential reaches 12 goals or more, starting with the whistle resuming play, the clock will only be stopped for a team time-out, official's time-out or an injury time-out. Should the score differential be reduced to fewer than 12 goals, then normal play will resume.

**4) End of Game Procedure:** If 80% (38 minutes) of a match is completed and the match cannot continue for any reason, the contest shall be considered complete and the winning team will advance in the tournament. If the match is tied, consult VIII-C-1 below.

**B) Girls**

**1) Rules of Play:** The US Lacrosse Rules as published by the National Federation of State High School Associations are adopted as the official playing rules for all tournament matches. All contests shall be played in two halves consisting of two 25-minute halves.

The decisions of the game officials are final. The IHSA Board of Directors will not review decisions of officials whether alleged errors are due to faulty judgement or misinterpretation of rules.

**2) Overtime Procedure:** A game shall not remain in a tie. Overtime procedures in the US Lacrosse rulebooks are to be followed.

**3) Special Clock Rules:** Per Rule 4-3, if a team is leading by 10 or more goals, the clock will continue to run after goals within the last two minutes of play in each half (no clock stop). If the difference becomes less than 10 goals, the stop clock is reinstated.

**4) End of Game Procedure:** If 80% (40 minutes) of a match is completed and the match cannot continue for any reason, the contest shall be considered complete and the winning team will advance in the tournament. If the match is tied, consult VIII-C-1 below.

**C) Postponement/Suspension of Games:**

1) If a State Series contest must be postponed or suspended for any reason and does not meet VIII-A-4 (Boys only) or VIII-B-4 (Girls only) above, then it will be considered a suspended game and continued from the point of suspension.

2) Suspended games(s) must be rescheduled for the next day, excluding Sundays.

3) Suspended tournament games will take precedence over all other games.

4) It is recommended that no start or continuation of a suspended game shall begin later than 10:00 p.m.

5) The local manager will work with the IHSA office on rescheduling suspended games.

**D) Home Team:** Throughout the tournament series, the teams listed on the top line or the team listed first of a single game playing bracket will be considered the home team. The team listed on the bottom line shall be considered the visiting team.

**E) Host site practice availability**

No Sectional, Super-Sectional or State Final playing field will be made available to a team for a walk-through, practice or any other activity prior to their game in any round of the State Series tournament. Host schools may practice on their home fields. Teams are allowed to access the field on gameday per the State Series time schedule.

**F) Balls:** The Champro Sports LBNW (white) is the Official Game Ball of the IHSA Boys Lacrosse State Tournament. The Champro Sports LBNGO (gold) is the Official Game Ball of the IHSA Girls Lacrosse State Tournament. The following number of balls will be allocated to each State Series site:

Sectional: 48 balls (16 per contest)

Super-Sectionals: 16 balls

**G) Players in Team Uniform:** In each of the tournaments, no school shall have in uniform more than 30 participants. No more than a total of 35 persons from a school may be on the team bench.

**H) Uniform Regulations:**

1) All players shall wear regulation lacrosse uniforms. School approved uniforms must be worn during warm-ups and competition. Tournament management reserves the right to determine appropriateness of all warm-ups and uniforms.

2) The team listed on the top line of a single game-playing bracket, shall wear white or light shirts and will be considered the home team. The team listed on the bottom line shall wear dark shirts and will be considered the visiting team.

**I) Scorers and Timers:** Adults are recommended.



**J) Assignment of Officials:** The IHSA will assign officials for all State Series contests.

The IHSA shall assign:

- 1) Two officials to all Sectional Play-In contests.
- 2) Two officials to all Sectional Quarterfinal contests.
- 3) Three officials to all Sectional Semifinal contests.
- 4) Three officials to all Sectional Final contests.
- 5) Three officials to all Super-Sectional contests.
- 6) Four officials to all State Final contests (three field officials, one bench official)

**K) Conduct of Coaches and Players:**

- 1) The captain and the head coach shall be the official spokesmen and the sole representatives of their team in all communications with the officials.
- 2) Abusive remarks to game officials by coaches or players shall be regarded as unsportsmanlike conduct and shall be punishable under the provisions of By-law 3.151, 6.011, and 6.012.

**L) Bad Weather Guidelines for Sectional Play**

Should bad weather force a postponement or suspension of a game(s) the following guidelines shall control:

- 1) Games shall be played in bracket order.
- 2) It is recommended that no start or continuation of a suspended game will begin later than 10:00 p.m.
- 3) The local manager shall keep the IHSA informed during the bad weather.
- 4) In the event that the games cannot be completed then the highest seeded team remaining shall advance to the Super-Sectional. The local manager should contact the IHSA prior to this determination.

**M) Bad Weather Guidelines for Super-Sectional Play**

Should bad weather force a postponement or suspension of a game(s) the following guidelines shall control:

- 1) In the event that the games cannot be completed then the winner shall be decided by a coin flip and the winning team shall advance to the state finals. The local manager should contact the IHSA prior to this determination.

**N) Guidelines for Play at the State Tournament in Case of Bad Weather**

- 1) The first priority is to crown a champion.
- 2) If the third-place game cannot be played, a tie will be awarded to both teams.
- 3) In the event of delays, the Championship game and the Consolation games may be reversed.
- 4) The Tournament Manager will have the discretion to shorten or terminate the third-place games at any time in order to assure champions area crowned.
- 5) Should tournament administration deem that two fields are required for any reason, girls state final games will be held at Hinsdale Central High School and boys games will be held at Hinsdale South High School.

**O) AED Policy:** Host schools must have an AED available and on site at all IHSA post season contests

**P) Digital Tickets:** Per IHSA Board Policy 22, GoFan Digital Tickets will be the exclusive ticket option available for girls and boys lacrosse at the Sectional (starting at the quarterfinals), Super-Sectional, and State Finals rounds of the State Series. Any exceptions must be approved by the IHSA office. Digital tickets can be purchased and downloaded to a smartphone on the GoFan app or at [gofan.co/IHSA](http://gofan.co/IHSA) (.co is not a typo).

**Presale Tickets:** For rounds using GoFan, tickets will be posted for general admission sale on GoFan upon approval from the host school. Per IHSA Policy 22-9-D, tickets may be reserved for competing schools upon request by a competing school 72 hours before the contest or at host school discretion.

## IX. TOURNAMENT POLICIES

**A) All-Star Teams:** No tournament personnel, game officials nor anyone serving under the supervision of the Illinois High School Association may cooperate in any way in the selection of an all-star tournament team.

**B) Consolation Games:** In the Sectional tournaments, consolation matches to determine third place winners will not be permitted.

**C) Bands:** Bands from participating schools may be permitted to play during games in the tournament series provided they maintain an atmosphere of sportsmanlike conduct. Halftime and pre-game performances by bands on the playing field shall be permitted provided:

- 1) The host school determines that field conditions will not negatively be affected by marching of the band.
- 2) The halftime interval is extended by mutual agreement of the opposing coaches (Rule 7-2-1) to permit a maximum of six (6) minute performances by each school's band. Band members playing during a tournament series game shall be admitted to that game at no charge.

**D) Signs and Noisemakers:** The display of signs, banners, placards or similar items at IHSA state series events is permitted, provided they are in good taste, reflect good sportsmanship in their message, they reflect identification and encouragement to participants and their school/community, they are not displayed on the field of play or in a manner which interferes with play, they do not obstruct the view of participants or spectators, and they are safe. All mechanical and artificial noisemaking devices are allowed with the exception of whistles and horns. The local manager has the authority to exclude other noise making devices that distract from the competition, including megaphones.

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

**F) Practice Sessions:** For the Sectional, Super-Sectional and State Final rounds, teams will not be permitted to practice on the host school's field, unless it is their home school.

**G) Media Requirements:**

- 1) **Provide Space:** Space shall be set aside to provide for news media representatives covering the state series whether they are for newspapers, radio stations, commercial television stations and/or cable television stations.
- 2) **Radio and TV Originators:** It is the responsibility of the Local Manager to accept applications, approve requests to originate, collect proper rights fees payments (where required) and make cancellation refunds for television and/or radio play-by-play origination's, according to IHSA Television and/or IHSA Radio Broadcast Policy.



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

b) Radio Broadcast Rights Fees are not required for any level of competition in this series (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 and Broadcast policies.

3) All media requirements for the State Final tournament shall be handled through the IHSA Office.

4) Local tournament managers shall be responsible for reporting tournament information and results to the IHSA Office and the news media as stipulated in printed instructions received from the IHSA Office.

#### H) Videotaping by Schools or Spectators:

Videotaping is allowed under the following conditions:

1) Local managers should be ready to provide an area for a competing school to videotape, if requested. When one school requests video space, then the local manager should provide similar space to both competing schools.

2) Non-competing schools and spectators will be allowed to videotape matches in the stands provided they do not obstruct the view of participants or spectators.

**I) Flash Photography:** The use of flash cameras is allowed by fans during contests. News media is allowed the use of strobe lighting or electronic flashes provided the local manager agrees that the flashes are not causing interference with the conduct of the contest. The local manager can require, at any time, the photographer to cease use of the flash. The manager's decision is final.

**J) Tobacco Products/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.

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

**L) Alcoholic Beverages and IHSA State Series:** The possession, distribution, sale and/or consumption of alcoholic beverages are prohibited at the site and on any affiliated property of any IHSA state series contest. State series hosts are required to make all state series contest sites and any affiliated property, including parking lots, fan accommodation areas, and other school or event venue property, alcohol free zones on the date or dates of any IHSA event being held at the site. Violation of this policy by an event host will subject the host to a penalty for violation of IHSA By-law 2.020. Such penalty may include but not 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.

#### M) Prayer at IHSA State Series Contests:

Prayer at an IHSA state series contest that takes place over the public address system is prohibited.

### X. AWARDS

#### A) Sectional:

1) Team awards will be provided by the IHSA for the winning team at each Sectional tournament.

#### B) Super-Sectional:

1) Team awards will be provided by the IHSA for the winning team at each Super-Sectional tournament.

#### C) State Final:

1) Team awards and individual medallions will be presented to the first, second, third and fourth placing teams at the State Final.

2) A medallion will also be presented to the Superintendent, Principal, Athletic Director and Athletic Trainer of the first, second, third and fourth reimbursement placing teams at the State Final.

### XI. OFFICIALS

#### A) Appointment and Fees:

##### 1) Sectional:

a) Two officials will be appointed by the IHSA Office for each Sectional quarterfinal contest. Each official will be paid a fee of \$81.00 per game worked. A third official may be added to the semifinal games by the IHSA at the request of the host school. The host school will be responsible for the payment of the third official (\$81.00).

b) Three officials will be appointed by the IHSA Office for each Sectional semifinal and final contest. Each official will be paid a fee of \$81.00 per game worked.

##### 2) Super-Sectional:

a) Three officials will be appointed by the IHSA Office for each Super-Sectional contest. Each official will be paid a fee of \$110.00 per game worked.

##### 3) State Final:

a) Twelve boys and twelve girls officials will be assigned to work the State Final tournament by the IHSA, with three officials appointed to each contest. Each official will be paid a fee of \$144.50 per game worked.

A Coordinator of Officials will also be assigned to work all state final contests in their respective tournament and will be paid a fee of \$125 per day.

A fourth official will be assigned to work the table for each state final contest.

#### B) Mileage Reimbursement Policy:

1) In addition, each of the appointed officials who incurs the expense will receive 30 cents per mile for each mile over 70 miles for one round trip to the site provided the official submits a mileage reimbursement form to the IHSA office.