



2011 – 2012 Scholastic Bowl Series Terms and Conditions

In accordance with Section 1.450 of the IHSA Constitution, the Terms and Conditions governing the IHSA Class A and AA Scholastic Bowl State Tournament Series have been approved by the Board of Directors.

I. Competition in the IHSA Scholastic Bowl Tournament Series will be determined on an enrollment basis and will operate under the two class system.

A. The classification of a school shall be determined on the basis of its total student enrollment figure reported to the Illinois State Board of Education in its Fall Housing Report on September 30 of the preceding school year.

B. For classification purposes, the total student enrollments for one-year high schools, two-year high schools, three-year high schools and high schools which enroll boys only or girls only shall be calculated as follows:

1. For one-year high schools, the total student enrollment figure reported shall be quadrupled.

2. For two-year high schools, the total student enrollment figure reported shall be doubled.

3. For three-year high schools, one-third of the total student enrollment figure shall be added to the total student enrollment figure reported.

4. For schools which enroll boys only or girls only, the total student enrollment figure reported shall be doubled.

C. A multiplier of 1.65 will be added to all non-boundaried schools.

D. Schools participating in sports and activities operating under the two-class system shall be classified as follows:

1. Schools with enrollments of 540 and below will be Class A (50% of the membership).

2. Schools with enrollments of 541 and above will be Class AA (50% of the membership).

II. DATES AND SITES

A. Seeding Meeting: The seeding meeting will be hosted at the Sectional Tournament site on Wednesday, February 8, 2012. Information regarding this meeting will be sent by the Local Sectional Manager in advance of this meeting.

B. Regionals: Class A and AA Regional tournaments will be held on Monday, March 5,

2012, at sites to be announced after the seeding meetings. Regional sites will be determined by the schools at the seeding meetings.

C. Sectionals: Class A and AA Sectional tournaments will be held on Saturday, March 10, 2012, at sites to be announced.

D. State: The Class A and Class AA State Final Tournament will be held on **FRIDAY, March 16, 2012**, at the Peoria Civic Center, Peoria, Illinois.

E. Changes to Dates, Sites and Times: No local manager is authorized to change the date or order of matches as determined and announced by the IHSA. Matches must be played as listed from top to bottom on the official pairings unless otherwise changed and approved by the Illinois High School Association.

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

The policy for Original School Entry Deadlines, Late Entries, and Late Withdrawals shall be the policies and procedures regarding entry for all IHSA-sponsored sport/activities. **Directions:** go to www.ihsa.org; click on Schools & Officials Center login (Official Representative or Principal Password is required to access this area and perform this task). Enter your School ID and Password, go to the activity tracker and click the button to add sports/activities for the upcoming year. Sports/Activity Entry Deadlines are Sept. 1 (fall), Nov. 1 (winter) and Feb. 1 (spring).

A. On-Line School Entries: All member schools must enter their school into the State Scholastic Bowl competition through the IHSA School Center on the IHSA Website at www.ihsa.org to compete at the Regional level. **Do not confuse On-Line School Entries with entering your School's On-Line List of Participants.** They are two different processes. On-Line School Entries are used to enter your school into State Series Competition in order for IHSA to assign your school to a Regional Meet. The deadline for school entry is **November 1, 2011.**

B. Late On-Line School 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 consid-

ered for late entry, the Principal/Official Representative must contact the IHSA 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 send an email to Tammy Craig (tcraig@ihsa.org), notifying IHSA of the school's withdrawal from Scholastic Bowl prior to the Seeding Meeting February 8, 2012.

If a school withdraws after the Seeding Meeting 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. Eligibility: Only students who are eligible in accordance with IHSA By-laws may participate in the IHSA Scholastic Bowl Tournament Series. A school may enter one (1) team in the IHSA Scholastic Bowl State Tournament Series. A maximum of fifteen (15) competitors will be allowed to participate for a school in the Regional, Sectional and/or State Final tournaments. Five (5) team members must start the match. A coach must designate one of the five participating players as captain.

E. Team Record Report Form: All schools must submit their On-line Team Record Report Form via the Internet through the IHSA Schools Center Web Site to the IHSA Office. This document provides the sectional host your win/loss record for the purpose of seeding the top 8 teams in each sectional at the seeding meetings. The On-Line Team Record Report Form must be received in the IHSA Office by noon on **Friday, February 3, 2012.** You may go back online to make adjustments to your Team Record Report Form until noon on Monday, February 6, 2012 (but you must have sent it originally by February 3 in order to meet the deadline). The Team Record Report Form will only indicate any team's win/loss record. Coaches are encouraged to bring their season score book to document their record to the seeding meeting, indicating who they competed against and match scores. Again, please note that all participating schools are **required** to submit their Team Record Report Form on-line to the IHSA. If a school does not submit the On-Line Team Record Report Form by the deadline, coaches and participants from that school are subject to sanctions, which could include but not be limited to being ruled ineligible.

ble to compete in the State Series. Schools which do not submit their school's On-Line Team Record Report Form and are consequently ruled ineligible for the State Final Series **must formally withdraw** (see Withdrawal Procedures/Breach of Contract above in section III-C).

NOTE: Each coach will provide a team roster to the manager at each Regional and Sectional Tournament in which they compete. A typed list is preferred by tournament managers.

The IHSA will send each Sectional Host (and all seeding meeting hosts) all of the Team Record Report Forms assigned to that Sectional Tournament for seeding purposes on the afternoon of Tuesday, February 7, 2012. All schools are encouraged to attend the seeding meeting, but it is not required. Coaches need to remember they cannot contest the seeding meeting results, if they do not attend the seeding meeting. **REMEMBER YOU MUST COMPLETE THE ON-LINE TEAM RECORD REPORT FORM BY NOON, FRIDAY FEBRUARY 3, 2012.**

Confirmation: Schools can login to their School Center site on the IHSA website and select Activity Tracker to verify that their On-Line Team Record Report form has been received by the IHSA Office.

F. State Final Program Information: All sectional champions are REQUIRED to go on-line and complete the **State Final Program Information located in their school center by 8:00 a.m. the Monday following sectional tournaments, (March 12, 2012).** The IHSA will utilize the name spellings and year in school data from the **State Final Program Information submitted on-line by Sectional Tournament winners for publication in the State Final Program.** Failure to provide this information by the deadline will result in your team page in the State Final Program being blank. If you experience difficulties with this process, please email (clowery@ihsa.org) or contact Cheryl Lowery at (309) 663-6377 at the IHSA Office. This link will not be activated until the day following Regional contests, Tuesday, March 6, 2012.

IV. HOST FINANCIAL ARRANGEMENTS

A. Regional Host Allowance: The host school shall pay all local tournament expenses and issue checks to tournament workers. The host school shall receive a \$200.00 guarantee plus the cost of the moderators, timers and scorers.

B. Sectional Host Allowance: The host school shall pay all local tournament expenses and issue checks to tournament workers. The host school shall receive a \$250.00 guarantee plus 40.00 for hosting a seeding meeting and reimbursement for the moderators, timers and scorers.

C. Team Tournament Expense: Neither the State Association nor local meet management will assume responsibility for any team expenses for any tournament.

D. Admission Prices: There shall be no admission price for the Regional, Sectional or State Final tournaments.

E. 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. Regional Tournament = No charge
- b. Sectional Tournament = No charge
- c. State Final = \$50.00

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

V. TOURNAMENT ASSIGNMENTS AND SEEDING MEETINGS

A. Assignment Structure: All schools entered in the IHSA Class A and Class AA State Scholastic Bowl Tournament Series will be assigned to thirty-two (32) regionals and eight (8) Sectional tournaments for each class on a geographical basis by the IHSA Office.

B. Seeding Meeting

1. The Sectional Manager will conduct a Seeding Meeting Wednesday, February 8, 2012 for the purpose of seeding teams and **determining the four (4) Regional host schools.** The meeting shall be held after school hours. The time shall be designated by the Sectional Manager. Sectional Managers should take into consideration the travel time of competing schools when establishing this meeting time. While highly recommended, attendance is not required.

2. The Sectional Manager should cover the following points of emphasis at the Seeding Meeting:

a. Matching tops are required (Tops must be similar, not necessarily identical).

- b. Name Plates (no nicknames)
- c. Sportsmanship (at all times)
- d. Reminder to review the Scholastic Bowl School and Manager Manuals
- e. A team is required to have five (5) members to begin a match.

3. The top eight (8) teams in each Sectional will be seeded.

4. Before a seeding vote begins, each team's weighted winning percentage should be displayed. The weighted winning percentage is calculated in the following manner: (winning percentage) + (total number of matches ÷ 100). For example; 6 wins and 2 losses $6/(6+2) + (6+2)/100 = .83$ compared to 25 wins and

15 losses $25/(25+15) + (25+15)/100 = 1.025$
The following criteria should be applied when determining seeds:

- a. Head to Head common opponent or record
- b. Number of Matches Played
- c. Win/Loss Record
- d. Quality of Competition
- e. Returning players

5. Each school's representative should bring a record of season's matches. They should also bring enough copies to distribute to each school in the sectional. These sheets will be used by coaches in attendance to help guide their voting.

6. Any school who fails complete their On-Line Team Record Report by the deadline, are subject to sanctions, which could include but not be limited to being ruled ineligible to compete in the State Series. As a courtesy to your seeding meeting host, please contact them to indicate whether you plan to attend the seeding meeting.

7. Each school's representative will have one (1) minute to present their case as to where their team should be seeded. This time may not be used to raise other issues, and this time may not be used to speak about other teams. Coaches may waive their time.

8. Coaches will then rank the top eight (8) teams in their Sectional. Each coach will complete a ballot listing all teams. Each coach will rank the top 8 teams. **The best team will be given the number 8,** next best 7, etc. Total each team's points and calculate an average by dividing the team's total points by the number of teams **eligible** to vote for them. This would be one (1) less than the total number of teams present at the seeding meeting for any school that is in attendance at the seeding meeting. All ballots must be made public. No school may vote for itself (this is the reason we use one (1) less than the total number of schools present at the seeding meeting when calculating the average). The team with the highest average will be the number one (1) seed. Continue with this process until eight (8) teams are ranked.

9. Coaches should consider the following when voting: weighted winning percentage, head-to-head records, records against common opponents, placing in tournaments, and strength of schedule.

10. For purposes of seeding, no school should include its own "B", "C" or "D" team's record on the Sectional Seeding Team Information Report sheet.

11. The IHSA will assign Sectional Hosts (any participating school is invited to host a Sectional Tournament, simply contact Ron McGraw). Regional sites will be filled at the seeding meeting. The opportunity to host a regional will be offered first to the top four (4) teams in each Sectional. If the top team is unwilling to host a Regional, the hosting opportunity will pass to the next highest seed until all teams are given an opportunity to host.

Geography shall be considered when selecting Regional host sites.

12. Regionals that do not have a host will be cancelled. Do not leave the Seeding Meeting without identifying four (4) hosts. Coaches must know that their school administration has or will approve their school as a host. Coaches must discuss the possibility of hosting prior to offering their school as a host.

13. After the meeting, the Local Sectional Manager will send the Seeding Report Form to the IHSA. This form will be e-mailed to each local seeding meeting manager prior to the seeding meeting. It will contain the names of the schools assigned to their Sectional. Following the Sectional Seeding Meeting, the IHSA will assign each school into a Regional Tournament based on the geography of the Regional hosts identified at the Sectional Seeding Meeting. Every effort will be made to separate the top 4 seeds in each Sectional, **but this is not guaranteed** (this can be impacted by who volunteers to host, and the geography involved).

VI. TOURNAMENT STRUCTURE AND TIME SCHEDULES

A. Regional Pairings: The bracketing and pairings of teams for each Regional will be completed in the IHSA Office on the basis of a combination of volunteering host schools, geography and seed. The pairing announcements will be posted on the IHSA web site.

Regional Time Schedule Including a Preliminary Round (4 Round Regional)

No later than 3:00pm adjusted later)	Moderators' meeting starts (may be adjusted later)
4:00 p.m. – 4:15 p.m.	Coaches' Meeting
4:30 p.m. – 5:15 p.m.	Preliminary Round
5:30 p.m. – 6:15 p.m.	Round One
6:30 p.m. – 7:15 p.m.	Round Two
7:30 p.m. – 8:15 p.m.	Round Three
8:15 p.m. – 8:30 p.m.	Awards Ceremony
All rounds may begin earlier if both teams are ready.	

Regional Time Schedule Without a Preliminary Round (3 Round Regional)

No later than 3:00pm adjusted later)	Moderators' meeting starts (may be adjusted later)
4:00 p.m. – 4:15 p.m.	Coaches' Meeting
4:30 p.m. – 5:15 p.m.	Round One
5:30 p.m. – 6:15 p.m.	Round Two
6:30 p.m. – 7:15 p.m.	Round Three
7:15 p.m. – 7:30 p.m.	Awards Ceremony
All rounds may begin earlier if both teams are ready.	

Class A and Class AA Sectional Time Schedule

8:30 a.m. – 9:30 a.m.	Moderators' Meeting
9:30 a.m. – 9:45 a.m.	Coaches' Meeting
10:00 a.m. – 11:00 a.m.	Round One
11:15 a.m. – 12:15 p.m.	Round Two
12:15 p.m. – 12:45 p.m.	Break
12:45 p.m. – 1:45 p.m.	Round Three
2:00 p.m.	Awards Ceremony
All rounds may begin earlier if both teams are ready.	

B. Sectional Pairings: At the Sectional Tournament the Regional Winners will compete in a pool play format. The teams will play three (3) matches. The team with the most wins will advance to the State Finals.

Within the Sectional, Regionals will be identified as A B,C and D. Regionals A and B will contain the number 1 & 2 seeds respectively from their sectional. Regionals C & D will contain the number 3 & 4 seeds respectively from their sectional.

The sectional round robin component of the State Series will be assigned as follows:

Round 1:	A vs. C B vs. D
Round 2:	A vs. D B vs. C
Round 3:	A vs. B C vs. D

1. If two teams are tied with identical records in a pool, the head-to-head result in pool play will break the tie, and determine advancement.

2. If three teams are tied with identical records in a pool, the total points scored in pool play (against the tied teams) will be used to break the tie, and determine advancement (regardless of head to head records in that pool).

3. In the event that three teams are tied with identical records, and two of those

three teams have identical total points scored in pool play (against the tied teams), the head-to-head result in pool play will break the tie between those two teams, and determine advancement.

4. If three teams are tied with identical records in a pool, and all three teams have identical total points scored in pool play (against the tied teams), the team with the larger number of toss-up questions answered correctly will break the tie, with the head-to-head result in pool play used to break any remaining ties.

5. If the above methods cannot break a tie between three teams, teams will be drawn by lot to determine advancement among tied teams.

C. Regional Rounds: Each Regional Tournament will consist of three (3) rounds of single-elimination matches. At some Regionals, additional preliminary rounds may be necessary depending on the number of teams assigned to the regional.

D. Number of Rounds: Each Sectional Tournament will consist of three (3) rounds of pool play.

E. Recommended Time Schedule: The following are the *recommended* Time Schedules for the Regional and Sectional tournaments. These schedules may be adjusted to meet the needs of the host school:

Class A and Class AA State Final Time Schedule (Any round may begin earlier if the event manager determines that the tournament is ahead of schedule. As a result of the tournament format changes in 2012, this is a strong possibility.)

8:00 a.m.	Schools may begin to Check-In
9:30 a.m.	Opening Ceremonies
10:00 a.m. – 11:10 a.m.	First Round of Preliminary Pool Play
11:25 a.m. – 12:35 p.m.	Second Round of Preliminary Pool Play
12:35 p.m. – 1:35 p.m.	Break
1:35 p.m. – 2:45 p.m.	Third Round of Preliminary Pool Play
3:00 p.m. – 4:15 p.m.	Championship and Consolation Rounds
4:15 p.m. – 5:00 p.m.	Awards Ceremony

Class A and Class AA (Pairings Determined By Blind Draw To Determine Which Qualifying School Will Be A, B etc.)

	Pool 1	Pool 2
Round 1	Team A vs. Team B Team C vs. Team D	Team E vs. Team F Team G vs. Team H
Round 2	Team A vs. Team C Team B vs. Team D	Team E vs. Team G Team F vs. Team H
Round 3	Team A vs. Team D Team B vs. Team C	Team E vs. Team H Team F vs. Team G
Championship Consolation	Pool #1 Winner vs. Pool #2 Winner Pool #1 Runner-up vs. Pool #2 Runner-up	

VII. ADVANCEMENT OF WINNERS

A. Regional to Sectional Advancement:

The winner from each Class A and Class AA Regional tournament will advance to compete in their respective Sectional.

B. Sectional to State Advancement: The winning team from each Class A and Class AA Sectional tournament will advance to compete in their respective Class State Final tournament. The winning teams from the eight (8) Class A and eight (8) Class AA Sectional tournaments will compete in the State Final tournament for first, second, third, and fourth places in their class.

C. State Final Format

1. Eight (8) teams from Class A and Class AA will compete in Pool Play at the State Finals. The eight (8) teams in each class will be divided by blind draw into two separate pools of four (4) teams each. The teams will play a round-robin format in which each team will play three (3) matches. The winner of each pool will advance to the Championship match in their class. The runner-up in each pool will compete in the Consolation match in each class.

2. If two teams are tied with identical records in a pool, the head-to-head result in pool play will break the tie, and determine advancement.

3. If three teams are tied with identical records in a pool, the total points scored in pool play (against the tied teams) will be used to break the tie, and determine advancement (regardless of head to head records in that pool).

4. In the event that three teams are tied with identical records, and two of those three teams have identical total points scored in pool play (against the tied teams), the head-to-head result in pool play will break the tie between those two teams, and determine advancement.

5. If three teams are tied with identical records in a pool, and all three teams have identical total points scored in pool play (against the tied teams), the team with the larger number of toss-up questions answered correctly will break the tie, with the head-to-head result in pool play used to break any remaining ties.

6. If the above methods cannot break a tie between three teams, teams will be drawn by lot to determine advancement among tied teams.

VIII. TOURNAMENT RULES

A. Official Rules: The official rules governing competition in the State series tournaments shall be those included in the IHSA Scholastic Bowl School Terms and Conditions, IHSA Scholastic Bowl 2011-12 Rules Book,

and the IHSA Scholastic Bowl Case Manual. All of these resources can be found at www.ihsa.org; click on Sports & Activities; click on Scholastic Bowl. Local tournament managers are responsible for making sure the competition is conducted in accordance with these official rules.

B. Moderator's Authority: The moderator has the final authority and shall decide all matters arising during the match that are not specifically covered in the current IHSA Scholastic Bowl School Terms and Conditions, IHSA Scholastic Bowl Rules Book, and the IHSA Scholastic Bowl Case Manual.

C. Local Manager's Authority: The Local Manager shall be authorized to make all administrative decisions based on the enforcement of the current IHSA Scholastic Bowl School Terms and Conditions, IHSA Scholastic Bowl Rules Book, and the IHSA Scholastic Bowl Case Manual. All of these resources can be found at www.ihsa.org; click on Sports & Activities; click on Scholastic Bowl. Situations not stipulated in any of the IHSA rules are administrative in nature and shall be made by the local manager. The Local Manager's decision is final.

D. Appeals to the IHSA: The decisions of match moderators and Local Managers shall be final and cannot be appealed. The IHSA Board of Directors will not review decisions of the contest officials, whether an alleged error is due to faulty judgment, misinterpretations of the rules, or acceptability of the competition questions.

E. Number of Players: A team shall consist of a maximum of fifteen (15) players. Five (5) team players must start the match. A coach must designate one of the five participating players as captain. Fewer than five (5) may continue in the match if there are extenuating circumstances.

F. On-Line Team Record Report Form: All schools entered in the Scholastic Bowl State Series must go on-line to submit their team's "Team Record Report Form" before noon on Friday, February 3, 2012. If a school does not submit the On-line Team Record Report Form by the deadline, coaches and participants from that school are subject to sanctions, which could include but not be limited to being ruled ineligible to compete in the State Series. Schools which do not submit their school's On-Line Team Record Report Form and are consequently ruled ineligible for the State Final Series **must formally withdraw** (see Withdrawal Procedures/Breach of Contract III-C).

1. Regional, Sectional, State Final Rosters: At the Regional, Sectional and State Final, the coach or faculty representative must bring a copy of their School's Team

Roster indicating which fifteen (15) players will compete in the respective level of competition before his/her team competes in the first round of competition in those tournaments. The fifteen (15) players for each level of competition (Regional, Sectional and State Final) can change as long as the players are in all aspects eligible to compete in IHSA activities.

G. Coaches

1. Each team shall be accompanied by at least one faculty member or other adult who has been designated as coach by the principal of the high school.

2. Each school should designate to the moderator before the match begins the name of one (1) adult who will act as head coach. This head coach will be the only person permitted to approach the moderator and be involved in consultations with the moderator without being specifically requested to do so by the moderator.

3. A school using "co-coaches" must designate a single head coach for a match, but may change head coaches for different matches in the same tournament.

H. Team Seating: The competitors within each team will be seated side-by-side and facing in the same direction. The moderator will be positioned so as to see the faces, name plates, and responder lights of all competitors, and as close as possible to halfway between the two teams. Coaches and reserve players should be physically separated from the competitors and may be behind or in front of the teams depending on room constraints. Only coaches, school officials, and substitute players may sit at the coaches table. When there are a large number of spectators watching a match the preferred setup is to have the teams positioned in a chevron (V-shape), with moderator at the point of the V, all facing the coaches, reserve players, and spectators.

I. Dress: All Scholastic Bowl teams must wear appropriate matching tops for competing in the state series. Matching tops shall be defined as being similar in style, color, and markings. Members of the same gender must have similar tops, though males may wear slightly different tops than females.

1. Team competitors and coaches will appear in appropriate attire. Acceptable apparel will include, but not be limited to: slacks, turtlenecks, sport shirts with collars, sport coats, T-shirts, sweatshirts, sweaters, nice jeans, skirts and dresses.

2. Unacceptable apparel will include, but not be limited to: tank tops, cut-offs, short-shorts, clothing that advertise alcohol, drugs, or explicit material, jeans with holes or patches, hats or non-religious head gear, boxer-type shorts, spandex tights, hooded sweatshirts or pants worn below the hips.

3. A student or coach may wear apparel that bears the trademark or logo of a manufacturer or distributor during competition provided that the student or coach's apparel bears only a single manufacturer's or distributors normal label or trademark, not to exceed a one and one-half inch by one and one-half inch square.

J. Illegal uniform

1. When a team cannot begin a match with 5 players wearing legal, matching uniform tops, 30 points shall be awarded the opponents. The penalty will be assessed at the beginning of each match of the state series that the team is in violation. The moderator will notify the IHSA of non-compliance.

2. If it is discovered that a player with an illegal uniform started or entered the match, and at least one toss-up has been read while that player was in the match, the moderator will call a time out. The player must leave the match, and a substitute player with a legal uniform, if available, may enter in his/her place. The player with the illegal uniform may not re-enter the match until he/she has a legal uniform and the coach has called a time out. If a substitute player with a legal uniform is not available; 30 points shall be awarded the opponents and the player with the illegal uniform may re-enter the match immediately.

K. Nameplates:

1. Each individual playing in the game must display their name on a legible placard that will be displayed in front of the player at all times so that the moderator can read the name on the placard.

2. The name printed on the placard must match the first name of the player on the team roster given to the tournament manager before the tournament began. Diminutive forms of names (i.e. Mary for Maria; John or Jack for Jonathan) are acceptable. Nicknames are unacceptable.

3. Players attempting to enter the game will not be permitted to enter the game until they are in compliance with this rule.

L. Forfeit(s):

1. **Time:** Each team present at the host site should be at their match location at least five (5) minutes before the match is scheduled to begin. A team that is not present when the round is scheduled to begin shall forfeit its match. A team arriving at a host site and their match location after the scheduled start time for the match, without calling ahead, shall forfeit all its matches that day. If a team calls ahead to notify the host of the delay, the start time can be moved to accommodate the delay, but never by more than 45 minutes. Note: When entering a forfeit in the IHSA ScoreZone managers must select the "forfeit" option. In addition they must enter a score of 1 to 0 to indicate to the computer software which team received the forfeit and the win.

2. **School representative:** Each team shall be accompanied by at least one faculty member or other adult who has been designated as coach by the principal of the high school. Failure to have such a representative will call for the team to forfeit.

3. **Number of players:** Five (5) team players must start the match. Failure to start the match with five (5) team players will cause the team to forfeit. However, fewer than five (5) team players may continue in the match if there are extenuating circumstances.

Note: Any team which forfeits a match in pool play, will be excluded for the remainder of that competition and all matches played to that point in that pool play will become void. This will eliminate all points scored for and against for the forfeiting team and all of the teams they have competed against.

4. **To Record a Forfeit:** When reporting scores in the IHSA ScoreZone, forfeits must be recorded as a forfeit. In the appropriate box, click on "Forfeit." In the score box area you must enter a score of 1 to 0 so the computer knows who received the forfeit, and consequently won the match.

M. Question formats:

1. Match questions will be a combination of toss-up and bonus. Bonus questions are multiple part (three parts) and are rebounding. Rebounding refers to the fact that the team to which the bonus is NOT awarded has the opportunity to answer any part(s) not answered correctly by the team to which the bonus was originally awarded.

2. No true-false or other types of two-option questions will be permitted.

3. Multiple choice toss-up and bonus questions will not be permitted except in the case of vocabulary (analogy) toss-up questions. For such multiple-choice questions, any verbal response that indicates one of the choices will be acceptable. Multiple choice bonus questions will not be permitted except in the case where the setup enumerates a list of potential word-choice answers (in order to limit the range of possible answers) and there is not a one-for-one matching correspondence between the choices and the bonus parts.

4. Audio and visual material in questions may be used.

5. If a handout is to be used for a question, a copy of the handout must be provided to each playing member of both teams.

6. Succeeding parts of bonus questions (parts 2 and 3) must never reveal the answer to previous parts of the same bonus question (i.e. the answer to bonus part #1 cannot be contained in the question that is bonus part #3)

7. The topic of the tossup should be different from its bonus. Question category in a round should be ordered in a non-predictable, apparently random way but with some balance between halves. The last three (3) toss

up questions and the last three (3) bonus questions in each match may not be from the miscellaneous category.

8. Bonus parts should be related in some way (which need not be obvious) and tied together with a setup that helps focus players' thoughts.

9. For non-computational toss-ups, the preferred style is multi-clue, starting with a more challenging clue and ending with a clue that most teams should reasonably be expected to answer correctly. Question writers and editors should exercise restraint and use their best judgment to limit the number of, and length of, clues so that toss-ups are of a reasonable length.

10. For non-computational bonus questions, the preferred style for each part is straightforward or single-clue, with brevity a consideration. This guideline is not intended to stifle creativity, limit necessary information, or require that all bonus parts be easy. Like a home run in baseball, sweeping all parts of a bonus should be rare; answering at least one part should be common.

11. For computational bonus questions the preferred order of the parts is from most challenging to easiest. While the bonus parts should be in some way related, having all parts use the same exact formula, pattern, or algorithm is discouraged.

12. Question writers and/or editors are encouraged to consider and research alternative correct answers and/or common, similar, or related incorrect answers and to list them with instructions to the moderator to "accept also", "do not accept", or "prompt on."

13. Questions should be pristine. While there are many text and internet based sources for facts from which questions can be constructed, word-for-word plagiarism from copyrighted sources or previously used question sets is not permitted. Short excerpts from primary sources such as literature, poetry, music, film, and other media are permitted, especially when the intent of the question is to identify the source, author, era, or other information for which the excerpt is a clue.

14. The vast majority of questions should be academic in nature and relevant to topics typically taught in Illinois High Schools, including Advanced Placement courses, as per the sub-categories listed in VIII-O. Each round should contain questions from a variety of places and eras, and no one place or era should dominate any category or the series as a whole. While there should be some basic questions and some challenging questions in every round, the general trend and flow of the series should be increasing in difficulty from Regionals to Sectionals to the State Finals.

15. Within the first few words or within the first clue, toss-up questions should uniquely identify what is being asked (by using a pronoun, or a phrase such as "identify the person" or "name the book"). Avoid starting toss-up questions with statements containing

superfluous information that will cue a knowledgeable player to buzz in early with an applicable, germane, but incorrect answer. In no case should a toss-up begin by heading in one direction, then change direction and ask a completely different question.

N. Lockout System: A ten-position electronic lockout response system will be used for all matches in the State Scholastic Bowl Series.

O. Categories and Sub-categories for Toss-up and Bonus Questions (X/Y = # of Tossups/Number of Bonuses)

SCIENCE 5/5

A. 4/4 Drawn from a mix of:

Biology, Chemistry, Physics

B. 1/1 Drawn from other sciences such as but not limited to:

a. Astronomy, Earth Science, Environmental Science, Health Science, Archaeology/Paleontology and not requiring all subcategories to be represented equally or at all.

MATH 5/5

A. 4/4 Drawn from a mix of:

Algebra, Geometry, Pre-Calculus, Trigonometry, Analytic Geometry, Calculus

B. 1/1 Drawn from other mathematics such as but not limited to: Number Theory, Probability, Statistics, Combinations, Topology, Set Theory and not requiring all subcategories to be represented equally or at all.

SOCIAL STUDIES 5/5

A. 3/3 History, Drawn from a mix of:

US History, European History, World History from a variety of cultures, Ancient History

B. 2/2 Drawn from a mix of:

Geography, Current Events – within the past year, US Government, Comparative Government, Psychology, Sociology, Religion, Economics, Philosophy, Political Science and not requiring all subcategories to be represented equally or at all.

LITERATURE & LANGUAGE ARTS 5/5

A. 4/4 Literature, Drawn from a mix of: US Literature, British Literature, World Literature from a variety of cultures, Mythology

B. 1/1 Language Arts, Drawn from a mix of:

Grammar/Usage, Spelling, Speech, Vocabulary and not requiring all subcategories to be represented equally or at all.

FINE ARTS 3/3

A. 1/1 Visual Arts, composed of:

a. At least 1/1 History of Art
b. No more than 1/1 Theory and Technique

B. 1/1 Music, composed of:

a. At least 1/1 Classical Music and Opera
b. No more than 1/1 drawn from other Music including but not limited to: Jazz, Musical Theatre, Theory, Composers of the Modern Era, Performers in the Rock & Roll Hall of Fame and not requiring all subcategories to be represented equally or at all.

C. 1/1 Other: Chosen from any of the categories in A or B.

MISCELLANEOUS 1/1 Drawn from the different categories below:

Interdisciplinary, Journalism, Sports, Technology, Agriculture, Family Consumer Science, Drivers Education, Industrial Arts, Pop Culture, Consumer Education and not requiring all subcategories to be represented equally or at all.

P. Breakdown of Questions at all levels of the IHSA State Final Series: The forty eight (48) questions, twenty four (24) toss-up and twenty four (24) bonus questions, for each match throughout the state series will consist of the following specific number of questions in each category:

1. **Science:** Five (5) toss-up and five (5) bonus questions per match.
2. **Mathematics:** Five (5) toss-up and five (5) bonus questions per match.
3. **Social Studies:** Five (5) toss-up and five (5) bonus questions per match.
4. **Literature/Language Arts:** Five (5) toss-up and five (5) bonus questions per match.
5. **Fine Arts:** Three (3) toss-up and three (3) bonus questions per match.
6. **Miscellaneous:** One (1) toss-up and one (1) bonus questions per match.
7. All toss-up questions involving calculation must be labeled.
8. There will be no less than two (2) and no more than three (3) computational math toss-ups per round. There will be no more than one (1) computational science toss-up per round. All computational toss-up questions will be from either the math or science categories, and need not be multi-clue.

Note: There will be two (2) toss-up and two (2) bonus replacement questions for each level of competition.

Note: Questions should be prefaced by a mention of the major category only, with no specification of sub-category.

Q. Sets of Questions

1. Class A and Class AA will use the same sets of questions for each round of play in the State Series.

2. Three (3) different sets of questions will be used at each Class A and Class AA Regional Tournament. At some Regional tournaments, it will be necessary to use four (4) different sets of questions.

3. Three (3) different sets of questions will be used at each Class A and Class AA Sectional Tournament.

4. Four (4) different sets of questions will be used at each Class A and Class AA State Final Tournament.

5. Questions used at Regional and Sectional competition are the property of the IHSA and **must be destroyed** by the host school immediately following the tournament. Questions should not be returned to the IHSA office, nor kept by the host school for use in the future.

R. Moderators' Meeting

1. Regional and Sectional Managers may allow the moderators to view the questions starting one (1) week prior to the round of competition and to bring their findings to the Moderator's Meeting. Regional and Sectional Managers will maintain a sign-out sheet for the questions.

2. Before each round of the State Scholastic Bowl Series, the local manager will arrange for a moderators' meeting to be held at least one hour before the beginning of the first round of play for that tournament (or as soon as possible before the start of the first round if the school day intrudes).

3. No coach should be present at the moderators' meeting. No coach should at any time prior to the conclusion of the competition view the questions in any round(s) in which their team will compete.

4. Moderators should have access to all question sets in use at the tournament, and copies of the IHSA Scholastic Bowl School and Manager Manual.

5. The moderators should open the sets of questions and examine them for completeness, accuracy, and pronunciation.

6. Moderators may consult printed material to confirm answers and pronunciation.

7. Moderators should review the rules among themselves, review procedures in conducting the match, and consult the Local Manager to confirm room assignments and the procedure for reporting results and obtaining new question sets, and prepare themselves to begin the match.

S. Tournament Personnel

1. At each Regional and Sectional tournament, moderators, timer/scorer will be appointed by the Local Manager of that tournament. For the State Final tournament, ten (10) moderators for will be appointed by the IHSA.

Scorers and timers shall be assigned by the State Final Manager.

2. The officials for each match in the State Series will include a moderator, a scorer, and a timer. The adult scorer and adult timer also serve as assistant judges to the moderator.

3. The moderator must always be an adult, and it is highly advised that an experienced moderator be used in each match of the State Series.

T. Coaches' Meeting

1. At least one coach from each school participating in the tournament should be present at the Coaches' meeting. All moderators and the Local Manager should also be present.

2. Assistant coaches and timer/scorer are also advised to attend, if they are able. It is understood that some of these people may need to supervise competition rooms while other adults are attending the Coaches' meeting.

3. The Local manager should review times and locations of facilities and all events for the tournament.

4. The Local Manager may have the most experienced moderator discuss specific rules, or may conduct that part of the meeting himself/herself.

5. Allow the meeting to end so that coaches and personnel have time to arrive at the competition rooms and begin the initial round on time.

U. End of Match, Overtime Procedures

3-G. End of Match

3-G-1. The team that scores the greatest number of points during a match wins the match.

3-G-2. If there is a tie at the end of regulation, overtime will be played.

3-G-2a. Overtime will consist of one or more toss-up questions with their accompanying bonus question.

3-G-2b. The toss-up and bonus questions should be selected randomly, provided they have not been previously used as replacement questions in the match.

3-G-2c. The toss-up and bonus question should not be of the same category.

3-G-2d. If the toss-up question is answered correctly, the winner of the match shall be the team leading after the accompanying bonus question is attempted and completed.

3-G-2e. If there is still a tie after a toss-up question is answered correctly and a bonus is attempted and completed; or the toss-up question is not answered correctly, the moderator will once again randomly select a toss-up question and bonus question and continue.

V. Technology Use During Competition

1. Coaches, officials, and spectators shall have cell phones, smart phones, and pagers turned off or silenced during matches. Players, in particular, must have any and all communication devices turned off and stored in inaccessible places (pockets, purses, held by non-players or coaches, etc.) while playing. Any use of technology that appears to be allowing illegal communication to the current players is prohibited and will result in a team's disqualification. This does not include the use of technology, internet-capable or otherwise, for doing research **during an appeal**.

IX. TOURNAMENT POLICIES

A. Participant Passes: Each team participating in the Class A and Class AA State Final tournament will receive a maximum of eighteen (18) participant passes for its fifteen (15) players and coaches that are included on the school's tournament team roster.

B. 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.

C. Qualified Coaches: In accordance with IHSA By-laws 2.020 and 2.030, all schools are required to have a coach or faculty representative who has been appointed by the high school principal to be present at the tournament site during tournament play. If a school does not have a duly appointed coach or faculty representative present at the tournament site during tournament play, the school's competitors shall not be permitted to participate.

D. Signs, Banners, Balloons and Mechanical Noisemakers

1. The display of signs, banners, posters or similar items at IHSA state series events is permitted, provided:

a. They are in good taste and reflect good sportsmanship in their message and use;

b. They reflect identification and encouragement to participants and their school/community;

c. They are not displayed on the field of play or in a manner that interferes with play;

d. They do not obstruct the view of participants or spectators; and,

e. They are not safety hazards.

2. All mechanical noisemaking devices, including balloons, shall be excluded from the Scholastic Bowl facilities.

E. Media Requirements

1. Providing Space: Space shall be set aside to provide for news media representatives covering the state series whether they be from 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 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.

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 the 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. Administrative Details: Reporting information to the news media and/or the IHSA Office, as stipulated in instructions to Local Managers, shall be the responsibility of each Local Manager and is required.

4. Sessions at the Sectional and State Final may be videotaped

F. Video Replay and Television Monitoring Equipment:

Use of video replay or television monitoring equipment other than the official equipment approved by the IHSA shall not be used to make decisions related to the tournament. Only IHSA state meet officials, will have the authority to review official video results.

G. Flash Photography: Flash photography is not allowed by anyone except the photographers from V.I.P. These photographers are contracted by the IHSA and have been trained in the appropriate uses of flash photography during events.

H. Tobacco Products: No coach, player or any other person connected with a team shall be permitted to use tobacco products in the competition area, either during practice or while the contest is in progress.

I. 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.

J. Alcoholic Beverages and IHSA State Series Events: 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.

X. AWARDS

A. Regional: A plaque will be distributed to the winning team. No individual awards.

B. Sectional: A plaque will be distributed to the winning team. No individual awards.

C. State Final:

1. **Individual:** Fifteen (15) individual medallions will be presented to the members of the first, second, third, and fourth place teams at the State Final Tournament. Two (2) coaches medals will be provided to the coaches of the first, second, third, and fourth place teams at the State Final Tournament. In addition, one medal for the Superintendent, Principal and Activities Director will be provided for each team finishing 1st – 4th.

2. **Team:** Trophies will be presented to the first, second, third, and fourth place teams.

XI. OFFICIALS

A. Regional Appointment and Fees: Local Managers are responsible for hiring the Moderator, Scorer and Timer. The host school shall issue payment to each official which will be reimbursed by the IHSA Office upon receipt of the Financial Report Form.

Moderator: \$15.00 per match

Scorer: \$10.00 per match

Timer: \$10.00 per match

B. Sectional Appointment and Fees: Local Managers are responsible for hiring the Moderator, Scorer and Timer. The host school shall issue payment to each official which will be reimbursed by the IHSA Office upon receipt of the Financial Report Form.

Moderator: \$15.00 per match

Scorer: \$10.00 per match

Timer: \$10.00 per match

C. State Final Appointment and Fees:

State Final Officials will be paid and appointed by the IHSA Office.

Moderator: \$100.00 per day.

Scorer: \$10.00 per match worked

Timer: \$10.00 per match worked

D. Mileage Reimbursement Policy:

The official's appointed by the IHSA will be paid mileage from the IHSA Office upon receipt of a mileage voucher submitted by the appointed official to the IHSA Office within 30 days of the contest. Appointed officials will receive 25 cents per mile for every mile over 100 miles for each round trip. Mileage vouchers can be printed from the IHSA Web Site through the IHSA Officials Center. **Note:** Mileage is determined to and from the official's home to the site of the competition, unless prior approval has been given from the administrator in charge of the sport/activity.