

**PLAY SMART.**  **PLAY HARD.**

2018-19

# Girls Soccer

*Manual for Schools and Managers*



# GIRLS SOCCER MANUAL

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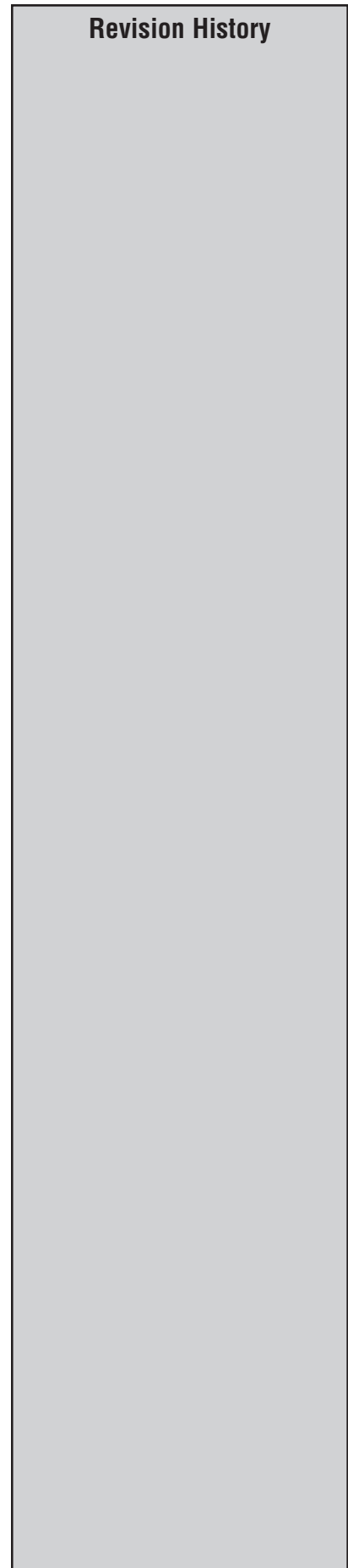
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### Revision History





# 2018-19 Girls Soccer Series Terms and Conditions

In accordance with Section 1.450 of the Constitution, the Terms and Conditions governing the 2018-19 IHSA Girls Soccer Tournament Series have been approved by the Board of Directors.

## I. SCHOOL CLASSIFICATION

Competition in the IHSA Girls Soccer Tournament Series will be determined on an enrollment basis.

**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-boundary schools.

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

1) Schools with enrollments of 726 and below will be Class 1A

2) Schools with enrollments of 726.01-1638 will be Class 2A

3) Schools with enrollments of 1649.01 and above will be Class 3A

## II. DATES AND SITES

### A. Class 1A

Thirty-Two Class 1A sites shall be selected by the IHSA Office to host the Semifinal and Final games for each Regional Tournament. Regional Quarterfinal games shall be played at the higher seeded team unless the two competing schools mutually agree to change sites. Regional Quarterfinal games shall be sched-

uled on Friday or Saturday, May 3 or 4, Regional Semifinal games will be played at designated sites on Tuesday or Wednesday, May 7 or 8, and the Regional Finals will be held on Friday or Saturday, May 10 or 11. All Regional dates and times shall be determined by the host school.

**B.** Eight Class 1A sites shall be selected by the IHSA Office to host the Semifinal and Final games for each Sectional Tournament. Sectional Semifinal games will be played at designated sites on Tuesday or Wednesday, May 14 or 15, and the Sectional Finals will be played on Friday or Saturday, May 17 or 18. All Sectional dates and times shall be determined by the host school

**C.** Four Class 1A sites shall be selected by the IHSA Office to host the Super-Sectional game. The Super-Sectional game will be played on Tuesday, May 21. All Super-Sectional start times shall be determined by the host school.

**D.** The Class 1A Semifinal and Final games of the State Final will be played on May 24-25 at North Central College in Naperville.

### E. Class 2A & 3A

Thirty-two Class 2A and thirty-two Class 3A sites shall be selected by the IHSA Office to host the Semifinal and Final games for each Regional Tournament. Regional Quarterfinal games shall be played at the higher seeded team unless the two competing schools mutually agree to change sites. Regional Quarterfinal games shall be scheduled on Friday or Saturday, May 10 or 11, Regional Semifinal games will be played at designated sites on Tuesday or Wednesday, May 14 or 15, and the Regional Finals will be held on Friday or Saturday, May 17 or 18. All Regional dates and times shall be determined by the host school.

**F.** Eight Class 2A and eight Class 3A sites shall be selected by the IHSA Office to host the Semifinal and Final games for each Sectional Tournament. Sectional Semifinal games will be played at designated sites on Tuesday or Wednesday, May 21 or 22, and the Sectional Finals will be played on Friday or Saturday, May 24 or 25. All Sectional dates and times shall be determined by the host school.

**G.** Four Class 2A and four Class 3A sites shall be selected by the IHSA Office to host the Super-Sectional games. Super-Sectional games will be played on Tuesday, May 28. All Super-Sectional start times shall be determined by the host school.

**H.** The Class 2A and Class 3A Semifinal and Final games of the State Final will be played on May 31-June 1 at North Central College in Naperville.

## III. ONLINE ENTRIES, WITHDRAWAL PROCEDURES, ELIGIBILITY, AFFIRMATIVE ACTION

The policy for Original Entry Deadlines, Late Entries, and Late Withdrawals shall be the policies and procedures regarding entry for all IHSA-sponsored sport/activities included in the 2017-18 Policies and Procedures.

### A. Online Entries

All member schools must enter their school into the state series competition through the IHSA School Center on the IHSA website at [www.ihsa.org](http://www.ihsa.org). The deadline for entry is **February 1, 2019**. The 2018-19 Entry Policy 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 online 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 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 or Athletic Director must notify the IHSA Office, in writing, of the school's withdrawal from the respective sport prior to the seed meeting.

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 IHSA By-law 3.054. (By-law 4.071 for activities)

#### E. Affirmative Action

Only girls shall be permitted to participate in the state series except as provided in the IHSA Affirmative Action Policy.

### IV. HOST FINANCIAL ARRANGEMENTS

#### A. At Member School Sites:

**1) Class 1A, 2A & 3A Regional Quarterfinal Games:** The Quarterfinal games of the Regional 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. Officials will be paid by the IHSA through ArbitrPay.

**2) Class 1A, 2A & 3A Regional Semifinal and Final Games:** The host school shall pay for all local expenses. Each host shall receive a flat fee of \$450.00 for hosting the semifinal and final games of Regionals. The host shall retain 20% of the net income and submit remainder to the IHSA. In the event of a negative balance, the host shall be reimbursed for the entire deficit. If admission is not charged, the host school shall forfeit the guarantee. Officials will be paid by the IHSA through ArbitrPay.

**3) Class 1A, 2A & 3A Sectional Semifinal and Final Games:** The host school shall pay for all local expenses. Each host shall receive a flat fee of \$475.00 for hosting the Sectional games. The host shall retain 20% of the net income and submit remainder to the IHSA. In the event of a negative balance, the host shall be reimbursed for the entire deficit. If admission is not charged, the host school shall forfeit the guarantee. Officials will be paid by the IHSA through ArbitrPay.

**4) Class 1A, 2A & 3A Super-Sectional Games:** The host school shall pay for all local expenses. Each host shall receive a guarantee of \$250.00. Host shall retain 20% of net income and submit remainder to the IHSA. In the event of a negative balance, the host shall be reimbursed for the entire deficit. If admission is not charged, the host school shall forfeit the guarantee. Officials will be paid by the IHSA through ArbitrPay.

#### B. Sites Other Than Member Schools:

When Sectional and Super-Sectional tournaments are held at sites other than IHSA member schools, the IHSA administrator in charge will determine the financial arrangements with the host using current financial arrangements as guidelines.

#### C. Admission Prices:

The Board of Directors has established the following ticket prices for all Regional,

Sectional, Super-Sectional, and State Final tournament games:

Regional Quarterfinals, Semifinals and Finals - \$5.00 per day

Sectional Semifinals and Finals - \$5.00 per day

Super-Sectionals - \$5.00 per day

State Finals - \$6.00 per session

Baby in Arms - No charge

#### D. State Final Team Tournament Expenses:

1) 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 team that participates in the State Final Tournament shall receive a flat expense allowance under the following formula, based on the school's distance from the State Final site:

Round Trip Mileage to State Final Site	Flat Rate Reimbursement
0-150 miles	\$500.00
151-300 miles	\$1,000.00
301-over miles	\$1,500.00

2) Neither the State Association nor the tournament management will assume responsibility for unusual or extraordinary expenses. Individual schools entering the tournament series must be ready themselves to assume responsibility for unusual expenses due to accident, inclement weather, fire, theft or any other extraordinary cause.

#### 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 at [www.ihsa.org](http://www.ihsa.org).

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

- a) Regional Contest = No Charge
- b) Sectional Contest = No Charge
- c) Super-Sectional = No Charge
- d) 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 at [www.ihsa.org](http://www.ihsa.org).

### V. TOURNAMENT ASSIGNMENTS AND SEEDING

**A. Class 1A Assignments for Schools:** All Class 1A state series shall begin with Sub-Sectionals. A Sub-Sectional is a grouping of two geographic regionals.

**Note 1:** In grouping and seeding a Sub-Sectional, only the top four seeds shall be separated. Seeds #1 and #4 shall be assigned to the same Regional unless there is a hosting

conflict, in which case seeds #1 and #3 shall be assigned to the same Regional. The remaining schools shall be assigned to the Regionals based on geographic proximity and paired according to their seeds.

**Class 2A and 3A Assignments for Schools:** All state series shall begin with Sectional Complexes. In Sectional groupings where excessive travel is a factor, geographic Sub-Sectionals may be used at the discretion of the IHSA Administrator.

**Note 1:** In grouping and seeding a Sectional Complex, true seeds shall be used to populate the brackets except in cases where a conflict arises with pre-determined Regional hosts. (For example, if the #1 and #8 seeds are both regional hosts, they cannot be assigned to the same Regional and an adjustment must be made.)

**Note 2:** In grouping and seeding a Sub-Sectional, only the top four seeds shall be separated. Seeds #1 and #4 shall be assigned to the same Regional unless there is a hosting conflict, in which case seeds #1 and #3 shall be assigned to the same Regional. The remaining schools shall be assigned to the Regionals based on geographic proximity and paired according to their seeds.

**B. Tournament Series:** The successive tournament series shall be designated respectively as Regional, Sectional, Super-Sectional and State Final. The IHSA Office will select all Regional, Sectional and Super-Sectional host sites. All schools entered into the state series will be assigned to a Sub-Sectional or Sectional Complex based on geography.

**C. Season Summary Form:** Schools entered into the Class 1A, 2A and 3A state series will be required to submit a *Season Summary Form* online in the IHSA Schools Center. Contest results shall be entered onto the MaxPreps website. The deadline to enter your scores and complete the Season Summary is 10:00 a.m. on Wednesday, April 17 Failure for Class 1A, and **10:00 a.m.** on Wednesday, April 24 for Class 2A and 3A.

**D. Class 1A Seeding:** All seeding will be conducted online through the IHSA Schools Center. Each school shall have one (1) vote in the seeding process. A school shall not 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, April 17. The deadline to seed teams is 12:00 Noon on Thursday, April 18. Seeding will only occur at the Regional tournament level. The Sectional, Super-Sectional and the State Final shall not be seeded.

**E. Class 2A and 3A Seeding:** All seeding will be conducted online through the IHSA Schools Center. Each school shall have one (1)

vote in the seeding process. A school shall not 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, April 24. The deadline to seed teams is 12:00 Noon on Thursday, April 25. Seeding will only occur at the Regional tournament level. The Sectional, Super-Sectional and the State Final shall not be seeded.

**F. Sectional Pairings for a Sub-Sectional:** In pairing the Sectional semi-final round containing Sub-Sectionals, the Regional winner from Sub-Sectional A containing the #1 seed shall be paired with the Regional winner of Sub-Sectional B containing the #2 seed, and vice versa, except for the southernmost Sectional in Class 3A, where the two Regionals in each Sub-Sectional shall be paired with each other.

**G. Sectional Pairings for Sectional Complexes:** The tournament bracket for those Sectionals involving teams from Sectional Complexes will be based on the luck of the draw

**H. Announcement of Pairings:** The Class 1A pairings will be made by the IHSA and posted on the IHSA website no later than **Friday, April 19, 2019.** The Class 2A and 3A pairings will be made by the IHSA and posted on the IHSA website no later than **Friday, April 26, 2019.**

## VI. TOURNAMENT STRUCTURE AND TIME SCHEDULES

### A. Names:

The successive series shall be designated respectively, Regional, Sectional, Super-Sectional and State Final.

### B. Time Schedules:

**1) Single-Game Session Time Schedule** (For example, if the game begins at 6:00 pm):

5:30-Warm-up clock will start for 20-minute warm-up.

5:50-When the warm-up clock strikes 0:00 teams return to benches.

5:51-In order: begin Equipment Check, Sportsmanship Meeting, Coaches and Captains Meeting, Coin Toss, Team Introductions and National Anthem.

6:00-Game begins.

**2) Two-Game Session Time Schedule** (For example, if the first game begins at 4:00 pm):

3:30-Warm-up clock will start for 20-minute warm-up.

3:50-When the warm-up clock strikes 0:00 teams return to benches.

3:51- In order: begin Equipment Check, Sportsmanship Meeting, Coaches and Captains

Meeting, Coin Toss, Team Introductions and National Anthem.

4:00-Game begins.

5:30-Warm-up clock begins for second game, and host will follow same schedule, omitting National Anthem.

### 3) State Final Tournaments:

#### Class 1A

Friday, May 24, 2019

#### Session 1 (Semifinals)

Game 1 5:00 p.m.

Game 2 7:00 p.m.

Saturday, May 25, 2019

#### Session 2 (Finals)

Game 3 3:00 p.m. – Loser Game 1 vs. Loser Game 2 (Third Place)

Game 4 5:00 p.m. – Winner Game 1 vs. Winner Game 2 (Championship)

#### Class 2A and 3A

Friday, May 31, 2019

#### Session 1 (Class 2A Semifinals)

Game 1 Class 2A 11:00 a.m.

Game 2 Class 2A 1:00 p.m.

#### Session 2 (Class 3A Semifinals)

Game 3 Class 3A 5:00 p.m.

Game 4 Class 3A 7:00 p.m.

Saturday, June 1, 2019

#### Session 3 (Class 2A Finals)

Game 5 Class 2A 11:00 a.m. – Loser Game 1 vs. Loser Game 2 (Third Place)

Game 6 Class 2A 1:00 p.m. – Winner Game 1 vs. Winner Game 2 (Championship)

#### Session 4 (Class 3A Finals)

Game 7 Class 3A 5:00 p.m. – Loser Game 3 vs. Loser Game 4 (Third Place)

Game 8 Class 3A 7:00 p.m. – Winner Game 3 vs. Winner Game 4 (Championship)

### C. Starting Times:

Non-Lighted field – weekday games: Begin the first contest no earlier than 4:00 p.m. and no later than 4:30 p.m. Host manager determines if two games will be played on the same day or if one game each will be played on two days.

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

Saturday games: Begin the first contest no earlier than 11:00 a.m. and the second 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 1:** 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.

## VII. ADVANCEMENT OF WINNERS

### A. Class 1A, 2A & 3A:

The winners of the thirty-two (32) Regional tournaments shall advance to eight (8) Sectional tournaments consisting of four teams each. The winners of the eight (8) Sectional tournaments shall advance to four (4) Super-Sectional games consisting of two teams each. The winners of the four (4) Super-Sectional tournaments shall advance to the State Final tournament.

## VIII. TOURNAMENT RULES

### A. Rules of Play:

The National Federation Soccer Rules are adopted as the official rules of play for the 2017-18 series of tournaments with the following provisions:

1) Each game in the tournament series will be played in two forty-minute halves.

2) During the State Series Tournament, if there is a seven (7) goal differential at the start of the second half or anytime after the start of the second half, the clock shall be reduced by half of the remaining time.

3) During Regional Quarterfinals, Semifinals, and Finals, and during Sectional Semifinals and Finals, if the first half has ended, and if play cannot be continued due to conditions such as darkness, weather, etc., the game shall be terminated unless tied. If the game is tied and cannot be continued, the game shall be considered suspended and must be continued from the point of interruption at the next available playing time (except Sunday). Once the game has begun, the game officials are solely responsible for the decision.

4) If a Super-Sectional game is suspended due to conditions that make it impossible to play, the game will be rescheduled for the next day from point of suspension or if mutually agreed upon by both head coaches that the game may be considered final. If the game cannot be played or completed by the Thursday night prior to the State Semifinals, the team with the lead will be declared the winner. If the teams are tied and the game cannot be completed, then a coin toss shall determine which team will qualify for the State Finals.

5) During weekday state series contests (M-Th), if a game is delayed (inclement weather, power outage, etc.) the game must resume by 10 p.m. Games shall not start after 9 p.m. Local ordinances take precedence and will override the above.

6) No coach or other school official shall, during the progress of a game, be

allowed on the field of play except by permission of the game officials.

7) The captain and the head coach shall be the official spokesmen and the sole representatives of their team in all communications with the officials.

#### **B. Resolution of Tie Games:**

**Note 1: If the Class 1A, 2A & 3A State Final third place game is tied at the end of regulation, the tie is broken by proceeding straight to penalty kicks following the procedure below.**

The overtime used in the Illinois High School Association tournament series shall be as follows:

Play the regulation game and, if a tie exists;

5-minute break between regulation and 1st overtime

10 minutes-1st overtime period

2 minutes-between overtime period 1 and overtime period 2

10 minutes-2nd overtime period; and if a tie exists:

a) A coin toss occurs before: the first overtime; the first 5 kicks and the second set of 5 kicks. The visiting captain shall call the toss.

b) Each coach shall select five (5) players from the team roster to take tie-breaker kicks. The team winning the coin toss shall have the choice of shooting first or second. The goalkeeper for each team shall be any eligible team member determined by the coach. The teams will then each take five (5) tie-breaker kicks, alternating kickers. The team scoring on the greater number of these five (5) kicks shall be the winner.

c) If the score is still tied, a series of sudden victory tie-breaker kicks shall be taken. Each team shall designate five (5) different players to kick. Players shall kick alternately. If the first kicker from Team A scores and the first kicker from Team B does not score, the game is ended and Team A is the winner. If both first kickers score, the second kickers from each team take tie-breaker kicks and, if one scores but the other does not, the game is ended and the team of the scoring kicker is the winner. This process shall be repeated through as many as five (5) kickers for each team until there is a winner.

d) If the score is still tied, each team shall designate five (5) different players who did not kick under "c" above to take sudden victory tie-breaker kicks. Then the process of "c" is repeated. If the score is still tied, after these five (5) kickers from each team have taken their kicks, the process of "c" shall be repeated again, with any eligible player from the roster permitted to kick. **Note:** In any sequence of either the regular or sudden victory tie-breaker kicks no player may kick more than once in each ten (10) kick series. However, a player may kick in each ten kick

series so, for example, a player may kick three times in a tie-breaker series which is not resolved until the twenty-fourth (24th) tie-breaker kick.

e) Kicking Procedure for tie-breaker kicks in the tie-breaking system: Kicks taken for tie-breaking purposes will be taken according to the following procedure:

(1) The kicker and goalkeeper will take their positions in preparation for the kick without delay.

(2) When ready, the referee will sound a whistle.

(3) The goalkeeper must start with both feet on the line and can only move laterally when the whistle sounds.

(4) Once the kicker starts his approach toward the ball, he may not interrupt his movement. The kicker will be permitted only one touch on the ball in taking the kick.

#### **C. Tournament Officials**

1) Officials for the Class 1A, 2A & 3A Regional Quarterfinal games must be obtained by the host school. All other tournament officials will be assigned through the IHSA Office.

**Note:** Official Information will be posted on the Schools Center no later than the Monday of the 1st round games.

2) In all tournaments, the decisions of the officials shall be final. The Board of Directors will not review decisions of officials, whether alleged errors are due to faulty judgment or misinterpretation of the rules.

#### **D. Team Roster:**

The coach of each competing school must indicate the names of the (maximum) 25 players who will constitute the tournament squad prior to each game the team plays in the tournament series.

#### **E. Substitution:**

Schools may substitute persons on their team rosters for any reason and at any time between games throughout the state series provided all substitutes meet IHSA eligibility requirements.

#### **F. Players in Team Uniform:**

In each of the tournaments, a team shall have in uniform a maximum of twenty-five (25) players. The twenty-five (25) players shall be the ones designated in D above. A total of thirty (30) persons from a school may be on the field and/or team bench.

#### **G. Players Uniforms:**

1) All players shall wear regulation soccer 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 **dark** jerseys and **dark** socks and will be considered the home team. The team listed on the bottom line shall wear **solid white** jerseys and **solid white** socks and will be considered the visiting team.

#### **H. Balls:**

Balls for all levels of the State Tournament Series are being provided by Wilson Sporting Goods Company and only Wilson balls may be used. The IHSA will provide three (3) Wilson game balls for each Regional, Sectional and Super-Sectional site designated by the IHSA office and seven (7) Wilson game balls for the State Final Tournament.

#### **I. Unsportsmanlike Conduct:**

1) Managers and officials have instructions to disqualify any player or coach guilty of profane or indecent language or gestures as well as gross unsportsmanlike conduct and shall be punishable under the provisions of By-laws 3.151, 6.011 and 6.012.

2) IHSA By-Law 2.040 gives the Board of Directors complete authority to penalize a school or individual(s) for any unsportsmanlike conduct on the part of the principal, coach, players or any member of the faculty or Board of Education, or any other official representative of any participating school.

3) Yellow cards received during regular season or tournament competition are tracked by the member schools. Once a coach or player has accumulated five yellow cards, they are suspended for the next game. Once the coach or player accumulates three additional yellow cards, they are suspended for the next two games; three more, they are suspended three games. These are minimum penalties. All yellow cards must be reported by the official to the IHSA and the member school as currently practiced with all ejection reports.

At the start of the IHSA tournament series, a coach and/or player will start with a clean slate if they have accumulated four or fewer yellow cards during the regular season. During the tournament series, once a coach or player accumulates five yellow cards, they are suspended for the next game; three more yellows, suspended for two games. If a coach or player enters the tournament series having accumulated five or more yellow cards during the season, their yellow card count continues.

4) All straight red cards received by a player and/or coach are to be tracked by the school and the IHSA. Recipients of the straight red card will have the following consequences:

1st straight red = 1 game suspension (current practice);

2nd straight red card = 2 game suspension for recipient;

3rd straight red card = 3 game suspension for recipient etc.

The straight red card(s) count accumulated during the regular will continue through the state series.

**J. Practice:**

In Regional, Sectional, Super-Sectional and State Final tournaments the host school shall not make its field available to visiting teams for practice sessions.

**IX. TOURNAMENT POLICIES**

**A. Pre-Sale Tickets:**

All tickets will be sold at the host site on the date of the contest.

**B. All-Star Teams:**

No officers of the tournament, game officials or anyone serving under the supervision of the IHSA may cooperate in any way in the selection of an all-star tournament team.

**C. State Final Passes:**

For the State Final Tournament games, each Class 1A, Class 2A and 3A Super-Sectional winner will receive:

- 1) Up to thirty (30) passes for its players and other team personnel
- 2) Three (3) administrative passes will be provided for the Superintendent, Principal and Athletic Director. These passes allow bearer access to the stadium.

**D. 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 actually playing during a tournament series game shall be admitted to that game at no charge.

**E. Artificial Noisemakers:**

All artificial and mechanical noise-making devices shall be excluded from the State Final venues. Cheerleaders may use megaphones.

**F. Signs and Banners:**

The display of signs, banners, placards or similar items at 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.

**G. Cheerleaders and Mascots:**

The number of cheerleaders permitted to cheer for the state finals shall be the same number that has cheered since the first game of the state series.

**H. 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.

**I. Media Requirements:**

1) Provide Space:

Space shall be set aside to provide for news media representatives covering the state series whether they are 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 originations, 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 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 Detail:

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.

**J. Videotaping by Competing Schools or Spectators:**

Videotaping will be allowed provided the local manager has a comparable area for both competing schools to videotape. When one school requests the video space, then the local manager shall provide similar space to both competing schools. Non-competing schools and spectators will be allowed to videotape games in the stands, provided they do not obstruct the view of participants and spectators.

**K. 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.

**L. 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.

**M. 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.

**N. 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. Regional:** A plaque will be awarded to the winner in each Regional

**B. Sectional:** A plaque will be awarded to the winner in each Sectional

**C. Super-Sectional:** A plaque will be awarded to the winner in each Super-Sectional

**D. State Final:** A trophy will be awarded to teams finishing first, second, third and fourth places in the State Final Tournament. A total of up to thirty (30) individual medallions will be presented to the first, second, third and fourth placing teams at the State Final Tournament. In addition, the Superintendent, Principal, Athletic Director and Athletic Trainer will be presented with a medallion.

**XI. OFFICIALS**

**A. Appointment and Fees:**

1) **Regional Tournaments:** Three (3) officials will be appointed by the IHSA Office for each Regional Semifinal and Final game. Each official shall receive a fee of \$61.00 per game. Officials will be paid by the IHSA through ArbiterPay.

2) **Sectional Tournaments:** Three (3) officials will be appointed by the IHSA Office for each Sectional Semifinal and Final game. Each official shall receive a fee of \$76.00 per game. Officials will be paid by the IHSA through ArbiterPay.

3) **Super-Sectional** games: Three (3) officials will be appointed by the IHSA Office for each Super-Sectional game. Each official shall receive a fee of \$103.50 per game. Officials will be paid by the IHSA through ArbiterPay.

4) **Class 1A State Final Tournament:** Six (6) officials will be appointed by the IHSA Office for the State Final games. Class 1A Officials will be paid \$136.00 per game worked plus up to two nights lodging at a hotel designated by the IHSA Administrator. One (1) Head official will be appointed by the IHSA Office for the State Final games. The Head Official will be paid \$125.00 per day plus up to two nights lodging at a hotel designated by the IHSA Administrator. Two (2) 4th officials will be appointed by the IHSA Office for the State Final games. 4th Officials will be paid \$45.00 per game plus up to two nights lodging at a hotel designated by the IHSA Administrator. All State Final Officials will be paid by the IHSA through ArbiterPay.

5) **Class 2A and 3A State Final Tournament:** Eight (8) officials will be appointed by the IHSA Office for the State Final games. Class 2A and 3A Officials will be paid \$136.00 per game worked plus up to three nights lodging at a hotel designated by the IHSA Administrator. One (1) Head official will be appointed by the IHSA Office for the State Final games. The Head Official will be paid \$125.00 per day plus up to three nights lodging at a hotel designated by the IHSA Administrator. Two (2) 4th officials will be appointed by the IHSA Office for the State Final games. 4th Officials will be paid \$45.00 per game plus up to three nights lodging at a hotel designated by the IHSA Administrator. All State Final Officials will be paid by the IHSA through ArbiterPay.

**B. Mileage Reimbursement Policy:**

In the state series, to assist officials for out-of-pocket expenses, a voucher system will be used to compensate officials when they actually drive in excess of 70 miles round trip per contest. Payment will be made through the IHSA Office, after completion of the tournament series, at a rate of thirty cents (\$.30) per mile for all mileage in excess of 70 miles round trip. No compensation will be permitted for trips of less than 70 miles round trip.





## **2018-19 SOCCER STATE ASSOCIATION ADOPTIONS**

- 1. Players wearing Caps:**  
Soft and yielding caps during inclement weather. Caps must be alike in color.
- 2. Players using tape/Velcro to secure game socks:**  
If anything (i.e. tape or Velcro) is worn on the outside of the sock it must be clear or similar in color of the socks.
- 3. Officials pre-game meeting with ball runners:**
  1. Meeting occurs prior to each game.
  2. Runners should be at least of Junior High age.
  3. Be consistent, be active and pay attention.
  4. Keep up with play.
  5. Don't coach or cheer for your team; remain neutral.
  6. Hand the ball to the player or place on the ground then retrieve the other ball.
- 4. Official's Jurisdiction:**  
Once an official arrives and enters the site of competition, their jurisdiction begins. Since officials are on the field during warm ups, their jurisdiction begins at that point, not solely 15 minutes prior to the game.
- 5. Pre-Game Protocol:**  
During regular season contests, when the warm-up clock runs to 0:00 (5 minutes before posted start time), officials, coaches and players meet for the equipment check, sportsmanship talk and coin flip.  
If an announcer is present, introductions begin. If no announcer, game begins immediately. Following this protocol will allow athletes to warm up uninterrupted in preparation for the game.
- 6. Regular Season and State Series Contests:**  
In the event a game is suspended due to conditions that make it impossible to play, the head referee shall declare it an official game if one complete half or more of the game has been played.  
If less than one half of the game has been played, the game may be continued from the point of interruption to the next available playing time; i.e., a delay may be called or a game suspended until rescheduled.
- 7. Class 1A/2A/3A Super-Sectionals Only:**  
In the event a game is suspended due to conditions that make it impossible to play, the game will be rescheduled for the next day from point of suspension. Or if mutually agreed upon by both head coaches, the game may be considered final. If the game cannot be played or completed by the end of Thursday night prior to the State Semifinals, the team with the lead will be declared the winner. If the teams are tied and the game cannot be completed on Thursday, then a coin toss shall determine which team will qualify for the State Finals.
- 8. Caution Count:**  
All Yellow Cards received during regular season or tournament competition must be recorded by the coach. If a caution is not submitted to the IHSA Schools Center within 48 hours of the contest, the coach or an Administrator must report the yellow to the IHSA office.

### **Individual Caution Count – Coach and Player**

**All** Cautions are counted towards the coach or player individual limitation.

- A. When a coach or player accumulates 5 yellow cards during the season, that person is suspended for the next game.
- B. If a coach or player accumulates 3 additional yellow cards (for a total of 8), that person is suspended for the next two games;
- C. If a coach or player accumulates 3 additional yellow cards (for a total of 11), that person is suspended for the next three games etc. These are minimum penalties.
- D. At the start of the IHSA tournament series, a coach or player will begin the tournament with a clean slate if they have accumulated 4 or fewer yellow cards during the regular season.
- E. If a coach or player enters the tournament series having accumulated 5 or more yellow cards during the season, their yellow card count continues through the duration of the state series.

### **Team Caution Count**

Any Varsity team during the regular season that receives a total of 25 or more yellow cards will be prohibited from participating in the IHSA State Tournament series.

## **Soccer State Association Adoptions, continued**

Only cautions awarded in the following categories will count towards the team accumulations:

- B. Persistent infringement of any of the rules of the game;
- C. Objecting by word of mouth or action to any decision given by an official (dissent);
- D. Incidental use of vulgar or profane language;
- F. Unsporting conduct—specifically:
  - F2. Unnecessary delay (kicking, throwing the ball away on a free kick etc.);
  - F3. Holding a shirt, short etc.;
  - F4. Deliberate verbal attacks;
  - F7. Deliberate tactical foul;
  - F10. A player who displays reckless play;
  - F12. Any delayed, excessive or prolonged act(s) by which a player(s) attempts to focus attention upon himself/herself and/or prohibits a timely restart to the game;
  - F13. A player (other than a goalkeeper within his/her own penalty area) who deliberately handles the ball, attempting to deny an obvious goal-scoring opportunity, and the goal is scored;
  - F14. A player who commits a foul, attempting to deny an obvious goal-scoring opportunity, and the goal is scored;
  - F15. A player who commits an offense against an opponent within his/her team penalty area in an attempt to play the ball that denies the opponent an obvious goal-scoring opportunity, and the referee awards a penalty kick.

- a. Officials who submit a yellow card report or an ejection report through the Officials Center do not need to send a separate report to the school.
- b. Schools or coaches who do not receive a special report electronically or by fax within 48 hours of the contest must send the officials name and ID number to the IHSA office for follow up. Officials who do not submit yellow/red cards will be contacted by the IHSA and may face sanctions.

Notes:

- 1. Once the game restarts cards cannot be rescinded after being issued, therefore all yellow and red cards MUST be reported to the school and the IHSA.
- 2. All yellow cards received are included in the yellow card count, regardless of how many the players or coach receives in a single game. Example: If a player receives a caution during the game and then receives a subsequent straight red during the same game, that player's yellow card count will be charged for one and the red card count shall be charged for one.

### **9. Straight Red Card Count:**

Straight red cards received by a player or coach are to be tracked by the school and the IHSA. Recipients of a straight red card will have the following consequences:

- 1<sup>st</sup> straight red card = 1 game suspension (current practice);
- 2<sup>nd</sup> straight red card = 2 game suspension for recipient;
- 3<sup>rd</sup> straight red card = 3 game suspension for recipient etc.

The straight red card(s) count accumulated during the regular season will continue through the state series.

### **10. Goal Differential**

During the regular season and State series games, if there is a seven (7) goal differential at the start of the second half or any time after the start of the second half, the clock shall be reduced by half of the remaining time. There are no other acceptable variations.

### **11. Coaches Box**

During regular and post season contests, and per NFHS rules, a designated coach's box must be marked for each game. By State Association Adoption, if one box or both boxes are not designated then coaching staff from each team must remain seated throughout the game.

- First occurrence as a staff: Warning
- Second occurrence as a staff: Caution
- Third occurrence as a staff: Red Card and Ejection

### **12. Regular Season Overtime:**

Once a regular season game begins, and overtime has not been discussed or agreed upon in the event of a tie score, there is no opportunity to play overtime or go to PK's to determine a winner. (Be cognizant of standing conference rules.)

Options to determine regular season games ending in a tie:

- 1. No OT – game ends in a tie
- 2. Up to 2 – 10 minute periods playing both OT's to the end. If still tied, the game is recorded as a tie.
- 3. Up to 2 – 10 minute periods playing with golden goal. If still tied, the game is recorded as a tie.
- 4. Up to 2 – 10 minute periods and PK's
- 5. Straight to PK's



## **Boys/Girls Soccer Post Season Tie-Breaker Procedure**

### **Resolution of Tie Games:**

The overtime used in the Illinois High School Association tournament series shall be as follows:

Play the regulation game and, if a tie exists;

5 minute break between regulation and 1st overtime

10 minutes-1st overtime period

2 minutes-between overtime period 1 and overtime period 2

10 minutes-2nd overtime period; and if a tie exists:

a) A coin toss occurs before: the first Overtime; the first 5 kicks and the second set of 5 kicks. The visiting captain shall call the toss.

b) Each coach shall select five (5) players from the team roster to take tie-breaker kicks. The team winning the coin toss shall have the choice of shooting first or second. The goalkeeper for each team shall be any eligible team member determined by the coach. The teams will then each take five (5) tie-breaker kicks, alternating kickers. The team scoring on the greater number of these five (5) kicks shall be the winner.

c) If the score is still tied, a series of sudden victory tie-breaker kicks shall be taken. Each team shall designate five (5) different players to kick. Players shall kick alternately. If the first kicker from Team A scores and the first kicker from Team B does not score, the game is ended and Team A is the winner. If both first kickers score, the second kickers from each team take tie-breaker kicks and, if one scores but the other does not, the game is ended and the team of the scoring kicker is the winner. This process shall be repeated through as many as five (5) kickers for each team until there is a winner.

d) If the score is still tied, each team shall designate five (5) different players who did not kick under "c" above to take sudden victory tie-breaker kicks. Then the process of "c" is repeated. If the score is still tied, after these five (5) kickers from each team have taken their kicks, the process of "c" shall be repeated again, with any eligible player from the roster permitted to kick. Note: In any sequence of either the regular or sudden victory tie-breaker kicks no player may kick more than once in each ten (10) kick series. However, a player may kick in each ten kick series so, for example, a player may kick three times in a tie-breaker series which is not resolved until the twenty-fourth (24th) tie-breaker kick.

e) Kicking Procedure for tie-breaker kicks in the tie-breaking system: Kicks taken for tie-breaking purposes will be taken according to the following procedure:

- (1) The kicker and goalkeeper will take their positions in preparation for the kick without delay.
- (2) When ready, the referee will sound a whistle.
- (3) The goalkeeper must start with both feet on the line and can only move laterally when the whistle sounds.
- (4) The kicker will be permitted only one touch on the ball in taking the kick.



# School Information



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

## 1. ENTRIES

All schools that entered Girls Soccer online by February 1, 2019 have been entered in this year's Girls Soccer Tournament Series. Schools entered in the State Series are responsible to adhere to all Terms and Conditions and all IHSA By-laws and Policies.

## 2. TOP 15 OFFICIALS

All member schools with soccer programs need to submit their Top 15 list online in the Schools Center by April 1, 2019. The IHSA office will post assignments for the State series in the IHSA Schools Center by May 2, 2019 for Class 1A, 2A and 3A.

## 3. INFORMATION FOR STATE SERIES HOST SCHOOLS

- A. Coaches and Athletic Directors at all schools should read the 2018-19 Terms & Conditions for the Boys Soccer Tournament Series, the State Adoptions, and be familiar with the Tie-Breaker and Suspended Game procedures.
- B. Balls for all levels of the State Tournament Series are being provided by Wilson Sporting Good Company, **Model # WTE9906**. You are not required to use this ball during regular season contests, but the ball you choose must include the NHFS Authenticating Mark.
- C. If the facility allows, place team benches on the opposite side from the fans for all games. If this is not possible, the team benches should be 10 feet in front of the fan benches. We recommend that an administrator from the school be supervising the fan area at all times.
- D. Single-Game Time Schedule: (For example, if the game begins at 6:00 pm)  
5:30-Warm-up clock will start for 20-minute warm-up. When the clock strikes 0:00 teams return to benches.  
5:50-In order: Officials conduct Equipment Check, Sportsmanship Meeting, Coaches and Captains Meeting, Coin Toss, followed by Team Introductions and National Anthem.  
6:00-Game begins.  
  
Two-Game Time Schedule: (For example, if the first game begins at 4:00 pm)  
3:30-Warm-up clock will start for 20-minute warm-up. When the clock strikes 0:00 teams return to benches.  
3:50- In order: Officials conduct Equipment Check, Sportsmanship Meeting, Coaches and Captains Meeting, Coin Toss, followed by Team Introductions and National Anthem.  
4:00-Game begins.  
5:30-Warm-up clock begins for 2nd game, and host will follow same schedule, omitting National Anthem.
- E. Officials must meet with ball holders prior to the start of a state series game.

## 4. TOURNAMENT NOTES

- A. **Class 1A, 2A and 3A Regional Quarterfinal games are hosted by higher seed of the two teams.** The host school shall obtain three licensed officials which need to be approved through the IHSA Office a minimum of 5 days before the game is to be played. The approval form can be found on the Boys Soccer webpage under "Resources." Officials will be paid by the IHSA through ArbiterPay.
- B. During the State Tournament, if there is a seven (7) goal differential at the start of the second half or any time after the start of the second half, the clock shall be reduced by half of the remaining time.



## IMPORTANT DEADLINES AND STATE SERIES DATES

### CLASS 1A

April 17 (Wed.)	Schools Must Submit the <i>Season Summary Form</i> online in the IHSA Schools Center by <b>10:00 a.m.</b> View and/or Print Season Summary Forms
April 17 (Wed.)	Seeding form opens at <b>11:00 a.m. on April 17</b> . Submit Seeds On-Line in IHSA Schools Center by <b>12:00 Noon on Thurs., April 18</b> .
April 18 (Thurs.)	Deadline to Submit Changes to Regional and Sectional Game Times
April 19 (Fri.)	Class 1A Pairings Released at 4:00 p.m.
April 26 (Fri.)	Regional QF Game Schedule Due to IHSA Office (if applicable)
May 3-4 (Fri.-Sat.)	Regional Quarterfinals ( <i>held at top seeded team's site</i> )
May 7-8 (Tues.-Wed.)	Regional Semifinals
May 10-11 (Fri.-Sat.)	Regional Finals
May 14-15 (Tues.-Wed.)	Sectional Semifinals
May 17-18 (Fri.-Sat.)	Sectional Finals
May 18 (Sat.)	<b><u>State Qualifier Data Form Due Online and Program Pictures Uploaded into the School Center</u></b>
May 21 (Tues.)	Super-Sectional
May 22 (Wed.)	<b><u>Up-to-Date Statistics Due to IHSA Office by 10:00 a.m.</u></b>
May 24 (Fri.)	State Final (Semifinal Games)
May 25 (Sat.)	State Final (3rd Place & Title Games)

### CLASS 2A and 3A

April 24 (Wed.)	Schools Must Submit the <i>Season Summary Form</i> online in the IHSA Schools Center by <b>10:00 a.m.</b> View and/or Print Season Summary Forms
April 24 (Wed.)	Seeding form opens at <b>11:00 a.m. on April 24</b> . Submit Seeds On-Line in IHSA Schools Center by <b>12:00 Noon on Thurs., April 25</b>
April 25 (Thurs.)	Deadline to Submit Changes to Regional and Sectional Game Times
April 26 (Fri.)	Class 2-3A Pairings Released at 4:00 p.m.
May 3 (Fri.)	Regional QF Game Schedule Due to IHSA Office (if applicable)
May 10-11 (Fri.-Sat.)	Regional Quarterfinals ( <i>held at top seeded team's site</i> )
May 14-15 (Tues.-Wed.)	Regional Semifinals
May 17-8 (Fri.-Sat.)	Regional Finals
May 21-22 (Tues.-Wed.)	Sectional Semifinals
May 24-25 (Fri.-Sat.)	Sectional Finals
May 25 (Sat.)	<b><u>State Qualifier Data Form Due Online and Program Pictures Uploaded into the School Center</u></b>
May 28 (Tues.)	Super-Sectional
May 29 (Wed.)	<b><u>Up-to-Date Statistics Due to IHSA Office by 10:00 a.m.</u></b>
May 31 (Fri.)	State Final (Semifinal Games)
June 1 (Sat.)	State Final (3rd Place & Title Games)

**\*\*IMPORTANT\*\***

**SEASON SUMMARY FORM INSTRUCTIONS/SEEDING INFORMATION**

Schools entered into the IHSA State Series will be required to complete a *Season Summary Form* in the Schools Center.

**SEASON SUMMARY INSTRUCTIONS:**

- Coaches will submit their contest results online using MaxPreps ONLY. (this can be updated throughout the season)
- Coaches will log into their School Center to complete the Season Summary form.
- On the “Coaches” link, please indicate your head and assistant coaches.
- On the “Comments” link, please verify your team’s W-L record, and submit comments you would like to make regarding your season or seeding placement. Click on **SAVE**.

**SEEDING INSTRUCTIONS:**

- The seed link opens up at **11:00 a.m.** on April 17 (1A) or April 24 (2-3A)
- Log into your School Center, and access the “Seeding Form” in your Sport/Activity Tracker.
- Follow the instructions to seed your Sub-Sectional or Sectional Complex
- A school shall not vote for their own team.
- The seeding deadline is **12:00 noon** on April 18 (1A) or April 25 (2-3A). Results will be posted by 4:00 p.m.

**SEASON SUMMARY FORM DEADLINES:**

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**CLASS 1A**  
**10:00 A.M. - WEDNESDAY, April 17**

**CLASS 1A**  
**12:00 NOON – THURSDAY, April 18**

**CLASS 2A & 3A**  
**10:00 A.M. – WEDNESDAY, April 24**

**CLASS 2A & 3A**  
**12:00 NOON – THURSDAY, April 25**

**ONLINE SEEDING DEADLINES:**

U:/Water Polo/Manual/School Manual/Season Summary Instructions

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# *MaxPreps Reporting Procedures*

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**Managers:** Please read the following page carefully. If you have any questions, please call Scott Johnson at the IHSA Office (309-663-6377).

**IHSA Coaches and ADs can follow the below steps to gain access to their MaxPreps account:**

**Not a MaxPreps Member?** Please complete the following steps:

1. Go to MaxPreps.com and click on "Join" in the top right corner.
2. Select the "AD/Coach Account" option.
3. Enter your email address and text from the image displayed. (we're just making sure you're not a robot!)
4. On the following screen, fill out the required fields.
5. If you have an Access Code, please enter it when prompted. (If you do not have an access code, don't worry! You can request one after registration is complete, outlined in steps 7-9.)
6. To complete the form, click "Create Account". You are now a MaxPreps member!
7. If you still need your Access Code, click on "Set up Admin Accounts" on the following confirmation page.
8. On the next screen, click on "Request Access". Our support team will get back to you within 24 hours of receiving your request with the Access Code for your team or school.

**Already a MaxPreps Member?** Please complete the following steps:

When signed into your MaxPreps Membership account, you will see "Hi, [Your First Name]" in the top right corner. (If you do not see "Hi, [Your First Name]", click on "Sign In" and enter your account information.)

Follow the steps below to gain access to your admin account:

1. Click on "Hi, [Your First Name]".
2. On the next page, click on "Set up Admin Accounts" under Admin Accounts.
3. If you have an Access Code, enter in the text box provided.
4. If you do not have an Access Code, click on "Request Access". Our support team will get back to you within 24 hours of receiving your request with the Access Code for your team or school.

**How to Login to after Gaining Access?**

After signing into your MaxPreps Membership account, place your mouse over "Hi, [Your First Name]" and click the link for your school or team under either "AD Accounts" or "Coach Accounts" to be directed into your admin.

**Need Help?**

If you have any questions, please email support@maxpreps.com or give us a call at 800-329-7324 x1 and our support team will be more than happy to help!

# 2018-19 Soccer Yellow Card and Red Card Tracking Report

Contest Date: \_\_\_\_\_

Officials Name: \_\_\_\_\_ Officials ID #: \_\_\_\_\_

Officials Name: \_\_\_\_\_ Officials ID #: \_\_\_\_\_

Officials Name: \_\_\_\_\_ Officials ID #: \_\_\_\_\_

Home Team: \_\_\_\_\_ Visiting Team: \_\_\_\_\_

Coach/Player Name	School	Yellow or Red Card	Reason for Card
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

The official must report all yellow and red cards within 48 hours of the contest to the IHSA. Officials submitting a yellow card report or an ejection report through the Officials Center do not need to send a separate report to the school. Schools are able to immediately track the yellow card or ejection report through their Schools Center site.

Officials submitting a yellow card report or an ejection report via fax to the IHSA must also fax a copy of the report to the school.

If an official does not submit a special report electronically or by fax with in 48 hours of the contest, schools must notify the IHSA of the officials name and ID number.

Schools are responsible to keep track of all yellow cards issued to their coaches and players. Coaches are encouraged to complete this form and submit it to their Athletic Director after each game.



# 2018-2019 Soccer Yellow Card Suspension Report

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

Submitter's Name: \_\_\_\_\_

<b>Coach/Player Name</b>	<b>#</b>	<b>Yellow Count (5 / 8 / 11 / 14)</b>	<b>Game Suspension Date(s)</b>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____



SAMPLE FORM

# IHSA Pass Gate List

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

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

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

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

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

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

### Administration

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

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

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

**All other representatives from your school must pay to attend an IHSA tournament.**

**In case of emergency or need to communicate changes to your school:**

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

# Schools are Required to Submit State Final Program Information Online

Dear Coach or Athletic Director:

As your team moves closer to qualifying for the State Final Tournament, you will be required to complete the State Qualifier Data Form online which includes administrative staff, coaching history, season record, and roster. These forms provide the IHSA with the necessary team data printed in the State Final program.

Please submit this information to us by the following deadlines:

**May 18 (midnight) —Class 1A**

**May 25 (midnight) —Class 2A and 3A**

The link to the State Qualifier Data Form is located in your IHSA **Schools Center**.

- **Go to the main IHSA website ([www.ihsa.org](http://www.ihsa.org)) and click on the Schools Center link in the upper right corner.**
- **Use your personal School ID and password to log in.**
- **On the main menu of the Schools Center, click on the “Sport & Activity Tracker” box. (T)**
- **Locate Girls Soccer and follow the row across until you find a link labeled “State Qualifier Data Form” in the column marked “Online Forms”.**
- **Click on the link and follow the instructions to fill out the required pages.**

❖ *All team and administrative photos must be uploaded through the School Center (instructions on the following page)*

## **\*\*REMINDER\*\***

**If your team qualifies for the Girls Soccer State Final Tournament, you must complete the Up-to-Date Statistics form which is included in this manual. Please email or fax this to the IHSA Office by 10:00 a.m. Wednesday, May 22 for Class 1A and 10:00 a.m. Wednesday, May 29 for Class 2A and 3A.**

# 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](#) on Main Menu

The screenshot shows the Schools Center interface. On the left, there is a 'Departments' column with various links like 'Sport & Activity Tracker', 'Staff Responsibilities & Logins', etc. Below this is a 'Quick Links' section. A red arrow points to the link 'Upload state tournament program photos (old interface)'. To the right, there is a 'Message Center' with a message about an 'IHSA Webinar on Residence & Transfer - Oct. 30 at 1 pm'.

2. Add administrators and coaches. Choose: [Add a new administrator or coach](#). **Do this step before adding team photos.** Follow the step-by-step instructions, making sure that you **SAVE the photos**. Do not use all capital letters.

3. Upload your School logo in .jpg format

4. **Upload your team photo.** Choose: The [Edit](#) button that corresponds with your sport.

- a. Following the instructions to 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**.

- c. Add your outline. List the 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 cutline**.

5. Go back to School Photos Menu. Check to make sure you have included all photos and cutline for this sport. If everything is correct, you can exit the Schools Center.

The screenshot shows the 'State Program Photo Collection' page. It has two main sections: 'Staff Photos' and 'Team Photos'. In the 'Staff Photos' section, there is a link 'Add a new administrator or coach' circled in red. In the 'Team Photos' section, there is a table with columns: Activity, Team Photo, Outline, Assigned Staffers, and Upload Photo. The 'Girls Basketball' row has an 'Edit' button circled in red.

Activity	Team Photo	Outline	Assigned Staffers	Upload Photo
Boys Baseball	None	None		Edit
Boys Basketball	None	None		Edit
Girls Basketball	None	None		Edit
Boys Fishing	None	None		Edit
Competitive Cheerleading	None	N/A		Edit
Boys Football	None	None		Edit
Girls Softball	None	None		Edit
Scholastic Bowl	None	None		Edit
Boys Soccer	None	None		Edit
Girls Volleyball	None	None		Edit

If you have any questions, please call **LeAnna Mutchler** – 309-663-6377 or email [lmutchler@ihsa.org](mailto:lmutchler@ihsa.org)

**Photos are due by midnight Saturday, May 18, 2019 for 1A,  
and Saturday, May 25, 2019 for 2A and 3A.**

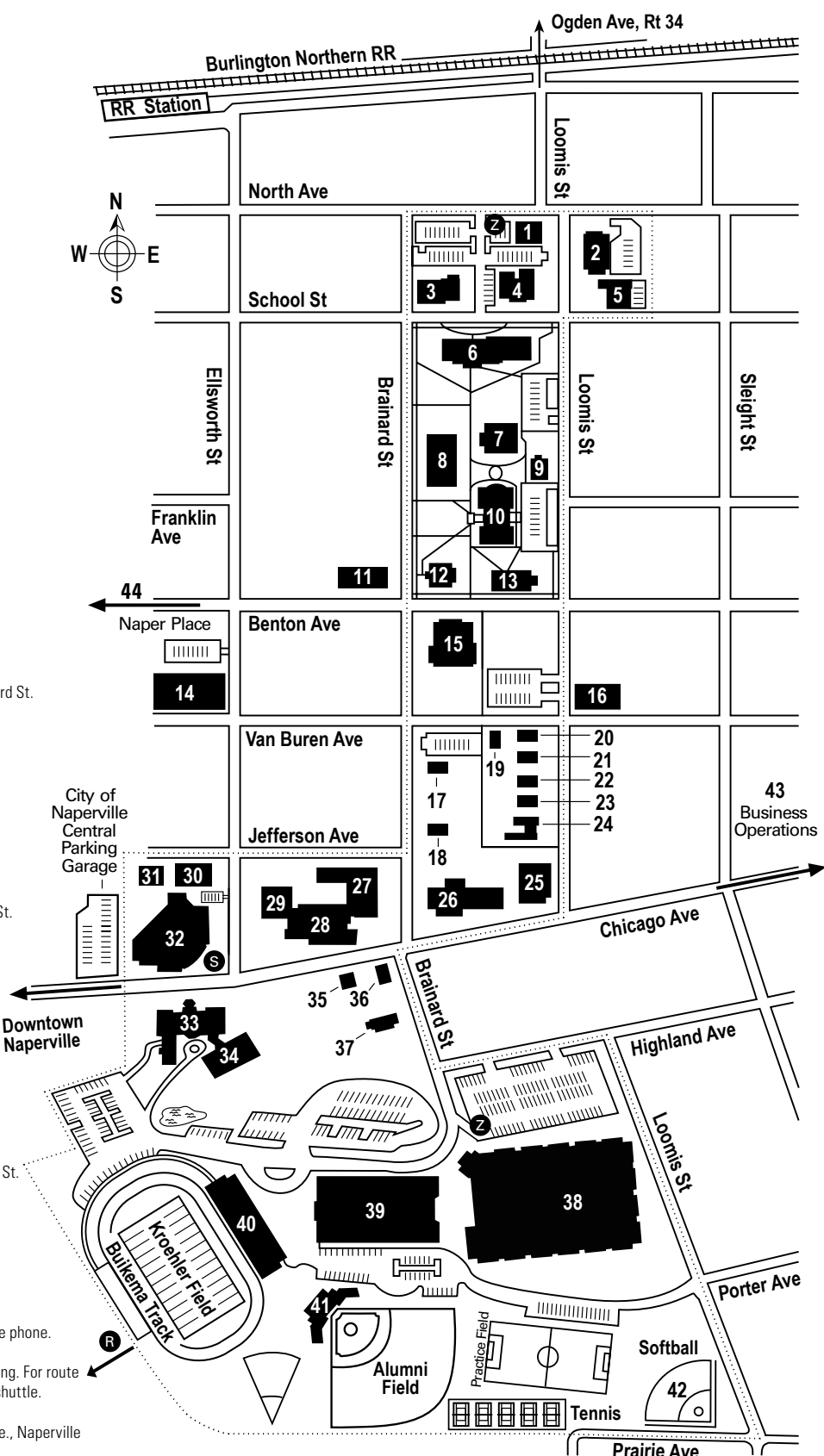


# North Central College Map

30 N. Brainard Street  
Naperville, IL 60540-4960



1. **225 N. Loomis House** [H225]
  2. **Kimmel Hall** [KL] 224 N. Loomis St.
  3. **Larrance Academic Center** [LAC] 309 E. School St.
  4. **Kiekhofner Hall and Koten Chapel** [KH] 329 E. School St.
  5. **Seybert Hall** [ST] 208 N. Loomis St.
  6. **Oesterle Library** [LIB] 320 E. School St.
  7. **Goldspohn Hall** [G] 31 N. Loomis St.
  8. **Kroehler Science Center** [SC] 40 N. Brainard St.
  9. **Rolland Center Boilerhouse Café** [RC] 29 N. Loomis St.
  10. **Old Main** [OM] 30 N. Brainard St.
  11. **Peter & Paul Hall** [PPH] 5 N. Brainard St.
  12. **Carnegie Hall** [C] 10 N. Brainard St.
  13. **Harold and Eva White Activities Center** [WAC] 325 E. Benton Ave.
  14. **Meiley-Swallow Hall** [MS] 31 S. Ellsworth St.
  15. **Pfeiffer Hall** [PH] 310 E. Benton Ave.
  16. **A.A. Smith House** [H28] 28 S. Loomis St.
  17. **116 S. Brainard House** [H116]
  18. **Hammersmith House** [H122] 122 S. Brainard St.
  19. **322 E. Van Buren House** [H322]
  20. **330 E. Van Buren House** [H330]
  21. **109 S. Loomis House** [H109]
  22. **119 S. Loomis House** [H119]
  23. **125 S. Loomis House** [H125]
  24. **Student Village** [SV] 131 S. Loomis St.
  25. **Schneller Residence Hall** [SSH] 147 S. Loomis St.
  26. **Seager Hall** [SR] 311 E. Chicago Ave.
  27. **Rall Hall** [RL] 211 S. Brainard St.
  28. **Kaufman Dining Hall** [K] 221 S. Brainard St.
  29. **Geiger Hall** [GR] 221 E. Chicago Ave.
  30. **Bookstore** [B100] 100 E. Jefferson Ave.
  31. **48 E. Jefferson House** [H48]
  32. **Wentz Concert Hall/Fine Arts Center** [FAC] 171 E. Chicago Ave.
  33. **Patterson Hall** [PRH] 180 E. Chicago Ave.
  34. **Ward Hall** [WH] 192 E. Chicago Ave.
  35. **Blue House** [H224] 224 E. Chicago Ave.
  36. **Oliver Hall** [WONC] 232 E. Chicago Ave.
  37. **President's House** 329 S. Brainard St.
  38. **Residence Hall/Recreation Center** [RRC] 440 S. Brainard St.
  39. **Merner Field House** [MF] 450 S. Brainard St.
  40. **Benedetti-Wehrli Stadium** [STAD] 455 S. Brainard St.
  41. **Zimmerman Stadium** 467 S. Brainard St.
  42. **Shanower Family Field** 435 S. Loomis St.
  43. **Business Operations & Maintenance** [M999] 999 E. Chicago Ave.
  44. **Naper Place** [NP] 119 S. Main St.
- Z** Zipcar Reserve a car online or on your mobile phone. Go to Zipcar.com/ncc.
- S** Shuttle pickup to remote parking and shopping. For route and schedule, visit northcentralcollege.edu/shuttle.
- R** Remote Parking Lot All Saints Catholic Academy, 1155 Aurora Ave., Naperville



Updated Summer 2011

# Hotel Information

Following is a list of hotels in the Naperville area **for fans and families**. *Qualifying team hotel information will be included in the State Qualifiers Packet.* If you would like more information concerning these hotels and/or any restaurants in the Naperville area, please contact the Naperville Convention and Visitors Bureau at 1-877-23NAPER, or log onto [www.visitnaperville.com](http://www.visitnaperville.com)

## **BEST WESTERN NAPERVILLE INN**

1617 Naperville Road  
Naperville, IL 60563  
Phone: 630-505-0200  
Toll Free: 1-800-WESTERN  
Fax: 630-505-4291  
[www.napervilleinn.com](http://www.napervilleinn.com)

## **EXEL INN**

1585 Naperville-Wheaton Road  
Naperville, IL 60563  
Phone: 630-357-0022  
Toll Free: 800-367-3935  
Fax: 630-357-9817  
[www.exelinn.com](http://www.exelinn.com)

## **HOLIDAY INN SELECT**

1801 N. Naper Blvd.  
Naperville, IL 60566  
Phone: 630-505-4900  
Toll Free: 800-HOLIDAY  
Fax: 630-505-8239  
[www.naperselect.com](http://www.naperselect.com)

## **FAIRFIELD INN & SUITES BY MARRIOTT**

1847 W. Diehl Road  
Naperville, IL 60563  
Phone: 630-548-0966  
Toll Free: 800-228-2800  
Fax: 630-548-0966  
[www.fairfieldinn.com](http://www.fairfieldinn.com)

## **EXTENDED STAY AMERICA**

1575 Bond Street  
Naperville, IL 60563  
Phone: 630-983-0000  
Toll Free: 800-398-7829  
Fax: 630-983-8088  
[www.extstay.com](http://www.extstay.com)

## **RED ROOF INN**

1698 W. Diehl Road  
Naperville, IL 60563  
Phone: 630-369-2500  
Toll Free: 800-THE ROOF  
Fax: 630-369-9987  
[www.redroof.com](http://www.redroof.com)

## **COURTYARD BY MARRIOTT**

1155 E Diehl Road  
Naperville, IL 60563  
Phone: 630-505-0550  
Toll free: 800-321-2211  
Fax: 630-505-8337  
[www.courtyard.com](http://www.courtyard.com)

## **FAIRFIELD INN BY MARRIOTT**

1820 Abriter Court  
Naperville, IL 60563  
Phone: 630-577-1820  
Toll Free: 800-228-2800  
Fax: 630-577-0120  
[www.fairfieldinn.com](http://www.fairfieldinn.com)

## **SLEEP INN**

1831 W. Diehl Road  
Naperville, IL 60563  
Phone: 630-778-5900  
Toll Free: 800-753-3746  
Fax: 630-778-1441  
[www.sleepinn.com](http://www.sleepinn.com)

## **DAYS INN**

1350 E. Ogden Avenue  
Naperville, IL 60563  
Phone: 630-369-3600  
Toll Free: 800-329-7466  
Fax: 630-369-3643  
[www.daysinn.com](http://www.daysinn.com)

## **HAMPTON INN**

1087 E. Diehl Road  
Naperville, IL 60563  
Phone: 630-505-1400  
Toll Free: 800-HAMPTON  
Fax: 630-505-1416  
[www.hamptoninn.com](http://www.hamptoninn.com)

## **PRIME HOTEL & SUITES**

1837 Centre Point Circle  
Naperville, IL 60563  
Phone: 630-505-3353  
Toll Free: 866-937-7746  
Fax: 630-505-0176  
[www.primehotelsandresorts.com](http://www.primehotelsandresorts.com)

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

- 1.) Please print and complete this form.
- 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 (once they have verified the accuracy of 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 of  
allowed per the T&C's  
 Coop School

Dual Campus  
 Lost-Replacement  
 Broken-Replacement

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

**Classification (check one):**

1A

4A

7A

2A

5A

8A

3A

6A

Music Sweepstakes Only (Indicate  
Classification: AA, A, B, C, D)

**Gender:**

Girls

Boys

Co-Ed

**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.)

**Name:**

**Email Address:**

**School:**

**Address:**

**City, ZIP Code:**

**Phone Number:**



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

- ◆ **Tournament Hosts DO NOT USE THIS FORM.** Another order form for ties is located in the Manager's Section of this manual. – **Do Not Use the form above.**
- ◆ **Trophy Letters & Figurine Replacement:** Schools who need replacement letters or figurine(s) for older model trophies, please contact A & M Products direct at 815-875-2667.
  - ◆ **Contact A& M directly for pricing**
  - ◆ Gold State 3rd/4th Place-top figure (#1)
  - ◆ Gold State Champion-top figure (#1)
  - ◆ State 3<sup>rd</sup>/4<sup>th</sup> Place Gold-side figure (#2)
  - ◆ Gold State Champion-side figure (#1)
  - ◆ Gold Girls Soccer-side figure 3<sup>rd</sup>/4<sup>th</sup> (#3)
  - ◆ Gold State Runner-up-top figure (#1)
  - ◆ Gold Music Lyre-side figure 3<sup>rd</sup> (#3)
  - ◆ Gold State Runner-up-side figure (#1)

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

<u>Qty:</u>	<u>Finish</u>	<u>State Medallion</u>	<u>Reg./Sect Medal</u>	<u>Shipping</u>
1 – 5	Goldtone (1 <sup>st</sup> )	\$4.45	\$4.00	\$5.00
	Nickel Silver (2 <sup>nd</sup> )	\$4.95	\$4.50	
	Bronze (3 <sup>rd</sup> )	\$4.60	\$4.20	
6 – 12	Goldtone (1 <sup>st</sup> )	\$4.20	\$3.75	\$7.00
	Nickel Silver (2 <sup>nd</sup> )	\$4.70	\$4.25	
	Bronze (3 <sup>rd</sup> )	\$4.35	\$3.90	
13 – 24	Goldtone (1 <sup>st</sup> )	\$3.95	\$3.50	\$8.00
	Nickel Silver (2 <sup>nd</sup> )	\$4.45	\$4.00	
	Bronze (3 <sup>rd</sup> )	\$4.10	\$3.70	
25 or more	Goldtone (1 <sup>st</sup> )	\$3.70	\$3.25	\$9.00
	Nickel Silver (2 <sup>nd</sup> )	\$4.20	\$3.75	
	Bronze (3 <sup>rd</sup> )	\$3.85	\$3.45	

**Plaque/Trophy Pricing for Schools (Shipping included):**

Regional Champion Plaque (AM-260)	\$ 52.00
Sectional and Super-Sectional Champion Plaque (AM-261)	\$ 68.00
Third/Fourth place trophy (AM-558)	\$154.00
Champion/Runner-Up (AM-557/AM-557-1)	\$161.00

**Plate Replacement Pricing**

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

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

# SCHOOL'S RESPONSIBILITY TO AN OFFICIAL PRIOR TO THE SEASON

1. Send a reminder card or email to the officials after you have them scheduled.
2. Reminder should include date of contest, time, level, location and sport.

Even though many schools and conferences have assignment chairpersons, sending a reminder is highly recommended. When an official does not show, people in your community won't know who the assignment chairperson is, but they do know the athletic director. **Avoid embarrassment.**

3. Have a standard wage scale set for your different sports and levels and a method in place to raise the pay periodically.
4. If possible, let the working officials know who their partner(s) will be.
5. Hire police and security along with medical assistant or athletic trainer coverage for events whenever possible.
6. Set a policy with your school board on fan, coach and player behavior.
7. Make sure all officials have a contract that is signed by your school—preferably by the principal or IHSA Official Representative.

## SCHOOL'S RESPONSIBILITY TO AN OFFICIAL PRIOR TO THE CONTEST

1. Prior to the contest, provide the officials with directions and inform them of any special activities that might be occurring (i.e., Homecoming, Senior Night, etc.)
2. Give the official a number they can call in case of an emergency or postponement due to weather.
3. Have competent workers assigned at all contests (scorers, announcers, chain crew, etc.). These people are of great assistance to the official during the contest.
4. Have a host assigned to meet the officials as they arrive. The host should do the following for the officials:
  - A) Provide a reserved parking space.
  - B) Meet officials and take them to the dressing room.
  - C) Have refreshments available for halftime and postgame.
  - D) Ask for any additional needs.
  - E) Introduce the officials to those game workers pertinent to the contest (i.e., scorer, announcer, chain gang, etc.).
  - F) Get the proper pronunciation of officials' names so they are correct when given by the public address announcer.
5. Athletic director should discuss with the officials any special events, conference rules, national anthem time, etc. that would affect the game.
6. Provide the officials with the name of the adult supervisor for that contest and where that person can be found in the event a challenging situation should occur.
7. Make officials aware of location of an athletic trainer or other first responders during the contest. Have a doctor on site when possible (especially at football contests).
8. Make sure all bench personnel are properly attired.
9. Do a check on game scoreboards and lighting systems prior to the game or contest.
10. Make sure the playing area is properly marked and meets National Federation guidelines for that contest.
11. Provide appropriate secured dressing area and hot water showering facilities.



# SCHOOL'S RESPONSIBILITY TO AN OFFICIAL DURING THE CONTEST

1. Insist coaches display good sportsmanship and are proper examples for your players and crowd.
2. Have your public address announcer or cheerleader read the IHSA sportsmanship statement and remain unbiased during contest.
3. Make sure the event supervisor understands the duties and responsibilities pertinent to that contest.
4. Make sure the playing area is maintained during halftime of each contest. For wrestling, make sure the mat is properly cleaned and washed.
5. Help with adverse weather conditions; monitor accordingly.
6. Make sure proper crowd control is visible and in place. Good administrative control can prevent difficult situations.
7. Observe the crowd during the contest and prevent any disturbances that may occur.
8. Work with the official during the game regarding crowd control.
9. Retrieve the game ball at the end of the contest.
10. Escort the officials back to the dressing room at halftime and at the conclusion of the contest.

## SCHOOL'S RESPONSIBILITY TO AN OFFICIAL AFTER THE CONTEST

1. Escort the officials safely back to the dressing room and parking lot.
2. Do not allow unauthorized persons in the dressing room after the game. This includes coaches.
3. Have refreshments available for the officials after the contest.
4. Be sure to thank the officials for their time and effort, regardless of the outcome of the game.
5. Make sure arrangements for paying the officials have been completed. It is preferable to pay the official the day of contest.
6. Ensure that officials are not confronted by anyone after the contest.



# Do What's Right!

## Sportsmanship

### DWR! EXPECTATIONS

- ❖ *Represent your school and community favorably through positive interaction with opposing fans and players before, during, and after the competition.*
- ❖ *Use positive yells, chants, songs or gestures.*
- ❖ *Display modesty in victory and graciousness in defeat.*
- ❖ *Respect and acknowledge the integrity and judgment of officials.*
- ❖ *Exhibit positive behavior in both personal interaction and social media comments.*

### Acceptable Behavior...

- During the National Anthem, students, participants and fans should remove any hats, face the flag, not talk, place the right hand on the heart, and remain still until the end of the anthem.
- Applause during introduction of players, coaches and officials.
- Players shaking hands with opponents while both sets of fans recognize player's performance with applause.
- Accept all decisions of the game officials.
- Spirit Participants lead fans in positive support.
- Handshakes between participants and coaches at the end of contests, regardless of the outcome.
- Treat competition as a game, not a war.
- Coaches/players search out opposing participants to recognize them for outstanding performance or coaching.
- Applause at the end of the contest for performance of all participants.
- Everyone showing concern for an injured player, regardless of the team.
- Encourage surrounding people to display sportsmanlike conduct.

### Unacceptable Behavior...

- Disrespectful or derogatory yells, chants, songs or gestures.
- Booming or heckling an official's decision.
- Criticizing officials in any way; displays of temper with an official's call.
- Yells that antagonize opponents.
- Refusing to shake hands or give recognition for good performances.
- Blaming the loss of the game on officials, coaches or participants.
- Laughing or name calling to distract an opponent.
- Use of profanity or displays of anger that draw attention away from the game.
- Doing own yells instead of following the lead of spirit participants.



# Emergency Action Plan (EAP)

In accordance with By-law 2.150, a school shall have on file for each student that participates (including practice) in interscholastic athletics a certificate of physical fitness issued by a licensed physician, physician's assistant or nurse practitioner as set forth in the Illinois State Statutes not more than 395 days preceding any date of participation in any such practice, contest or activity. As this By-law addresses pre-participation certification only, there is not a guideline or By-law in place to address release to interscholastic activity following an injury, with the exception of head injury/concussion. With the understanding that schools throughout the state have different needs and services available to them, this document was produced to provide guidelines on an athlete's return to activity following an injury.

Each school should have a written Emergency Action Plan (EAP) in place to address medical emergencies among athletes, staff, officials, and spectators, regardless of severity, occurring during a practice or competition. The plan should also address severe weather, fire, electrical failure, bomb threat, criminal behavior, or other possible emergencies. This plan should be developed to address the unique needs of the individual sport and venue.

EAP's should consist of the following components:

- Personnel
- Communication
- Equipment
- Emergency Medical Care
- Player Medical Information
- Game-day Responsibilities (includes appropriate sideline preparedness)
- Catastrophic Incident Plan

While each school's sports medicine/medical service needs and availability are different, guidelines should also be developed to assist the coaching staff on what injuries should be allowed to return to competition without a medical release. It is not practical to identify every situation or injury; however the following guidelines should assist the school/coaching staff on determining if the athlete should be allowed to return to activity without a release.

1. No swelling or deformity.
2. No headache, nausea, blurred vision, tingling, numbness or sensory changes.
3. Symmetrical (equal to the other side) joint range on motion and strength.
4. Ability to bear weight, without a limp, if injury occurs to the lower body.
5. Ability to complete full functional sporting activities without compensation.

Please remember that the majority of high school athletes are a minor. If there is a question as to their injury and ability to participate, the parents/guardian should be consulted.

Athletes that are unable to meet the above criteria should be encouraged to seek medical treatment prior to return to interscholastic activity. Those athletes that seek medical treatment should be required to provide a written medical release indicating their ability to participate. Without obtaining this release, the school may assume legal liability if the athlete is allowed to participate in activities not permitted by their medical provider.

A proper plan establishes accountability, should be comprehensive, yet flexible, practical, and easily understood. The written EAP must be revised, approved, distributed, and should be rehearsed regularly prior to every athletic season. The athletic department, administration, and sports medicine team share the responsibility to establish, practice, and execute the EAP.

A sample venue-specific is included as a part of this document, which was developed from portions of the third and fourth editions of National Federation of State High School Associations Sports Medicine Handbook.



## Venue-Specific Action Plan

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

### Venue

**Sport:**

**Location:**

### Emergency Personnel

**Present:**

**On-Call:**

### Emergency Equipment Location On-Site

Nearest AED:

First Aid Kit:

Items for proper care of blood-borne pathogens:

Ice or chemical ice packs, water and towels:

Player Medical Information:

Other equipment as deemed necessary by local circumstances and qualifications of available personnel:

### Communication

**Access to 911:**

**Access to on-call emergency medical personnel:**

### Role of First on the Scene:

1. Control scene (gain access to athlete)
2. Initial assessment (to determine breathing, consciousness, pulse status)
3. Detailed assessment (to determine extent of injury/illness)
4. Send designated coach to summon help if needed:
  - a. EMS: Call 911
  - b. Athletic Trainer: Call Athletic Training Room or Cell:
5. Initiate immediate care to the sick or injured athlete

### EMS Access:

If EMS is called provide directions/access to scene

Directions to site/location:

Open access gates  
Designate individual to meet EMS at entrance

# Managing Heat and Heat Illness

These guidelines represent minimum standards that IHSA member schools should follow for athletic competitions. Schools with more restrictive guidelines are not expected to modify any pre-existing guidelines in order to meet this policy. These guidelines will be used by managers or their designees at all IHSA state series events when the Wet Bulb Globe Temperature (WBGT) is above 80 degrees Fahrenheit. State series tournament managers will make the decisions to suspend and resume activity in accordance with these guidelines using those devices or systems usually used at the state series venue/site.

1. Thirty minutes prior to the start of an activity, and again 60 minutes after the start of the activity, temperature and humidity readings will be taken at the site of the activity. Using a Wet Bulb Globe Thermometer is recommended, although a conversion to WBGT can be made from air temperature and relative humidity using chart 2. Record the readings in writing and maintain the information in files of the tournament manager and/or host school administration. Tournament managers may designate someone other than themselves to take these readings.

Use the Table 1 (see below) with an on-site WBGT reading for appropriate exercise modifications during exercising in the heat:

**Table 1 (all temperature readings as measured by WBGT)**

**a.  $\leq 79.9$  degrees F**

- i. All sports
  1. Provide ample amounts of water. This means that water should always be available and athletes should be able to take in as much water as they desire.
  2. Optional water breaks every 30 minutes for 10 minutes in duration. Coordinate breaks with assigned contest officials.
  3. Ice-down towels for cooling.
  4. Watch/monitor athletes carefully for necessary action.

**b. 80.0-84.5 degrees F**

- i. All sports
  1. Provide ample amounts of water. This means that water should always be available and athletes should be able to take in as much water as they desire.
  2. Optional water breaks every 30 minutes for 10 minutes in duration. Coordinate breaks with assigned contest officials.
  3. Provide cooling stations using methods such as ice towels.
  4. Watch/monitor athletes carefully for necessary action
- ii. Contact sports and activities with additional protective equipment (in addition to the above measures)
  1. Helmets and other possible equipment removed while not involved in contact.
- iii. Reduce time of outside activity. Consider postponing activity to later in the day.
- iv. Recheck air temperature and humidity every 30 minutes to monitor for increased heat conditions or sooner if personnel on the field suspects potential heat stress.

**c. 84.6-87.5 degrees F**

- i. All sports
  1. Provide ample amounts of water. This means that water should always be available and athletes should be able to take in as much water as they desire.
  2. Schedule at least 4 separate 4:00 breaks within each hour, or a 10:00 break every 30:00 of training or competition.
  3. Coordinate breaks with assigned contest officials.
  4. Have cooling stations for before, during, and after exercise/training/competition.
  5. Watch/monitor athletes carefully for necessary action
  6. Reduce time of outside activity as well as indoor activity if air conditioning is unavailable.
  7. Consider postponing activity to later in the day or another day (with approval from IHSA Administration)
  8. If practicing, maximum of 2 hours of training/practice while temperature is in this range.

- ii. Contact sports and activities with additional protective equipment (in addition to the above measures)
  - 1. Helmets and other possible equipment removed if not involved in activity or necessary for safety. If necessary for safety, suspend activity.
- iii. Recheck air temperature and humidity every 30 minutes to monitor for increased heat conditions.

**d. 87.6-89.9 degrees F**

- i. All sports
  - 1. Provide ample amounts of water. This means that water should always be available and athletes should be able to take in as much water as they desire.
  - 2. Schedule at least 4 separate 4:00 breaks within each hour, or a 10:00 break every 30:00 of training or competition.
  - 3. Coordinate breaks with assigned contest officials.
  - 4. Have cooling stations for before, during, and after exercise/training/competition.
  - 5. Watch/monitor athletes carefully for necessary action
  - 6. Reduce time of outside activity as well as indoor activity if air conditioning is unavailable.
  - 7. Consider postponing activity to later in the day or another day (with approval from IHSA Administration)
  - 8. If practicing, maximum of 1 hour of training/practice while temperature is in this range.
- ii. Contact sports and activities with additional protective equipment (in addition to the above measures)
  - 1. Helmets and other possible equipment removed if not involved in activity or necessary for safety. If necessary for safety, suspend activity.
- iii. Recheck air temperature and humidity every 30 minutes to monitor for increased heat conditions.

**e. 90 degrees F**

- i. All sports
  - 1. No training/competition
  - 2. Cancel and/or postpone activity to cooler time of the day

NOTE: While most attention will be given to outdoor sports in the fall and spring, indoor venues/facilities (gymnasiums, wrestling rooms, and swimming/diving facilities) that are not air conditioned should not be neglected for the purposes of this policy. Additionally, sometimes conditions will vary for different aspects of the same competition. For example, one part of a cross-country course may be hotter or more humid than other parts. The best course of action for managers is to take a WBGT reading at the place of the most severe conditions.

**Table 2.** Estimate WBGT from ambient temperature and relative humidity assuming full sun conditions

Wet Bulb Globe Temperature (WBGT) from Temperature and Relative Humidity																																				
		Temperature in Degrees Fahrenheit																																		
		68.0	69.8	71.6	73.4	75.2	77.0	78.8	80.6	82.4	84.2	86.0	87.8	89.6	91.4	93.2	95.0	96.8	98.6	100.4	102.2	104.0	105.8	107.6	109.4	111.2	113.0	114.8	116.6	118.4	120.2	122.0				
Relative Humidity (%)	0	59.0	60.8	60.8	62.6	64.4	64.4	66.2	66.2	68.0	68.0	69.8	71.6	71.6	73.4	73.4	75.2	75.2	77.0	77.0	78.8	80.6	80.6	82.4	82.4	84.2	84.2	86.0	87.8	87.8	89.6	91.4	91.4	93.2	95.0	
	5	60.8	60.8	62.6	64.4	64.4	66.2	66.2	68.0	69.8	69.8	71.6	71.6	73.4	73.4	75.2	75.2	77.0	77.0	78.8	80.6	80.6	82.4	82.4	84.2	84.2	86.0	87.8	87.8	89.6	91.4	91.4	93.2	95.0		
	10	60.8	62.6	62.6	64.4	66.2	66.2	68.0	69.8	69.8	71.6	73.4	73.4	75.2	77.0	77.0	78.8	80.6	80.6	82.4	84.2	84.2	86.0	86.0	87.8	89.6	89.6	91.4	91.4	93.2	95.0	96.8	96.8	98.6	98.6	
	15	62.6	62.6	64.4	66.2	66.2	68.0	69.8	69.8	71.6	73.4	73.4	75.2	77.0	78.8	78.8	80.6	82.4	84.2	84.2	86.0	87.8	89.6	89.6	91.4	91.4	93.2	95.0	96.8	98.6	100.4	100.4	102.2			
	20	62.6	64.4	64.4	66.2	68.0	69.8	69.8	71.6	73.4	75.2	75.2	77.0	78.8	80.6	80.6	82.4	84.2	86.0	87.8	89.6	89.6	91.4	93.2	95.0	96.8	98.6	98.6	100.4	102.2						
	25	64.4	64.4	66.2	68.0	68.0	69.8	71.6	73.4	75.2	75.2	77.0	78.8	80.6	82.4	82.4	84.2	86.0	87.8	89.6	91.4	93.2	95.0	96.8	98.6	98.6	100.4	102.2								
	30	64.4	66.2	68.0	68.0	69.8	71.6	73.4	73.4	75.2	77.0	78.8	80.6	82.4	84.2	84.2	86.0	87.8	89.6	91.4	93.2	95.0	96.8	98.6	98.6	100.4	102.2									
	35	64.4	66.2	68.0	69.8	71.6	73.4	73.4	75.2	77.0	78.8	80.6	82.4	84.2	86.0	87.8	89.6	91.4	93.2	95.0	96.8	98.6	98.6	100.4	102.2											
	40	66.2	68.0	69.8	69.8	71.6	73.4	75.2	77.0	78.8	80.6	82.4	84.2	86.0	87.8	89.6	91.4	93.2	95.0	96.8	98.6	98.6	100.4	102.2												
	45	66.2	68.0	69.8	71.6	73.4	75.2	77.0	78.8	80.6	80.6	82.4	84.2	86.0	89.6	91.4	93.2	95.0	96.8	98.6	98.6	100.4														
	50	68.0	69.8	71.6	73.4	73.4	75.2	77.0	78.8	80.6	82.4	84.2	86.0	87.8	91.4	93.2	95.0	96.8	98.6	98.6	100.4	102.2														
	55	68.0	69.8	71.6	73.4	75.2	77.0	78.8	80.6	82.4	84.2	86.0	87.8	89.6	93.2	95.0	96.8	98.6	100.4																	
	60	69.8	71.6	73.4	75.2	77.0	78.8	80.6	82.4	84.2	86.0	87.8	89.6	91.4	95.0	96.8	98.6	98.6	100.4																	
	65	69.8	71.6	73.4	75.2	77.0	78.8	80.6	82.4	84.2	87.8	89.6	91.4	93.2	96.8	98.6	100.4																			
	70	71.6	73.4	75.2	77.0	78.8	80.6	82.4	84.2	86.0	87.8	91.4	93.2	95.0	96.8	100.4	102.2																			
	75	71.6	73.4	75.2	77.0	78.8	80.6	84.2	86.0	87.8	89.6	91.4	95.0	96.8	98.6	102.2																				
	80	73.4	75.2	77.0	78.8	80.6	82.4	84.2	86.0	89.6	91.4	93.2	96.8	98.6	100.4																					
85	73.4	75.2	77.0	78.8	82.4	84.2	86.0	87.8	89.6	93.2	95.0	98.6	100.4	102.2																						
90	75.2	77.0	78.8	80.6	82.4	84.2	87.8	89.6	91.4	95.0	96.8	98.6	100.4																							
95	75.2	77.0	78.8	80.6	84.2	86.0	87.8	91.4	93.2	95.0	98.6	100.4																								
100	75.2	78.8	80.6	82.4	84.2	87.8	89.6	91.4	95.0	96.8	100.4	102.2																								

NOTE: This table is compiled from an approximat formula which only depends on temperature and humidity. The formula is valid for full sunshine and a light wind. Table adapted from Bureau of Meteorology



# Cooling Methods Due to Heat Related Illness

Exertional heat stroke (EHS) is relatively uncommon among exercise associated medical conditions, but is a frequent cause of exercise related death. The majority of evidence shows that early institution of body cooling is the most effective method of decreasing mortality in EHS. The following contains recommendations regarding the methods of body cooling, including tubs, ice bags, iced towels (towels with water that have been frozen) water, fans, and shade. The recommendations are classified as essential (foundational to the implementation of treatment, should have resources and personnel directed towards implementation), and desirable (important in maximal implementation, should have resources and personnel directed towards implementation as budget and resources allow). The recommendations are only guidelines, are not intended as a standard of care, and should not be considered as such. These guidelines should only be considered in the care of athletes who can be expected to be at risk of EHS due to the sport or the environmental situation of the activity. Sports especially at risk include football with and without equipment, soccer, and long distance track. Other sports and activities, such as cycling, golf, baseball, tennis, track and field, and band, may also be at risk due to long duration exposure to extreme environmental conditions.

It is essential that member schools and school administrators/officials:

- Establish a written plan coordinated with local EMS for emergency treatment of EHS that includes transport to a hospital and conduct drills in the implementation of the plan as practicable.
- Know how to assess environmental conditions and determine when extreme conditions exist.
- Identify a specific spot at the athletic facility that has shade.
- Have immediate access to ice and bags to contain ice.
- Have access to water, and provide water breaks as outlined in the IHSA Managing Heat and Humidity Policy.
- Know the most effective sites for application of ice to the body.
- Obtain and use, when environmental conditions are determined to be extreme, a tub or pool, filled with water and ice before activity begins, to be used in body immersion for maximal cooling, and have personnel trained in this technique.

It is desirable that member schools and school administrators/officials:

- Have a certified athletic trainer (ATC) on staff, as budget and resources allow, to develop and implement these guidelines.
- Have immediate access to water.
- Provide shade breaks.
- Provide fans when environmental conditions are determined to be extreme.
- Have close access to an air conditioned room.
- Have access to and use iced towels that can be rotated to appropriate areas of the body, including the axilla, groin, and back of the neck.

## Resources

1. *Procedure for Avoiding Heat Injury/Illness through Analysis of Heat Index and Restructuring of Activities and Recommendations for Cooling Methods Due to Heat Related Illness.* Kentucky Medical Association/Kentucky High School Athletic Association. 2010.
2. Binkley HM et al. NATA Position statement: *Exertional heat illness.* J Ath Training 2002; 37: 329-343.
3. Casa DJ et al. *Survival strategy: Acute treatment of exertional heat stroke.* J Strength Conditioning Res 2006; 20: 462.
4. Armstrong LE et al. *ACSM position stand: Exertional heat illness during training and competition.* Med Sci Sports Exerc 2007; 41: 556-572.
5. *Model Policy for Managing Heat & Humidity.* Michigan High School Athletic Association. 2013.

# IHSA Severe Weather Safety Guidelines

*To be used during any IHSA state series contest*

When thunder is heard, or a cloud-to-ground lightning bolt is seen, the thunderstorm is close enough to strike your location with lightning. Take shelter immediately.

Lightning is one of the most consistent and underrated causes of weather-related deaths or injury in the United States. Nearly all lightning-related injuries occur between the months of May and September and between the hours of 10:00 a.m. and 7:00 p.m. Therefore, the greatest concern for injuries in an outdoor contest appears to be during that time, though it can happen any time of year.

It is essential that local managers, competing schools, and contest officials establish dialogue in advance of contests or events to ensure that all involved are aware of what the plan will be in determining whether or when to suspend play. Local managers are encouraged to share their plan with competing schools and assigned contest officials prior to the start of the tournament/event.

If competing schools have portable devices they will be bringing to a contest/event and/or have specific policy or directions from their administration that they must follow, the school must communicate those to the tournament manager. Tournament managers must know the policies of each school assigned to their tournament or event prior to its start.

## PROACTIVE PLANNING

- 1) Assign staff to monitor local weather conditions before and during practices and contests
- 2) Develop an evacuation plan, including identification of appropriate nearby safer areas and determine the amount of time needed to get everyone to a designated safer area:
  - a. A designated safer place is a substantial building with plumbing and wiring where people live or work, such as a school, gymnasium or library. An alternate safer place from the threat of lightening is a fully enclosed (not convertible or soft top) metal car or school bus.
- 3) Develop criteria for suspension and resumption of play:
  - a. When thunder is heard, or lightning is seen\*, the leading edge of the thunderstorm is close enough to strike your location with lightening. Suspend play for at least 30 minutes and vacate the outdoor activity to the previously designated safer location immediately.
  - b. 30 minutes rule. Once play has been suspended, wait at least 30 minutes after the last thunder is heard or lightning is witnessed\* prior to resuming play.
  - c. Any subsequent thunder or lightning\* after the beginning of the 30-minute count will reset the clock and another 30-minute count should begin.
  - d. When lightning-detection devices or mobile phone apps are available, this technology could be used to assist in making a decision to suspend play if a lightning strike is noted to be within 10 miles of the event location. However, you should never depend on the reliability of these devices and, thus, hearing thunder or seeing lightning\* should always take precedence over information from a mobile app or lightning-detection device.  
*\*- At night, under certain atmospheric conditions, lightning flashes may be seen from distant storms. In these cases, it may be safe to continue an event. If no thunder can be heard and the flashes are low on the horizon, the storm may not pose a threat. Independently verified lightning detection information would help eliminate any uncertainty.*
- 4) Review the lightning safety policy annually with all administrators, coaches and game personnel and train all personnel.
- 5) Inform student-athletes and their parents of the lightning policy at start of the season.

## EVACUATION PLAN

**Safe Areas:** All personnel, athletes and spectators should be clearly informed of available safe structures or shelters in the event a thunderstorm approaches. A safe structure is any fully enclosed building frequently used by people. In absence of that – athletes and spectators should go to any vehicle with a hard metal roof. Roll up the windows and do not touch the sides of the vehicle. If no safe structure or vehicle is available, find a thick grove of small trees surrounded by taller trees or a dry ditch. Assume a crouched position on the ground with only the balls of your feet touching the ground. Wrap your arms around your knees and lower your head. Minimize contact to the ground since lightning often travels through the ground.

**Avoid:** Tall trees or objects like light poles or flagpoles, individual trees, standing pools of water and open fields. Also avoid being the highest object on the field. Do not take shelter under trees. Avoid bathrooms if another building is available, and do not use a land-line telephone. A cellular phone or portable phone is a safe alternative if in a secure shelter or vehicle.

**Resuming Activity:** The NSSL (National Severe Storms Laboratory) recommends that everyone should wait at least 30 minutes after the last flash of lightning or sound of thunder before returning to the field or activity.

ILLINOIS HIGH SCHOOL ASSOCIATION

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## 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>.

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## 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.*



## **Unmanned Aerial Vehicle (Drone) Policy**

### **For IHSA Tournaments**

The use of unmanned aerial vehicles (“UAV”), also known as drones, is prohibited for any purpose by any persons at IHSA tournament venues. Tournament management shall refuse admission or entry to anyone attempting to use a UAV; and if necessary, tournament management shall remove anyone attempting to use a UAV and/or confiscate the UAV until the event has been completed.

For purposes of this policy, a UAV is any aircraft without a human pilot aboard the device.

An exception to this policy may be made in specific cases for IHSA broadcast partners, provided the management of the tournament facility permits the presence of UAVs for broadcast purposes under the control of the IHSA.

### STUDENT MEDIA CREDENTIALS FOR PARTICIPATING SCHOOLS

Congratulations on qualifying for an IHSA state final in a team sport. In order to provide the best possible coverage of this event for your school newspaper, yearbook and AV club, etc. you are entitled to have up to three students receive credentials to cover this event as official media members. In the event that you have less than three students, an adult sponsor may be included on this list. To apply for student media credentials, please have your Athletic Director or an individual involved with the aforementioned programs email Matt Troha ([mtroha@ihsa.org](mailto:mtroha@ihsa.org)) at the IHSA with the following information:

- 1) The names of individuals attending
- 2) Whether they are students or adults
- 3) If the attending individuals will serve as reporters, photographers, videographers, etc.

Student media who are registering for credentials are expected to maintain a level of professionalism while covering this event. That includes no cheering while in the press box or game coverage area. Proper attire is also required. Wearing school shirts and colors is acceptable, but students wearing face paint, costumes, carrying props, etc. will be required to change before receiving credential clearance.

The individual applying for student media credentials will receive specific information on credential pick-up and media regulations at the event via email in the days leading up to the state final.

Please note that student media credentials are only available for state final events in team sports. Due to the sheer volume of schools who qualify in individual sports, our press facilities would be unable to accommodate student media from all participating schools in individual sports. Student media are also welcome to cover IHSA state final activities. Credentials are not required for these events, but please have your students check-in with state final personnel upon arrival for media coverage regulations.

### VIDEO TAPING STATE FINALS FOR COACH FILM BREAKDOWN

Each school will be eligible to receive a pass for an individual attending the state final event to shoot game film that is for the sole purpose of being used by the coaching staff for postgame breakdown. Passes for videographers shooting highlight videos, documentaries, etc. should be included in student media application reference above. Additional passes for videotaping purposes will need to come from the allotment of state final passes given to school/head coach at or prior to the state final event.

To apply for a credential to shoot video, please have your Athletic Director email Matt Troha ([mtroha@ihsa.org](mailto:mtroha@ihsa.org)) at the IHSA with the name of the individual who will be taping and whether they are an adult or a student.

*Please contact Matt Troha (309-663-6377) at the IHSA for any questions related to this document.*



# Manager Information



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This manual contains useful information to assist the host site manager in directing a successful state series Girls Soccer tournament.

Thank you for your willingness to host a IHSA Girls Class 1A, 2A or 3A Soccer Tournament. Your cooperation and assistance during this state tournament series is greatly appreciated. PLEASE DOWNLOAD AND READ THE TERMS & CONDITIONS.

## Financial Information (Regional/Sectional/Super-Sectional Manager):

### Admission Prices:

The Board of Directors has established the following ticket prices for all Regional, Sectional, Super-Sectional and State Final tournament games:

Regional Quarterfinals, Semifinals and Finals - \$5.00 per day

Sectional Quarterfinals, Semifinals and Finals - \$5.00 per day

Super-Sectionals - \$5.00 per day

State Finals - \$6.00 per session

### Officials Fees:

1. **Regional games:** Each official will be paid a fee of \$61.00 per game worked.
2. **Sectional games:** Each official will be paid a fee of \$76.00 per game worked.
3. **Super-Sectional games:** Each official will be paid a fee of \$97.00 per game worked.

**NOTE:** The host school shall pay for all local expenses. Officials will be paid by the IHSA through ArbiterPay.

### The IHSA assigns the following officials for Regional/Sectional/Super-Sectional games:

1. Three (3) officials will be appointed by the IHSA Office for each Regional Semifinal and Final game.
2. Three (3) officials will be appointed by the IHSA Office for each Sectional Semifinal and Final game.
3. Three (3) officials will be appointed by the IHSA Office for each Super-Sectional game.

**Class 1A, 2A and 3A Regional Quarterfinal Games:** The Quarterfinal games of the Regional tournament are hosted by the higher seed of the two teams, and 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. Officials will be paid by the IHSA through ArbiterPay.

**Class 1A, 2A & 3A Regional Semifinal and Final Games:** The host school shall pay for all local expenses. Each host shall receive a flat fee of **\$450.00** for hosting the Semifinal and Final games of the Regional. The host shall retain 20% of the net income and submit remainder to the IHSA. In the event of a negative balance, the host shall be reimbursed for the entire deficit. If admission is not charged, the host school shall forfeit the guarantee. Officials will be paid by the IHSA through ArbiterPay.

**Class 1A, 2A & 3A Sectional Semifinal and Final Games:** The host school shall pay for all local expenses. Each host shall receive a flat fee of **\$475.00** for hosting the Semifinal and Final games of the Sectional. The host shall retain 20% of the net income and submit remainder to the IHSA. In the event of a negative balance, the host shall be reimbursed for the entire deficit. If admission is not charged, the host school shall forfeit the guarantee. Officials will be paid by the IHSA through ArbiterPay.

**Class 1A, 2A and 3A Super-Sectional Games:** The host school shall pay for all local expenses. Each host shall receive a guarantee of **\$250.00**. Host shall retain 20% of net income and submit remainder to the IHSA. In the event of a negative balance, the host shall be reimbursed for the entire deficit. If admission is not charged, the host school shall forfeit the guarantee. Officials will be paid by the IHSA through ArbiterPay.

**Soccer Balls (Regional/Sectional/Super-Sectional Manager):**

Balls for all levels of the State Tournament Series are being provided by the Wilson Sporting Goods Company, and only Wilson balls may be used. The IHSA will provide three (3) Wilson game balls for each Regional, Sectional, and Super-Sectional site and seven (9) Wilson game balls for the State Final Tournament.

**Score Reporting:** Refer to the “ScoreZone Reporting Procedures” page later in this Girls Boys Soccer Managers Manual. This is required of all host managers.

**INQUIRIES:** Please direct all inquiries concerning the IHSA Girls Soccer Tournament Series to Beth Sauser, Asst. Executive Director, or LeAnna Mutchler, Asst.: (309) 663-6377.

[bsauser@ihsa.org](mailto:bsauser@ihsa.org)

[lmutchler@ihsa.org](mailto:lmutchler@ihsa.org)





## Guidelines for Management of an IHSA Soccer Regional/Sectional/Super-Sectional Game

1. **If the facility allows, host schools will place team benches on the opposite side from the fans for all state series games. If this is not possible, the team benches should be a minimum of 10 feet in front of the fan benches and an administrator from the host school must be supervising the area at all times.**
2. The host school will attempt to provide proper playing conditions as follows:
  - a. Field grass cut
  - b. Freshly painted markings;
  - c. Litter removed; and
  - d. Recommended maintenance between games (rolling, watering)
3. The host school will provide an adult scorer and timer at the scorer's table at mid-field. A means of communication (field phones, walkie-talkies, etc.) should be available for use between the scorer's table and the announcer's location in the press box.
4. The host school will be prepared to provide suitable staff to escort officials and/or participating team members away from the playing area to a secure area after the conclusion of the game.
5. **The host school will provide 2-4 lower level soccer players to be uniformed ball handlers.**
6. **The IHSA will furnish three (3) Wilson game balls, which shall be approved by the game referees at the Regional, Sectional, and Super-Sectional sites designated by the IHSA office.**
7. The host school will provide concession stands.
8. **Host school will notify competing schools if an Athletic Trainer will be available.**
9. **The host school will provide parking facilities for team buses and communicate such provisions to participating teams prior to team arrivals. The host school will provide adequate fan parking facilities and, if needed, traffic control.**
10. The host school will provide locker room facilities and indoor facilities for half-time use by both participating teams if they desire to use them.
11. The host school will provide programs with accurate team rosters to include the following information:
  - a. Players' names;
  - b. Players' numbers;
  - c. Players' year in school;
  - d. Players' positions;
  - e. Tournament schedule;
  - f. Explanation of officials' signals; and
  - g. Sportsmanship statement

**NOTE: Players in Team Uniform: In each of the tournaments, teams shall have a maximum of twenty-five (25) players in uniform. The twenty-five (25) players shall be the ones designated in (a) above. A maximum of thirty (30) persons from a school may be on the field and/or team bench.**

12. The host school will provide a public address announcer who is familiar with the game of soccer, the officials' calls, and the correct pronunciation of players' names.
    - a. Before the game, the announcer will introduce players one at a time alternating between teams.
    - b. Team introductions should conclude with a formal recognition of the United States flag and an appropriate patriotic song
    - c. Pre-game announcements will also include the names of coaches, officials, and the win-loss record of the participating teams.
    - d. Additional PA Announcements are at the end of this manual.
    - e. During the game, the announcer will announce substitutions and officials' calls as signaled.
- Reminder to PA Announcer:** Please do not make any announcements during the officials' pre-game meeting with the teams.
13. Participating schools may bring a band that should be invited to perform at half-time. Band members should be admitted free to the game. If live music is not available, appropriate pre-game and half-time recorded music should be provided.
  14. The host school will admit participating schools' cheerleaders and/or pom pon squad members without charge if they are in uniform. Pom pon squads may be invited to perform at half-time if bands do not perform. The number of cheerleaders permitted to cheer for the State Finals shall be the same number that has cheered since the first game of the state series.
  15. **Award arrangements:** The host school will provide arrangements for an awards presentation ceremony at the conclusion of the Regional, Sectional, or Super-Sectional championship game

## **Boys/Girls Soccer Required Use of the Wilson Soccer Ball**

The Wilson ball referenced below is required to be used in all IHSA Boys and Girls Soccer state series games. There can be no substitution of this ball manufactured by another company, nor can you substitute another legal Wilson Ball (one that carries the registered NFHS mark). If the provided supply has been exhausted, you must obtain an additional designated Wilson ball locally.

The distribution of the official IHSA State Series game ball for Boys and Girls soccer is described below. If you have any questions regarding “official ball” use, please contact the IHSA Office.

### **Class 1A, 2A and 3A Boys and Girls Soccer**

#### **MODEL: Wilson Forte WTE9906**

- 1) Class 1A, 2A and 3A Regional Semifinal and Final Sites:** Each school hosting will be supplied with 3 soccer balls. These balls should be used in each game. Disposition of the balls at the end of the tournament is at the discretion of the host.
  
- 2) Class 1A, 2A and 3A Sectional Semifinal and Final Sites:** Each school hosting will be supplied with 3 soccer balls. These balls should be used in each game. Disposition of the balls at the end of the tournament is at the discretion of the host.
  
- 3) Class 1A, 2A and 3A Super-Sectional Sites:** Each school hosting will be supplied with 3 soccer balls. These balls should be used in each game. Disposition of the balls at the end of the tournament is at the discretion of the host.

The Wilson logo is displayed in a large, bold, red, rounded font. The word "Wilson" is written in a classic, slightly stylized script-like font. A registered trademark symbol (®) is located at the end of the word.



## **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

**2018-2019 IHSA Regional/Sectional Host  
Individual Event Awards Order Form for Ties**

**Tournament Site:** \_\_\_\_\_ **Level Of Competition:** \_\_\_ Regional \_\_\_ Sectional

**Sport/Activity:** \_\_\_\_\_ **Gender:** \_\_\_ Girls \_\_\_ Boys \_\_\_ Co-ed

**Print 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

This form must be used and completed by the **Regional and/or Sectional Manager** to order tie awards earned during the Regional or Sectional Tournament. **Please return unused medals to A & M Products, 575 Elm Place, Princeton, IL 61356.**

Immediately following the **Regional and/or Sectional** tournament, please **fax this order form to A & M Products (815) 879-0400**. Upon receipt, A&M Products will mail orders for "Ties" directly to the School(s) listed below.

(\***Event Name:** Pole Vault, Discus, Diving, 100-yd. Butterfly, Singles, Doubles, 102 lb., Speech: IE, etc.)

◆ **Recipient Town/School (Must supply both):** \_\_\_\_\_

**Name of Recipient:** \_\_\_\_\_ **Place:** \_\_\_\_\_

**TM=Team Plaque:** (    ) check here

◆ **Recipient Town/School (Must supply both):** \_\_\_\_\_

**Name of Recipient:** \_\_\_\_\_ **Place:** \_\_\_\_\_

**I=Ind. Medal/Event Name\*** \_\_\_\_\_

◆ **Recipient Town/School (Must supply both):** \_\_\_\_\_

**Name of Recipient:** \_\_\_\_\_ **Place:** \_\_\_\_\_

**I=Ind. Medal/Event Name\*** \_\_\_\_\_

◆ **Recipient Town/School (Must supply both):** \_\_\_\_\_

**Name of Recipient:** \_\_\_\_\_ **Place:** \_\_\_\_\_

**I=Ind. Medal/Event Name\*** \_\_\_\_\_

◆ **Recipient Town/School (Must supply both):** \_\_\_\_\_

**Name of Recipient:** \_\_\_\_\_ **Place:** \_\_\_\_\_

**I=Ind. Medal/Event Name\*** \_\_\_\_\_





## 2018-19 Regional, Sectional, and Super-Sectional PA Announcements

The following announcements are required to be made over your public address system each day/night of competition in the state series soccer tournament hosted by your school. Thank you!

**ATTENTION:** PA and Bench personnel shall remain unbiased and non-partial towards participating teams.

**1. (*Announce before the start of each game, each session*)**

Good people make good sports. Sport A Winning Attitude today. Welcome to today's/tonight's IHSA Soccer by tournament game. Interscholastic athletics are an extension of the educational process, and the field is the coach's classroom. Be Smart; Do What's Right. Good Sportsmanship is for everyone. Thank you.

**2. (*Announce before start of each game & at the end of each game*)**

The 32nd year of the IHSA Girls Soccer State Finals will be held at North Central College in Naperville. High School Girls soccer is fun, exciting and unpredictable.

**3. (*Announce before the start of each game each session*)**

Wilson Sporting Goods Co. is proud to call Illinois home and happy to be the Official Soccer Ball of the IHSA. Wilson Sporting Goods Co. manufactures the Official Ball that will be used in our match today and in all IHSA Championship Play leading up to crowning IHSA State Champions in 15 sports. **Wilson. MORE WIN**

**4. (*Announce before the start of each game & at half time*)**

To help insure the safest and most comfortable atmosphere the host event staff will diligently maintain established security procedures and activities. This will require complete cooperation by all competing teams, contest officials, and fans. Security will always have priority over convenience; therefore, if you are requested to cooperate with event personnel in any manner, please do so promptly. Your assistance will enable event staff to fulfill its responsibilities efficiently.

**5. (Announce before the start of each game & at half time)**

The possession, distribution, and consumption of alcoholic beverages and other illegal substances are prohibited at the site and on any affiliated property of the IHSA State Series Contest. State series hosts are required to make all state series contest sites and any affiliated property alcohol free zones on the date or dates of any IHSA event being held at the site. This includes parking lots, fan accommodation areas, and other school or event venue property. Event staff will enforce this policy rigorously.

**6. (Announce once each half)**

We've got the kids – more than 300,000 — and we've got the games – in 37 different sport state series. All we need is you! The schools of the Illinois High School Association are looking for someone like you to become an IHSA licensed official. We need sports minded women and men to get into the action. It's easy to become a licensed official. Just contact your local high school athletic director or visit the IHSA Web Site at [www.ihsa.org](http://www.ihsa.org) for details. Stay in the game.

**7. (Announce once each game)**

Participation in interscholastic activities generates values that make the athletes better citizens. Here's a challenge for all of you here. Parents, coaches, officials and others can reinforce the development of these students by expressing, supporting and displaying those positive values gained by participating and competing. Challenge our young people not just to go to school, but to go beyond. . . with the IHSA. The Future Plays Here!

**8. (Announce During the 1st half of each game)**

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

**9.(Announce once each game)**

Wilson Sporting Goods Co. is the Official Ball of the Illinois High School Association. Wilson Sporting Goods has built its reputation around manufacturing the highest quality game balls and equipment in the industry. Visit your local sporting goods retailer or go online to [Wilson.com](http://Wilson.com) for more information. **Wilson. MORE WIN**

**10. (Announce throughout each game)**

[www.ihsa.org](http://www.ihsa.org) is the address for the IHSA web site on the Internet. Check it out anytime you want to find out immediately what's happening with high school activities throughout Illinois. You can also follow the IHSA on Facebook & Twitter by clicking on the Facebook and Twitter links located on the IHSA homepage.

**11. (Announce either in 1st or 2nd half of each game)**

For more than 100 years the I-H-S-A has provided the vehicle for recognition of students, their schools and their communities through competition in I-H-S-A sports and activities. But participation in sports and activities is a lot more than just winning and losing. Students who participate in school programs are taught valuable life lessons that will help make them better citizens. Thank you for your attendance here today, and for helping encourage and support high school participation. The Future Plays Here!

**12. (Announce once each day)**

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

**13. (Announce once each day and as needed)**

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

**14. (Announce once each day and as needed)**

The IHSA is pleased to welcome you to today's IHSA State Series event. Please join us in our commitment to ensuring that all of Illinois' student-athletes play smart and play hard. For more information, please visit Play Smart Play Hard dot Org.

**15. (Announce once each day)**

Nearly 10,000 young people in Illinois High School Association member schools annually earn the I-H-S-A Scholastic Achievement Award presented by Country Financial. This unique program helps accentuate the interscholastic experience by highlighting the academic success of individual players and teams. Contact the IHSA office to find out more about how an individual high school athlete or team can be recognized by Country Financial for their academic achievements.

**16. (Announce once each day and as needed)**

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

**17. (Announce at the end of each game)**

Buckle up fans. It's the law! Seat Belts Save Lives, so the IHSA and the Illinois State Police wish to remind you to "Click it or Ticket". Please buckle up on your way home today and refrain from texting while driving. Don't drive inTEXTicated!

# ScoreZone Reporting Procedures

Managers: Please read the following page carefully. If you have any questions, please call Scott Johnson at the IHSA Office (309-663-6377).

## How to Submit ScoreZone Final Scores

1. Log on to the IHSA Schools Center using your Login ID and password ([www.ihsa.org](http://www.ihsa.org)).
2. Look for the "IHSA State Series Hosting & ScoreZone" icon. Click on the "ScoreZone" link. You will be shown a list of state series contests hosted by your school.
3. Find the game you want and click on "Edit".
4. Fill out the score and other appropriate information and click the button labeled "FINAL" to submit.

Please note: Your score must be submitted online. It will appear on the ScoreZone page moments after you submit it.

The screenshot shows the 'ScoreZone Report' interface. At the top, there are navigation links for 'Log out', '0101 Abingdon', and 'Main menu'. The IHSA Schools Center logo is prominently displayed. The main form is divided into several sections: 'Competing Teams' with input fields for 'Urbana (H.S.)' and 'Danville (H.S.)'; 'Score' and 'Status' fields; 'Time remaining' and 'Period' dropdown menus; a 'Highlights' section with a text area for high goal scorers; and an 'Unusual Circumstances' section with radio button options. A 'FINAL Score' button is located at the bottom of the form. A large grey arrow points from the 'FINAL' button in the instructions to the 'FINAL Score' button in the screenshot.

A sample of the page in the IHSA Schools Center where you will submit Soccer scores.

## It is the responsibility of each tournament manager to:

- Submit the final score of each contest you host.
- Submit the final score as soon as possible after the conclusion of each contest.

***For more information, check out the ScoreZone page at [www.ihsa.org/scores](http://www.ihsa.org/scores)***

## ***Interactive ScoreZone means live updates!***

Submitting scores online means being able to submit scores during the contest. Imagine being able to track scores from dozens of hot games around the state — as they happen. The technology is here. All we need now is your help.

## ***How to Submit "Live Updates"***

1. Log on to the IHSA Schools Center and find the contest you want to report (as outlined above).
2. Submit the score and the status of the contest (the inning, or the time remaining in the quarter or the half).
3. Submit the score as often as you like (including, of course, the final score).

Think it's a great idea, but need help? Remember, you can give the ScoreZone password to a trusted student or adult. The ScoreZone password gives access only to the ScoreZone area of the Schools Center. Live updates can be posted from the site of the contest, or even from home while listening to the radio.

No obligation: You are not required to submit "live updates" — but you just might want to!





## IHSA State Series Press Box Priority List

IHSA State Series hosts that utilize a Press Box for its contests will need to follow the IHSA State Series Press Box Priority List Policy (Policy 37-C-1) for postseason contests, including football playoff games. This procedure was passed by the IHSA Board of Directors via a recommendation from the IHSA News Media Advisory Committee.

The order below is the preference that should be given when allowing entry and seating to the Press Box for IHSA postseason contests, including football playoff games:

### **IHSA Press Box Priority List**

1. Official Timer
2. Scoreboard Operator
3. Public Address Announcer
4. Public Address Spotter
5. Official Scorer/Statistician (if applicable. One spot per team for football playoff games)
6. Coaches
7. IHSA Broadcast
8. School broadcast
9. Home/Visiting Radio (priority given to season-long coverage or # of games covered, 2 individuals per station unless space allows for more)
10. Other Television/Internet Streaming (if approved by IHSA/host)
11. Other radio (2 individuals per station unless space allows for more)
12. Print Media
13. VIPs, fans, boosters, parents, etc.

\*If space cannot be provided for home/visiting radio, all efforts should be made to accommodate space in the bleachers or in another area with optimal sightlines.

\*\*Special areas adjacent or connected to the press box that have been built or functioned specifically as seating for booster clubs or other fans can continue to be used as such. An area in the working press box cannot be designated as a booster/fan area if all of the other members of the Press Box Priority List have not yet been accommodated.

\*\*\*The IHSA Press Box Priority List is not applicable for regular-season contests.

Please contact IHSA Media Relations liaison Matt Troha ([mtroha@ihsa.org](mailto:mtroha@ihsa.org)) with any questions.

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## Internet Video Broadcasting Information



Contact: Matt Troha • [mtroha@ihsa.org](mailto:mtroha@ihsa.org) • Phone: 309-663-6377 • Fax: 309-663-7479

IHSA Tournament Managers/Hosts,

The advent of greater broadcasting technology over the past few years has brought about many new potential broadcasters and many new broadcasting platforms and mediums, especially as it pertains to broadcasting video over on the internet. It is important to remember that most internet video streams of IHSA State Series (Regionals, Sectionals, Super-Sectionals, Football Playoffs) events will require that a broadcast rights fee be paid by the broadcasting individual/company. A new internet video broadcasting fee schedule has been developed and is located below, but first please read these reminders on how to determine if a fee is necessary should you be approached about a video webcast of the State Series event you are hosting. If at any time you ever have questions on the fees or any other matters related to broadcasting or media, please call Matt Troha at the IHSA office (309-663-6377).

### **BROADCAST RIGHTS FEE PAYMENT REQUIRED**

There is an IHSA broadcast rights fee required with the broadcast if any one of the options below is applicable...

- 1) The internet video webcast is originated and accessible to viewers on any third-party website (i.e. media website, IHIGH, UStream, High School Cube, fan site, etc.).
- 2) If the crew producing the internet video webcast is not affiliated with the high school or not composed entirely of high school students and/or high school personnel.

### **BROADCAST RIGHTS FEE PAYMENT *NOT* REQUIRED**

There is no IHSA broadcast rights fee required if both guidelines below are met...

- 1) The internet video webcast is produced and the crew populated entirely by high school students and high school personnel as a part of a high school tv station, AV Club, etc.  
*and*
- 2) The internet video webcast is originated on and accessed by viewers on the high school website, the website of the city or on the school's IHSA.tv website ([www.IHSA.tv/schoolname](http://www.IHSA.tv/schoolname)).

## ***Internet Video Broadcast Rights Fee Schedule***

### **BOYS BASKETBALL**

Per Regional Game-\$125

Per Sectional Game-\$150

Per Super-Sectional Game-\$225

### **GIRLS BASKETBALL**

Per Regional Game-\$125

Per Sectional Game-\$150

Per Super-Sectional Game-\$225

### **FOOTBALL**

Per 1<sup>st</sup> Round Playoff Game-\$250

Per 2<sup>nd</sup> Round Playoff Game-\$325

Per Quarterfinal Playoff Game-\$400

Per Semifinal Playoff Game-\$475

### **ALL OTHER SPORTS**

Per Regional Game/Meet-\$75

Per Sectional Game/Meet-\$100

Per Super-Sectional Game/Meet-\$150

# Regional, Sectional, and Super-Sectional Manager Checklist

## PRIOR TO CONTEST FACILITIES

### Seating

If facility allows, host schools will place team benches on the opposite side from the fans for all state series games. If this is not possible, the team benches should be 10 ft. in front of the fan benches, and an administrator from the host school must supervise the area at all times. There should be enough seats to accommodate fans. The IHSA recommends that the first few rows be reserved for handicap or senior citizens.

### Entrances and Exits

All entrances and exits controlled

### Traffic Patterns

Plan for teams going in and out of field area

### Parking

Provide adequate parking for fans; all handicap and safety areas reserved and not blocked off; adequate lighting in parking lot; parking lot patrolled

### Equipment

Check fields, goals, Wilson soccer balls, scoreboard, PA, American Flag

### Awards

Have team awards and ceremony plan in place

## SUPERVISORY STAFF

### Workers

Hire enough people to cover the event  
Train and assign specific jobs  
Sections of the stands and field supervisors assigned for crowd control  
Workers easily identifiable

### Communication

Key people with walkie-talkies/mobile phones

### Bench

Scorekeepers, scoreboard operators, timer, and announcer

### Ball Handlers

Designate 2-4 lower level soccer players to be uniformed ball handlers

## SPORTS INFORMATION

### Press Area

Set up area for reporting, making copies and interviews

### Photographer Area

Set up area for local photographers

### Team Rosters

Collect team rosters, pictures or other pertinent information for program

## PARTICIPANTS

### Rivalries

Determine if there are any long standing rivalries  
Find out if there are any past incidents between teams

### Visitor Security

Identify yourself to the supervisor of each visiting school

### Support Activities

Find out which school bands will be attending

### Pressure

Note level of importance of your game

### Spectators

Note reputation of each competing school's crowd.

## OFFICIALS

Confirmation from IHSA of Officials assigned

Locker room assigned for officials

## CONCESSION

Coordinate workers, what will be sold, and where garbage cans will be placed

## SIGNAGE

### Awareness

Use announcers, signs, messages in the program to print rules of the home field including no alcohol, tobacco and expectations of sportsmanship

### Post Signs

Ticket Prices, Restrooms, Parking, Concession, Sportsmanship and fan seating

## TRAINER

### Determine time schedule and access to services

## GAME DAY

### FIELD AND STANDS

Wilson Soccer Balls

Goals

Team benches – Set up on the opposite side from the fan seating if possible

Scorers bench

Scorebooks

PA materials

Scoreboard operator

Bleachers and Handicap seating identified

Water for teams and officials

Set-up for ticket takers and sellers

### Officials

Determine if officials will be announced  
One person assigned to escort officials on and off field  
Identify the administrator in charge to the officials

### PA Announcers

All introductions, music, and commentary are to be appropriate and presented in a team-neutral manner

## GAME SCHEDULES

Single-Game Time Schedule: (For example, if the game begins at 6:00 pm)

5:30-Warm-up clock will start for 20-minute warm-up.

5:50-When the warm-up clock strikes 0:00 teams return to benches.

5:51-In order, begin Equipment Check, Sportsmanship Meeting, Coaches and Captains Meeting, Coin Toss, Team Introductions and National Anthem.

6:00-Game begins.

Two-Game Time Schedule: (For example, if the first game begins at 4:00 pm)

3:30-Warm-up clock will start for 20-minute warm-up.

3:50-When the warm-up clock strikes 0:00 teams return to benches.

3:51- In order, begin: Equipment Check, Sportsmanship Meeting, Coaches and Captains Meeting, Coin Toss, Team Introductions and National Anthem.

4:00-Game begins.

5:30-Warm-up clock begins for second game, and host will follow same schedule, omitting National Anthem.

## POST GAME

Hand out plaque (fans are not allowed on the field post game; please inform competing schools prior to and during the game)

Remind winning coaches to complete the State Qualifier Data form online in the Schools Center and upload photos for the State Final Program

Submit ScoreZone results online

Complete Financial Report online (located in the Hosting area of the Schools Center)

Inform IHSA if there were any unexpected changes in the Officials assigned to the games

## 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, or visit the IHSA website at <http://www.ihsa.org/Resources/Merchandise/LicensedVendors.aspx>.

**Royalty Report:** For a downloadable pdf of the Royalty Report go to [http://www.ihsa.org/documents/forms/State\\_Tournament\\_Series\\_Royalty\\_Report.pdf](http://www.ihsa.org/documents/forms/State_Tournament_Series_Royalty_Report.pdf)



## **Financial Reports Must Be Filed Online**

The final phase of your hosting responsibilities is to file a financial report with the IHSA. The financial report forms are available in the password-protected Schools Center area of the IHSA Web site.

Log in to the Schools Center with your school ID and an administrator password. On the Schools Center home page, Select the H-IHSA State Series Hosting & ScoreZone. Next select the Financial Report link. Please fill out the one-page form and press the submit button to file your report.