

2020-21

Boys/Girls
Swimming & Diving

Manual for
Schools and Managers



Swimming & Diving Manual for Schools

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Revision History



2020-2021 Girls/Boys Swimming and Diving Series Terms and Conditions

In accordance with Section 1.450 of the IHSA Constitution, the Board of Directors has approved the Terms and Conditions governing the 2020-2021 IHSA Girls/Boys Swimming & Diving Series.

I. SCHOOL CLASSIFICATION

Competition in the IHSA Girls & Boys Swimming and Diving Tournament Series will be held for all member schools without classification.

Students with physical/visual disabilities will compete in girls' or boys' swimming against other students with physical disabilities regardless of school classification. A disability is a physical impairment that substantially limits one or more major life activity.

Students with physical/visual disabilities wishing to participate in the girls' or boys' swimming events for students with physical/visual disabilities must have a statement of disability on file with appropriate personnel responsible for student health issues at the student's school. The IHSA reserves the right to request this documentation as part of the entry process.

Competitors with physical/visual disabilities will be categorized into one of two classifications based on U16/18 standards developed by Wheelchair and Ambulatory Sports USA (WASUSA).

Competitors who are classified as S1-S7 shall participate in Classification A.

Competitors who are classified as S8-S13 shall participate in Classification B.

Student athletes with physical/visual disabilities (or any adult acting on their behalf, e.g., a coach, parent, or guardian) are required to provide their school with a written statement of their classification, for purposes of the 2020-2021 IHSA swimming and diving championship series, by any of the following means at the time of registration for the 2020-2021 swimming season:

a. Provide an official WASUSA classification card or other evidence demonstrating the athlete's classification category; or

b. If a student athlete with a physical/visual disability is not classified as detailed above by the time of the Sectional meet, the athlete may still be allowed to swim in the athletes with physical/visual disabilities division but will automatically be classified to swim under Classification B. A student athlete with a physical/visual disability may not swim under a provisional status in more than one IHSA State Series in his/her high school career.

II. DATES AND SITES

A. Girls Sectional meets will be held on October 24, at 16 sites. Sectional assignments will be posted on the IHSA website mid-September.

B. Boys Sectional meets will be held on **TBA**, at 16 sites. Sectional assignment will be posted on the IHSA website mid-November.

III. SCHOOLS AND OFFICIALS CENTER INFORMATION, ON-LINE SCHOOL ENTRIES, RULES MEETING PRESENTATION, WITHDRAWAL PROCEDURE, ELIGIBILITY, AFFIRMATIVE ACTION AND ON-LINE LIST OF PARTICIPANTS

A. The policy for Original School Entry Deadlines, Late Entries, and Late Withdrawals shall be the policies and procedures regarding entry for all IHSA-sponsored sport/activities. For complete instructions, please login to the IHSA Schools & Officials Center with your Official Representative USER ID and Password. Click on the activity tracker and click the button to add sports for the upcoming year. Sports Entry Deadlines are Sept. 11 (fall), Nov. 1 (winter) and Feb. 1 (spring).

B. There will be an entry fee of \$100 whether the school has a team entry or individual entry.

C. On-Line School Entries (Including individuals in the Students with Physical/Visual Disabilities Division)

All Official Representatives must login to the IHSA School Center; click on "Sport & Activity Tracker"; click on "enter your teams or individuals". There you will select the sports and activities your school will participate in during the 2020-2021 school term. IHSA uses this information to assign schools to Sectionals after the Fall entry deadline (September 11) and November 1 (Winter).

D. Late On-Line School Entries: Schools that wish to enter Girls Swimming after September 11 will be considered late.

To be considered for late entry, the Principal/Official Representative must email Kraig Garber (kgarber@ihsa.org) for approval. The penalty for late entry shall be a payment of \$100.00 for that sport/activity by the school.

E. List of Participants Six Contest Verification (Team entries only): By **checking the Six Contest Verification box**, schools are verifying that the school's boys or girls interscholastic team has participated in six boys or girls interscholastic meets during the current Boys and Girls Swimming & Diving season. This allows teams to compete for team honors (trophy) during the **sectional** meet in accordance with IHSA By-law 3.054.

Individuals: Schools with only individuals competing **do not check the Six Contest Verification box**. Individual entries are not eligible to compete for team honors (trophy).

F. **REQUIRED RULES VIDEO (Head Coach of every participating school and officials):** The Swimming & Diving **On-Line Rules Video begins August 11 and ends on September 15). Boys Swimming & Diving head coaches can view the presentation through December 1.**

1) If you coach at two different schools or you are a coach and an official, or if you are a girls and boys diving coach, you must contact Cheryl Lowery at the IHSA Office (clowery@ihsa.org), once you have been given for watching the presentation once so she can verify and manually give you credit for the other position you hold. Our server runs an update every evening, **if you view the presentation and it doesn't give you credit (within 24 hours) the first time, contact Cheryl Lowery at the IHSA Office.**

2) **Diving Rules Presentation** (Required for coaches to serve on Sectional Dive Panel) – Refer to the Online Seeding Meeting Timeline in the Manual for Schools and Managers.

G. **Breach of Contract By-Law 6.041 (Withdrawal Procedure):** **You must withdraw by notifying the IHSA Office, not the Sectional Manager.** To withdraw without penalty, the Official Representative from the school must email Adela Espindola (aespindola@ihsa.org) at the IHSA Office, notifying IHSA of the school's intention to **withdrawal by 11:59 p.m. Monday, October 19 (Girls)/TBA (Boys).**

To withdraw without penalty, the Official Representative or Principal must email Adela Espindola (aespindola@ihsa.org) notifying IHSA of the school's withdrawal from Swimming & Diving no later than the List of Participants Deadline.

If a school withdraws after the deadline and/or does not show up for competition, the school will be charged a \$100 penalty. If applicable, the school may be charged for any additional financial loss sustained by the offended

school(s) or the Association, as a result of such breach.

H. Eligibility

All member schools in good standing may enter an individual(s) or a team under the provisions of IHSA By-law 3.054 for both the able-bodied swimming and diving program and the events for students with physical/visual disabilities.

In accordance with By-law 3.050, schools are subject to entering eligible student-athletes.

I. Affirmative Action Policy: Only boys may participate in the boys' competition in the meet series and only girls may participate in the girls' competition in the meet series, except as provided in the Illinois High School Association Affirmative Action Policy.

J. On-Line List of Participants (Including individuals participating in the Students with Physical/Visual disabilities Division): Each school entering the sectional (whether entering a team or an individual) must submit its Online List of Participants via the Internet through the IHSA Schools Center Web Site. to the IHSA Office. Complete instructions are posted in the Manual for Schools. If a school does not submit the On-line List of Participants by the deadline, coaches and participants from that school are subject to sanctions, which could include but not be limited to being ruled ineligible to compete in the Sectional. Schools which do not submit their school's On-Line List of Participants and are consequently ruled ineligible for the Sectional and must formally withdraw (see Withdrawal Procedures/Breach of Contract above in Section III-C).

SPACES LEFT BLANK DURING THE ON-LINE LIST OF PARTICIPANT PROCESS MAY NOT BE FILLED IN AFTER THE ON-LINE LIST OF PARTICIPANT ENTRY DEADLINE.

COACHES NAMES: If a coach on your coaching staff doesn't appear in the drop-down menu in the List of participants, coaches must have the following information indicated in their personal information under the Staff Responsibility page in your IHSA Schools Center:

- 1) Designated as Head Swimming Coach or Assistant Coach
- 2) Designated coaching certification (ASEP/ISBE/NFHS)
- 3) Designated completion date for the PES Examination
- 4) Designated completion date for the Concussion Risk Management Exam (80%-24 out of 30)

Concussion Risk Management Program: Illinois State law requires all staff and officials to pass a Concussion Risk Management Program examination every two years, prior to working with students.

5) Coaches who wish to be considered for the Sectional Diving panel must also view the required Diving Rules Presentation, be nominated by the Head coach on the List of Participants and be listed as the **Head Diving Coach** in their IHSA Schools Center (School Administrator only).

K. A school may enter two contestants in each individual swimming event and two contestants in the diving event. A school can enter a maximum of two (2) participants per event in each gender for the physical/visual disabilities division.

IV. HOST FINANCIAL ARRANGEMENTS

A. Host school shall pay for all local expenses. Each sectional host will receive a guarantee of **\$525.00**. A financial report must be sent by the sectional manager to the IHSA office within 10 days following each sectional meet. This form can be found in the "H Tournament Hosting & ScoreZone" section.

B. Neither the State Association nor the local meet manager will assume responsibility for any other contestant expenses of any kind for any meet except those expenses specified above.

C. Admission Prices: Due to capacity limitations established as a result of COVID-19, spectators are not permitted to attend the sectional meets.

D. The Sectional meet revenue shall include the television and radio rights fees collected by the Sectional manager as provided for in Item IV-E and IX-G.

E. Rights Fees for TV and Radio: See the IHSA web site (www.ihsa.org) for the fees to be charged by Local Managers and/or the IHSA for television and cable broadcasts and radio originations.

V. TOURNAMENT ASSIGNMENTS AND SEED MEETINGS

A. All schools who complete their On-Line School Entry for both the able-bodied swimming and diving program and the events for students with physical/visual disabilities by the deadline in the IHSA Girls/Boys State Swimming and Diving Meet Series will be assigned to compete in one of the sixteen (16) Sectional meets depending on geographic basis.

B. School Sectional Assignments will be posted on the respective IHSA Swimming/Diving Activity Web Page End of -September (Girls) and Mid-November (Boys).

C. ONLINE ELECTRONIC SECTIONAL SEEDING MEETING: Please refer to the Swimming & Diving Manual for Schools for instructions and the timeline.

D. PERMISSIBLE CHANGES DURING THE ELECTRONIC SECTIONAL SEEDING: After the LOP deadline, changes to names or times will not be permissible for neither individual events nor relays. The only allowable changes prior to 6:00p.m. of the Electronic Seeding meeting are those that involve misspelling of names or a correction to an athlete's year in school.

E. Individual swimmers who do not have an interscholastic time for the current season must submit a non-interscholastic time for seeding purposes. The principal must provide written verification of accuracy to the Sectional manager, the non-interscholastic time has been performed in actual competition during the period of July 1, 2020 through the current Girls/Boys swimming season. These non-interscholastic time verifications from the principals must be available for review by competing team coaches upon request. If an interscholastic time that has been performed during the current season is available, it must be used for seeding purposes at the Sectional meet. "No Time" entries shall not be accepted. Schools do not need to submit a time for the competitor(s) it is entering in the Students with Physical/Visual Disabilities Division.

Note 1: All seed times submitted for Sectional meet seeding must be recorded to hundredths. Times submitted in tenths shall have the factor nine (9) added to them for seeding purposes (i.e., 55.1 for a Backstroke seed-time will be changed to 55.19 at the Seeding Meeting.)

Note 2: Verified non-interscholastic times for relay team entries shall not be "add-up" times.

Note 3: A verified leadoff relay time is not an acceptable individual seedtime in the appropriate event.

Note 4: Entries will be assigned to heats and lanes in the swimming events determined by (1) best times; and, (2) the composite opinion of the head Girls'/Boys swimming coaches. In case of a discrepancy, (2) is to take precedence over (1). Coaches must be prepared to present evidence (which might include official meet results) to support the times submitted for seeding purposes at the Sectional meet.

F. Scratch Meeting: A scratch meeting with the Sectional Referee and all coaches shall be held immediately prior to the start of the Sectional Swimming and Diving Meet. After the scratch meeting, there shall be no substitutions or changes in a school's entries. Only changes related to illness or injury will be permitted at the Sectional Scratch Meeting (see VH. below), and in individual events only.

G. Entry Substitutions: AT THE SECTIONAL MEET - In case of illness or injury, as certified to in writing by a principal or physician, an entry substitution may be made in an individual event following the Electronic Sectional Seed Meeting on a person for person basis only. Additionally, in circumstances where the school has deemed an athlete ineligible to compete as certified to in writing by a principal, an entry substitution may be made in an individual event following the Electronic Sectional Seed Meeting on a person for person basis only. These substitutions must be made at the Sectional Meet Scratch Meeting (Referee and all coaches) to be held immediately prior to the start of the Sectional meet. No contestant shall be permitted to change events in order to act as a substitute.

Note: A different swimmer may be substituted in each event in which the injured or ill swimmer was entered. All Swimmers/Divers used as substitutes must have been on this year's school team and must be eligible in all respects.

VI. TOURNAMENT STRUCTURE AND TIME SCHEDULES

A. For the Sectional meets, the local managers shall hold Electronic Seed Meetings on Wednesday prior to sectionals. Please refer to V.-C. for complete instructions.

B. SUGGESTED Sectional Meet Time Schedule: Saturday, October 24, 2020 (Girls) and (Boys-TBA). **The host school WILL determine** when they will open the doors for participants and spectators prior to the start of the meet. **Sectional Meet Managers will provide final details prior to the Sectional Meet to the schools assigned to their Sectional Meet.**

Diving Warm-ups: 7:30 a.m.

Diving Prelims, Semifinals, and Finals start: 9:00 a.m.

Note: The Preliminary, Semifinal and Final rounds of competition in the Diving event will be held in the morning session at the Sectional meet. Diving awards shall be presented at the conclusion of the diving competition. Both classes in the Students with Physical/Visual Disabilities Division will race at the same time at the sectional meet. In the event, IF more athletes compete than there are lanes, multiple heats shall be conducted.

Swimming

Pool doors open to contestants/coaches only for Swimming Warm-ups: 11:30 a.m.; Swimming Finals start: **1:30 p.m.**

Swimming Order of Events: Due to the IDPH regulations in order to keep Swimming & Diving a Low Risk sport, there will be no relays in this year's Sectional Meets.

200-Yard Freestyle for Students with Physical/Visual Disabilities

200-Yard Freestyle

200-Yard Individual Medley

50-Yard Freestyle for Students with Physical/Visual Disabilities

50-Yard Freestyle (15-Minute Break)

100-Yard Butterfly

100-Yard Freestyle for Students with Physical/Visual Disabilities

100-Yard Freestyle

500-Yard Freestyle (15-Minute Break)

100-Yard Backstroke

100-Yard Breaststroke for Students with Physical/Visual Disabilities

100-Yard Breaststroke

Note: All Swimming events at the Sectional meets shall be conducted on the "Timed Finals" basis. No preliminary or final heats shall be held.

VII. ADVANCEMENT OF WINNERS

Since the 2020 state series only consists of a one round event, there will be no advancement of teams or individuals beyond the Girls Sectional.

Important Notice:

***Sectional hosts are required to email Kraig Garber (kgarber@ihsa.org) a complete set of meet results immediately after completing the Winner Report before leaving the site.

In the diving event at the Sectional Meet the sixteen (16) divers with the highest scores in Rounds 1, 2,3,4 and 5 shall qualify for semi-final Rounds 6,7 and 8, the twelve (12) divers with the highest total score after Round 8 shall qualify for the finals.

All swimming events in the Sectional meets shall be conducted on the "Timed Finals" basis. No preliminary or final heats will be held.

Note: All Sectional times shall be recorded to two decimal places. In the event automatic timing equipment fails, and stopwatches are used for backup timing, times shall be recorded in accordance with Rule 6-1-2.

VIII. TOURNAMENT RULES

A. The current Swimming and Diving Rules published by the National Federation of State High School Associations are the official rules governing the competition in all state series meets unless otherwise specifically provided for in these Terms and Conditions or in printed instructions to meet managers.

B. In accordance with IHSA By-laws 2.020 and 2.070, every school is required to have a qualified coach or faculty representative present at all times during the sectional meet and be available for assignment as might be required by the meet manager. If a school does not have a qualified coach or faculty representative present at the Sectional site during warm-ups or competition, that school's competitors shall not be permitted to participate.

Note: Schools are reminded that only coaches and faculty representatives who meet the provisions of IHSA By-law 2.020 and 2.070 and who are listed on the School's On-Line List of Participants shall be permitted to serve in those capacities at the Sectional.

C. As a result of a Modification of Rule 3-2-1, an individual contestant shall be permitted to enter a maximum of four individual events. There will be no relay events in Swimming & Diving in order to keep Swimming & Diving at a Low IDPH Risk. Those points will be awarded for scoring team points according to the IHSA scoring system.

Student-athletes in the physical/visual disabilities division shall be allowed to swim in up to four individual events in the Sectional meet. During this season, there will not be a combined championship.

D. The Referee and Starter for the Sectional meets shall be assigned by the IHSA Office. In addition, the Sectional managers shall appoint all other non-paid meet officials and shall appoint a full complement of officials as needed for a championship meet.

E. At the Sectional meets, the panel of judges for diving shall be comprised of five (5) persons, The Meet Referee and Starter (assigned by the IHSA Office) and three nominated Diving Coaches from the schools participating in the Sectional meet. Coaches that wish to be considered as Dive Judges are required to view the Diving Rules Presentation found in the IHSA School Center and be nominated by their Head Swimming Coach.

Note 1: Wednesday prior to Sectionals. Deadline to vote for 3 coaches to serve on sectional dive panel from the list of eligible coaches must be returned to the Sectional Host by 6:00 p.m. Only coaches from schools that have divers competing in the sectional competition may vote. Only names of coaches who received credit for the Diving Rules Presentation and were nominated during the school's List of Participants process will be listed for the vote.

Note 2: Diving Score Sheets will be distributed at Diving practice on Wednesday prior to Sectionals and will be available on Saturday morning of the Sectional Meet (2 forms per school).

F. In accordance with IHSA By-law 6.033 and the Swimming and Diving Rules, the decision of the Meet Referee and Starter shall be final.

G. Conduct of swimmers and divers:

Unsportsmanlike conduct by coaches or contestants or the use of profane language by coaches or contestants will not be tolerated and shall be punishable under the provisions of Bylaws 3.141 and 4.061.

H. Uniforms: Swimmers and divers shall wear suits that comply with specifications included in the modified NFHS Rule 3-3. Coaches and athletes are encouraged to work with their distributor to determine if any suit meets the standards defined in 3-3. To be deemed a legal suit, any suit must meet the style and construction restrictions described in rule 3-3, (i.e.: must be completely permeable to water and air). A suit listed on the FINA list of approved suits will be legal for competition. Not being included on that list does not necessarily mean the suit is not legal. It is legal to wear two caps.

I. In the swimming events at the Sectional meets, points shall be awarded to the swimmers achieving the twelve (12) fastest times in each event.

1) No team points shall be recorded for the places won by contestants from schools that do not meet the six contest requirements of IHSA By-law 3.054. No points shall be scored for places won by such contestants and this provision shall not alter the order of finish or the points scored of other contestants.

IX. TOURNAMENT POLICIES (NO SPECTATORS)

A. Bands: No bands, pom-pom squads or drill team groups shall perform.

B. Signs, Banners, Balloons and Mechanical Noisemakers:

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

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

b) They reflect identification and encouragement to participants;

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

d) They do not obstruct the view of participants; and,

e) They are not safety hazards.

2) All mechanical noisemaking devices, including balloons, shall be excluded from the swimming and diving facilities.

C. Cheerleaders: No cheerleaders at sectional meets.

D. Damage to Property and Equipment:

If contestants or people from any school entered in a state series meet 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.

E. Media Requirements:

1) Provide Space: Space shall be set aside to provide for new 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 payments (where required) and make cancellation refunds for television and/or radio play-by-play origination's, according to the IHSA Television and/or IHSA Radio Broadcast Policy.

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

b) Radio Broadcast Rights Fees are not required for any level of competition in this series. 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) Local meet managers shall be responsible for reporting meet information and results to the IHSA Office and the news media as stipulated in printed instructions received from the IHSA Office.

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

F. Flash photography is not allowed by anyone. Anyone who does not abide by these provisions will not be permitted to film or videotape at the meet.

Note: If a diver from a school qualifies for the diving event at the State Final meet, and video of her/his dives is needed for her/his application for All-American consideration, arrangements to film are to be made with the local manager prior to the meet.

G. Tobacco/Liquid Nicotine Products:

The use of tobacco or liquid nicotine products in any competition area, either during a practice or while a contest is in progress, or affiliated property of any IHSA Sectional contest by any coach, player, any other person connected with a team, or fan shall be prohibited. Sectional hosts are required to make all sectional contest sites and any affiliated property, including park-

ing lots, fan accommodation areas, and other school or event venue property, tobacco/liquid nicotine free zones on the date or dates of any IHSA event being held at the site.

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

I. Alcoholic Beverages and IHSA State Series Events:

The possession, distribution, sale and/or consumption of alcoholic beverages are prohibited at the site and on any affiliated property of any IHSA sectional contest. Sectional hosts are required to make all sectional 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. 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 sectional contest determined to be in violation of this policy will be removed from the premise, and law enforcement officials will be called as warranted. No ticket refunds will be granted in such cases.

J. Children Not Allowed on deck:

Children will not be allowed on deck. Only authorized personnel, coaches and participants are permitted on deck. **NO EXCEPTIONS!**

X. AWARDS

A. Sectional

1) Individual: Medals will be awarded to the first six place winners in each individual event. Medals will be given to the first six individual finishers in each event at the sectional meet for students in the Physical/Visual Disabilities Division.

2) Team: Plaques will be presented to the school winning the team championship at the Sectional meets.

3) Duplicate Awards Order Forms is available within the Manual for Schools and Managers.

XI. OFFICIALS

A. Appointment and Fees

1) Sectional: Two (2) officials will be assigned from the IHSA Office. The IHSA Office will assign and pay officials to the 16 Sectional Meets. **\$175.00** flat fee for the Meet Referee and Starter.

B. Mileage Reimbursement Policy: The officials appointed by the IHSA will be paid mileage from the IHSA Office upon receipt of a mileage voucher submitted by the appointed official to the IHSA Office within 30 days of the contest. Appointed officials will receive 30 cents per mile for every mile over 70 miles for each round trip. Mileage vouchers can be printed from the IHSA Web Site through the IHSA Officials Center. Note: Mileage is determined to and from the official's home to the site of the competition, unless prior approval has been given from the administrator in charge of the sport/activity.

Important Dates & Deadlines for Swimming & Diving

Officials	Girls	Boys	
8/11/2020	8/11/2020	8/11/2020	*First date of Officials Online Part 1 exam/Swimming Rules Presentation and Diving Rules Presentation begin through the IHSA Schools & Officials Center. *School Manual for Coaches Available
	8/10/2020	TBA	Season/practice may begin
	8/24/2020	TBA	First Contest Date
N/A	9/11/2020	12/1/2020	School Participation Team/Individual Entry Deadline
9/17/2019	9/17/2019	12/3/2019	*Swimming & Diving Online Rules Presentation Deadline*Diving Rules Presentation Deadline for coaches who want to be considered for Sectional Dive Panel and officials who want to be considered for State Final Dive Panel
9/16/2020 & 12/2/2020	N/A	N/A	Officials Sectional Assignment Process Begins. Official's availability calendars should be updated.
10/7/2019 & 2/3/2020			Officials State Final Volunteer Sign-up Deadline
N/A	10/19/2020	TBA	Online List of Participants and Withdrawal by Midnight .
	10/20/2020	TBA	Online Sectional Seeding Meetings
	10/24/2020	TBA	IHSA Swimming & Diving Sectional Meets

Online List of Participant (Sectional Entry) Instructions

Please login to your Schools Center and/or refer to the Terms and Conditions for Swimming & Diving Deadlines.

1. Coaches use their User ID & Password to Login to the IHSA School's & Officials Center

2. Click on "T" Activity Tracker

The screenshot shows the IHSA Schools Center navigation menu. It is divided into several sections:

- Departments:** A grid of buttons with icons and labels:
 - T** Sport & Activity Tracker (highlighted with a blue arrow)
 - C** Concussion Reports
 - A** Accommodations for Students with Disabilities
 - I** All-Time Records
 - PES** Performance-Enhancing Substance Program
 - CON** Concussion Risk Program
 - F** Forms & Other Resources
 - W** Webinars
 - P** Personal Information
- Message Center:** A box containing the text "No recent headlines." and a link "View older messages →".
- Quick Links:** A list of links:
 - Write a promotion recommendation for an official
 - Upload state tournament program photos (old interface)
 - change password | rate official
 - FAQ | ScoreZone | MaxPreps | Where do I find...?

3. Click on

The screenshot shows the "IHSA Sport & Activity Tracker" page. It includes a header, a sub-header, a descriptive paragraph, and a table with columns for various tracking categories.

IHSA Sport & Activity Tracker
Sport & activity tracker | Coop teams

This page tracks the progress your sport and activity programs have made in completing items required for IHSA State Series. **Red cells indicate action items. It is your responsibility to get the red out!**

	Status of Head Coach	Status in IHSA State Series	Status of Program	Online Forms	Rating of Officials	Documents, Printed Forms and Other Information
GIRLS SWIMMING & DIVING	Emily Susnarski	team entry has been received	status OK if race video is viewed by dean	Participation Survey should be submitted on 11th day of practice	Top 15 List is good, last submitted 8 months ago	
	coaching qualification: ISBE certification	you may withdraw without penalty on or before 11/7	view rules video starting @0:48 until @1:2	List of Participants opens 8 am on 5/6 deadline @ 2 pm on 11/7		
	PES exam passed on 7/25/14					
	concussion exam passed on 8/13/16					Case situations

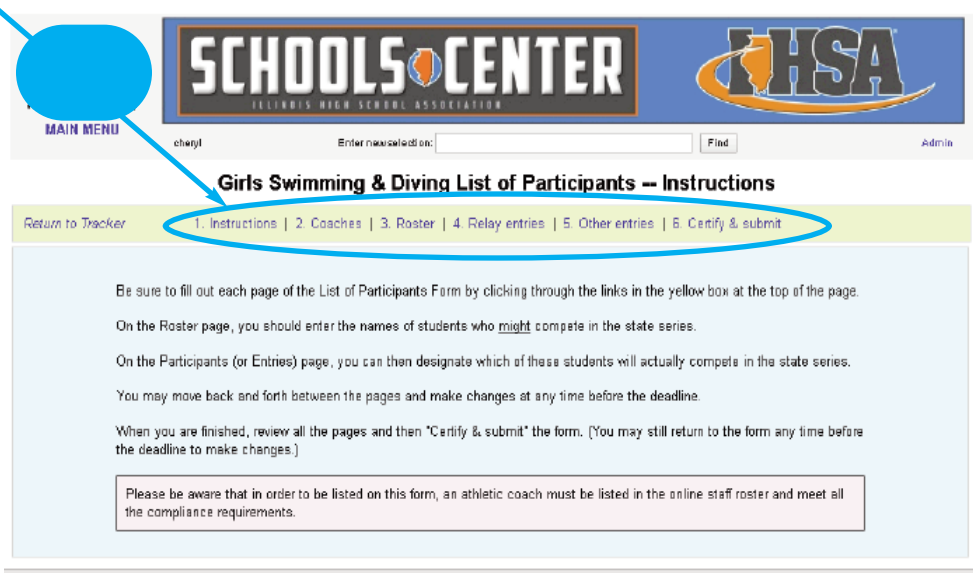
COACHES NAMES: For a coaches name to appear on the drop down menu for your school, each of the following conditions must be met in their personal profile within the IHSA Schools Center staff responsibility section:

- 1) Designated as Head Swimming Coach or Assistant Coach
- 2) Designated coaching certification (ASEP/ISBE/NFHS)
- 3) Designated completion date for the PES Examination
- 4) Designated completion date for the Concussion Risk Management Exam

Concussion Risk Management Program: Illinois State law requires all staff and officials to pass a Concussion Risk Management Program examination every two years, prior to working with students.

5) Coaches who wish to be considered for the Sectional Diving panel must also view the required Diving Rules Presentation and be listed as the **Head Diving Coach** in their IHSA Schools Center (School Administrator only).

4. Click on Each of the 6 pages to complete the information.



On-Line List of Participants will provide space for each participating school to list the accurate names of up to four (4) Girls/Boys entered in each individual event at their respective Sectional Meet.

Entry Substitutions: AT THE SECTIONAL MEET - In case of illness or injury, as certified to in writing by a principal or physician, an entry substitution may be made in an individual event following the Electronic Sectional Seed Meeting on a person for person basis only. Additionally, in circumstances where the school has deemed an athlete ineligible to compete as certified to in writing by a principal, an entry substitution may be made in an individual event following the Electronic Sectional Seed Meeting on a person for person basis only. These substitutions must be made at the Sectional Meet Scratch Meeting (Referee and all coaches) to be held immediately prior to the start of the Sectional meet. No contestant shall be permitted to change events in order to act as a substitute.

Note: A different swimmer may be substituted in each event in which the injured or ill swimmer was entered. All Swimmers/Divers used as substitutes must have been on this year's school team and must be eligible in all respects.

PERMISSABLE CHANGES DURING THE ELECTRONIC SECTIONAL SEEDING: After the LOP deadline, changes to names or times will not be permissible for neither individual events nor relays. The only allowable changes prior to 6:00p.m. of the Electronic Seeding meeting are those that involve misspelling of names or a correction to an athlete's year in school.

Confirmation of receipt of Online List of Participants: Schools should login to their School Center site on the IHSA website and go to the Activity Tracker. Reasons for the "Red Box" to appear in the Sport/Activity Tracker:

- Some schools will not have a competitor in every event offered.
- Schools would not verify to have competed in at least 6 Contests (team honors only).
- School hasn't "Certified & Submitted" their form.

Verification of IHSA Receiving List of Participants:

- An email with your entries will be sent to the email address on file in the Schools Center when coaches

"Certify & Submit" their List of Participants

- Also, make sure you "Certify & Submit" your form so you will not receive unnecessary reminders from our office about not receiving your Swimming List of Participants.

Once the process is complete and the deadline date approaches, the Schools Center Activity Tracker will show that the deadline has passed. This does not mean your school didn't complete it. It means the IHSA Office has imported all rosters and is in the process of preparing the files for the Sectional Managers.

Electronic Sectional Seed Meeting Timeline

Sectional seed meetings will be done electronically. The process and timeline for the electronic sectional seeding meetings for this year are as follows:

Tuesday of the Sectional week:

1. IHSA will send electronic files to meet managers as soon as IHSA has received all entries and withdrawals. Meet managers are required to use the electronic files IHSA provides them. Do not ask schools in your sectional to provide their entries in advance, as they may not match what they originally submitted in the Schools Center during the LOP process.
2. IHSA will send a list of Diving Coaches to Sectional Managers who were nominated and are eligible to serve on the Sectional Diving Panel. To be eligible to serve on the Diving panel the Head Diving Coach must meet the following conditions: (If any of the following requirements were not met, the Diving Coach will not appear in the LOP Coaches drop down menu or be listed on the Diving panel nominees list issued to the Sectional Manager.)
 - a. Certified Coach
 - b. **Must be listed in the Schools Center as the "Head Diving Coach", not as an assistant coach.**
 - c. Watched and received credit for the Diving Rules Video (coach can check their schools Center to verify).
 - d. Completed and passed the PES Examination
 - e. Completed and passed the Concussion Protocol as required by the State of Illinois.

Steps to be eligible for the Diving panel:

1. School administration must list the name of their diving coach in the IHSA Schools Center and issue their diving coach a User ID and password.
2. Diving Coach is required to log in using the User ID & Password to complete Diving Rules Presentation, PES, Concussion Risk Management Protocol, and be a certified coach, to be in compliance. Coaches and Officials who wish to serve on the diving panel in the State Series must view the Diving Rules Presentation by logging in to their Schools or Officials Center prior to the List of Participants deadline.

The Assistant Executive Director in charge of Swimming and Diving will have the ability to appoint a coach to a site when circumstances would require doing so.

3. Head coaches must nominate their diving coaches (if interested and eligible) to serve on the sectional diving panel through the "Coaches" tab in the "List of Participants" page located in the School Center. This can be done when entering their List of Participants prior to the Electronic Sectional Seeding Meetings.

Wednesday of the IHSA Sectional Week

9:00 a.m.

- Coaches will be emailed only their entries to review from the Sectional Host School. Only the Meet Referee will be given a complete, preliminary heat sheet with all entries as submitted on the List of Participants.
- The list of eligible dive coaches who have been nominated for the sectional dive panel will be sent to each individual team and the Meet Referee from the Meet Host. The Assistant Executive Director in charge of Swimming and Diving will have the ability to appoint a coach to a site when circumstances would require doing so.

In the event there are not enough Dive Panel coaches, Sectional Officials will fulfill the remaining positions to serve on the Dive Panel.

6:00 p.m.

- Coaches have until 6 p.m. Wednesday to correct any errors on their entries and return those to the host school.
- Deadline for individual teams to submit any and all corrections back to Meet Host and Meet Referee.
- Deadline for eligible teams to vote for three nominated diving coaches to the Meet Host to serve on the Sectional Diving Panel. Failure to vote will be viewed as having forfeited the right to vote for the diving panel for this IHSA Sectional.
- Sectional managers shall provide an opportunity for divers from competing schools to practice from 6:30 p.m. – 8:30 p.m. on Wednesday before IHSA Sectionals

Entry Substitutions: AT THE SECTIONAL MEET - In case of illness or injury, as certified to in writing by a principal or physician, an entry substitution may be made in an individual event following the Electronic Sectional Seed Meeting on a person for person basis only. Additionally, in circumstances where the school has deemed an athlete ineligible to compete as certified to in writing by a principal, an entry substitution may be made in an individual event following the Electronic Sectional Seed Meeting on a person for person basis only. These substitutions must be made at the Sectional Meet Scratch Meeting (Referee and all coaches) to be held immediately prior to the start of the Sectional meet. No contestant shall be permitted to change events in order to act as a substitute. The replaced swimmer shall not participate in any Sectional Meet events. However, a swimmer who is replaced at the Sectional and who is listed for the Sectional Meet as one of the possible swimmers in any Relay event may participate in the Relay(s) at the State Final only in the event that Relay(s) qualifies for the State Final Meet.

Note: A different swimmer may be substituted in each event in which the injured or ill swimmer was entered. All Swimmers/Divers used as substitutes must have been on this year's school team and must be eligible in all respects.

By 8:00 p.m.

- Final heat sheet will be sent to each team and the Meet Referee from Meet Host, which is final and cannot be changed.
- **Under NO circumstances** should the host school send a complete heat sheet to anyone before 8 p.m. on Wednesday.

Thursday of the IHSA Sectional Week

9:00 a.m.

- Bullet point reminders and site-specific information from the Meet Manager will be sent to each team and the Meet Referee.
- Any egregious errors on the Meet Manager's part must be addressed with the Meet Manager, Meet Referee and individual teams.

Reminders For Coaches and Meet Managers

- A. Attire/Conduct
 - a. It is the swimmer's and coach's responsibility to compete in legal attire
 - b. Any exceptions to attire rules must have letter from the IHSA Administrator for Swimming & Diving allowing the exception.
 - c. Officials will try to catch violations before they occur.
 - d. One manufacturer's logo per piece of attire is legal.
 - e. Multiple caps may be worn.

- B. Dual Confirmation of False Starts
 - a. Referee and Starter will record potential violations independently.
 - b. Must be agreement to disqualify a competitor.
 - c. As per Rule 4-6-3, dual confirmation is now required for all relay exchanges in Championship meets. Our mechanic is to have the Meet Referee and Starter observe all exchanges in all lanes, document any infractions, and if they agree, administer a disqualification.

- C. Scratch Meeting Procedures on Saturday
 - a. Scratch from the meet.
 - b. Scratch from an event (using declared false-start).
 - c. Substitution for the meet (must have physician's or principal's letter) – Refer to Terms & Conditions, Section V, Letter G.
 - d. Swimmers who use Kinesiology Tape – Doctor or trainer's letter REQUIRED. Refer to Rule 3-3-4.

- D. Declared False Starts
 - a. Must be given to Referee before the event, not the heat.
 - b. DOES still count as an entry / CAN be rescinded by verbal declaration OR swimmer presenting themselves to swim.

- E. Warm-up Pool (if available)
 - a. Feet first entry.
 - b. Must become quiet on Referee's whistle.
 - c. If pool becomes too noisy, it will be closed.

- F. Disqualifications
 - a. Every attempt will be made to speak to the Head Coach.
 - b. An announcement will be made if the Head Coach cannot be located.

- G. Official Times / Entries
 - a. Times on the board ARE official unless otherwise announced.
 - b. Normal back-up and adjustment procedures (Rule 6) will apply.
 - c. Any time that is adjusted will be announced.
 - d. As per Rule 4-2-2(g), any discrepancy in a race will be resolved in a "timely manner." This is defined as before the start of the next race. Any coach with a question about a time must approach the Meet Referee (not the scoring table or other officials) before the next race. Once the next race has begun, no questions or protest about previous races, heats or events will be honored.



Boys/Girls Swimming and Diving

To all member schools participating in Swimming and Diving,

In an effort to standardize the entry process for IHSA Swimming and Diving, the IHSA adopted Hy-Tek Swim software as the official software for managing our State Meets. This IHSA adoption **in no way requires you to purchase Hy-Tek swim software**. It will however provide member schools with a 25% group discount (new purchases only) in the event that your school does wish to purchase swimming software in the future.

I repeat, this IHSA adoption in no way requires you to purchase Hy-Tek swim software. However, we have been made aware by member schools that the majority of schools that currently own and use swimming software, already own the Hy-Tek product. Consequently, the IHSA has decided to purchase the software so that our online entry process for our State Series will be easier for our schools that host the Sectional Meets. By purchasing the Hy-Tek Meet Manager we hope to be capable of sharing the schools online entries with our Sectional Managers in a format that will not require them to be forced to manually reenter the schools individual entries. Please contact hy-tek by visiting www.hy-tek.com for current updates and pricing.

It is our sincere hope that our purchase of this product will make the management of our State Series meets easier for all involved.

Respectfully,

Kraig Garber
IHSA Assistant Executive Director
For Swimming and Diving

School Hy-Tek Letter

Illinois High School Association
2715 McGraw Drive
Phone: (309) 663-6377
E-mail: kgarber@ihsa.org
Bloomington, IL 61704
FAX: (309) 663-7479
Web: <http://www.ihsa.org>



Name _____ (Last) _____ (First)
 School _____ (Town) _____ (Name of School)
 Diving Order _____
 Yr. in School _____

OFFICIAL DIVING SCORE SHEET

RND. NO.	DIVE NO.	WRITTEN DESCRIPTION	POS TPSF	JUDGES AWARDS							TOTAL PTS	DEG DIFF	TOTAL AWARD	BALK	DD CHG
				1	2	3	4	5	6	7					
1															
2															
3															
4															
5															
PRELIMS															
6															
7															
8															
PRELIM PLUS SEMIFINALS															
9															
10															
11															

Diver's Signature _____

Coach's Signature _____

Official's Signature _____

TOTAL VOLUNTARY DD _____

Meet: Sectional _____ Place _____

State _____ Date _____

TOTAL POINTS _____

IHSA Replacement Pricing and Order Form for Additional State Series Awards

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

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

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

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

Gender: Girls Boys Co-Ed

Classification:

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

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

Level of Competition: Regional Sectional Super-Sectional State

Type of Award:

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

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

Ordered By (Print): _____

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

School Name: _____

School Address: _____

City, Zip: _____

Phone Number: _____

Email Address: _____

Official Representative Name (Printed): _____

Official Representative Signature: _____



IHSA Replacement Pricing and Order Form for Additional State Series Awards

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

Contact A & M direct for pricing

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

Pricing for Schools *(INCLUDING MUSIC SWEEPSTAKES)*:

<u>Qty:</u>	<u>Finish</u>	<u>State Medallion</u>	<u>Reg./Sect Medal</u>	<u>Shipping</u>
1 – 5	Goldtone (1 st)	\$4.30	\$4.10	\$6.00
	Nickel Silver (2 nd)	\$4.80	\$4.60	
	Bronze (3 rd)	\$4.30	\$4.10	
6 – 12	Goldtone (1 st)	\$4.15	\$3.85	\$8.00
	Nickel Silver (2 nd)	\$4.55	\$4.35	
	Bronze (3 rd)	\$4.15	\$3.85	
13 – 24	Goldtone (1 st)	\$3.80	\$3.60	\$9.00
	Nickel Silver (2 nd)	\$4.30	\$4.10	
	Bronze (3 rd)	\$3.80	\$3.60	
25 or more	Goldtone (1 st)	\$3.55	\$3.35	\$10.00
	Nickel Silver (2 nd)	\$4.05	\$3.85	
	Bronze (3 rd)	\$3.55	\$3.35	

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

Plaque/Trophy Pricing for Schools (Shipping included):

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

Plate Replacement Pricing

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

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



Emergency Action Plan (EAP)

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

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

EAP's should consist of the following components:

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

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

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

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

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

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

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



Venue-Specific Action Plan

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

Venue

Sport:
Location:

Emergency Personnel

Present:
On-Call:

Emergency Equipment Location On-Site

Nearest AED:
First Aid Kit:
Items for proper care of blood-borne pathogens:
Ice or chemical ice packs, water and towels:
Player Medical Information:
Other equipment as deemed necessary by local circumstances and qualifications of available personnel:

Communication

Access to 911:
Access to on-call emergency medical personnel:

Role of First on the Scene:

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

EMS Access:

If EMS is called provide directions/access to scene

Directions to site/location:

Open access gates
Designate individual to meet EMS at entrance

ILLINOIS HIGH SCHOOL ASSOCIATION

2715 McGraw Drive • Bloomington, IL 61704

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

IHSA Protocol for Implementation of NFHS Sports Playing Rule for Concussions

“Any athlete who exhibits signs, symptoms, or behaviors consistent with a concussion (such as loss of consciousness, headache, dizziness, confusion, or balance problems) shall be immediately removed from the contest and shall not return to play until cleared by an appropriate health care professional.”

The above language, which first appeared in all National Federation sports rule books for the 2010-11 school term, reflects a strengthening of rules regarding the safety of athletes suspected of having a concussion, but not a revision in primary responsibilities in these areas. Previous rules required officials to remove any athlete from play who was “unconscious or apparently unconscious.” This revised language reflects an increasing focus on safety, given that the vast majority of concussions do not involve a loss of consciousness. However, the revised language does not create a duty that officials are expected to perform a medical diagnosis. The change in rule simply calls for officials to be cognizant of athletes who display signs, symptoms, or behaviors of a concussion from the lists below and remove them from play.

NOTE: The persons who should be alert for such signs, symptoms, or behaviors consistent with a concussion in an athlete include appropriate health-care professionals, coaches, officials, parents, teammates, and, if conscious, the athlete him/herself.

Definition of a Concussion

A concussion is a traumatic brain injury that interferes with normal brain function. An athlete does not have to lose consciousness (be “knocked out”) to have suffered a concussion.

Behavior or signs observed indicative of a possible concussion

- Loss of consciousness
- Appears dazed or stunned
- Appears confused
- Forgets plays
- Unsure of game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Shows behavior or personality changes
- Can't recall events prior to or after the injury

Symptoms reported by a player indicative of a possible concussion

- Headache
- Nausea
- Balance problems or dizziness
- Double or fuzzy vision
- Sensitivity to light or noise
- Feeling sluggish
- Feeling foggy or groggy
- Concentration or memory problems
- Confusion

This protocol is intended to provide the mechanics to follow during the course of contests/matches/events when an athlete sustains an apparent concussion. For the purposes of this policy, appropriate health care professionals are defined as: physicians licensed to practice medicine in all its branches in Illinois and certified athletic trainers.

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

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

ILLINOIS HIGH SCHOOL ASSOCIATION

2715 McGraw Drive • Bloomington, IL 61704

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

Concussion Information

Return to Play (RTP) and Return to Learn (RTL)

Background: With the start of the 2010-11 school term, the National Federation of State High School Associations (NFHS) implemented a new national playing rule regarding potential head injuries. The rule requires “any player who exhibits signs, symptoms, or behaviors consistent with a concussion (such as loss of consciousness, headache, dizziness, confusion, or balance problems) shall be immediately removed from the game and shall not return to play until cleared by an appropriate health care professional.” In applying that rule in Illinois, it has been determined that only certified athletic trainers, advanced practice nurses (APN), physician’s assistants (PA) and physicians licensed to practice medicine in all its branches in Illinois can clear an athlete to return to play the day of a contest in which the athlete has been removed from the contest for a possible head injury.

In 2015, the Illinois General Assembly passed the Youth Sports Concussion Safety Act, and this legislation, among other items, required schools to develop Concussion Oversight Teams and create Return to Play (RTP) and Return to Learn (RTL) protocols that student-athletes must meet prior to their full return to athletic or classroom activity

Mandatory Concussion Education

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

The IHSA program includes two video presentations and other supplementary materials that ALL high school athletic coaches, marching band directors, and Concussion Oversight Team members need to review prior to taking a required exam over the curriculum. Individuals will be required to demonstrate proficiency on the exam by scoring at least 80% in order to serve as an athletic coach or marching band director at an IHSA member school.

The program offers training in the subject matter of concussions, including evaluation, prevention, symptoms, risks, and long-term effects. Coaches will be able to access the program after logging into the IHSA Schools Center and clicking on the “CON” tab, which will be located under the ‘Departments’ heading on the Schools Center homepage.

For more information on the Youth Sports Concussion Safety Act, including specific requirements of the law and other concussion education providers besides IHSA, individuals can access Sports Medicine resources on the IHSA website at <http://www.ihsa.org/Resources/SportsMedicine.aspx>.

For those first adopters of this training, new curriculum from the IHSA/IESA is expected to be released in March of 2018 so those whose training will expire in 2018 will be able to remain in compliance with the law.



Unmanned Aerial Vehicle (Drone) Policy

For IHSA Tournaments

Effective February 18, 2015

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.

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.



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.





Sectional Meet Manager Information

Phone: (309) 663-6377 Fax: (309) 663-7479
Email: kgarber@ihsa.org (Kraig Garber)
clowery@ihsa.org (Cheryl Lowery)

1. **Terms and Conditions:** Please read carefully the Terms and Conditions for the IHSA Girls/Boys State Swimming Meet Series.
2. **Deadlines:** Please login to your IHSA Schools Center with your Coaches ID and password. All head coaches should have been issued a Coaches ID and Password for use to help them avoid missing deadlines. It will show a snapshot of their responsibilities/respective deadlines to keep their teams eligible to compete in the State Series for the sports they are listed as the Head Coach. The following link will be an active calendar for all IHSA Sports/Activities <https://www.ihsa.org/Resources/Calendar-of-Events>
3. **Online Electronic Seeding Meeting:** Each meet manager should send tournament information to each school assigned to their Sectional meet. Complete instructions included within this manual.
4. **Official Rules:** The Current National Federation Swimming and Diving Rules will govern the competition, unless otherwise specifically indicated in the Terms and Conditions or printed instructions.
5. **Relay Events: Relays will not be conducted. Due to the IDPH regulations in order to keep Swimming & Diving a Low Risk sport, there will be no relays in this year's Sectional Meets.**

Entry Substitutions: AT THE SECTIONAL MEET - In case of illness or injury, as certified to in writing by a principal or physician, an entry substitution may be made in an individual event following the Electronic Sectional Seed Meeting on a person for person basis only. Additionally, in circumstances where the school has deemed an athlete ineligible to compete as certified to in writing by a principal, an entry substitution may be made in an individual event following the Electronic Sectional Seed Meeting on a person for person basis only. These substitutions must be made at the Sectional Meet Scratch Meeting (Referee and all coaches) to be held immediately prior to the start of the Sectional meet. No contestant shall be permitted to change events in order to act as a substitute.

Note: A different swimmer may be substituted in each event in which the injured or ill swimmer was entered. All Swimmers/Divers used as substitutes must have been on this year's school team and must be eligible in all respects.

6. **Sectional Seed Times:** Seed times for the Sectional meet must be submitted in accordance with Item V-F in the Terms and Conditions. All coaches must be able to defend their athletes' times with documented meet results if requested to do so by any other coach.
7. **Advisory Committee Recommendations:** Coaches who have suggestions to be considered by the Swimming & Diving Advisory Committee, must be submitted to their Athletic Director. Once the Athletic Director approves, the Athletic Director must login and submit recommendations through the IHSA Schools Center. Recommendations will no longer be accepted through email. Recommendations must be submitted to the IHSA Schools Center one month prior to the Advisory Committee Meeting.
8. **Financial Reports:** Please see Item IV of the Terms and Conditions for the financial terms for Sectional meets. The Financial Report is to be completed online through the IHSA Schools Center, within ten (10) days following your meet.
9. **Admission Prices:** Please see item IV-C-1 for admission prices to be charged for all tickets sold at Sectional meets for students and adults for **all day**. Please give **free** admission to a "baby in arms".
10. Two (2) **Officials:** The Referee and Starter will be assigned for the Sectional meets by the IHSA Office. Once confirmed assigned officials will be posted in the IHSA Schools Center within the "H" IHSA State Series Hosting & ScoreZone Section.
11. **Non-Paid Meet Personnel:** Meet managers shall assign **non-paid** meet personnel as outlined in Rule 4 (Officials and their Duties) of the current National Federation Swimming and Diving Rules Book. **It is essential that all officials as named in Rule 4-1-1 are provided for in order to assure proper meet administration.**
12. **Dive Panel at the Sectional Meet:** There will be a panel of 5 judges for diving. (3) coaches and (2) officials (Meet Referee and Starter) assigned by the IHSA Office. Only Diving coaches who have completed the Dive Rules Presentation through the IHSA Schools Center will be eligible to serve on the Sectional diving panel. IHSA will be furnished to the Meet Managers of all eligible coaches before the Seeding Meeting. Managers may want to include a reminder to coaches who want to serve on the dive panel that they are required to get credit for the Diving Rules Presentation when they contact them about Seeding Meeting details. IHSA will also reach out to all Swimming & Diving Schools throughout the season reminding them of this.

Note 1: Wednesday prior to Sectionals. Deadline to vote for 3 coaches to serve on sectional dive panel from the list of eligible coaches must be returned to the Sectional Host by 6:00 p.m. Only coaches that have divers actually competing in the sectional competition may vote. Only names of coaches who received credit for the Diving Rules Presentation and were nominated during the school's List of Participants process will be listed for the vote.

Sectional Meet Manager Information, continued

13. **Officials' Decisions:** In accordance with Item VIII-H of the Terms and Conditions and the Swimming and Diving Rule Book, the decisions of the Referee and Diving Referee **shall be final**.
14. **Diving Practice:** In accordance with the Terms and Conditions, Item V-D-Note 4, Sectional managers shall provide an opportunity to divers from competing schools to practice Wednesday evening prior to Sectionals. Proper supervision must be provided by the schools of the divers practicing. **(Please be sure schools know the water depth for diving).**
15. **Winner Report Form:** Winner report must be submitted (only Tournament Manager, Official Representative and Athletic Director passwords and ID's will see the links to file the Winner Report) through the IHSA School's Center immediately following the completion of the Sectional. Please see instructions located elsewhere in this manual. **Immediately** following the Sectional meet, the **Meet Referee** will reconcile the official meet results with the Winner Report and will oversee posting the Winner Report on the web site.
16. **Sectional Meet Time Schedule:** Please see Item VI-B of the Terms and Conditions for the recommended Time Schedule for all Sectional meets.
17. **Deck Restrictions:** Only Certified Coaches who have met By-Law 2.070 requirements and its subsections and are included in the List of Participants file, assigned officials and competitors shall be allowed on the deck of the pool at the Sectional meets. No children will be allowed on deck. **No Exceptions!**
18. **Awards:** Awards will be presented at your Sectional meet in accordance with Item X-A of the Terms and Conditions. Enclosed is an information bulletin about receiving awards from A & M Products. A form Requesting Duplicate Awards for Sectional ties is available in this Manual.
19. **Filming/Videotaping:** At the Sectional and State Final meets, spectators will be permitted to film and videotape the competition provided: 1) The filming or videotaping unit is a self-contained unit that needs no power outlet; 2) The filming or videotaping unit is a compact, hand-held unit that can be operated from the spectator's seat; 3) The spectator is seated while filming or videotaping; 4) No tripod is used; and, 5) No additional seating space than the one seat occupied by the spectator is used for the camera or case, etc. for the filming or videotaping. Spectators who do not abide by these provisions will not be permitted to film or videotape at the meet. **(IHSA WILL NOT VIEW ANY VIDEO OF COMPETITION TO REVERSE AN OFFICIALS DECISION)**
20. **Checklist:** Refer to the enclosed "Sectional Meet Manager Checklist" to assist you in completion of hosting responsibilities.
21. **Inquiries:** Any inquiries about the IHSA Girls/Boys State Swimming Meet Series should be directed to Kraig Garber (kgarber@ihsa.org), Assistant Executive Director of IHSA, (309) 663-6377.

The Illinois High School Association sincerely appreciates your willingness to serve as a local manager of a Swimming & Diving Sectional Meet.

SWIMMING

HY-TEK INSTRUCTIONS TO SECTIONAL MANAGERS

Importing information into Hy-Tek 2.0C from the IHSA Schools Center

To import the Hy-Tek file:

1. You must be using Version 2.0C or later
2. Set up your meet, with all 12 events
3. Using your school ID and password, go to the IHSA Schools Center
4. Click on Hy-Tek Import File, uncheck “match on event numbers” as an option on importing
5. File Save As
6. Make sure the extension is a .sd3 (change if necessary)
7. The document must be a text file (change if necessary)
8. Save File
9. Import into Hy-Tek



Sectional Manager/ Meet Referee Checklist

Meet Managers: Principal, Official Representative, Athletic Director or Tournament passwords only have access to the Hosting & ScoreZone responsibilities within the School's Center. Access to List of Participant Download, Assigned Officials, Winner Report and Financial Reports. "H" IHSA State Series Hosting & ScoreZone Schools Center area.

If you have a staff member, who will be serving as Tournament Manager, they must be designated as Swimming & Diving Tournament Manager in your School's Center.

- () On Tuesday prior to the Seeding Meeting, an email will be sent to all Tournament Manager's when the List of Participant files will be available for download.
- () the Sectional manager is responsible for following the Online Sectional Seeding Meeting Timeline (located in this manual).
- () As the Sectional meet progresses, update the Winner Report with any Extra Qualifiers in each event.
- () **Immediately** following the Sectional meet, the **Meet Referee** will reconcile the official meet results with the Winner Report and will oversee posting the Winner Report on the web site.
- () **Meet Managers are required to fax/email Kraig Garber (kgarber@ihsa.org) a set of complete results before leaving the Sectional meet. This enables IHSA to verify Winner Report clerical errors. The Sectional times/results are also used in determining qualifying standards for next year by using the average of the 30th place time (for individual events) and the 24th place time (relays). In order to make these calculations we must have these times from all sectional sites.**
- () Complete the Online Financial Report.
- () The IHSA encourages Tournament Managers to evaluate the officials assigned to your Sectional. Please complete the evaluation by logging into your School's Center.

Note: When contacting the schools assigned to your sectional, please remind them:

- Any site specific information/details
- No balloons, signs or banners will be allowed in the coach and competitor seating area.
- Balloons will not be allowed in the balcony or locker rooms.

Thank you for your help and cooperation in making sure all the needed information from your sectional meet is complete, accurate and **immediately** submitted to the IHSA.

Sectional Managers Winner Report Instructions

The IHSA Schools Center Web site will enable managers to connect from any location that has an internet connection to complete their tournament manager responsibilities.

All Managers are required to complete their Winner Reports on-line, no later than 4:00 p.m. on the day of their meet.

Log-In Instructions for Access to the IHSA School's Center for filing Winner Reports (must use the Official Representative, Athletic Director or Swimming Tournament Manager User ID and password for Hosting links to appear.)

1. Go to: www.ihsa.org
2. Click on Schools & Officials Center login
3. Enter your User ID number (5 digits, a letter followed by 4 numbers)
4. Enter your Athletic Director, Official Representative or Tournament Management password. A coaches password will not work unless they are designated as one of the above positions as well.
5. Click on "H IHSA State Series Hosting and ScoreZone"

The screenshot shows the IHSA Schools Center website interface. At the top, there is a navigation bar with the 'SCHOOLS CENTER' logo and the 'IHSA' logo. Below the navigation bar, there is a search box and an 'Admin' link. The main content area is titled 'IHSA State Series Hosting' and contains a navigation bar with links: 'IHSA State Series hosting', 'ScoreZone', 'Financial reports', 'Host availability survey', and 'Facilities survey'. Below this, there is a paragraph of text explaining the purpose of the page. A table follows, listing various sports and their associated reports. The table has six columns: 'Manuals (PDF)', 'Assigned Officials', 'List of Participants', 'Results Report', and 'Financial Report'. The rows are for 'Boys Golf Class 1A Regional' and 'Girls Swimming & Diving Sectional'. Below the table, there are three paragraphs of text providing instructions for 'Assigned Officials', 'List of Participants', and 'Winner Report'.

	Manuals (PDF)	Assigned Officials	List of Participants	Results Report	Financial Report
Boys Golf Class 1A Regional	Manager's Manual & Forms	--	not yet posted	not yet available	submit financial report
Girls Swimming & Diving Sectional	Manager's Manual & Forms	not yet posted	not yet posted	not yet available	submit financial report

Assigned Officials: For sports with officials, a list will be provided to you in advance of the event.
List of Participants: For individual sports and some team sports, a file will be provided to you after the List of Participants deadline has passed.
Winner Report: Should be submitted immediately after the end of the tournament, meet, or contest. For a sport with a series of events, such as swimming or track, the report may be filled in and resubmitted after each event.
Financial Report: Should be submitted within 10 days of the event.

6. Click on Winner/Results Report and complete the online form as prompted by the directions on the web page.

The screenshot shows the IHSA Schools Center website interface for the 'Girls Swimming & Diving Winner Report' page. At the top, there is a navigation bar with the 'SCHOOLS CENTER' logo and the 'IHSA' logo. Below the navigation bar, there is a search box and an 'Admin' link. The main content area is titled 'Girls Swimming & Diving Winner Report' and contains a navigation bar with links: 'Return to Hosting', '1. Instructions', '2. Team scores', '3. Advancing entries', '4. Relay swimmers', '5. Comments', '6. Submit', and '7. Upload results'. Below this, there is a paragraph of text explaining the purpose of the page and providing instructions for filling out the report.

Be sure to fill out each page of the Winner Report Form by clicking through the links in the yellow box at the top of the page.

When you are finished, review all the pages and then "Submit" the form.

If you discover that you need to make a change AFTER submitting the report, you may do so, but please notify the IHSA Office of the change.

7. Meet Referee must reconcile the official meet results with the Winner Report before the Meet Manager finalizes the Winner Report for the Schools Center website.
8. Upload the complete set of results on the last page of the Winner/Results Report.
9. Email a set of complete results to kgarber@ihsa.org. (before you leave the Meet)

NOTE: Meet Managers are required to fax/email Kraig Garber (kgarber@ihsa.org) a set of complete results upon conclusion of their meet. This enables IHSA to verify Sectional Website corrections after the Sectional meet (instead of calling the managers). Sectional times/results are also used to determine qualifying standards for next year by using the average of the 30th place time (for individual events) and the 24th place time (relays). In order to make these calculations we must have every time from each sectional site.

Thank you in advance for your cooperation in this process.

IHSA Licensed Vendor



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

School Information:

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

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

Vendor Information:

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

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

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

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

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

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

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



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, 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

Manager Awards Order Form for Ties

TOURNAMENT MANAGERS: This form must be completed to order tie awards earned during your Regional or Sectional Tournament. Immediately following the **Regional and/or Sectional** tournament, please **fax this completed order form to A & M Products (815) 879-0400**. Upon receipt, A&M Products will mail orders for "Ties" directly to the School(s) indicated below.

Please return unused medals to A & M Products, 575 Elm Place, Princeton, IL 61356.

Tournament Location: _____ **Competition Level:** ___ Reg ___ Sect

Sport/Activity: _____ **Gender:** ___ Girls ___ Boys ___ Co-ed

Tournament Manager's Name: _____

Tournament Manager's Phone Number: _____

Tournament Manager's Email address: _____

Classification (circle one): 1A 2A 3A 4A 5A 6A 7A 8A Unclassified

TEAM PLAQUE

Recipient Town/School (Must supply both): _____

Name of Recipient: _____ **Place:** _____

Individual Event Medal Tie Requests

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

◆ **Recipient Town & School:** _____

Name of Recipient: _____ **Place:** _____

Event Name* _____

◆ **Recipient Town & School:** _____

Name of Recipient: _____ **Place:** _____

Event Name* _____

◆ **Recipient Town & School:** _____

Name of Recipient: _____ **Place:** _____

Event Name* _____

◆ **Recipient Town & School:** _____

Name of Recipient: _____ **Place:** _____

Event Name* _____

