

Girls Flag Football



2024-25

Manual for Schools and Managers



Illinois High School Association
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School Information

2024-25 Academic School Year

Illinois High School Association



2024-25 Girls Flag Football State 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 2024-25 IHSA Girls Flag Football Tournament Series.

I. School Classification

Competition in the IHSA Girls Flag Football Tournament Series will be held for all member schools without classification.

II. DATES AND SITES

- A) **Regional Quarterfinals:** Monday October 7, 2024
These games will be played at the site of the highest seed.

Note: Regionals will be held Tuesday - Saturday October 8- 12, at thirty-two (32) sites.

- B) **Sectional Semifinals:** Tuesday, October 15, 2024
Sectional Finals: Wednesday, October 16, 2024

Note: Sectionals will be held at eight (8) sites.

- C) The State Final tournament will be held at Willowbrook High School on October 18 -19, 2024.

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

The policy for Original Entry Deadlines, Late Entries, and Late Withdrawals shall be the policies and procedures regarding entry for all IHSA-sponsored sport/activities included in the 2024-25 Entry Policies and Procedures.

A) On-Line Entries: All member schools must enter their school into the state series competition through the IHSA Schools Center on the IHSA Website at (www.ihsa.org). The deadline for entry is Monday, August 26, 2024. The 2024-25 Entry Policies and Procedures outlining the online entry procedures for all IHSA-sponsored tournaments can be found in the Schools Center on the IHSA website.

B) Late Entries: Any attempt to enter a sport or activity on-line after the established deadlines will be denied. Schools that wish to enter after the deadline will be considered late. To be considered for late entry, the Principal/Official Representative must contact the IHSA administrator in charge of that sport or activity. The penalty for late entry shall be a payment of \$100.00 for that sport/activity by the school.

C) List of Participants Penalty: In order for a school to complete the entry process for girls' state Flag Football series, they must enter their team or individual(s) and complete the *List of Participants* by the established deadline date Monday, September 23, 2024. Schools who fail to complete both parts of the entry process will not be entered into the state series unless a late entry fee is paid.

D) Breach of Contract By-Law 6.041 (Withdrawal Procedure):

To withdraw without penalty, the Athletic Director, or IHSA Representative, must notify the IHSA Office, in writing, of the school's withdrawal from the respective sport prior to the date the seeding meeting date and/or the date the *List of Participants* is due for that sport.

If a school withdraws after the seeding meeting date/*List of Participants* due date and/or does not show up for competition, the school will be charged a \$500 penalty, and if applicable, the cost of game officials and the host school guarantee provided for in the Terms & Conditions as a result of such breach.

E) Eligibility: All member schools in good standing may enter one team under the provisions of IHSA By-law 3.054.

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

G) On-Line List of Participants:

Each school must complete the On-Line *List of Participants* by **Monday, September 23, 2024 by 10:00 a.m.** If a school does not submit the On-Line *List of Participants* by the deadline, coaches and/or participants from the school are subject to sanctions which could include, but not be limited to, coaches or players being ruled ineligible to coach or compete in the state series.

Note: The *List of Participants* will provide the overall team records.

Note: The *List of Participants* is a school entry.

IV. HOST FINANCIAL ARRANGEMENTS

A) All Quarterfinal Regional games are financially independent from the IHSA. All local expenses will be paid by the host school. If admission is charged, the host school will receive 100 percent of the gate receipts. **In the Semifinal and Championship Regional games**, the host school shall pay for all local expenses. The host school shall receive a guarantee of \$575.00. The IHSA will pay the officials through Arbiter Pay. The host school shall retain 20% of net income and submit remainder to the IHSA. In the event of a negative balance, the host school shall be reimbursed for the entire deficit. If admission is not charged, the host school shall forfeit the guarantee.

B) In the Sectional tournament, the host school shall pay for all local expenses. Each host school shall receive a host guarantee of \$575.00. The IHSA will pay the officials through Arbiter Pay. The host school shall retain 20% of net income and submit remainder to the IHSA. In the event of a negative balance, the host school shall be reimbursed for the entire deficit. If admission is not charged, the host school shall forfeit the guarantee.

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

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

REGIONAL

Digital Ticket: \$6

Cash Ticket: \$7



SECTIONAL

Digital Ticket: \$7

Cash Ticket: \$8

STATE FINAL

Digital Ticket: \$10 per day

Cash Ticket: \$11 per day

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

V. TOURNAMENT ASSIGNMENTS AND SEEDING MEETINGS

A) **LIST OF PARTICIPANTS & SEASON SUMMARY– Final Entry Process:** The *List of Participants & Season Summary Sheet* must be completed online no later than **Monday, September 23, 2024 by 10 am** to complete the school’s entry. Coaches who do not complete the *List of Participants & Season Summary* shall not be entered into the state series. A late entry fee shall be charged to schools that have not completed the final entry process and wish to enter. Schools are subject to additional sanctions by the IHSAA for a late entry which can include a coach being ruled ineligible to coach or compete in the state series.

On **Monday afternoon, September 23, 2024**, the IHSAA will then make available the final *List of Participants & Season Summary* through the IHSAA School Center at 4:00 p.m. to the correlating schools in the sub-sectional or sectional complex. This shall be a school’s final entry.

B) **Sectional Complex Seeding Meeting and Sectional Seeding Meeting:** All state tournament series will begin with a sectional complex except where excessive travel is a factor. This is determined by the IHSAA administration. Where this occurs the tournament series will begin with sub-sectionals. Each sub-sectional will contain 2 regional sites. Seeding for the tournament series will be done by sub-sectionals. Each sub-sectional will be seeded with the #1 and #4 assigned to one regional and #2 and #3 assigned to the other regional. The remaining teams will be assigned by geography.

C) **Tournament Series:** The successive tournament series shall be designated respectively as regional, sectional and state final. The IHSAA Office will select all regional and sectional host sites. All schools including the Chicago Public Schools entered in the state series will be assigned to a sub-sectional or sectional complex based upon geography.

D) **Seeding and Pairings:** The seeding shall be done on Tuesday, September 24, 2024. The seeding will be done online in the Schools Center by all coaches. All coaches will be required to fill out the season summary data form which contains information about their team. Information on all schools in your tournament will be available for each coach to review prior to making their seeds online. Pairings will be released on the IHSAA website. Pairings for the first round of games of the State Final Tournament(s) will be made by chance drawings at the Fall Sports Drawing. It is the responsibility of each competing school entered in the state series to complete the IHSAA Season Summary Sheet prior to the seeding of schools. The school must complete their school form online in their Schools Center no later than **Monday, September 23, 2024 by 10:00 a.m.** Non-compliance may result in IHSAA review and possible sanctions imposed upon the school.

E) **Regional and Sectional Host Sites:** Will be predetermined and selected by the IHSAA Office.

VI. TOURNAMENT STRUCTURE AND TIME SCHEDULE

A) Time Schedule:

1. Local managers will not be permitted to change the order in which games are played unless given permission by the IHSAA Office. Regional or Sectional managers, upon consultation with the IHSAA Office and all teams in agreement may request a change.

2. Starting times for regional quarterfinal games will be 5:00 p.m., unless the contest host has requested, and been approved for, a different start time from the IHSAA Office. Starting times for all games will be announced by the local manager, but in the Regional and Sectional tournaments, games should not be played during school hours and cannot be played before 3:00 p.m on a weekday. The following starting times are recommended to the host schools: 5:00 p.m. for afternoon games, 6:00 p.m. for night games, and 11:00 a.m. for Saturday games. If both semifinal games are played on the same night, 5:00 p.m. and 6:00 p.m. game times are recommended.

3. If a Regional or Sectional host has the facilities, they may request to host the Regional or Sectional semifinals in a single session. The request must be made in advance of the start of the state series to the IHSAA. If approved, the back-to-back semifinals must be played on the first scheduled day of semifinal play in the respective tournament.

B) State Final Schedule

Coaches Meeting will be virtual. Information will be sent to coaches on Thursday, October 17 at 11:00 a.m.

C) State Final Schedule

All state final contests will be played at Willowbrook High School using the following time schedule:

Friday, October 18, 2024

Session 1

Game 1 - 4:30 p.m. Quarterfinal

Game 2 - 5:45 p.m. (approx.) Quarterfinal

Session 2

Game 3 - 7:00 p.m. Quarterfinal

Game 4 - 8:15 p.m. (approx.) Quarterfinal

Saturday, October 19, 2024

Session 3

Game 5 - 11:00 a.m. Semifinal

Game 6 - 12:30 p.m. Semifinal

Session 4

Game 7 2:00 p.m. (3rd place game)

Game 8 4:00 p.m. (approx.) (Championship)

VII. ADVANCEMENT OF WINNERS

A) The thirty-two (32) Regional champions shall advance to one of eight (8) Sectional tournaments.

B) The winners of the eight (8) Sectional tournaments shall advance and will be entered in the State Final Tournament.



VIII. TOURNAMENT RULES

- A. Roster:** Twenty-five (25) players in uniform are allowed.
- B. Coaches:** Teams are allowed four (4) coaches in compliance with IHSAA By-law 2.070.
- C. Team Sideline Personnel:** Only member school students from the competing team's school, school-recognized adult team manager, certified coaches, and school-approved athletic trainers may be present on the team sidelines.
- D. Rules of Play:** Illinois High School Association Girls Football Rule Book. [IHSAA 24-25 Girls Flag Rules](#)
- E. Tie Games:** All regular season Varsity Girls Flag Football games shall be played to completion. Tie games shall be resolved with the overtime rules as printed in the Illinois High School Association Girls Football Rule Book. [IHSAA 24-25 Girls Flag Rules](#)
- F. Game Ball:** Wilson TDY football. All IHSAA State Series games will be played with the Wilson GST SPEEDSKIN HEIR.
- G. State Series Tournament Play:** All Tournaments will be conducted on a single elimination basis.
- H. AED:** Host schools must have an AED on-site and be available
- I. Determining Home Team:** The home team in tournament games shall be determined according to the following procedure:

1. In all Regional games, the highest seeded team is the home team. The Regional host school local management shall determine the team sidelines.

2. In Sectionals that feed from Regionals, the home team in each Sectional semifinal contest and the Sectional final game will be determined by a coin flip, which will be called by the team from the bottom of the bracket. The Sectional host school/local management shall determine the team sidelines.

3. In Sectional complexes, the home team in each Sectional semifinal contest and the Sectional final game will be determined by the highest seed. In the southernmost sectional the home team in each sectional semi-final game will be determined by the highest seed. A coin flip will be used to determine the home team in the sectional championship. The Sectional host school/local management shall determine the team sidelines.

4. In the State Final tournament, at a meeting of the coaches of the teams participating in the State Final tournament, home team privileges shall be determined by a coin flip. Home team privileges for all State Final tournament games shall be determined at this meeting. State Final manager shall conduct the appropriate coin flip(s) to determine home team for all State Final tournament games. The team from the bottom of the bracket shall call the coin toss.

B) Signs and Banners:

The display of signs, banners, placards, or similar items at IHSAA state series events is permitted, provided:

- 1) They are in good taste and reflect good sportsmanship in their message and use.
- 2) They reflect identification and encouragement to participants and their school/community.
- 3) They are not displayed on the field of play or in a manner which interferes with play.
- 4) They do not obstruct the view of participants or spectators.
- 5) They are not safety hazards.

C) Damage to Property and Equipment:

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

D) Practice Facilities:

In the Regional, Sectional and State Final Tournament, the hosting schools shall not make the facilities available to the incoming teams for practice, other than customary scheduled pre-game to the start of the state series game. Further, hosting schools have no obligation to permit visiting teams access to the game field prior to thirty minutes before the game.

E) Media Requirements:

1) Coverage

a. State Series hosts should work to accommodate media members with space to cover State Series events whenever possible.

b. For State Series events, the IHSAA Press Box Policy should be used as a guide for determining media press box access should space become an issue.

2) Broadcasting

a. Radio or audio-only internet broadcasts are not subject to a broadcast rights fee at the Regional, Sectional, or Super-Sectional levels. A \$100 fee exists at the State Final round, pending approval by the IHSAA after completion of the IHSAA's broadcast application form.

b. If a State Series contest/event is broadcast on the NFHS Network, then there is no rights fee due and no other video streaming/TV broadcasts will be allowed, pending special permission from the IHSAA. c. If a State Series contest/event is not broadcast on the NFHS Network, then the broadcast rights may be purchased to broadcast via video streaming/TV pending approval by the IHSAA after completion of the IHSAA's broadcast application form.

Note: Broadcast application forms can be accessed by Googling "IHSAA Broadcast Applications" or directly at [IHSAA.org/News-Media/News-Media-Center/Broadcast-Applications](https://www.ihsaa.org/News-Media/News-Media-Center/Broadcast-Applications)

F) Videotaping:

Videotaping will be allowed provided the local manager has a comparable area for both competing schools to videotape. When one school requests the video space, then the local manager shall provide similar space to both competing schools. Noncompeting schools and

IX. TOURNAMENT POLICIES

A) State Final Passes: For the State Final Tournament games, each state qualifying team will receive:

1. thirty-one (31) passes for its players and other team personnel.
2. one (1) state final event pass to properly licensed medical personnel for each team participating in the state final. The pass would be available for either a licensed (i.e., certified) athletic trainer.



spectators will be allowed to videotape games in the stands, provided they do not obstruct the view of participants and spectators.

G) Tobacco/Liquid Nicotine Products:

The use of tobacco or liquid nicotine products in any competition area, either during a practice or while a contest is in progress, or affiliated property of any IHSA state series contest by any coach, player, any other person connected with a team, or fan shall be prohibited. State series hosts are required to make all state series contest sites and any affiliated property, including parking lots, fan accommodation areas, and other school or event venue property, tobacco/liquid nicotine free zones on the date or dates of any IHSA event being held at the site.

H) Use of inhalers:

A student with asthma may possess and use his/her medication during an IHSA competition, while under the supervision of school personnel, provided the school meets the outlined procedures 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 state series contest. State series hosts are required to make all state series contest sites and any affiliated property, including parking lots, fan accommodation areas, and other school or event venue property, alcohol free zones on the date or dates of any IHSA event being held at the site. Violation of this policy by an event host will subject the host to a penalty for violation of IHSA By-law 2.020. Such penalty may include, but not necessarily be limited to, prohibition against subsequent event hosting assignments. Violation of this policy by a non-hosting member school will subject the school to penalty for violation of IHSA By-law 2.020. Patrons of any IHSA state series contest determined to be in violation of this policy will be removed from the premise, and law enforcement officials will be called as warranted. No ticket refunds will be granted in such cases.

J) Prayer at IHSA State Series Contests:

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

K) State Final Team Reimbursements:

1. Each school participating in the tournament series will be responsible to pay any and all expenses related to the team at the regional and sectional levels.

2. In the State Final Tournament, the teams participating in the tournament shall be reimbursed in accordance with the following:

Round Trip

| Mileage to State Final Site | Flat Rate Reimbursement | Mileage |
|-----------------------------|-------------------------|-------------|
| 0-150 miles | \$500.00 | \$2.00/mile |
| 151-300 miles | \$1,000.00 | \$2.00/mile |
| 301-over miles | \$1,500.00 | \$2.00/mile |

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

L) Failure to Appear:

All teams entered in the tournament are expected to participate. The original entry is a final entry. Failure to appear for scheduled games unless satisfactory arrangements are made with the local manager in advance of the game will be regarded as a breach of contract and schools that are guilty of such violation will be subject to penalty under the provisions of By-law 6.041.

M) Players in Team Uniforms:

In each of the tournaments, no school shall have in uniform more than twenty-two (25) players.

N) Girls Flag Footballs:

The Wilson GST SPEEDSKIN HEIR ball is required to be used in all girls state Girls Flag Football tournament series games. There can be no substitution of a ball manufactured by another company during regionals, sectionals and the state final.

1. Regional Sites: Each school hosting regional games will be supplied with three game balls. Disposition of the balls at the end of the tournament is at the discretion of the host. If additional balls are needed, it is the responsibility of the host school to provide them.

2. Sectional Sites: Each school hosting the semifinals and championship game will be supplied with three game balls. Disposition of the balls at the end of the tournament is at the discretion of the host. If additional balls are needed, it is the responsibility of the host school to provide them.

O) Players Bench:

A maximum of 31 individuals officially connected with the school shall be permitted to occupy the team sideline.

P) Conduct of Coaches and Players:

1. No coach, player or other person officially connected with the team shall be permitted to smoke or chew tobacco on the bench or playing field either during practice or while a game is in progress.

2. No coach or other school official shall, during the progress of a game, be allowed on the field of play except by permission of the game officials.

3. The captain and the head coach shall be the official spokespersons and the sole representatives of their team in all communications with the game officials

4. Abusive remarks to game officials by coaches or players shall be regarded as unsportsmanlike conduct and shall be punishable under the provisions of By-Law 2.040.

Q) Artificial Noisemakers:

All artificial noise-making devices are prohibited.

X. AWARDS

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

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

C) State Final:

1. A trophy will be awarded to teams finishing first, second, third and fourth places in the State Final Tournament.

2. A total of thirty-one (31) medallions will be presented to the schools of the first four placing teams at the State Final



Tournament. In addition, the superintendent, principal, the athletic director and a certified athletic trainer or team physician, provided one is listed on the school's State Final Program Information, will be presented with a medallion. No other trophies or awards of any kind may be presented in the tournament series. Only thirty-one (31) team/school representatives, the superintendent, principal, the athletic director and certified athletic trainer or team physician, may participate in the awards presentation.

These awards will be furnished by the State Association and are not an expense charge upon the individual tournament.

Officials (four per game) for the Sectional games will be assigned by the IHSA Office. If a Sectional game is. Each official will receive a fee of \$80.00 per game. The IHSA will pay the officials through Arbiter Pay.

3) State Final Tournaments:

Officials for the State Final Tournaments will be assigned by the IHSA Office. The number of State Finals umpires will be eight (8). Coaches of participating schools and registered officials will have an opportunity to assist the IHSA Office in ranking officials who are being considered for this assignment. Each official will receive a fee of \$90.00 per game and Head Official \$125 per day plus lodging at a hotel as designated by the IHSA Administrator. The IHSA will pay the officials through Arbiter Pay.

XI. OFFICIALS

A) Appointment and Fees:

Officials for all tournaments must be licensed by the IHSA.

1) Regional tournaments:

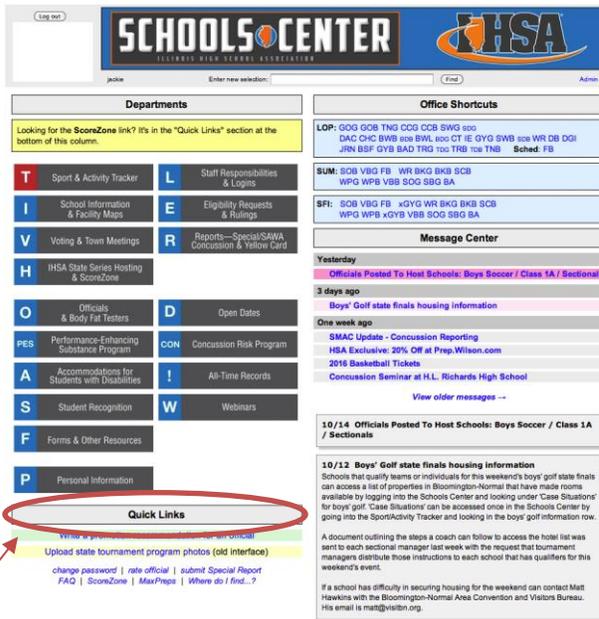
Officials (three per game) for all Regional games shall be appointed by the IHSA Office. Each official will receive a fee of \$70.00 per game. The IHSA will pay the officials through Arbiter Pay.

2) Sectional tournaments:

B) Mileage Policy:

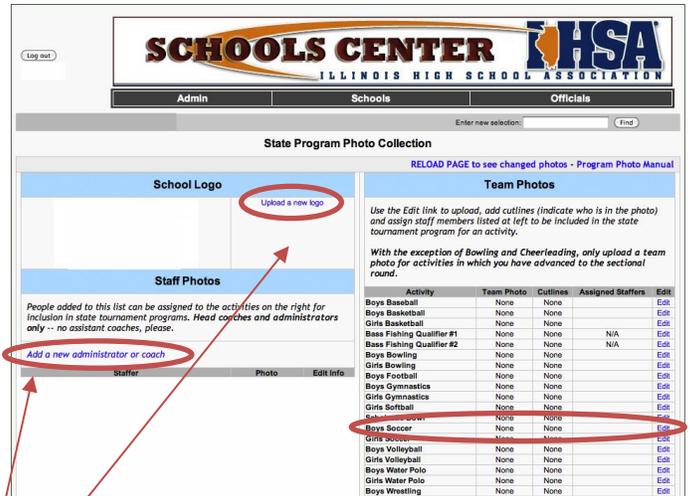
In the state series, to assist officials for out-of-pocket expenses, a voucher system will be used to compensate officials when they drive more than 70 miles round trip per contest. Payment will be made through the IHSA Office, after completion of the tournament series, at a rate of **forty-five cents** per mile for all mileage more than 70 miles round trip. No compensation will be permitted for trips of less than 70 miles round trip.

INSTRUCTIONS FOR SUBMITTING PHOTOS



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

Submit your photos by uploading them in the Schools Center.



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

If you have any questions, please call Brooke Finchum—
309-663-6377 or email: bfinchum@ihsa.org

Photos are due by Monday, October 14th at 12pm (noon).



ADDITIONAL AWARDS ORDER FORM

- 1.) Please print and complete this form with Official Representative Signature.
2.) Please email completed form to Cheryl Lowery @ (clowery@ihsa.org).
3.) From this form, an invoice will be generated and emailed back to the school email address supplied.
4.) From the Invoice, mail invoice to the awards company with payment for awards

This form is to be used only if the school is purchasing awards for one of the following reasons (Check one)
Team Roster Exceeds the number allowed in the T&C's
Dual Campus
Broken-Replacement
Coop School
Lost-Replacement
State Awards: Music Sweepstakes
Sport or Activity: Year: Qty.: Place:
Gender: Girls Boys Co-Ed
Classification: 1A 2A 3A 4A 5A 6A 7A 8A No Classification
A AA MUSIC SWEEPSTAKES ONLY
Level of Competition: Regional Sectional Super-Sectional State
1-5 (\$6.00) 6-12 (\$9.00) 13-24 (\$12.00) 25-above (\$14.00)

Type of Award:
Team Plaque
Team Trophy
Medal/Medallion
Sweepstakes Medallion
Badminton Gold Shuttlecock and/or Riser
Laser Trophy Plate
Replacement Trophy Plate w/o lasering
Bat, Tennis, Golf Club Replacement
Ind. Event Medals (indicate Event name):
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:



ADDITIONAL AWARDS ORDER FORM

Once this form is completed and returned to the IHSA, an invoice attached will be provided to the email provided.

Invoice must accompany payment! The awards company refers to the invoice to process awards orders.

Duplicate/Replacement Awards will only be shipped to the school.

Duplicate Awards Orders must be approved by the School's Official Representative

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 and availability: 2008-2017 Figure and Plate Replacement 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) Shipping not included:

Table with 3 columns: Finish, State Medallion, Reg./Sect Medal. Rows include Goldtone (1st), Nickel Silver (2nd), and Copper (3rd & 4th).

State Medallions and Reg./Sect. Medal Shipping Costs: 1-5 = \$6.00

- 6-12 = \$9.00
13-24 = \$12.00
25-above = \$14.00

Plaque/Trophy Pricing for Schools (Shipping included):

Table with 2 columns: Plaque/Trophy description, Price. Rows include Regional Champion Plaque, Sectional and Super-Sectional Champion Plaque, Third/Fourth place trophy, and Champion/Runner-Up.

Plate Replacement Pricing:

Table with 2 columns: Plate Replacement description, Price. Rows include Plate Engraving charge, Replacement Black Plate, and Bat, Tennis, Golf Club Replacement.

IHSA State Final Miniature Replica Trophy Order Form

Remit Payment payable to A&M Products with this completed order Form.

Price includes UPS shipping the total order to one address.

Trophy Dimensions: 11" High x 8" wide. White Lasered Acrylic sport inset, Lasered IHSA Seal & Sport Plate



Sport _____

School _____

Off. Rep./A.D. _____

Phone _____

Address _____

Email _____

City/Zip _____

Method of Payment: Check Number: _____ Purchase Order No. (if necessary): _____

| Description | Gender (check one) | | | Place: Champion; Runner-up; Third; Fourth Place | Year Trophy Was Won | Class | Qty | Price per Item | Amount |
|-------------------------------------|------------------------------------------------|------|------|-------------------------------------------------------|------------------------------|-------|-----|-------------------|--------|
| | Girls | Boys | Coed | | | | | | |
| 11"x8" Walnut Trophy | | | | | | | | \$75.00 ea. | |
| Number of Name Personalization's | Use Spaces Below for each name personalization | | | | | | | | |
| | | | | | | | | \$ 5.00 ea. | |
| | Order Total | | | | | | | | |

A&M Products

Contact: Andy Austin

Address: 575 Elm Place, P.O. Box 266

Princeton, IL 61356

Phone: (815) 875-2667

Fax: (815) 879-0400

Please make copies of the second page for additional personalization's.

IHSA State Final Miniature Replica Trophy Order Form

Remit Payment payable to A&M Products with this completed order Form.

Price includes UPS shipping the total order to one address.

Trophy Dimensions: 11" High x 8" wide. White Lasered Acrylic sport inset, Lasered IHSA Seal & Sport Plate



| | | |
|------------------------------|--|--|
| Name to Appear on Base Plate | | |
| Name to Appear on Base Plate | | |
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A&M Products

Contact: Andy Austin

Address: 575 Elm Place, P.O. Box 266

Princeton, IL 61356

Phone: (815) 875-2667

Fax: (815) 879-0400

Please make copies of the second page for additional personalization's.



Manager Information

2024-25 Academic School Year

Illinois High School Association



Flag Football Playoff Game Manager Checklist

Administration

- _____ 1. Confirm your teams & times on the IHSA website.
- _____ 2. Contact the officials assigned by the IHSA in your IHSA Officials Center site. Confirm game times and arrivals with them and communicate any necessary information such as site address, parking, etc.
- _____ 3. The home school must provide the following equipment in good condition:
 - a. Field length: 100 yards, Field width: 45-53.5 yards
 - b. 1 official scorer (adult preferred) and 1 clock operator (**These individuals must be properly trained before games are played and could be the same person.**)
 - c. A lined field is preferred. Down markers on the 20, 40, 40, 20, goal lines, as well as pylons.
 - d. *Non-lined field – field markers or 8 cones on each side of the field to mark the downs and 4 cones to mark the goal line. The ball starts at the 20-yard line; the first down lines are the 40-yard line, opposite 40-yard line, 20-yard line and goal line.
 - e. The down box is recommended, but not required.
- _____ 4. Arrange for concessions.
- _____ 5. Arrange for the preparation and sale of programs or roster cards. **Be alert to IHSA Royalty Policy.**
- _____ 6. Arrange for gate workers (Digital / Cash Tickets).
- _____ 7. Arrange for ushers in the event reserved sections are used. See that ticket price signs are made and posted outside ticket windows.
- _____ 8. Assign a public address announcer and see that the person is properly informed.
- _____ 9. Arrange for clock operators, scoreboard operator, and down box operator to meet with the assigned game officials pre-game.
- _____ 10. Arrange medical coverage (certified athletic trainer onsite is preferred).
- _____ 11. Arrange for an adequate amount of security.
- _____ 12. Arrange for traffic control (if necessary).
- _____ 13. Arrange for parking attendants if needed.
- _____ 14. Reserve parking spaces for visiting team buses and game officials. Notify game officials and visiting team of parking locations and dressing facilities.
- _____ 15. Arrange for the National Anthem to be played by a band or recording.
- _____ 16. See that only approved banners or signs are displayed at the games.
- _____ 17. Provide a special entrance and a pass list for admittance of authorized superintendents, principals, athletic directors, players, managers, coaches, cheerleaders, student supervisors, and the press.
- _____ 18. Have the host manager meet visiting team bus and serve as host throughout the contest.
- _____ 19. See that the host manager meets officials and provides them with water at halftime.
- _____ 20. See that game balls are available to officials prior to game time.
- _____ 21. Have towels and managers available on the field to dry footballs if they should become muddy or wet.
- _____ 22. Introduction of players. The 7 starting offensive players and the head coach of the team receiving the ball will be introduced, and the 7 starting defensive players and the head coach of the team kicking off will then be introduced. Following player introductions, the game officials will be introduced by name and position. Kickoff will follow the playing of the National Anthem.
- _____ 23. Each school will be responsible for making its own arrangements for travel, meals, etc., but may contact the local manager for any assistance that may be given.
- _____ 24. AED is available and on-site.



Game Procedure:

- 1) **Game time schedule as follows:** (See Terms and Conditions)
The field should be available at minimum 10 minutes prior to kickoff for teams to warm-up.
 - 2) The captains will participate in the toss of coin ten (10) minutes prior to kickoff time. The toss may be done off the field prior to warm-ups. It may or may not then be simulated on the field at ten (10) minutes.
 - 3) Warm-up prior to game time may be limited to a minimum of 10 minutes. Host school sets this time.
 - 4) There shall be no practice on the official playing field (unless it is the home field of a participating school) anytime during the week of the game but another facility should be made available for the teams to loosen up and exercise if they so desire.
 - 5) Only the official roster, including the coaches, will be permitted on the field of play.
 - 6) **Sideline Passes:** In addition to team personnel, and other necessary workers, access to the sidelines will be limited to members of the working press from legitimate news media and the students from the competing teams representing their school newspaper and/or yearbook. Host managers should honor IHSAA General Media Passes, company media passes, or any other legitimate news media. A host school may choose to issue special sideline passes clearly designating the bearer as a member of the working press.
 - 7) **Press Pass Guidelines:** IHSAA General Media Passes and company media passes should provide for access to the event. Because of the nature of the IHSAA State Series, it may be difficult for members of the news media to write in advance for working credentials. Game managers are urged to make every positive effort to honor requests for credentials from legitimate news media personnel.
- Important: Should there be costs required to construct (or prepare) facilities for radio and/or television complete game originations, local managers can require stations to pay for such costs provided they mutually reach an agreement about such construction (preparation) in advance of the game(s).*
- 8) **Radio Broadcast Credentials:** Because of limited facilities at some sites, it may be difficult to provide space for all radio stations wishing to broadcast the game from your site. Effort should be made to provide space for each station wishing to broadcast the game from your site. Effort should be made to provide space for stations from each community in which the competing teams are located first, and then to stations which are not from the competing school community. Note: All stations approved by the local manager to originate a radio broadcast shall be assigned access to electrical power and weather-protected facilities whenever possible. (Radio reporters from non-originating stations are not included in this requirement.)
 - 9) The halftime intermission will be 2 minutes.
 - 10) **Ticket Prices:** The following prices for tickets to playoff games hosted by member schools shall be charged without exception:
 - Regional:** If host school does not use GoFan: All Tickets: \$6
**If host school uses GoFan:* Digital Ticket: \$6 & Cash Ticket: \$7
 - Sectional:** If host school does not use GoFan: All Tickets: \$7
**If host school uses GoFan:* Digital Ticket: \$7 & Cash Ticket: \$8
 - State Final:** Digital Ticket: \$10 & Cash Ticket: \$11
- Note: Babies in the arms of an adult ticket purchaser shall be admitted free.*



IHSA Girls Flag General Game Clock Procedures

1. The Game length will be 2 - 20 minute halves with a running clock.

The clock will only be stopped IN THE FINAL 1 MINUTE in EACH HALF for:

- **Out of Bounds (restarted at the snap)**
 - **Change of Possession (restarted at the snap)**
 - **Touchdown (it will NOT run on the Extra Point attempt and be started again at the change of possession snap). Following Safety, clock will start on snap**
 - **Dead balls (including incomplete passes and inadvertent whistles) (restart at snap)**
 - **Penalties (restart at snap)**
 - **Timeouts**
 - **Injuries**
2. The clock will run continuously for the first 19 minutes of both halves. The clock will stop for the 1 minute warning in each half as well. Clock starts on the snap after the 1-minute warning.
3. Each team gets 2 timeouts per half....timeouts do NOT rollover from 1st half to 2nd half
4. If play clock is operational and handled by the pressbox, it shall be 25 secs and starts once the referee signals and whistles ready for play.
5. New series start each half and after scoring at A's 20 yd line. 1st downs are accomplished at 20 yard intervals at designated spots:
- 40 yd line of A
 - 40 yd line of B
 - 20 yd line of B
6. Scoring:
- TD- 6 Points
 - Successful Extra point from 5 yd line- 1 Point
 - Successful Extra point from 8 yd line- 2 points
 - Safety- 2 Points
7. Overtime:
- Both teams will get an Overtime attempt from either the 5 or 8 yd line (see above scoring values)
 - Overtime Coin flip winner gets choice of
 - i. Offense or defense first
 - ii. End of field where OT will be played
8. Mercy rule-The game will be considered complete at the point when a team is winning by 20 or more points in the last 2 minutes of the 2nd half of a game.

2024-25 PA Announcements

1. GENERAL VENUE/SAFETY/GAME MANAGEMENT PA'S

(ANNOUNCE BEFORE THE START OF THE GAME/SESSION)

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

(ANNOUNCE BEFORE EACH GAME/SESSION)

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

(ANNOUNCE SEVERAL TIMES BEFORE THE START OF EACH SESSION AND DURING THE FIRST FEW MINUTES OF EACH GAME EACH DAY)

A digital version of the official state final tournament program is available online and accessible from your phone at IHSA.org/StatePrograms. From this site, you can also choose to purchase a hard copy souvenir program from PIP Printing to be delivered directly to your home. The state final program features rosters, stats, history, and more!

2. IHSA MISSION PA'S

(ANNOUNCE ONCE EACH DAY AND AS NEEDED)

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

(ANNOUNCE ONCE EACH DAY AND AS NEEDED)

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

(ANNOUNCE ONCE EACH DAY AND AS NEEDED)

IHSA State Final events are celebrated by schools, competitors, coaches, communities and fans alike each year, and rightly so. But it is also important to remember that only a small percentage of IHSA participants reach this level of competition. The IHSA exists to foster participation opportunities that will develop and instill positive characteristics that will stay with students long after high school. The Future Plays Here!

(ANNOUNCE ONCE EACH DAY AND AS NEEDED)

The Illinois High School Association isn't just about sports. The IHSA is proud to be one of the few state high school associations in the country to also offer activities, including Bass Fishing, Chess, Debate, Drama, Speech, Music and Scholastic Bowl. The IHSA wants to create participation opportunities for ALL high school students, so contact them to learn more about how you can participate. The Future Plays Here!

(ANNOUNCE ONCE EACH DAY AND AS NEEDED)

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

(ANNOUNCE ONCE EACH DAY AND AS NEEDED)

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

(ANNOUNCE BEFORE THE START OF EACH GAME OR SESSION)

The IHSA celebrated the 50th anniversary of Title IX (9) throughout the 2021-22 school year. This landmark law has led to a movement here in Illinois, where more than 140,000 female athletes now compete annually in 18 IHSA sports. Despite all the strides we have made, we still lack of female coaches and officials in the high school ranks. Consider getting involved as a coach or official by visiting IHSA.org.

3. SPORTSMANSHIP/SAFETY

(READ PRIOR TO START OF EACH CONTEST)

The IHSA reminds you of the importance of good sportsmanship at all athletic events. Competing in a safe environment is a tenet of all IHSA events and a right owed to every student. Hate speech or harassment of any kind will not be permitted at this event. Any competitors and spectators identified as using hate speech will be removed from this event and suspended from future events.

(ANNOUNCE AS NEEDED)

All spectators, players, coaches and officials are expected to promote the ideals of good sportsmanship. Adults are reminded that their behavior is a reflection of their school community and has an impact on the youngest fans in attendance. Let's all be active participants in creating a positive atmosphere and a memorable high school experience for all of our players at today/tonight's contest by cheering for your team and being a good neighbor to your opponent.

(READ PRIOR TO START OF EACH CONTEST)

Fans, please take note of the location of available AEDs at the venue. It would be a life-saving tool in the event of cardiac arrest. (If known) You can find AEDs located at _____

(ANNOUNCE ONCE EACH DAY AND AS NEEDED)

Over 30 sports. Over 350,000 competing student-athletes. And one goal...Player safety. From athlete acclimatization plans to pitch limits to concussion legislation, the IHSA and its Sports Medicine Advisory Committee have been, and will remain, on the forefront of student-athlete safety.

(ANNOUNCE ONCE EACH DAY AND AS NEEDED)

Thank you for joining us for today's state final contest. The IHSA believes that high school athletics bring tremendous value to student-athletes, their schools and their communities. The IHSA is committed to ensuring that all those involved in high school athletics are educated on and equipped to address player safety concerns.

(ANNOUNCE ONCE EACH DAY AND AS NEEDED)

Interscholastic athletics are an extension of the educational process, and the athletic field is the coach's classroom. Remember Do What's Right! Add A. Tude is for everyone.

(ANNOUNCE ONE PER SESSION OR TWICE PER DAY)

"The IHSA would like to recognize the Illinois Athletic Trainers Association for their dedication and commitment to IHSA sports. Athletic Trainers are Certified and Licensed Healthcare professionals that provide the utmost compassion and care for Illinois High School athletes. There are over 1600 Certified Athletic Trainers throughout Illinois, and they are devoted in keeping student athletes safe from injuries. For more information about Athletic Training, please visit Illinoisathletictrainers.org . Certified Athletic Trainers are HealthCare!"

(ANNOUNCE TWO OF READS BELOW PER DAY – PICK ATHLETE/SPORT SPECIFIC TO EVENT IF APPLICABLE)

- A) Did you know that before Andre Iguodala (e-gu-doll-a) was an NBA Finals MVP and world champion with the Golden State Warriors, he was an all-state track & field athlete at Lanphier (lan-fear) High school in Springfield? With overuse injuries on the rise, it's a good reminder that special athletes don't always have to specialize in one sport. The IHSA encourages student-athletes to represent their school in as many sports or activities as their schedule allows. Make your four years count by getting involved in IHSA sports and activities!

- B) Did you know that before Allie Quigley starred for the WNBA's Chicago Sky, she led Joliet Catholic Academy to an IHSA Volleyball State Championship and played on the school softball team? Overuse injuries are on the rise and many medical professionals believe that specialization can be more risk than reward. The IHSA encourages student-athletes to represent their school in as many sports or activities as their schedule allows. Make your four years count by getting involved in IHSA sports and activities!

- C) Did you know that before Conor Dwyer teamed with Michael Phelps to win a gold medal at the Olympic games in Rio, the Loyola Academy alum participated in four sports for the Ramblers? Overuse injuries are on the rise and many medical professionals believe that specialization can be more risk than reward. The IHSA encourages student-athletes to represent their school in as many sports or activities as their schedule allows. Make your four years count by getting involved in IHSA sports and activities!

- D) Did you know that before Michael Hermosillo (her-mo-SEE-yo) reached the big leagues with the Chicago Cubs, he was a three-sport star in baseball, basketball, and football at Ottawa Township High School? Overuse injuries are on the rise and many medical professionals believe that specialization can be more risk than reward. The IHSA encourages student-athletes to represent their school in as many sports or activities as their schedule allows. Make your four years count by getting involved in IHSA sports and activities!

- E) Did you know that before LaQuon Treadwell was a first round NFL draft pick, he was a two-sport star at Crete-Monee High School in basketball and football? Overuse injuries are on the rise and many medical professionals believe that specialization can be more risk than reward. The IHSA encourages student-athletes to represent their school in as many sports or activities as their schedule allows. Make your four years count by getting involved in IHSA sports and activities!

4. SPONSORS

(ANNOUNCE ONCE PER DAY)

COUNTRY Financial wishes the best of luck to all the athletes here today. The passion and dedication these athletes show for their sport is the same as the passion and dedication our financial representatives provide for their clients.

(ANNOUNCE ONCE PER DAY)

At COUNTRY Financial®, we provide our clients with the same passion and dedication these outstanding athletes put into their sport. Visit COUNTRYFinancial.com to see how we can help with your insurance and financial needs.

(ANNOUNCE ONCE PER DAY)

At COUNTRY Financial® we're proud to support the exceptional athletes here today. To solve the big challenges of tomorrow, start with simple steps today. So whether you're protecting your first home, saving for your child's future or preparing for retirement – don't get overwhelmed, get started. Contact your local COUNTRY Financial representative today to find out how we can help you protect what matters most.

(ANNOUNCE SEVERAL TIMES PER SESSION)

The official I-H-S-A State Final merchandise is on sale here at (*facility name*). Fans may choose from T-shirts, sweatshirts, shorts, hats, and a variety of State Final Apparel. Stop by the Minerva Promotions Official IHSA State Final Souvenir booth to shop for your favorite items, or skip the line and buy online at www.ihstate.com.

(ANNOUNCE NEAR END OF GAME/EVENT ON FRIDAY IN SPORTS BELOW)

Your phone is your ticket for most IHSA postseason events on GoFan, the official digital ticketing partner of the IHSA. Be sure to download the GoFan app or visit GoFan.co (.co not .com) to get tickets to IHSA action!

(ANNOUNCE AT START AND END OF GAME/SESSION) - LONGER VERSION BELOW, PICK ONE

The Illinois High School association is proud to use products from Wilson Sporting Goods. For athletes to perform their best, they require the best, and that's what Wilson has delivered for over one-hundred years. Learn more at Wilson.com

(ANNOUNCE BEFORE THE START OF EACH GAME/MATCH/CONTEST) - SHORTER VERSION ABOVE, PICK ONE

The Illinois High School Association is proud to use Wilson. For athletes to perform their best, they require their best. For over 100 years, that's what Wilson has delivered. Wilson is the official ball of the NFL, NBA, NCAA AND AVP. From cutting-edge innovations, to the latest advancements in material and design, Wilson helps youth, high school, college, and professional athletes win more games than any other brand. Learn more at Wilson.com

(ANNOUNCE BEFORE GAME/MATCH/CONTEST/RACE)

Visual Image Photography is the official photography service authorized to provide fans attending IHSA state finals with action and award photographs of the participants. You can view all the great photos from this weekends' tournament by visiting their web site. Just go to www.V-I-P-I-S.com.

(ANNOUNCE ONE PER DAY)

- A) Gatorade is Fueling today. Fueling the future. Fueling the student-athletes and teams competing in all IHSA State Final events. Gatorade...win from within.
- B) Gatorade. For athletes who move the game forward, we're creating the fuel to do the same. Fueling today. Fueling the future. Fueling the student-athletes and teams competing in all IHSA State Final events. Gatorade...win from within.
- C) Gatorade. For athletes who move the game forward, we're creating the fuel to do the same. Innovating beyond hydration to create the future of sports fuel. Fueling today. Fueling the future. Fueling the student-athletes and teams competing in all IHSA State Final events. Gatorade...win from within.

5. IHSA INITIATIVES

(ANNOUNCE THROUGHOUT THE DAY)

www.ihsa.org is the address for the IHSA. Check it out anytime you want to find out immediately what's happening with high school sports & activities throughout Illinois. IHSA.org is your home for schedules, scores and more!

(ANNOUNCE ONCE PER DAY)

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

(ANNOUNCE ONCE PER DAY)

Doctor, Scientist, Hollywood Producer and Foreign Affairs Officer for the State Department's European Bureau are just few of the awesome careers that recent IHSA All-State Academic Team members have gone on to become. Nominate the best and brightest seniors from your high school for this amazing award by contacting the IHSA.

(ANNOUNCE ONCE EACH GAME, UNLESS THERE IS A LACK OF STUDENT SECTIONS)

Attention student sections...it's time for you to get recognized for being loud and proud. The IHSA Student Advisory Committee is holding its annual Student Section Showdown right now to crown the two best student sections in the state based on sportsmanship and spirit. To compete, all you need to do is submit a video of your student section in action. Click the Student Section Showdown button on the front page of IHSA.org for more information.

(ANNOUNCE THROUGHOUT THE DAY)

Attention fans, it's time for you to make the call!...No, this isn't an in-game promotion, it's time for you to get involved as an IHSA official, and literally start making the calls. Contact the IHSA today so we can walk you through the steps for becoming an official and you can begin enjoying the camaraderie and extra income that goes along with working the sports you already love.

(ANNOUNCE THROUGHOUT THE DAY)

Think you know the game as well as the officials on the _____ (field, court, deck, etc.). Prove it to yourself by becoming an IHSA official. Contact the IHSA today so we can walk you through the process for becoming an official and you can begin enjoying the camaraderie and extra income that goes along with working the sports you already love.

6. BROADCAST

(ANNOUNCE TWICE PER DAY)

The N F H S Network is your home to watch high school sports live on the internet. If you can't make it to the big game, including IHSA State Championships, then stream it live on your phone, tablet or TV via the Apple TV app. The N F H S Network...High School Happens Here.

(ANNOUNCE ONCE PER GAME IF GAME IS STREAMING LIVE)

The N F H S Network is streaming this game live at NFHSNetwork.com so text or call friends and family who aren't here and invite them to watch. Just log on to NFHSNetwork.com, setup account and watch live on phone, tablet, computer or TV via the Apple TV app. The N F H S Network...High School Happens Here.

(ANNOUNCE SEVERAL TIMES EACH SESSION)

Looking to match this event on-26? Visit NFHSNetwork.com to order and download a digital copy any time. The IHSA.TV broadcast of every (game/match/event/contest) from the 2022-23 IHSA _____(insert sport) State Finals is available at NFHSNetwork.com.

(ANNOUNCE THROUGHOUT THE DAY)

Do you love reliving great moments in IHSA history? Then the IHSA Archives YouTube page is for you. Visit YouTube.com Backlash IHSA Archives to see a growing library of nearly 1,000 classic IHSA contests in multiple sports, including some of the oldest high school basketball footage in the world.



TOURNAMENT MANAGERS: This form must be completed to order the ties awarded earned during your Regional/Sectional Tournament.

PLEASE COMPLETE AND FAX THIS DO DOCUMENT AT THE CONCLUSION OF YOUR TOURNAMENT SO MEDALIST DON'T HAVE TO WAIT LONG FOR THEIR AWARD (S).

Please return UNUSED TOURNAMENT medals to A & M Products, 575 Elm Place, Princeton, IL 61356

Tournament Location: _____ Competition Level: _____ Reg _____ Sect _____
Sport/Activity: _____ Gender (check one) [] Girls. [] Boys [] Co-ed
Tournament Manager's Name: _____
Tournament Manager's Phone Number: _____
Tournament Manager's Email Address: _____
Classification (check one): 1A [] 2A [] 3A [] 4A [] 5A [] 6A [] 7A [] 8A [] Unclassified []

A&M Products will mail orders for "Ties" directly to the School(s) indicated below.

TEAM PLAQUE

Place: _____ Recipient Town: _____
School (Must supply both): _____

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*: _____

Fax (815) 879-0400 or email (OfficeAssistant@aandmproducts.com) this completed form



State Series Awards Delivery Information For Tournament Managers

1. Tournament Plaques/Trophies/Medallions will be shipped to the school sites directly from A & M Products via United Parcel Service. Please inform whoever receives your UPS deliveries to expect awards to arrive up to two weeks prior to the tournament and ask them to deliver the awards to you upon receipt. This is key in case we need to replace any damaged awards prior to your tournament.

STATE SERIES AWARDS WILL BE MARKED WITH A LIME GREEN LABEL SAYING "OPEN IMMEDIATELY"



UPON ARRIVAL – Please OPEN and INSPECT the awards upon arrival. Contact Andy Austin IMMEDIATELY (aaustinaandmproducts.com) for awards damage. Most awards can be replaced prior to the level of competition, if inspected upon arrival. A&M will submit a "damages claim" against the shipping company and cannot do so if the school waits months to make a claim after the tournament for a replacement. Any claims due to damages after the tournament will result in the school being billed for the replacement.

2. Be advised that **IHSA Tournament**, 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.
3. 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.

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!!**

4. Please check all trophies, plaques, etc.,
 - (1) Good condition and not damaged in any way.
 - (2) Awards are engraved with the proper sport, tournament level, year, etc.
 - (3) No missing medals/places

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.



General Information

2024-25 Academic School Year

Illinois High School Association

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 inter-scholastic 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. Persons interested in purchasing this handbook can do so at the following location: <http://www.nfhs.org/resources/publications/>



VENUE-SPECIFIC ACTION PLAN

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



Sports Medicine

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 healthcare 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>



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.

IHSA Severe Weather Safety Guidelines

To be used during any IHSA state series contest

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

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

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

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

PROACTIVE PLANNING

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

EVACUATION PLAN

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

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

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

Wet Bulb Globe Temperature

These requirements represent minimum standards that IHSA member schools must follow for all athletic activities and competitions, both outdoors and indoor facilities that are not airconditioned. Schools with more restrictive guidelines are not expected to modify any pre-existing guidelines in order to meet this policy. These guidelines will also be used by managers or their designees at all IHSA state series events when the Wet Bulb Globe Temperature (WBGT) is above 80 degrees Fahrenheit. Decisions to suspend and resume activity will be in accordance with these guidelines.

Pre-Practice Preparation:

1. Thirty minutes prior to the start of an activity, and minimally every 30 minutes after the start of the activity, temperature and humidity readings will be taken at the site of the activity. Using a Wet Bulb Globe Thermometer is required.
2. Record the readings in writing and maintain the information in files of the tournament manager and/or host school administration. Tournament managers may designate someone other than themselves to take these readings.
3. Provide cooling stations such as shade, ice towels, misting fans, etc. for before, during, and after activity.
4. Provide ample amounts of water. This means water should always be available and athletes should be able to take in as much water as they desire.

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

| Cat 2 | Activity Guidelines |
|-------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| < 79.9 | Normal Activities – Provide at least three separate rest breaks each hour with a minimum duration of 3 min each during the workout. |
| 80.0 - 84.5 | Use discretion for intense or prolonged exercise; Provide at least three separate rest breaks each hour with a minimum duration of 5 min each. Cold Water Immersion must be available. (see below) |
| 84.6- 87.5 | Maximum practice time is 2 hr. Contests may conclude if the temperature moves to orange mid-game with the required breaks provided. No new contests may be started if the temperature is in this range. For Football: players are restricted to helmet, shoulder pads, and shorts during practice. If the WBGT rises to this level during practice, players may continue to work out wearing football pants without changing to shorts. For All Sports: There must be 20 min of rest breaks distributed throughout each hour of practice. Cold Water Immersion must be available. (see below) |
| 87.6 - 89.9 | Maximum practice time is 1 hr. For Football: No protective equipment may be worn during practice, and there may be no conditioning activities. For All Sports: There must be 20 min of rest breaks distributed throughout the hour of practice. Cold Water Immersion must be available. (see below) Consider postponing games or practices until a cooler time of day. |
| > 89.9 | No outdoor workouts. Delay practice until a cooler WBGT is reached. |

Treatment of Exertional Heat Stroke and Cold-Water Immersion:

In the event of potential Exertional Heat Stroke (EHS), each school participating in interscholastic sports shall be properly prepared and equipped to activate EMS and initiate rapid whole-body cooling using an evidence-based cooling modality. The current best practice for the treatment of exertional heat stroke is rapid whole-body cooling via Cold Water Immersion (CWI) on-site followed by transport to advanced medical care (Cool first transport second). If whole-body CWI is not readily available, alternate evidence-based whole-body cooling techniques can be utilized (e.g. TACO method). The best practices shall be carried out by a licensed athletic trainer, designated healthcare provider, or EMS provider. In the event that these medical providers are not available and heat illness is suspected, cooling should be initiated until advanced medical personnel arrives.

The cooling modality shall be ready for immediate use when WBGT is at or above 80F. At WBGT temperatures below 80F the cooling modality should be readily available.

Cooling Methods Due to Heat Related Illness

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

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

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

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

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

Resources

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



STUDENT MEDIA CREDENTIALS FOR PARTICIPATING SCHOOLS

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

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

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

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

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

VIDEO TAPING STATE FINALS FOR COACH FILM BREAKDOWN

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

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

Please contact Matt Troha (309-6336-377) at the IHSA or any questions related to this document.



INTERNET VIDEO BROADCASTING INFORMATION

The advent of greater broadcasting technology has brought about many new potential internet broadcasting partners who may contact you seeking to broadcast the postseason IHSA events you host.

The IHSA's official broadcast partner, the NFHS Network, has the first right to exclusively broadcast any postseason IHSA event. If your school streams on the NFHS Network, via either the School Broadcast Program or a fixed Pixellot camera system in your gym or stadium, then you are encouraged to exclusively stream any/all postseason games you host. Additionally, if an NFHS Network school competing in the postseason tournament you are hosting would like to broadcast on the NFHS Network, they should be given exclusivity to do so as well. The NFHS Network also partners with several third party media companies, who should be granted the same exclusivity to broadcast as a school.

If you as the postseason host are not an NFHS Network school, and no competing school contacts you about broadcasting on the NFHS Network, at that point, a third party can be granted the rights to broadcast the event on the internet. In this instance, a broadcast rights fee is due to the IHSA. The internet streaming fee schedule is listed below. Potential broadcasters should be directed to complete and submit the IHSA Broadcast Application form from the IHSA website (TV fee schedule also located in this application), which can be found here: www.ihsa.org/documents/media/Video%20Ap.pdf

If at any time you ever have questions on the fees or any other matters related to broadcasting or media, please email/call Matt Troha at the IHSA office (mtroha@ihsa.org or 309-663-6377).

INTERNET VIDEO BROADCAST RIGHTS FEE SCHEDULE

BOYS BASKETBALL

- Per Regional Game-\$125
Per Sectional Game-\$150
Per Super-Sectional Game-\$225

GIRLS BASKETBALL

- Per Regional Game-\$125
Per Sectional Game-\$150
Per Super-Sectional Game-\$225

FOOTBALL

- Per 1st Round Playoff Game-\$250
Per 2nd Round Playoff Game-\$325
Per Quarterfinal Playoff Game-\$400
Per Semifinal Playoff Game-\$475

ALL OTHER SPORTS

- Per Regional Game/Meet-\$75 Per Sectional Game/Meet-\$100
Per Super-Sectional Game/Meet-\$150

VOLLEYBALL

- Per Regional Game-\$100
Per Sectional Game-\$125
Per Super-Sectional Game-\$150

SWIMMING & DIVING

- Per Sectional Meet-\$250

TRACK & FIELD

- Per Sectional Meet-\$250

WRESTLING

- Per Regional meet-\$200
Per Sectional meet-\$325

Please contact Matt Troha (309-6336-377) at the IHSA or any questions related to this document.



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.



IHSA LICENSED VENDOR

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>.



IHSAA Pass Gate List (Not Valid for State Final Events)

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

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

Sport/Activity: []
Host School: []
Level of Contest: []
Your School: []

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

Administration

1. []
2. []
3. []
4. Head Varsity Coach [] Guest: []

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

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

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

In case of Emergency or need to communicate changes to your school:

Contact Person: [] Contact Person: []
Cell Phone: [] Cell Phone: []
Email: [] Email: []

IHSA State Series Press Box Priority List

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

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

IHSA Press Box Priority List

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

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

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

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

Please Contact IHSA Media Relations liaison Matt Troha (mtroha@ihsa.org) with any questions

School's Responsibility: Sportsmanship



SCHOOL'S RESPONSIBILITY TO AN OFFICIAL PRIOR TO THE SEASON

1. Send a reminder card or email to the officials after you have them scheduled.
2. Reminder should include date of contest, time, level, location and sport. Even though many schools and conferences have assignment chairpersons, sending a reminder is highly recommended. When an official does not show, people in your community won't know who the assignment chairperson is, but they do know the athletic director. Avoid embarrassment.
3. Have a standard wage scale set for your different sports and levels and a method in place to raise the pay periodically.
4. If possible, let the working officials know who their partner(s) will be.
5. Hire police and security along with medical assistant or athletic trainer coverage for events whenever possible.
6. Set a policy with your school board on fan, coach and player behavior.
7. Make sure all officials have a contract that is signed by your school—preferably by the principal or IHSA Official Representative.

SCHOOL'S RESPONSIBILITY TO AN OFFICIAL PRIOR TO THE CONTEST

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

SCHOOL'S RESPONSIBILITY TO AN OFFICIAL DURING THE CONTEST

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

SCHOOL'S RESPONSIBILITY TO AN OFFICIAL AFTER THE CONTEST

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

Do What's Right! Sportsmanship



DWR Expectations

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

Acceptable Behaviors

- 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 Behaviors

- 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.