

PLAY SMART.  **PLAY HARD.®**

2016-17
Competitive Dance
Manual for Managers





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Revision History



2016-17 Competitive Dance Series Terms and Conditions

In accordance with Section 1.450 of the IHSA Constitution, the IHSA Board of Directors has approved the Terms and Conditions governing the 2016-17 IHSA Competitive Dance Tournament Series.

I. SCHOOL CLASSIFICATION

Competition in the IHSA 2016-17 Competitive Dance Tournament Series will be determined on an enrollment basis.

A. The classification of a school shall be determined on the basis of its total student enrollment figure reported to the Illinois State Board of Education in its Fall Housing Report on September 30 of the preceding school year. Non-boundaried schools will have their total student enrollment multiplied by 1.65.

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

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

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

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

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

C. A multiplier of 1.65 will be added to all non-boundaried schools. Member schools shall be categorized for participation in competitive dance on the basis of three divisions of allowable team size: 1A, 2A, and, 3A up to 28 rostered participants with no more than 24 allowed on the competition floor and no less than 5. Teams will be classified by their school enrollment number. Classifications will be posted online after November 1. Request to play up a division may be made through the IHSA by Sept. 1.

D. Classifications shall be determined on an annual basis.

II. DATES AND SITES

A. Sectional Tournaments: The Sectional tournaments will be held on week 29 of the IHSA Standardized Calendar (Saturday, January 21, 2017) at five proportional sites per division which will be announced in November and posted on the IHSA website at www.ihsa.org.

B. State Final Tournament: The State Final tournament will be held on week 30 of the Standardized IHSA Calendar (Friday and Saturday, January 27-28, 2017). The U.S. Cellular Coliseum in Bloomington will host the state final.

III. ONLINE ENTRIES, WITHDRAWL PROCEDURE, ELIGIBILITY, AFFIRMATIVE ACTION AND ONLINE 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 sports included in the 2016-17 Entry Policies and Procedures which can be found in the Schools Center on the IHSA website.

A. Online 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 November 1, 2016. The 2016-17 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 online after the established deadlines will be denied. Schools that wish to enter after the deadline will be considered late. To be considered for late entry, the Principal/Official Representative must contact the IHSA administrator in charge of that sport or activity to request late entry. The penalty for late entry shall be a payment of \$100.00 for that sport/activity by the school.

C. Breach of Contract By-law 6.041 (Withdrawal Procedures):

1. To withdraw without penalty, the Principal must notify the IHSA Office, in writing, of the school's withdrawal from the respective sport prior to the date the List of Participants is due for that sport (January 9, 2017).

2. If a school withdraws after the List of Participants due date the school will be charged a \$100 penalty and if applicable, the school may be charged for any additional financial loss sustained by the offended school(s) or the Association as a result of such breach. If a school does not withdraw and does not show up for competition, the school will be charged a \$100 penalty and if applicable, the school may be charged for any additional financial loss sustained by the offended school(s) or the Association as a result of such breach.

D. Eligibility: All member schools in good standing may enter one team under the provisions of IHSA By-law 3.000.

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

F. Online List of Participants: Each school must complete the Online List of Participants by the deadline date of January 9, 2017.

If a school does not submit the Online List of Participants by the deadline, coaches and/or participants are subject to penalties, which could include but not limited to being ruled ineligible to compete in the State Series and/or charged \$100.00. Confirmation of receipt of Online List of Participants: Schools should login to their Schools Center site on the IHSA website and go to the Sport and Activity Tracker. The Sport and Activity Tracker will show "Completed", if you have checked the button indicating you have finished with your report. If it doesn't indicate "Completed", then you must go back into your school's List of Participants and check the button on the Online List of Participants indicating you are finished with your report.

IV. HOST FINANCIAL ARRANGEMENTS

A. Sectional Host School Expenses: Sectional host schools shall receive a guarantee of \$550 and shall be reimbursed the cost of officials for hosting a sectional dance competition. The host school shall pay for all local expenses and issue checks to officials.

After these guaranteed expenses are deducted from the gross income, including gate receipts, the host school shall retain 20% of the net income and submit the remainder to the IHSA. In the event of a negative balance, the host shall be reimbursed the entire deficit.

B. Sites Other Than Member Schools: When a Sectional tournament is held at a site other than an IHSA member school, the IHSA administration will determine the financial arrangements with the host using current financial arrangements as guidelines.

C. Contestant Expenses: Neither the State Association nor the local tournament management will assume responsibility for any contestant expenses of any kind.

D. Admission Prices: The Board of Directors has established the following ticket prices for Sectional and State Final Competition. Ticket Prices: Sectional: \$5.00, State: \$10.00 per day general admission. Child in arms requires no ticket for all levels of competition.

E. Tickets: General seating tickets may be purchased in advance for the State Final Tournament by contacting the U.S. Cellular Coliseum ticket office at 309-434-2679. Tickets will also be available for purchase online at www.uscellularcoliseum.com. Limited luxury suites will also be available for purchase for each session of the State Final by contacting the U.S. Cellular ticket office at 309-474-2679.

F. Refunds: Under no circumstances shall there be a refund of ticket money for tickets sold.

VI. TOURNAMENT ASSIGNMENTS

A. Sectional Assignments: All IHSA member schools entered in the Competitive Dance State Series will be assigned by the IHSA to one of the five (5) proportional divisions for Sectionals. These assignments will appear online at www.ihsa.org after the Nov. 1 entry deadline. Assignments are made according to the IHSA Grouping Policy # 18. The number of competing schools, travel distance, geographical location and the number of entries shall be primary factors in the determination of number and boundary lines for these Sectionals. Sectional competition order will be randomly determined at the IHSA office and be posted online and provided to the sectional managers. No local manager shall be permitted to change the order in which the schools compete unless given permission by the IHSA office. The top six qualifying teams in each division from each sectional will advance to the state competition.

VI. TOURNAMENT STRUCTURE AND TIME SCHEDULES

A. Tournament Structure: The successive series shall be designated respectively, Sectional and State Final. The Sectional contest will be held on Saturday, January 21, 2017. Sectional competition times will be posted online at www.ihsa.org on the IHSA dance menu page. All schools entered in the IHSA Competitive Dance State Series will be assigned to compete in proportional divisions of Sectional competition on a geographical basis. There will be a site manager at each sectional site. The top six (6) qualifiers in each division from the Sectional competition will advance to compete in the State Final.

B. Coaches State Final Meeting: A State Final coaches' meeting will be conducted prior to each division of competition. A coach (or their school representative) from each school qualifying a team for the State Final must attend that meeting. The assistant coach, Athletic Director and/or Principal may attend in place of the head coach as the Official School Representative. The purpose of the meeting is to review policies, procedures and local rules governing the conduct of the state final. Coaches will be responsible for the information reviewed at that meeting regardless of their attendance or non-attendance at the meeting.

C. State Final Time Schedule: On Friday, January 27, 2017, preliminary rounds of competition will begin at 10:15 a.m. Below is the preliminary State Final time schedule. The State Final time schedule shall be as follows:

Friday, January 27, 2017

SESSION 1 1A Preliminaries

9:00 am Coaches Meeting (location TBA)
9:15 am Doors open to the State Final venue site
10:00 am Welcome
10:10 am Announcements & National Anthem
10:15 am First Performance (1A)
12:15 pm ---Officials Break---
1:19 pm Last Performance
1:30 pm Announcement of 1A Finalists

SESSION 2 2A & 3A Preliminaries

2:15 pm Coaches Meeting (location TBA)
3:00 pm Welcome
3:10 pm Announcements & National Anthem
3:15 pm First Performance (2A & 3A Alternate performances)
5:15 pm ---Officials Break---
7:21 pm Last Performance
7:45 pm Announcement of 2A Finalists
8:00 pm Announcement of 3A Finalists

Saturday, January 28, 2017

SESSION 3 1A, 3A & 3A Team Finals

10:00 am Doors open to the State Final venue site
10:55 am Announcements & National Anthem
11:00 am 1A Team Finals
12:15 pm 1A Team Awards
1:55 pm Announcements & National Anthem
2:00 pm 2A & 3A Team Finals (2A & 3A Teams alternate performances)
3:45 pm 2A Team Awards
4:00 pm 3A Team Awards

D. State Final School Packets: At the State Final, school packets which include state final passes and programs may be picked up Thursday evening, January 26, 2017 from 6:30 pm to 8:30 pm at the VIP entrance and Friday, January 27, 2017 at the Pepsi Ice Rink Main Entrance located on the south entrance of the U.S. Cellular Coliseum. (Note: performance schedules will be posted online). A coach/school official is the only person permitted to pick up the schools' packet. The U.S. Cellular Coliseum in downtown Bloomington is Tournament Central.

E. Time Schedules: Sectional and State Competition time schedules shall be posted online at www.ihsa.org. Time schedules are determined by a random sort for sectionals and the state finals including prelims and final performances.

F. Warm-up Time: Warm-up time at the Sectional and the State Final tournaments shall be posted online at www.ihsa.org prior to competition. Teams will report to warm-up forty (40) minutes prior to their performance with twenty (20) minutes designated in the warm-up area and three (3) minutes of warm-up on the designated full warm-up floor.

1. At Sectional and State competition the host shall not make its performance area available earlier to the teams for practice sessions. When a part of the state series is played at a facility other than a member school's facility, none of the teams entered, including a hosting member school shall be permitted to practice at the facility.

2. Schools entered in the competition will be allowed warm-up/practice time as scheduled by the IHSA.

3. In the Sectional and State series uninterrupted clock minutes shall be provided for warm-up prior to competition. Teams may not be on the official warm up floor prior to the designated time.

4. Only competitors and coaches will be allowed in the warm-up area.

G. Competition Disruption: Tournament management reserves the right to cease competition under the following conditions:

1. At the Sectional and State prelims the IHSA Official reserves the right to stop a routine due to an obvious injury. The competition officials will determine if the team will be allowed to perform at a later time. If the competition officials allow a routine to be performed at a later time, the spot in the schedule where the re-performance is to take place is at the sole discretion of competition officials. The team may perform the routine again in its entirety, but will be evaluated only from the point where the interruption occurred.

2. If, in the opinion of the tournament officials, a team's routine is interrupted because of failure of the tournament equipment, facilities, or other factors attributable to the tournament rather than the team the Head Official should stop the routine. The tournament officials will determine the degree and effect of the interruption. The team will be allowed to present its routine from the place in the routine where the interruption occurred.

3. In the event a team's routine is interrupted because of failure of the teams own equipment the team must either continue the routine or take the score earned to that point.

H. Sectional Management: In all cases in which a member school is selected as a competition site, the IHSA Official Representative of the high school shall automatically assume entire responsibility for the competition. The Official Representative may delegate the authority to manage the competition to another staff member. In case the site is not located at a member school, then the IHSA Board of Directors shall appoint a local manager with like responsibilities.

I. Sectional Manager: The local manager shall have authority to take proper and appropriate action in any case of unusual situations arising during the competitions. However, no part of the terms and conditions may be set aside. In all cases involving an interpretation not specifically covered by the rules, the competition manager shall consult with the Head Official before the announcement of results or the presentation of awards.

The Sectional Manager or appointed manager shall conduct a meeting for coaches prior to each division at the sectional tournament on the Saturday morning of sectionals. The Sectional manager will introduce the Head Official and any other personnel that they deem necessary to introduce to the coaches. The Sectional manager will discuss items on the sectional agenda (tournament logistics) and answer any questions regarding the competition.

VII. ADVANCEMENT OF WINNERS

A. The first, second, third, fourth, fifth and sixth place teams in each dance competition division from the Sectional shall advance to the state final and compete in the division in which they qualified. The top **twelve** teams in each division will advance to Saturday's finals competition.

B. Should a qualifying team withdraw or be disqualified before the state final tournament, the remaining qualifier from the same Sectional in that division shall be moved up.

C. A team moving up due to withdrawal or disqualification may be entered into the State Final up to the competition time. It is the responsibility of the principal or coach to notify the IHSA office at the earliest possible time that another advancing team may be necessary. The IHSA office is responsible for informing the school's administration/coach that they will replace a regular qualifier.

D. The school winner will be determined in accordance with the scoring system described in Article VIII.

E. A random sort at the IHSA office will determine the performance order for sectionals and state. A random sort will also be used to determine the finals order for Saturday's State Final competition. This order will be posted online on the dance link at www.ihsa.org.

VIII. TOURNAMENT RULES

The current National Federation Spirit Rules published by the NFHS are the official rules governing the competition in all state series competitions. The National Federation of State High School Association's Official High School Spirit Rules Book is the minimum safety guide for the state series.

A. Competition Guidelines

Each team will present one competitive routine in their assigned division.

1. Timing

a. Competition will consist of a one minute forty-five second (1:45) minimum time limit and three (3) minute maximum time limit.

b. The timing begins with the team's first movement or note of music, whichever comes first, on the competition floor. Timing ends with the last movement or beat of music. There will be an official timer at each level of competition. All participants must start in the competition area.

2. Competition Area

a. The competitive dance surface shall be a standard high school basketball court area of 84ft. x 50ft. (wide). At the state final, the competition dance surface shall be an 80ft. x 50ft. (wide) Marley floor.

b. Members of your competitive team must fulfill all spotting requirements as governed by the NFHS Spirit Rules.

3. Music can be on a CD or a MP3 player and all teams must have a CD back-up. In addition, it is the coach's responsibility to start and stop the music. Coaches will be allowed to check their music directly before the performance. Music should not contain any suggestive lyrics. The association assumes no responsibility for the payment of copyright, royalty, or any other fees connected to the performances of any material in the dance competitive state series.

4. Only appropriate poms, used in a safe manner are allowed. (No flags, streamers, etc. will be allowed.) No props will be allowed.

5. Masks, hats, sunglasses or other head/face coverings are allowed. Hats, masks, sunglasses or other head/face coverings **are not allowed for any stunting or tumbling**. Masks must be totally removed or discarded for any dancer (base or top person) involved in stunting or tumbling.

6. Apparel can be manipulated as long as it is attached. Apparel can be removed and discarded.

7. When standing at attention, apparel must cover the midriff. The midriff is defined as the three inches from the belly button up all the way around the body including the back.

B. Scoring: Refer to the score sheet and rubric in the competition manual.

1. Sectional: The official IHSA score sheet will be used for the scoring of all competitive dance routines. The total accumulative point value of the officials score sheets will be averaged. There shall be five (5) hired officials for each Sectional site competition. There shall be two (2) IHSA penalty officials, and three (3) IHSA panel officials with one being the head official assigned by the IHSA for each Sectional site.

2. State: The official IHSA score sheet will be used for the scoring of all competitive dance routines. The total accumulative point value of the officials score sheets will be averaged. There shall be eight (8) hired officials for the State competition. There shall be five (5)

IHSA hired panel officials for the State competition. There shall be one (1) head official for State. There shall be two (2) technical officials for State. Each routine will be judged by (2) penalty officials and five (5) panel officials.

3. Deductions/Penalties shall be subtracted from the total accumulative point value average.

C. Team Ties: Ties affecting advancement from preliminaries to finals: At all competitions, teams tied for a position which qualifies for advancement from preliminaries to finals shall be advanced without the tie being broken.

D. Coaching: At the Sectional and State Series, eligible high school coaches shall follow this procedure:

1. A maximum of three (3) competitive dance coaches shall be allowed to coach on the competition floor. Only coaches whose names appear on the List of Participants will be allowed to coach unless written notification from the school's Principal verifies the eligibility of a coach. Schools may only submit the names of those coaches who are in compliance with IHSA By-law 2.070.

2. Eligible coaches shall receive three (3) coaching passes in their team packet for the State Final.

3. The eligible coaches shall wear the coaching pass on the outside of his/her clothes while coaching.

4. Only coaches wearing this pass will be allowed into designated areas to coach.

5. Violation of ineligible coaching or being inappropriately involved with a competing high school athlete during a Sectional or State competition may be considered gross misconduct, and could result in penalty deductions to dismissal from coaching at the event.

6. Coaches may not use electronic communication/coaching devices (i.e., cellular phones, laptops, palm pilot, video cameras, etc.) once they have checked into the competition warm up areas and while in the credentialed areas of the competition. **Videotaping by competing schools will not be allowed on the performance floor.**

7. Coaches should remain in the designated areas at all times during warm-ups and competition and not disrupt the competition. Coaching should be limited to words of help and encouragement, and the ethics of good sportsmanship must be observed.

E. Unsportsmanlike Conduct: Managers and officials have the strictest instructions to disqualify any competitor, coach and/or person guilty of profane or indecent language or of gross unsportsmanlike conduct. The IHSA By-laws give the Board of Directors complete authority to penalize a school for any unsportsmanlike conduct on the part of the principal, the coach, the athletes, the faculty, the board of education or any other official representative of any participating school. The Board of Directors will definitely exercise this authority.

F. Videotaping: The IHSA prohibits any taping for the purpose of video reviewing during the tournament. Spectators are allowed to videotape in the stands, provided they remain in their seat and do not obstruct the view of participants and spectators.

G. Substitutions: After the List of Participants have been entered (after Jan. 9, 2017), competing schools may use any student whose name appears on the List of Participants as competitors. No substitution of names to the List of Participants shall be made after January 9, 2017. Alternates on this list may be used for competition at any time.

H. Refusing to Participate: If an IHSA member team refuses to compete after being assigned to a competition, the tournament manager shall report the incident to the IHSA office. The withdrawing team will be responsible for all applicable fees. (Refer to Article III-C in the terms and conditions regarding Breach of Contract.)

I. Competitor's Apparel

1. Team Apparel:

All competitors shall wear only school approved apparel for competition during the Sectionals and the State Final. All apparel shall be devoid of commercial advertising except for the manufacturer's logo/trademark which shall not exceed two and one quarter (2 1/4) square inches with no dimension exceeding 2 1/4 inches. It may appear only once on each piece of wearing apparel. All apparel, including footwear must be in compliance with the NFHS Spirit Rules Book. Participants will not be permitted to compete in illegal attire. Sectional and/or State Final site managers shall have authority to assess penalties for failure to comply with this requirement.

2. Participant Limitations:

a. The NFHS Spirit Rules Book governs all participant apparel/accessories.

b. Fingernails, including artificial nails must be kept at an appropriate length (short, near the end of the fingers) to minimize risk for the participant.

c. Hair must be worn in a manner that is appropriate for the activity. Hair devices must be secure.

d. Glitter that does not readily adhere on the hair, face, body or uniform is illegal.

e. Wearing "hard" jewelry is illegal, except when such items are securely affixed to the apparel or the hair. Exception: Religious medals may be taped to the body under the apparel without a chain. Medical medals may be taped to the body and may be visible.

J. Disqualification: Any team that does not adhere to these terms and conditions may be subject to disqualification from the tournament and will automatically forfeit any right to awards received at the tournament.

IX. TOURNAMENT POLICIES

A. Tickets: Tickets will be available one hour prior to the competition on the day of the event. Sectional ticket prices shall be \$5.00 per person (Child in arms requires no ticket). Ticket prices shall be \$10.00 per day for general seating at the State series (Child in arms requires no ticket). Presale tickets will be arranged through the State Final host site for the State tournament only. Spectators are not allowed on or near the warm-up or competition areas.

B. All-Star Teams: No officers of the tournament, game official or anyone serving under the supervision of the Illinois High School Association may cooperate in any way in the selection of an All-Star Tournament team.

C. Consolation Competition: There shall be no consolation competition.

D. State Final Passes: State Final passes will be provided to all competing schools and eligible coaches and school officials/administrators. All participants are required to wear their passes at all times. Competitor passes can be kept with the coaching staff while the team is in team apparel and competing. Competitors must have their passes visible to be allowed entry into the state final site. State Final passes allow entry into the State Final at any time during the competition.

E. Artificial Noisemakers: All artificial noise-making devices shall be excluded from the performance area. Tournament managers should not permit spectators to use air horns at the competition venue.

F. Signs and Banners: The displaying of signs, banners, placards or similar items at IHSA state series 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 respective school/community;

3. They are not displayed in the area of competition or in a manner which interferes with competition;

4. They do not obstruct the view of participants or spectators or cover other signage; and

5. They are not safety hazards.

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

H. Media Requirements: Space shall be set aside to provide for news media representatives (school, local or national) covering the state series whether they are from newspapers, radio stations, commercial television stations, and/or cable television stations.

1. Radio and TV Originators: It is the responsibility of the Local Manager to accept applications, approve requests to originate, collect proper rights fees payment (where required) and make cancellation refunds for television and/or radio origination, according to the IHSA Television and/or IHSA Radio Broadcast Policy.

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

b. Radio Broadcast Rights Fees are not required for any level of competition in this series. Local Managers shall permit radio originations of the competition.

c. Television and/or Radio Stations which do not apply in advance, or which do not pay required rights fees prior to the start of the competition in each respective level in this state series shall not be given credentials nor allowed access to the facility. Sponsors of the originations for television and radio shall be only those so stipulated in the respective IHSA Television and Broadcast policies.

2. Administrative Detail: Reporting information to the news media shall be the responsibility of each local Manager.

3. Provisions for Media Photographers and/or Television: Photographers or television personnel with cameras may enter the performance area to take pictures provided that:

a. The individual is wearing the IHSA media/photographers pass;

b. The individual reports to the site manager and shows the pass;

c. The individual stays at least five feet away from the competition floor;

d. The individual remains seated when taking pictures;

e. The individual only walks when the competitors are exiting;

f. The individual refrains from speaking to the competitor(s) during competition.

g. Media is not allowed in the warm up area or locker rooms.

4. Rights Fees for TV and Radio: Television Rights Fees to be charged by Local Managers and/or the IHSA are contained in the IHSA Television Policy.

Radio Fees:

a. Sectional Contest = No Charge

b. State Final = No Charge

Policy regarding media requirements for each Local Manager is contained in the current IHSA Handbook. Contact Matt Troha for media passes at the IHSA office at 309-663-6377.

I. Videotaping by Schools or Spectators: Videotaping by competing schools on the performance floor will not be allowed. The local manager may provide videotaping for purchase. Spectators will be allowed to videotape in the stands, provided they remain in their seat and do not obstruct the view of participants and spectators.

J. Flash Photography: No flash cameras can be used during competition. News media may use non-distracting lighting if the manager has given permission. News media photographers are allowed to use filtered electronic flashes. However, if the manager and contest officials agree that the flashes are causing interference with the conduct of the contest, then they can require the photographer to cease use of the flash.

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

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

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

hosting member school will subject the school to penalty for violation of IHSA By-law 2.020. Patrons of any IHSA state series contest determined to be in violation of this policy will be removed from the premise, and law enforcement officials will be called as warranted. No ticket refunds will be granted in such cases.

N. Prayer at IHSA State Series Contest: Prayer at an IHSA state series contest that takes place over the public address system is prohibited.

X. AWARDS

A. Sectional: In all Sectional competitions a plaque will be awarded to the school winner of the competition in each respective division.

B. State: A trophy will be awarded to teams finishing first, second and third in the State Final competition in each respective division.

C. Team Awards: Medallions will be presented to the schools of the first three placing teams in each respective division at the state final tournament. In addition, three (3) Coaches, Superintendent, Principal, Athletic Director and Athletic Trainer will be presented with a medalion. No other trophy or awards of any kind may be presented in the tournament series. Only the team/school representatives, Superintendent, Principal, Athletic Director and Athletic Trainer may participate in the awards presentation. Competitors participating in the awards presentation shall wear their school's official warm-up or team apparel. If a school fails to comply, they shall not be allowed to participate.

D. The awards will be furnished by the State Association and are not an expense charged upon the individual tournament.

XI. OFFICIALS

Tournament officials will be assigned through the IHSA office. In all tournaments, the decisions of the official shall be final. The IHSA Board of Directors will not review decisions of officials, whether alleged errors are due to faulty judgment or misinterpretation of the rules.

A. Number of Officials Assigned: In each Sectional level of competition, three (3) panel officials and one as the head official; and two (2) technical officials shall be provided. State Final: At the State level competition, five (5) panel officials, one (1) head official; and two (2) technical officials shall be provided.

B. Tournament officials for the respective division must be in the designated official's area when the warm-up period begins.

C. The head coach may meet with the head official and Sectional manager briefly at the conclusion of the contest during packet pick up. All other tournament communication must be directed to the host manager. Normal conversation that must take place between the host school/manager, the officials, coaches, team members or school representatives is allowed.

D. Officials will turn the score sheets in to the head official at the competition for each division. It is the head official's responsibility to verify all scores and order of finish. The site manager will include score sheets and order of finish after the completion of each division in the team exit packets. The manager will forward copies of the official score sheets to the IHSA office.

E. Sectional Tournaments: Each panel and technical official shall receive a flat fee of **\$228.50**. Each head official shall receive a flat fee of **\$267.50**.

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

G. State Final Tournament: Each appointed panel and technical official shall receive a flat fee of **\$408.00** for the entire State Final tournament plus lodging at a hotel designated by the IHSA. Each appointed head official shall receive a flat fee of **\$432.50** for the entire State Final tournament plus lodging at a hotel designated by the IHSA. The mileage reimbursement policy shall also be in effect for the state final for an official that travels in excess of 70 miles round trip.

Important Dates



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

2016-17 Competitive Dance Important Dates to Remember

Mon., Oct. 24	Season Starts
Mon., Oct. 31	1 st Contest may be held
Tues., Nov. 1	Deadline to enter state series. Entries after this date are late entries
Tues., Nov. 1	Sectional Assignment posted online sometime after November 1
Mon., Jan. 9	List of Participants Online Entry due
Mon., Jan. 9	All teams must submit a team photo and cutline through the IHSA Schools Center
Sat., Jan. 21	Sectional level of competition
Sat., Jan 21	Sectional Winners Report submitted by manager. Completed by the IHSA scoring program.
Tues., Jan. 24	12:01 p.m. deadline for schools advancing to State Final to confirm hotel reservations.
Thurs., Jan. 26	State Qualifying packet pick up at the VIP entrance of the U.S. Cellular Coliseum, Bloomington, IL from 6:30 p.m. to 8:30 p.m.
Fri., Jan. 27	State Qualifying packet pick up will also be after 7:00 a.m. in the lobby of the Pepsi Ice Rink.
Fri,-Sat., Jan. 27-28	State Final to be held at the U.S. Cellular Coliseum in Bloomington, IL (Time schedule posted on IHSA.org)

Managers' Safety Information



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

Healthy Environment

School administrators, coaches and officials share a very important responsibility to the student-athletes that are participating in the state series contest, to provide equipment, facilities and an environment that is as free of risk as possible. The concern for the health of our high school athletes in our programs should be primary.

Responsibility

Crowd supervision is critical. Administrators and other supervisors should observe the crowd and react quickly and reasonably when conduct becomes negative and drops below the level of expected behavior. To ignore inappropriate behavior by any spectator will only enable a person or people to continue in the same fashion.

The role of an official in this regard is with the competition. The role of the host school management is outside the lines. Any act dangerous to others, is an unsafe behavior, incites participants or spectators to violent or abusive action, exhibits obscene gestures, or yells profanity and/or provocative type language toward an official, student-athlete, coach, spectator, bench and/or score table personnel is considered unsportsmanlike. Such undesirable behavior requires immediate attention by the officials and/or the host school.

Procedure

If a situation occurs outside the lines, therefore outside the jurisdiction of the rulebook, the official shall instruct the host manager to take care of the problem. If possible this should be done without stopping the performance (i.e. between teams). If not possible, the official should stop competition until the host management takes care of the situation. If the manager, athletic director and/or local school principal is not in the gym, it becomes the responsibility of the host school coach.

The posting of the expected behavior at the gymnasium entrance clarifies to everyone the IHSA's expectation of all participants.

Preventative

Host School: Fans must be seated in an area that is carefully monitored. The IHSA suggests the first couple rows can be reserved for senior citizen, handicapped seating, press or other teams.

S"carol/cheerleading/manual/managers safety info.

Do What's Right!

Sportsmanship

DWR! EXPECTATIONS

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

Acceptable Behavior...

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

Unacceptable Behavior...

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



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.

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

Internet Video Broadcasting Information



Contact: Matt Troha • mtroha@ihsa.org • Phone: 309-663-6377 • Fax: 309-663-7479

IHSA Tournament Managers/Hosts,

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

BROADCAST RIGHTS FEE PAYMENT REQUIRED

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

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

BROADCAST RIGHTS FEE PAYMENT NOT REQUIRED

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

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

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



IHSA SECTIONAL MANAGER'S COMPETITIVE DANCE CHECKLIST

SECTIONAL MANAGER

- Check web site for assignments _____
- Secure and finalize flow of event
(warm-up area, entrance/exits,
sound system, performance space) _____
- Check school site for officials assigned to
your contest (2 weeks prior to competition) _____
- Hire/confirm Event Workers
(announcer, security, concessions, ticket gate,
custodial, timers) _____
- Confirm merchandise location _____
- 4 computers with internet for judges _____
- Secure volunteers _____
- Programs created/Video sales (optional) _____
- Confirm receipt of awards _____
- PA Announcements reviewed _____
- Post final results through scoring program _____
- Complete and submit Financial Report _____

SAFETY

- Enough seats to accommodate fans _____
- All entrances and exits controlled _____
- Secure posting area for performance order _____
- Plan for teams going in and out
of gym and school _____
- Plan for fans going in and out
of gym and school _____
- Parking adequate for fans _____
- Parking lot patrolled _____
- All handicap and safety areas reserved and
not blocked off _____
- Adequate lighting in parking lot if applicable _____
- Adequate restrooms _____
- Check equipment (PA, sound system) _____
- If fans must be seated behind officials,
monitor carefully. IHSA recommends that the
first couple rows be reserved for press,
administrators, handicap and/or senior citizens _____

SUPERVISORY STAFF

- Hire enough people to cover the event _____
- Train workers and assign specific sections
of the facility to workers _____
- Workers are easily identifiable _____
- Key people with walkie-talkies, mobile phones _____
- Athletic trainer/water available _____

SPORTS INFORMATION

- Set up area for working press _____
- Inform local media of event and results _____

COMPETITION DAY

- Competition Areas/Gymnasium prepared _____
- Verify competition floor area is secure _____
- Verify sound system _____
- Officials table _____
- Scorers' table _____
- Scoring Program – check internet connection
to all judges' computers _____
- Public Address System and materials _____
- 2 stopwatches operating for timing _____
- Bleachers and handicap seating identified _____
- Trainer/Water for teams and officials _____
- Set up for ticket takers and sellers _____
- *Officials:* One runner for floor tech judge _____
- *Officials:* One person assigned to officials to get
on and off the performance area _____
- *Officials:* Let the officials know who is the
administrator in charge of the contest _____

POST COMPETITION

- Pay officials _____
- Sectional manager & Head Official distribute
state final winner packets to winning team _____
- Complete Winner Report through
scoring program by posting TourneyWire
Results online _____
- Complete Financial Report _____

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.



Competitive Dance Scoresheet



Sectional

School: _____

State

Division: _____

Official: _____

COMPETITION CATEGORY		TEAM SCORE	COMMENTS
CHOREOGRAPHY	10	_____	
MUSICALITY	10	_____	
DIFFICULTY	10	_____	
TECHNIQUE	10	_____	
GROUP EXECUTION/SYNCHRONIZATION	10	_____	
FORMATIONS/STAGING	10	_____	
TRANSITIONS	10	_____	
SPACING	10	_____	
SHOWMANSHIP	10	_____	
OVERALL VISUAL EFFECT	10	_____	
TOTAL SCORE	/100	<div style="border: 1px solid black; width: 60px; height: 60px; margin: 0 auto;"></div>	



IHSA Competitive Dance Rubric

CHOREOGRAPHY—10 pts

- 9-10 pts: Excelling—Exceptional flow, exciting build in choreography, clear design, exceptional use of unique material, exceptional highlights of talent, exceptional incorporation of multiple qualities of movement, flow and continuity
- 8-8.9 pts: Applying—Good flow, good build in choreography, good unique movement, good incorporation of multiple qualities of movement, flow and continuity
- 7-7.9 pts: Developing—Moderate flow, some build in choreography, some unique movement, and minimal incorporation different qualities of movement, minimal flow and continuity
- 6-6.9 pts: Lacking—Fragmented choreography, standard/basic material, lacking creativity and unique movement, lacking variations in movement, lacking flow and continuity

MUSICALITY—10 pts

- 9-10 pts: Excelling—Exceptional use of music to enhance choreography through tempo variations, vocal interpretations, musical interpretations, exceptional use of music to movement ownership
- 8-8.9 pts: Applying—Good use of music to enhance choreography, good use of tempo variation, vocal cues, musical interpretation
- 7-7.9 pts: Developing—Minimal connection of choreography to the music, some use of tempo variations, vocal cues
- 6-6.9 pts: Lacking—Music is not utilized to enhance choreography

DIFFICULTY—10 pts

- 9-10 pts: Excelling—Exceptional range of movements, creative preps and linking skills, ambidexterity, use of body levels, directions and planes, team to athlete ratio, exceptional use isolations, balances, extensions, tricks, creative partnering skills
- 8-8.9 pts: Applying—Good range of movement, good creativity, good use of levels, directions and planes, team to athlete ratio, good use of isolations, balances, extensions, tricks and partnering
- 7-7.9 pts: Developing—Some range of movement, some creativity, some levels, directions and planes, some isolations, balances, tricks, partnering
- 6-6.9 pts: Lacking—Movement beyond the skill of the athlete, lack of linking skills, flexibility, partnering, lack or team skills

TECHNIQUE—10 pts

- 9-10 pts: Excelling—Excellent body awareness/placement, strength, control and clear articulation of movements, full extension from the body, strong lines, proper posture and carriage, superior strength in movement
- 8-8.9 pts: Applying—Good body awareness/placement, good control and extension, good spatial awareness, good lines, good strength in movement
- 7-7.9 pts: Developing—Average body awareness/placement, average control and extension, average spatial awareness, average lines, average strength in movement
- 6-6.9 pts: Lacking—Sloppy/improper body awareness/placement, substandard control and extension, lacking spatial awareness, below average lines

GROUP EXECUTION/SYNCHRONIZATION—10 pts

- 9-10 pts: Excelling—Excellent precision and sharpness, excellent consistent style throughout the team, precise synchronization throughout
- 8-8.9 pts: Applying—Good precision and sharpness, good consistent style throughout the team, good synchronization
- 7-7.9 pts: Developing—Average precision and sharpness, average consistent style throughout the team, average synchronization
- 6-6.9 pts: Lacking—Poor precision and sharpness, inconsistent style throughout the team, poor synchronization

FORMATIONS/STAGING—10 pts

- 9-10 pts: Excelling—Exceptional use of patterns, levels, and directions, creative formations, patterns, exceptional variety, utilization of area, ability to highlight dancer in an effective way
- 8-8.9 pts: Applying—Good variety and creativity in formations, good variety, logical staging for showcasing choreography
- 7-7.9 pts: Developing—Standard formations, some variety, visual effect occasionally obscured by staging
- 6-6.9 pts: Lacking—Basic formations, little variety, lacking creativity, patterns do not enhance visual effect

TRANSITIONS—10 pts

- 9-10 pts: Excelling—Unique transitional skills, firm/clean transitions, seamless continuous build from section to section, clear pathways
- 8-8.9 pts: Applying—Clear, easy to follow transitions, good use of linking skills/transitions
- 7-7.9 pts: Developing—Some clear transitions, some linkage of skills/transitions from section to section, somewhat segmented routine
- 6-6.9 pts: Lacking—Scattered transitions, bumping into other athletes during transitions, slow transitions, very segmented routine

SPACING—10 pts

- Precision in formations, use of stage, spacial awareness of other dancers

SHOWMANSHIP—10 pts

- Natural spirit, overall connection to the piece, enjoyment of the athletes, confidence, projection, authenticity

OVERALL VISUAL EFFECT—10 pts

- Appropriateness of movements, overall visual appeal, pace and intricacy of the movements, creativity, program concept and design



Competitive Dance Deductions/Legalities

School _____ Division _____ Official _____

Please cite the NFHS rule violation and the time/part in routine in which the violation occurred.

DEDUCTION CATEGORY	NUMBER OF DEDUCTIONS	DEDUCTION TOTAL
<i>Music Time – 1:45 Minimum</i>	<i>Under – (-1)</i>	
<i>Total Time – 3:00 Maximum</i>	<i>Overtime – (-1)</i>	
<i>IHSA Terms & Conditions Violation</i>	_____ x 1	
<i>Missed Skill</i>	_____ x 1	

MINOR NFHS VIOLATION:

Rule Infraction	Warning	Rule Number	x (1)
_____		_____	_____
_____		_____	_____
_____		_____	_____

Examples: NFHS Spirit Rules Book; Jewelry, Apparel, Nails, Hair, Glitter, etc...

MAJOR NFHS VIOLATION:

Rule Infraction	Warning	Page Number	x (-5)
_____		_____	_____
_____		_____	_____
_____		_____	_____

Examples: Illegal Moves; Drops, Tumbling, Spotting, Partner Stunts, Dismounts

	TOTAL LEGALITY DEDUCTIONS:
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Managing Heat and Heat Illness

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

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

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

Table 1

a. ≤ 79.9 degrees F

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

b. 80.0-84.5 degrees F

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

c. 84.6-87.5 degrees F

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

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

d. 87.6-89.9 degrees F

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

e. 90 degrees F

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

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

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

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

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

Cooling Methods Due to Heat Related Illness

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

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

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

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

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

Resources

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



Unmanned Aerial Vehicle (Drone) Policy

For IHSA Tournaments

Effective February 18, 2015

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

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

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



Awards Delivery Information

To Managers of All IHSA Tournaments:

In an effort to better serve our tournament sites and the suppliers of our awards, we would like to have you read this bulletin carefully and then do what you can to expedite the instructions:

1. Be advised that at **Regional and Sectional Tournaments**, medals and plaques may be shipped separately and may not arrive at your tournament site on the same day. Please open boxes immediately to check contents, as medals **CAN** be in plaque boxes. **NOTE:** There are no medals given at Regional and/or Sectional Levels in the team sports of baseball, basketball, competitive cheerleading, football, soccer, softball and volleyball, and in the activities of Drama/Group Interpretation and scholastic bowl.

Our awards supplier, A and M Products of Princeton, IL, often ships Regional and/or Sectional medals in the box with the plaque. **PLEASE CHECK THE PLAQUE BOXES CAREFULLY AND DO NOT DISCARD THEM UNTIL YOU HAVE DETERMINED THE MEDALS ARE NOT THERE!!**

At State Final Tournaments, medallions and trophies may be shipped separately and may not arrive at your tournament site on the same day. Please open boxes immediately to check contents, as medallions can be in trophy boxes.

2. Awards will be shipped to the school sites directly from A & M Products via United Parcel Service.
3. Please inform whoever receives your United Parcel deliveries to expect awards to arrive up to two weeks prior to the tournament, and ask them to deliver the packages directly to you when they arrive.
4. It is very likely that some awards (particularly trophies) will arrive in two or more boxes and will need to be assembled. **They may not arrive on the same day, but should be opened as they arrive.**
5. Please check all trophies, plaques, etc., to see that they are in good condition and not damaged in any way. You should note that they are engraved with the proper sport, tournament level, year, etc.

If, after doing all of this, a problem develops, please contact Cheryl Lowery at the IHSA office at (309) 663-6377.

Thank you very much for your cooperation.

Kraig Garber
Asst. Executive Director



Assembly Instructions for IHSA State Series Trophies (please use caution when assembling the trophies)

Upon receipt of your Trophies and Awards, please inspect them immediately so replacements can be shipped to you, if you notice a damaged trophy or figurine. If replacements need to be issued, please contact A & M Products at the number below.

We recommend the following for attaching the figures to the IHSA State Trophy:

- Unwrap each figure. If there is a hex nut on the post of the figure remove it. It should not be needed.
- Lay the trophy on its back on a flat surface and remove the hex nut from the rods from underneath the trophy.
- Push the rod through the top of the trophy and remove the ferrule (the hollow threaded tube) from the rod and attach the ferrule to the threaded post of the figure. Screw the ferrule all the way up the threaded post of the figure.
- Screw the rod back onto the ferrule until it is tight.
- Place the rod, with the figure attached, back through the top of the base and through the holes in the bottom of the base.

IMPORTANT - please be careful that the figure(s) is not supporting the weight of the trophy. **Figures can be easily broken.**

DO NOT OVER TIGHTEN THE FIGURE ONTO THE BASE THIS CAUSES THE BOLT TO BE PULLED OUT FROM UNDERNEATH THE FIGURE

Please do not pick up and carry the trophy by the side figures.

The **CHAMPION** and **RUNNER-UP** trophy receive **three** of the bigger #1 figures.

The **THIRD PLACE** and **FOURTH PLACE** trophy receive **one** of the bigger #1 figures for the top. And the **two** smaller #2 figures are the side figures.

If you have any questions please call A & M Products, (815) 875-2667

**2016-2017 IHSA Regional/Sectional Manager
Duplicate Awards Order Form for Ties**

Tournament Site: _____ **Level Of Competition:** ___ Regional ___ Sectional

Sport/Activity: _____ **Gender:** ___ Girls ___ Boys

Print Tournament Manager's Name: _____

Tournament Manager's Phone Number: _____

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

This form must be used and completed by the **Regional and/or Sectional Manager** to order duplicate medal/plaque for participants who earned them at the Regional or Sectional Tournament whose medal/plaque needs could not be fulfilled from existing tournament supplies. **Please return unused medals to A & M Products, 575 Elm Place, Princeton, IL 61356.**

Immediately following the **Regional and/or Sectional** tournament, please **fax this order form to A & M Products at (815) 879-0400**. The medals/plaque will be sent directly from A & M Products to the School listed. Tournament Managers must use this form to place orders. This form can be duplicated, if necessary.

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

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

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

TM=Team Plaque: () check here

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

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

I=Ind. Medal/Event Name* _____

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

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

I=Ind. Medal/Event Name* _____

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

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

I=Ind. Medal/Event Name* _____

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

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

I=Ind. Medal/Event Name* _____



Competitive Dance PA Announcements



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

(ANNOUNCE SEVERAL TIMES EACH SESSION)

To purchase tickets, for the IHSA Competitive Dance State Finals at the U.S. Cellular Coliseum, call the US Cellular Coliseum Box Office at 309-434-2679 or visit www.uscellularcoliseum.com for online purchases. Tickets are \$10 per day.

(ANNOUNCE PRIOR TO EACH TEAM COMPETING)

On deck is (High School B) High School. And coming up next is (High School A) High School. (High School A) High School you may take the floor.

(ANNOUNCE BEFORE THE START OF EACH SESSION)

On behalf of the IHSA Board of Directors, the Administrative Staff, the Dance Advisory Committee and the member schools of the Illinois High School Association, welcome to the 2017 Dance Sectional/State Competition at _____.

(ANNOUNCE BEFORE THE START OF EACH SESSION)

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

(ANNOUNCE BEFORE THE START OF EACH 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, drug and 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 EACH SESSION)

The 24th annual Illinois High School Association All-State Academic Team presented by Caterpillar will be honored the evening of April 17th during a banquet at the DoubleTree in Bloomington. The evening has become a wonderful recognition of America's future leaders. Call the I-H-S-A Office for more information about the banquet and how you can become part of the Illinois High School Activities Foundation.

(ANNOUNCE EACH SESSION)

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

(ANNOUNCE EACH SESSION)

The interscholastic athletics and activities experience is something we cannot take for granted. 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 state series in sports and non-athletic activities. But participation in sports and activities is a lot more than just winning and losing. Students who participate in programs offered by their schools are taught valuable life lessons that will make them a success in whatever endeavors they choose. We must teach our students, their coaches, their families and their supporters that it is very important to participate. They must take advantage of the learning opportunities that are uniquely made available to them through I-H-S-A programs.

(ANNOUNCE SEVERAL TIMES EACH SESSION)

The G Series. Start strong with Prime. Go longer with Perform, the original Gatorade. Then recover for your next challenge with Recover. The three part G Series from Gatorade.

(ANNOUNCE EACH SESSION)

Nearly 10,000 young people in Illinois High School Association member schools have earned the I-H-S-A Scholastic Achievement Award. This unique program helps accentuate the interscholastic experience. Call the I-H-S-A Office for more information on how you can support the Illinois High School Activities Foundation, which underwrites the cost of this outstanding scholarship recognition program with contributions from many supportive corporations and individuals like you.

(ANNOUNCE ONCE EACH SESSION OR AFTER ADD A TUDE IS INTRODUCED, IF ADD A TUDE IS PRESENT)

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

(ANNOUNCE AFTER EACH SESSION)

www.ihsa.org is the address for the IHSA web site on the Internet. Check it out any time you want to find out immediately what's happening with high school activities throughout Illinois. You can also follow the IHSA on Facebook & Twitter by following the Facebook and Twitter links located below the announcements on the front page of the IHSA homepage.

(ANNOUNCE SEVERAL TIMES BEFORE THE START OF EACH SESSION DURING THE STATE FINAL TOURNAMENT)

We invite fans to purchase the official Tournament souvenir program, which is on sale now. The price is \$5. This year's official program includes rosters and pictures of the competing teams.

(ANNOUNCE SEVERAL TIMES BEFORE THE START OF EACH SESSION DURING THE STATE FINAL TOURNAMENT)

The official I-H-S-A State Final apparel souvenirs are on sale only here at _____. Fans may choose from T-shirts, sweatshirts, shorts, hats and a variety of State Final Apparel. Stop by the Minerva Sportswear Souvenir booth to pick up your Official IHSA State Final merchandise.

(ANNOUNCE SEVERAL TIMES EACH SESSION)

The IHSA and the Illinois State Police wish to remind you that High school athletics and alcohol don't mix.

(ANNOUNCE EACH SESSION DURING THE STATE FINAL TOURNAMENT)

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 of the great photos from this weekends' tournament by visiting their web site. Just go to www.V-I-P-I-S.com.

(ANNOUNCE AFTER EACH SESSION AND AT THE END OF THE TROPHY PRESENTATION)

The IHSA and the Illinois State Police wish to remind you to "Click it or Ticket", seat belts save lives!! Please buckle up on your way home from the competition.

(ANNOUNCE AFTER EACH SESSION)

The IHSA and the Illinois State Police wish to remind you that "Speed kills". Obey the posted speed limit and always wear your safety belt.

(ANNOUNCE BETWEEN EACH SESSION)

i-h-s-a (dot)org is the address for the IHSA's Web page on the internet. Check it out any time you want to find out immediately what's happening with high school activities throughout Illinois. You'll be amazed at how much information you can find at your fingertips at IHSA (dot) org. In fact, all of the results from today's competition will be there when you get home. You can also follow the IHSA on Facebook & Twitter by following the Facebook and Twitter links located below the announcements on the front page of the IHSA homepage.

(CONCLUDING ANNOUNCEMENT)

On behalf of the IHSA and _____(host school)_____, thank you for your support of interscholastic athletics and activities. Have a safe trip home!

IHSA Licensed Vendor



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

School Information:

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

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

Vendor Information:

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

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

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

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

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

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

For additional information regarding Licensing and Royalty, contact Brandi Waters at 309-663-6377 ext. 125, or visit the IHSA website at <http://www.ihsa.org/Resources/Merchandise/LicensedVendors.aspx>.

Royalty Report: For a downloadable pdf of the Royalty Report go to http://www.ihsa.org/documents/forms/State_Tournament_Series_Royalty_Report.pdf



Financial Reports Must Be Filed Online

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

Log in to the Schools Center with your User ID and password. On the main menu of the Schools Center, under the heading "IHSA State Series Hosting", you will find a link to the financial report. Please fill out the one-page form and press the submit button to file your report.