

**2013-14**

***Girls Gymnastics***

**Manual for  
Managers**





# Girls Gymnastics 2013-14



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

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## Revision History

### Girls Gymnastics Calendar

Regional Host Consent Form Due.....	January 15
Sectional Complex Seeding Due .....	January 15
List of Participants Due Date .....	January 27
Regionals .....	Feb. 3-8
State Final Program Information Due to IHSA .....	February 15
Sectionals .....	February 10-13
State Finals .....	February 21-22



# 2013-14 Girls Gymnastics Series Terms and Conditions

In accordance with Section 1.450 of the IHSA Constitution, the Terms and Conditions governing the 2013-14 IHSA Girls State Gymnastics Meet Series have been approved by the Board of Directors.

## I. SCHOOL CLASSIFICATION

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

## II. DATES AND SITES

**A. Regional Meets:** Girls Regional Gymnastics Meets will be held throughout the state during the dates of February 3-8, 2014. Regional host sites will be determined after the Sectional Complex meeting.

**B. Sectional Meets:** Girls' Sectional Gymnastics Meets will be held on Monday-Thursday of Week 32 in the IHSA Standardized Calendar. For the 2013-14 school year, those dates are February 10-13, 2014. Friday and Saturday will be used only in the event of cancellations on Monday-Thursday due to weather. If Friday and Saturday need to be used due to cancellations, an attempt will be made to schedule no more than one meet on each day. Sectional host sites will be assigned by the IHSA.

**C. State Final Meet:** The 2013-14 IHSA Girls State Final Gymnastics Meet will be held on February 21-22, 2014 at Palatine High School, 1111 North Rohlwing Road, Palatine, Illinois.

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

### A. On-Line Entries

All member schools must enter their school into the state series competition through the IHSA School Center on the IHSA Website at [www.ihsa.org](http://www.ihsa.org). The deadline for entry is November 1, 2014. **The 2013-2014 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. Breach of Contract By-law 6.041 (Withdrawal Procedure)

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 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 \$100 penalty. If applicable, the school may be charged for any additional financial loss sustained by the offended school(s) or the Association as a result of such breach.

### D. Qualified Coaches or Faculty

**Representatives:** In accordance with IHSA By-laws 2.020 and 2.070, all schools are required to have a qualified coach or faculty representative present at all times during a meet. If a school does not have a qualified coach or faculty representative present at the Regional, Sectional or State Final site during warm-ups or competition, that school's competitors shall not be permitted to participate. Only coaches and faculty representatives who are listed on the *List of Participants* and in compliance with IHSA by-law 2.070, shall be permitted to serve in coaching capacities at the Regional, Sectional and State Final meets.

**E. Eligibility:** All member schools in good standing may enter an individual(s) or a team under the provisions of IHSA By-law 3.054.

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

**G. On-Line List of Participants/Substitutions:** The *List of Participants* shall be due by 4:00 p.m. Monday, January 27, 2014. Regional

Managers will be able to access the *List of Participants* for all entries in their regional through the Schools Center on the IHSA website following this deadline. The *List of Participants* shall include the names of contestants entered in the various events. Contestants entered by a school that has entered a team in the state series are considered entered as a part of both the team competition and individual event competition. The order in which the names are submitted and entered on-line is the order in which the gymnast will compete. Names of the substitutes must appear on the *List of Participants*. The *List of Participants* is a final entry. No additions, substitutions or changes will be permitted unless team substitutions are made in accordance with these Terms and Conditions. The original *List of Participants* and order of performance shall apply to each level of the series. Any substitutions made are applicable only to that meet.

**Alternates:** A school, which qualifies to compete for team honors in the State Series, may enter a maximum of eight alternates on the *List of Participants*. These alternates may be used for team substitutions.

**H. List of Participants Penalty:** In order for a school to complete the entry process for girls' state gymnastics series, they must enter their team or individual (s) and complete the *List of Participants* by the established deadline date. 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.

## IV. HOST FINANCIAL ARRANGEMENTS

**A. Regional Host:** In the Regional meet, the host school shall receive \$510.00 plus the officials expense.

**B. Sectional Host:** In the Sectional meet, the host school shall receive \$580.00 plus the officials expense.

**C. Admission Prices:**  
At Regional Meets: \$4.00  
At Sectional Meets: \$5.00  
At the State Final Meet: \$10.00 per session  
Baby in arms is free for all levels of competition.

**D. Meet Revenue:** The Regional and Sectional meet revenue shall include the television and radio rights fees collected by the meet manager.

**E. 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 which shall be charged are:

1. Regional -- No Charge
2. Sectional -- No Charge
3. State Final -- \$50.00

The policy regarding media requirements for each Local Manager is contained in the current News Media Directory.

**V. TOURNAMENT ASSIGNMENTS AND SEEDING MEETINGS**

**A. Assignments:** In December, the assignments will be posted online for all schools that entered. Each school entered will submit online through the IHSA School Center a *List of Participants* which will list the names of the contestants entered in the various events in addition to eligible head coaches and assistant coaches of the team.

**B. Sectional Complex Meeting:** All seeding meetings shall be conducted on-line through the IHSA Schools Center. Schools will have until 4:00 p.m. on January 15, 2014, Wednesday of Week 28 to submit their *Seeding Form* to the IHSA Office. The IHSA Office will review all seeding forms and assign schools to their respective regional meets based on the format outlined in section VI. A in these Terms and Conditions. Schools interested in hosting a regional meet shall submit to the IHSA Office a signed *Regional Host Consent Form* prior to the above-mentioned deadline.

**C. Seeding Policies:** The scores used for team seeding shall be from gymnastics meets where the team score was determined by adding 4 scores on all events. For seeding purposes, at the sectional seeding meeting each team will average their top three meet scores to come up with their seed score. In order to verify their seed score, coaches may be asked to send them to the IHSA for review.

1. Dual or multiple meet scores can be used only once.
2. If a team competed in a meet that used three scores for team scoring, whether four or more competitors were used, that score can not be used as part of the seeding information.

**D. Coaches Meeting and Substitutions:** The Regional, Sectional and State Final Meet Managers shall hold a

coaches meeting prior to the meet. The purpose of this meeting is for making team substitutions or scratching competitor(s). In addition, the head coach may make changes in the order of performance for the team or individual competitors from a school. At this time coaches will number scoresheets in competition order. No changes or corrections in the competitors and order of performance shall be permitted following the coaches meeting except in the case of injury or illness as provided in these Terms and Conditions.

**1. Team substitution prior to meet:** Competitors who are substituted under the provisions in these Terms and Conditions may return to team competition in the state series if their team qualifies to advance. A team substitute's name must be included on the *List of Participants*.

**2. Team substitutions during a meet:** The coach must notify the Meet Referee of any such team substitution before the team begins its competition in an event. A team substitution may be made during the state series in cases of a disabling illness or injury of a team competitor provided the name of the substitute appears on the *List of Participants*. The substitution is made before the team begins its competition in an event, and no change is made in the order of performance. When a team substitution is made during a meet and the substitute has not warmed up on the meet equipment, the athlete should be given a one and a half minute touch warm up prior to his/her team competing on that event as determined by the Meet Referee. General warm up will take place in the warm up gymnasium, if available.

**3. Individual substitutions:** No substitutions shall be made for individual qualifiers in any event.

**VI. TOURNAMENT STRUCTURE AND TIME SCHEDULES**

**A. Regional and Sectional Assignments:** The IHSA Office will assign all schools entering the state series to one of four (4) Sectional complexes. At the Sectional Seeding Meetings, the teams will be assigned to a Regional, and the Regional sites will be determined after the Sectional Seeding Meetings. The seed number and the school's ability to host at their school will determine the first choice of hosting a regional rather than the highest seeded team in a regional. When the first seeded team in a regional declines to host the regional at their school, then the next seeded team in a regional has the opportunity. The Regional team assignments will be based on the seeds determined by the coaches, with the assignments to be as follows:

- Regional A: Seeds 1, 8, 9, 16, 17, 24
- Regional B: Seeds 2, 7, 10, 15, 18, 23
- Regional C: Seeds 3, 6, 11, 14, 19, 22
- Regional D: Seeds 4, 5, 12, 13, 20, 21

**B. Events:** The list of events shall include optional level competition in Vaulting, Balance Beam, Parallel Bars, and Floor Exercise. All-Around competition includes participation in all four individual events.

**C. Order of Events:** Events shall be conducted concurrently in the following order on the Vault, Parallel Bars, Balance Beam and Floor Exercise.

**D. Contestant Entries:** A school may enter up to a maximum of five (5) contestants in each individual event. One contestant among the five contestants entered in each individual event MUST participate in All-Around competition and more than one may participate in All-Around. If a school does not enter a gymnast in the All-Around, a school can enter only four girls in each individual event.

**E. Order of Performance**

**1. Regional/Sectional:** Competitors shall perform in order according to a rotational system which shall be outlined in a link found on the forms section of the IHSA Girls' Gymnastics web site. The random draw for sectional rotation shall occur through a blind draw held at the IHSA office after the regional hosts have been determined following the sectional seeding meeting. When a conflict in two events occurs with the order of performance for a competitor, the competitor will be dropped by the Chief Judge in the second event three or four competitors down in the order of performance. If a team conflict occurs, the team shall be dropped in order of competition as a team. No individual or team will be dropped into another team's rotation.

**2. State Final:**

**a. Preliminaries:** The order of performance for the preliminary round of the state final shall be in order according to a random draw by lot.

**b. Event Finals:** The order of performance for the individual event finals at the girls' gymnastics state finals shall be determined according to a random draw of all competitors who qualify for the finals.

**F. Time Schedules**

**1. Regional Meets:** All Regional meets shall be held in a single session beginning at 6:30 p.m. or 1:00 p.m./6:30 p.m. if held on Saturday afternoon.

**2. Sectionals Meets:** All Sectional meets shall be held in a single ses-

sion beginning at 6:30 p.m. or 1:00 p.m./6:30 p.m. if held on Saturday afternoon. All four events shall be conducted concurrently.

3. **State Final Meet:**

**Preliminaries-Friday, February**

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a. 5:00 p.m.: Parade of Competitors followed by Vaulting, Parallel Bars, Balance Beam and Floor Exercise.

**Final-Saturday, February 22**

b. 5:30 p.m.: Parade of Competitors followed by all events in this order: Vaulting, Parallel Bars, Balance Beam and Floor Exercise.

## VII. **ADVANCEMENT OF WINNERS**

### A. **Individual Advancement**

#### 1. **Regional to Sectional**

**Individual Advancement:** The winners of the first five (5) places in each individual event in the regionals and the first five (5) places in the All-Around regional competition shall advance to the sectional as "Ranked Qualifiers." Ties for the last qualifying spot to advance, shall advance as "Ranked Qualifiers." In addition, the sectional manager shall survey the results of the regionals feeding into the sectional and determine the twelve (12) additional contestants in each individual event and in the All-Around. Those individuals shall advance to the sectional as "At Large Qualifiers." Individuals that tie for the last qualifying spot to advance, shall advance.

#### 2. **Sectional to State Individual**

**Advancement:** The winners of the first five (5) places in each individual event in the sectional and the first five (5) places in the All-Around sectional competition shall advance to the state meet as "Ranked Qualifiers." Ties for the last qualifying spot to advance, shall advance as "Ranked Qualifiers." In addition, the state final manager shall survey the results of all the sectionals and determine the top twelve (12) additional contestants in each individual event and in the All-Around. Those individuals shall advance to the state meet as "At Large Qualifiers." Individuals that tie for the last qualifying spot to advance, shall advance.

### B. **Team Advancement**

#### 1. **Regional to Sectional Team**

**Advancement:** The team which compiles the highest raw team score in the regional meet shall be declared the Regional team winner and advance as a team to the sectional team competition. In addition, the Sectional manager shall survey the results of the regionals that feed into the sectional and determine the two (2) additional teams that compiled the highest raw team score without winning a Regional meet. These teams

shall also be advanced as "At Large Teams" to sectional team competition. Teams that tie for the last qualifying spot to advance, shall advance.

#### 2. **Sectional to State Team**

**Advancement:** The team which compiles the highest raw team score in the sectional meet shall be declared the sectional team winner and advance as a team to the state team competition. In addition, the state final manager shall survey the results of all the sectionals and determine the four (4) additional teams that compiled the highest raw team score without winning a sectional meet. These teams shall also be advanced as "At Large Teams" to state team competition. Teams that tie for the last qualifying spot to advance, shall advance.

**C. At-Large Notification:** Notification of "At -Large Qualifiers" and "At-Large Teams" will only be notified through the posting of the qualifiers and teams on the IHSA web page.

## VIII. **TOURNAMENT RULES**

**A. Official Rules:** The official rules governing competition at the Regional, Sectional and State Final meets in all events shall be those included in the current National Federation Girls Gymnastics Rules Book unless otherwise stated in these Terms and Conditions or in instructions to the participating schools or in the IHSA Girls Gymnastics Meet Manual furnished to meet managers.

**B. Base Scoring:** For the regional, sectional and state final meets, the judges shall do pre-meet base scoring by using DVDs furnished by the IHSA Office.

### C. **Equipment**

1. **Sting Mats/Safety Collars:** At the regional and sectional levels, schools will be permitted to use their own sting mats and safety collars. At the state meet, schools will not be permitted to use sting mats and safety collars other than those provided by the state meet hosts.

2. **Vaulting Boards:** At the regional, sectional and state final meets, schools will be permitted to use their own vaulting boards provided they are approved as legal equipment by the Meet Referee.

3. **Vaulting Table:** Schools that host regional or sectional meets shall only provide a vaulting table for competition.

4. **Parallel Bars:** Schools hosting a regional, sectional, or state final meet shall only provide the super-wide bars during competition.

5. Equipment may be borrowed.

**D. Open Scoring:** Open scoring system shall be used in the state series. The score sheets shall go to the chief judge who checks the range and inquiry items. When the scores are in range and there is agreement on the inquiry items, the average score of the event is flashed.

### E. **Scoring:**

1. **Event Scoring:** A competitor's individual event score is determined by averaging the optional scores for the event. A team's event score shall be determined by adding the individual event scores of the best four performances from a school in an event for those schools eligible to compete for team honors. The final raw team score shall be determined by totaling the team's event scores for all four events. The final raw team score does not include All-Around score. A competitor who is a member of a school team (ranked or at-large) and becomes one of the ten event finalists at the State Final will not have her score in that event added to the team score until she has performed in the individual event finals. The better of her two performance scores (preliminary and finals) will become the score added to the team score.

2. **All-Around Scoring:** An individual All-Around score is determined by totaling the All-Around competitor's four individual event scores. At the State Final meet, the All-Around competition will be completed in the Preliminaries.

**F. Judges Score Sheets:** The original copies of judges' event score sheets shall remain a part of the official meet results to be used for verification of scores. The judges scoresheet shall be passed onto the next qualifying level's manager.

### G. **Verified Clerical Errors:**

Procedures for dealing with verified clerical errors shall be:

1. Clerical errors are corrected within 48 hours;

2. At-Large Qualifiers already notified will not be eliminated;

3. Scoring errors shall be corrected;

4. Penalties will advance with the correction;

5. Strategic errors or entry errors are not correctable.

**H. Six Contests:** By-law 3.054 provides that schools must engage in a minimum of six contests in a sport to be eligible for team competition in a state tournament series.

## IX. TOURNAMENT POLICIES

**A. Presale Tickets:** Schools entered in the state series and the general public will have an opportunity to purchase single-session tickets in advance and at the door on a first-come, first-serve basis. Each school advancing a team to the State Final team competition will receive an allotment of 100 single-session tickets for each session and 50 season tickets (including a single-session ticket for each session at the single-session ticket price multiplied by three) for sale in advance. Each of the four schools qualifying ranked teams for the State Final meet shall receive an additional allotment of 50 single-session tickets for advance sale.

### B. State Final Passes:

#### 1. Team qualifiers

a. one pass for each competitor, up to eight additional passes for alternates and one pass for the manager as listed on the *List of Participants*.

b. maximum four passes for coaches listed on the *List of Participants*

c. three passes for school officials

d. 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 certified athletic trainer or team physician. A school shall submit this name when they complete their *List of Participants*.

#### 2. Individual qualifiers

a. one pass for each competitor

b. maximum of four passes for coaches listed on the *List of Participants*

c. two passes for school officials

At the State Final, participant passes shall be issued only to those competitors who qualified for the State Final. In addition, competing schools who have individual qualifiers shall receive a maximum of four passes for coaches provided the coaches' names are included on the *List of Participants*. Each school qualifying a team for the State Final "team" competition shall receive four coaches' passes provided the coaches' name is included on the *List of Participants*. In addition, schools that qualified for the team competition at the State Final will receive a maximum of eight passes for team alternates provided the names of the alternates are included on the *List of Participants*. Only coaches and contestants who have been issued passes shall be allowed in the warm-up areas, the competition areas and the participant seating areas at the Regional, Sectional and State Final

meets. Participant passes and warm-up times will be provided upon arrival at the preliminary session. Administrative passes will be available at the pass gate.

**C. Bands:** No bands, pompon squads or drill team groups shall perform at any state series meets.

**D. Artificial Noisemakers:** Mechanical noisemakers and megaphones are prohibited.

**E. Signs and Banners:** The display of signs, banners, placards or similar items at IHSA state series events is permitted, provided:

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

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

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

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

5. They are not safety hazards.

**F. Cheerleaders and Mascots:** Participating schools may use school cheerleaders provided they have purchased tickets for seating during the meet.

**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:

**1. Provide Space:** Space shall be set aside to provide for news media representatives covering the state series whether they be from newspapers, radio stations, commercial television stations and/or cable television stations.

**2. Radio and TV Originators:** It is the responsibility of the Local Manager to accept applications, approve requests to originate, collect proper rights fees payments (where required) and make cancellation refunds for television and/or radio play-by-play origination's according to the IHSA Television and/or IHSA Radio Broadcast Policy. 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. Radio Broadcast Rights Fees are not required for Regional or Sectional competition in this series, only at the State Final. Local Managers shall permit radio play-by-play originations of the competition. Television and/or Radio Stations which do not apply in advance, or which do not pay required rights fees prior to the start of competition in each respective level in this state series shall not be given credentials nor allowed access to the facility to originate. Sponsors of the originations for television and radio shall be only those so stipulated in the respective IHSA Television and Broadcast policies. All media requirements for the State Final tournament shall be handled through the IHSA Office. Local tournament managers shall be responsible for reporting tournament information and results to the IHSA Office and the news media as stipulated in printed instructions received from the IHSA Office.

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

**J. 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.

### K. 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 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 prem-

ise, and law enforcement officials will be called as warranted. No ticket refunds will be granted in such cases.

#### **L. Prayer at IHSA State Series**

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

**M. Meet Committee:** A Meet Committee shall be selected for each Regional and Sectional meet. At the Regional and Sectional meets, the Meet Committee shall be comprised of the Meet Referee and two (2) head coaches chosen from the head coaches. If any questions should arise on the legality of an entry under existing rules, the Meet Manager must render a decision. The Meet Committee shall render a decision on questions that might arise concerning whether or not the meet is being conducted in accordance with these Terms and Conditions. All such questions shall be submitted in writing to the Meet Committee by the head coach. The Meet Committee shall not set aside or waive the provisions of a rule or the Terms and Conditions. At the State Final meet, the Meet Committee shall be appointed by the IHSA and the State Final Host.

**N. Technical Committee:** The Meet Director shall appoint a Technical Committee which shall consist of the Meet Director, the Meet Referee, and two acting judges. The Technical Committee shall be responsible for the enforcement of all rules and regulations of the competition. In the event the Technical Committee ties with a vote, the Meet Referee shall decide the issue.

**O. Special Recognitions:** At no state series meet shall any school hold any type of special recognition or specific celebration for any athlete, coach, or official.

**P. Timers/Scorekeepers:** Sectional hosts shall not use high school students as timers and scorekeepers for each Sectional meet.

### **X. AWARDS**

**A. Regional:** At all Regional meets, individual medals shall be awarded to the winners of the first five (5) places in each individual event and in All-Around.

**B. Sectional:** At Sectional meets, individual medals shall be awarded to the winners of the first five (5) places in individual events and in All-Around.

**C. State Final:** Individuals qualifying for the state finals shall be awarded a state qualifier pin. In addition, individual medallions shall be awarded to the winners of the first five (5) places in each individual event and All-around and to the members of the first, second and third place teams. Duplicate individual awards will be presented in the event of unresolved ties.

#### **D. Team Awards**

**1. Regional:** Each Regional winner shall receive a team award.

**2. Sectional:** Each Sectional winner shall receive a team award.

**3. State Final:** Trophies will be presented to the top three placing teams at the State Final Meet. In addition, twenty (20) team medallions shall be presented to the top three placing teams at the State Final Meet.

**E. Administrative Awards:** A Superintendent's medallion, a Principal's medallion, an Athletic Director's medallion, and a medallion for a certified athletic trainer or team physician, provided one is listed on the school's *List of Participants*, will also be awarded to each of the three placing schools.

### **XI. OFFICIALS**

#### **A. Judges Appointment and Fees**

##### **1) Regional:**

a. Two (2) judges shall be assigned to each event at a Regional meet

b. At the Regional, one of the event judges shall be assigned to serve as the Chief Judge.

c. At the Regional meets, one of the Chief Judges shall be assigned to serve as Meet Referee. A Meet Referee shall be assigned to the Regional Meets

d. All judges for the Regional meets shall be assigned by the IHSA Office as stipulated in the current "IHSA Sport Officials Handbook."

e. The officials assigned to the Regional by the IHSA Office shall receive a flat fee of \$115.00.

##### **2) Sectional:**

a. Nine (9) judges shall be assigned to each sectional meet.

b. At the Sectional, one of the event judges shall be assigned to serve as the Chief Judge.

c. At the Sectional meets, one of the assigned judges shall be designated to serve as Meet Referee.

d. All judges for the Sectional meets shall be assigned by the IHSA Office as stipulated in the current "IHSA Sport Officials Handbook."

e. The officials assigned to the Sectional meets by the IHSA Office shall receive a flat fee of \$143.00.

##### **3) State Final:**

a. 17 judges shall be assigned to the preliminary session at the State Final.

b. Nine (9) judges shall be assigned to the final session at the state finals.

c. At the State Final, one of the event judges shall be assigned to serve as the Chief Judge.

d. At the State Final, one of the assigned judges shall be designated to serve as Meet Referee.

e. All judges for the State Final meets shall be assigned by the IHSA Office as stipulated in the current "IHSA Sport Officials Handbook."

f. The officials assigned to the State Final meets by the IHSA Office shall receive a fee of \$127.50 per session.

#### **B. Mileage Reimbursement Policy:**

In the state series a voucher system will be used to compensate officials when they actually drive in excess of 70 miles round trip per contest. Payment will be made through the IHSA Office, after completion of the tournament series, at a rate of thirty (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.



# Regional Manager Section



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

## GIRLS GYMNASTICS MANAGER'S CALENDAR

Event	Date
*Regional Host Consent Form Due	Wednesday, January 15
Sectional Seed Meeting	Wednesday, January 15
Regional Assignments Posted	No later than Monday, January 20
*Online <i>List of Participants</i> Due	Monday, January 27
*Regional results Due to Sectional Manager	February 3-8
*Regional Winner Reports Due	February 3-8
*Financial Report Due	10 days after Regional or Sectional
Sectional At-Large Notification	Following last regional in complex (no later than Sunday, February 9)
Sectionals	February 10-13
Sectional Winner Reports Due	Immediately following the Sectional
State At-Large Notification	Available <b>online by noon, Monday, February 17</b>
State Finals	February 21-22

### Regional Host Selection

The top 4 seeded teams will be sent to separate regionals.

Regional A will have seeds	1, 8, 9, 16, 17, 24
Regional B will have seeds	2, 7, 10, 15, 18, 23
Regional C will have seeds	3, 6, 11, 14, 19, 22
Regional D will have seeds	4, 5, 12, 13, 20, 21

The top 4 seeded teams in the sectional complex will have the first opportunity to host their regional. If the top seeded team in the regional cannot host, then the next highest seeded team in that regional will be offered the opportunity. This process will continue until a regional host is found.

### Regional Team Assignment Form

Once the regional hosts have been assigned, then a day for the regional must be assigned. The highest seeded team has the first option of days, with the remaining hosts selecting the remaining regional dates in order of their seeds.

Once the IHSA has finalized the regional hosts and assignments, they will be posted on the IHSA website.

### Equipment and Specifications

All meet equipment and floor space must meet National Federation specifications. Officials will measure and inspect equipment.

## REGIONAL MANAGERS REQUIRED ADMINISTRATIVE FORMS

### Wednesday, January 15

### Regional Scoring Program *(used to score the regional meet)*

IHSA provides the scoring program used for the regional meets. It is user friendly and its operating instructions will be included in the electronic file sent to each manager. Each Regional Host will need to submit an e-mail address to the IHSA office, and address which the will be used by the IHSA to send you the actual scoring program.

### Monday, January 27

### Online *List of Participants* Due

Coaches should complete their online *List of Participants*. This online form can be found under "Schools Center" web site. (*Instructions are included in this manual.*) By completing the online *List of Participants* schools will no longer be required to fax a copy of their participants to their regional manager. This report is a final entry. Any changes to the original entry must be made by the coaches prior to the start of the regional. Information from this form will be entered into the computer program. Corrections or additions allowed by the Terms and Conditions to the *List of Participants* such as coaching personnel, must be approved by the IHSA before the competition.

NOTE: A school may enter up to a maximum of five contestants per each individual event. One contestant among the five in each individual event MUST participate in the All-Around and more than one may participate in the All-Around. If a school does not enter a gymnast in the All-Around, only four contestants can be entered in each individual event.

Corrections or additions to *List of Participants* including coaching personnel, must be approved by the IHSA before the competition.



**February 3-8****Regional Winner Reports**

Regional Managers will be responsible to fax or email a copy of the results (printed from the IHSA scoring program) to the following people:

Chicago Tribune	FX: (312) 828-9392; highschoolorsports@tribune.com
IHSA	FX: (309) 663-7479; thenry@ihsa.org
Sectional Manager	Refer to assignments

The following pages should be faxed or emailed:

- Team Roster (of advancing teams)
- Order of Finish
- Final Team Results
- Coaches Information Page

**February 3-8****Winner Report**

Following the regional meet, the final results should be emailed to the Sectional Manager. In addition, a copy of the results should be provided to the IHSA.

**\*Reminder\* Online State Final Program Information Due****Thursday, February 15**

Please remind coaches that have teams advancing from your regional, that the deadline for the online "State Final Program information" is **February 15th**. This information will be used in the state final program. (*Instructions are included in the School Manual.*)

### SCHEDULE OF MEETS

**Regionals**

February 3-8	Sites determined after seed meeting
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**Sectionals****Sectionals**

February 10	Hoffman Estates (Conant)
February 11	Wheaton (W. Warrenville South)
February 12	Hinsdale (Central)
February 13	Skokie (Niles North)

**State Finals**

Friday, February 21	Prelims
Saturday, February 22	Finals

### MEET PERSONNEL and MEETINGS

**Meet Referee**

The Meet Referee (assigned by IHSA) will check all apparatus to ensure that equipment conforms to all specifications. The Meet Referee must report all irregularities to the Technical Committee. No meet shall be conducted if any apparatus does not meet National Federation Rules.

**Timers**

Balance beam — One timer should time the event and the other timer should time falls.  
 Parallel bars - One timer should time falls.  
 Floor exercise – One timer should time the event.

**Trainers**

It is recommended that host schools have a licensed athletic trainer on duty.

**Technical Committee**

The Meet Director shall appoint a Technical Committee which shall consist of the Meet Director, the Meet Referee, and two acting judges. The Technical Committee shall be responsible for the enforcement of all rules and regulations of the competition. In the event the Technical Committee ties with a vote, the Meet Referee shall decide the issue. (See Terms & Conditions IX N)

**Meet Committee**

A Meet Committee shall be selected for each Regional meet. At the Regional meet, the Meet Committee shall be comprised of the Meet Referee and two (2) head coaches chosen from the head coaches. If any questions should arise on the legality of an entry under existing rules, the Meet Manager must render a decision. The Meet Committee shall render a decision on questions that might arise concerning whether or not the meet is being conducted in accordance with these Terms and Conditions. All such questions shall be submitted in writing to the Meet Committee by the head coach. The Meet Committee shall not set aside or waive the provisions of a rule or the Terms and Conditions. At the State Final meet, the Meet Committee shall be appointed by the IHSA and the State Final Host. (See Terms & Conditions IX M)

### **Coaches Pre-Meet Scratch Meeting**

The coaches' scratch meeting should begin at 6:20 p.m. The purpose of the coaches' meeting is to handle scratches, team substitutions, changes in the competitors order and any last minute information. The meeting should be held no later than 15 minutes prior the start of the meet.

## **MEDIA**

### **Media Passes**

*(Refer to Terms and Conditions regarding media access.)*

Results should be reported immediately to local media outlets. Report the scores of the team and individual events. Report the All Around performance, the top 10 individuals of each event and the team results. Include full name, school and year in school. Note any significant details such as a record broken. The following are contact numbers for your reference:

Chicago Tribune	(312) 222-3473	(312) 828-9392
Chicago Sun Times	(800) 367-3269	(312) 321-0122
Arlington Hts. Daily Herald	(800) 437-6091	(847) 427-1173

### **Photographers**

Due to safety concerns, no flash cameras are allowed during competition.

## **COMPETITION**

### **Local Meet Information**

Regional Managers should send local information to the schools participating in their regional including directions, parking, time schedule, warm-up rotation, pass gate entrances, locker room set up, coaches meeting, etc.

### **Pre-meet Base Scoring**

The pre-meet base scoring will be used for all meets in the state series. Managers should provide a room and a DVD for the judges to view the base score DVD. DVDs will be brought to the meet by the Meet Referee. Base scoring should begin at 5:30 p.m. and conclude at 6:15 p.m.

Sample Schedule:

5:45	Officials meet with the manager to discuss coaches' information
5:50	Officials view base scoring DVD
6:20	Coaches' scratch meeting
6:30	March in/Competition

### **Scoring**

Scoring shall be conducted according to the National Federation Girls Gymnastics Rules Book.

### **Warm-up Rotation**

The Regional Manager will determine the warm-up rotation based on a draw-by-lot. A rotation order for warm-ups should be planned which allows for equal time for all competitors at each event. Each girl is allowed 2 minutes at each event on the competition equipment with her rotation group. The 2 minutes includes setting the bars, mats, boards, etc. Girls should plan on warming up with just a few major elements. Refer to the rotation order included in this manual. Open rotations are not allowed.

### **Judges' Scoresheets**

The IHSA computer program will print the judges' scoresheets with the competitors name listed on the scoresheet.

### **Order of Team Competition**

It will be based on a random draw. Instructions as to how to do the draw by hand can be found on the forms section of the IHSA Girls Gymnastics web site.

### **Reviewing Scores**

The Regional Manager shall post the results of each event at the conclusion of that event. Coaches will be allowed a 5 minute time period to check results for accuracy. Following the 5 minutes review period, the results can be made official.

### **Official Rules and Equipment**

All equipment and the competition area must meet National Federation specifications. The Meet Referee will measure and check equipment prior to the meet.

### **Sting Mat/Safety Collar**

At the regional and sectional levels, schools will be permitted to use their own sting mats and safety collars. At the state meet, schools will not be permitted to use sting mats and safety collars other than those provided by the state meet hosts.

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**Round off Pad**

Schools will be permitted to use their own round off pads during the entire state series.

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**Parallel Bars**

Schools hosting a regional, sectional, or state final meet shall only provide the super-wide parallel bars during competition.

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**Ties**

Ties for the last qualifying team and individual spot shall advance.

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**At-Large Qualifiers and Notification**

Notification of at large qualifying teams and individuals will be made on the IHSA website. However, sectional managers will be responsible to make contact with the schools of the at-large qualifying teams and individuals concerning the sectional meet.

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**Procedures For Verified Clerical Errors**

1. IHSA must be notified as well as the local manager if a coach makes the discovery.
2. IHSA must be notified within a 24 hour period of time.
3. Any notified at-large qualifier affected by the correction will still advance.
4. Scoring errors will be corrected.
5. Penalties will advance with any corrections.
6. Strategic errors or entry errors are not correctable.

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**Handling of Judges' Scoresheets**

Coaches will NOT be allowed to take any judges' scoresheets out of the scoring area. They are, however, permitted to review the sheets.

Following the regional meet, the Regional Manager will give the Sectional Manager all of the judges' scoresheets. If the results need to be reviewed for clerical errors, the original judges' sheet will need to be reviewed by the Sectional Manager and the IHSA.

The Sectional Manager shall keep the regional and sectional judges' scoresheet until the state meet has concluded. Following the state meet, the manager may destroy them.

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**Exhibitions and Special Recognition Ceremonies**

Exhibition performances and special recognition ceremonies are not allowed in the state series.

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## **REGIONAL AWARDS**

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**Regional Awards**

Regional Managers will be sent their awards following the seed meetings.

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**Ties**

Duplicate awards need to be ordered by the manager. An order form is provided in the Awards Distribution section of this manual.

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## **FINANCIAL**

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**Admission**

Each participating team and its administration are allowed free access. Only gymnasts and coaches listed on the "*List of Participants*" are considered members of the team. In addition, only players and coaches listed on the "*List of Participants*" should have access to the competition area.

Regional Ticket Price - \$4.00	Baby-in-arms is free of charge.
Sectional Ticket Price - \$5.00	Baby-in-arms is free of charge.
State Final Ticket Price - \$10.00	Baby-in-arms is free of charge.

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**Regional Officials Fees**

Regional Officials shall be paid a flat fee of \$115.00. Host school shall pay the official the day of the Regionals and report the fee on the Financial Report. If the official meets the travel allowance criteria, they must report the expense to the IHSA. Therefore, host schools should not pay this expense.

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**Financial Reports (Filed Online)**

The Girls Gymnastics Regional Financial Reports are now interactive. Log in to the School center with your school ID and an administrator password. On the main menu of the School Center, under the heading "Tournament Management" you will find a link to the financial report. Fill out the one-page form and press the submit button to file your report no later than 10 days after the meet. All expenses will be paid in advance by the host school. The IHSA will reimburse the school the allotted amount per service. If the host school chooses to spend more than the allowance, it becomes the expense of the school.

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**Host School Guarantee Breakdown**

The Host School Guarantee for each IHSA state series event has been calculated on the premise that certain expense components will most likely be incurred by the Host School.



# Sectional Manager Section



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

## GIRLS GYMNASTICS MANAGER'S CALENDAR

Regional Host Consent Form Due	Wednesday, January 15
<b>*Sectional Seed Meeting</b>	<b>Wednesday, January 15</b>
<b>Regional Assignments Posted</b>	<b>No later than Monday, January 20</b>
Online <i>List of Participants</i> Due	Monday, January 27
Regional Results Due to Sectional Manager	February 3-8
Regional Winner Reports Due	February 3-8
Financial Report Due	10 days after Regional or Sectional
<b>*Sectional At-Large Notification</b>	<b>Following last regional in complex</b>
	<b>(no later than) Sunday, February 9</b>
	<b>February 10-13</b>
<b>*Sectionals</b>	<b>Immediately following the Sectional</b>
<b>*Sectional Winner Reports Due</b>	Available online by noon Monday, February 17
State At-Large Notification	February 21-22
State Finals	

## SECTIONAL MANAGER – SECTIONAL COMPLEX MEETING

### Wednesday, January 15

All seeding meetings shall be conducted on-line through the IHSA Schools Center. Schools will have until 4:00 p.m. on January 15, 2014, to submit their *Seeding Form* to the IHSA Office. The IHSA Office will review all seeding forms and assign schools to their respective regional meets based on the format outlined in section VI. A in the Terms and Conditions. Schools interested in hosting a regional meet shall submit to the IHSA Office a signed *Regional Host Consent Form* prior to the above-mentioned deadline.

### Equipment and Specifications

All meet equipment and floor space must meet National Federation specifications. Officials will measure and inspect equipment.

## SECTIONAL MANAGERS REQUIRED ADMINISTRATIVE FORMS

### Monday, January 27

### Online “*List of Participants*” Entry

Coaches complete their online *List of Participants*. This online form can be found under “Schools Center” web site. (*Instructions are included in this manual.*) By completing the online *List of Participants* schools will no longer be required to fax a copy of their participants to their regional manager. This report is a final entry. Any changes to the original entry must be made by the coaches prior to the start of the sectional. Information from this form will be entered into the computer program. Corrections or additions allowed by the Terms and Conditions to the “*List of Participants*” such as coaching personnel, must be approved by the IHSA before the competition.

NOTE: A school may enter up to a maximum of five contestants per each individual event. One contestant among the five in each individual event MUST participate in the All-Around and more than one may participate in the All-Around. If a school does not enter a gymnast in the All-Around, only four contestants can be entered in each individual event.

Corrections or additions to the “*List of Participants*” including coaching personnel, must be approved by the IHSA before the competition.

### February 10-13

### Sectional Winner Reports

Sectional Managers will be responsible to fax or email a copy of the results (printed from the IHSA scoring program) to the following people:

IHSA  
Amy Kurey, State Final Manager  
Chicago Tribune

FX: (309) 663-7479; thenry@ihsa.org  
FX: (847) 755-1773; akurey@d211.org  
FX: (312) 828-9392; highschoolsports@tribune.com

The following pages should be sent:

Team Roster (of advancing teams)  
Order of Finish  
Final Team Results  
Coaches Information Page

Sectional Managers should receive the sectional computer program via email from the IHSA. Regional Managers should receive the computer program from the IHSA after the sectional complex meeting. The program has been designed to be "user friendly." The school must have a Windows 97 program (or more recent), or an Excel 97 program (or more recent), or a MAC with an Excel 98 program. The regional host school provides the person to operate the scoring program.

**MEET PERSONNEL and MEETINGS**

**Meet Referee**

The Meet Referee (assigned by IHSA) will check all apparatus to ensure that equipment conforms to all specifications. The Meet Referee must report all irregularities to the Technical Committee. No meet shall be conducted if any apparatus does not meet National Federation Rules.

**Timers (4)**

One timer should time falls on the parallel bars  
One timer should time the event and one timer should time falls on balance beam.  
One timer should time the event on floor exercise  
Sectional hosts shall not use high school students as timers and scorekeepers for each Sectional meet.

**Trainers**

It is recommended that host schools have a licensed athletic trainer on duty.

**Technical Committee**

The Meet Director shall appoint a Technical Committee which shall consist of the Meet Director, the Meet Referee and two acting judges. In the event the Technical Committee ties with a vote, the Meet Referee shall decide the issue.

The Technical committee shall be responsible for the enforcement of all rules and regulations of the competition. (See Terms & Conditions IX N)

**Meet Committee**

A Meet Committee shall be selected for each Sectional meet. At the Sectional meet, the Meet Committee shall be comprised of the Meet Referee and two (2) head coaches chosen from the head coaches. If any questions should arise on the legality of an entry under existing rules, the Meet Manager must render a decision. The Meet Committee shall render a decision on questions that might arise concerning whether or not the meet is being conducted in accordance with these Terms and Conditions. All such questions shall be submitted in writing to the Meet Committee by the head coach. The Meet Committee shall not set aside or waive the provisions of a rule or the Terms and Conditions. At the State Final meet, the Meet Committee shall be appointed by the IHSA and the State Final Host. (See Terms & Conditions IX M)

**Coaches Pre-Meet Scratch Meeting**

The coaches' scratch meeting should begin at 6:20 p.m. The purpose of the coaches' meeting is to handle scratches, team substitutions, changes in the competitors order and any last minute information. The meeting should be held no later than 15 minutes prior the start of the meet.

**Head Judges Table**

It is recommended that host schools have at least three (3) adult workers at the head judges table.

**MEDIA**

**Media Passes**

*(Refer to Terms and Conditions regarding media access.)*

Results should be reported immediately to local media outlets. Report the scores of the team and individual events. Report the All Around performance, the top 10 individuals of each event and the team results. Include full name, school and year in school. Note any significant details such as a record broken. The following are contact numbers for your reference:

Chicago Tribune	(312) 222-3473	(312) 828-9392
Chicago Sun Times	(800) 367-3269	(312) 321-0122
Arlington Hts. Daily Herald	(800) 437-6091	(847) 427-1173

**Photographers**

Due to safety concerns, no flash cameras are allowed during competition.

**COMPETITION**

**Official Rules and Equipment**

All equipment and the competition area must meet National Federation specifications. The Meet Referee will measure and check equipment prior to the meet.

### **Sting Mat/Safety Collar**

At the regional and sectional levels, schools will be permitted to use their own sting mats and safety collars. At the state meet, schools will not be permitted to use sting mats and safety collars other than those provided by the state meet hosts.

### **Round off Pad**

Schools will be permitted to use their own round off pads during the entire state series.

### **Ties**

Ties for the last qualifying team and individual spot shall advance.

### **At-Large Qualifiers and Notification**

Notification of at large qualifying teams and individuals will be made on the IHSA website. The IHSA and/or the State Final manager will be responsible to make contact with the schools of the At-large qualifying teams and individuals concerning the state final meet.

### **Procedures For Verified Clerical Errors**

1. IHSA must be notified as well as the local manager if a coach makes the discovery.
2. IHSA must be notified within a 24 hour period of time.
3. Any notified at-large qualifier affected by the correction will still advance.
4. Scoring errors will be corrected.
5. Penalties will advance with any corrections.
6. Strategic errors or entry errors are not correctable.

### **Handling of Judges' Scoresheets**

Coaches will NOT be allowed to take any judges' scoresheets out of the scoring area. They are, however, permitted to review the sheets.

Following the regional meet, the Regional Manager will give the Sectional Manager all of the judges' scoresheets. If the results need to be reviewed for clerical errors, the original judges' sheet will need to be reviewed by the Sectional Manager and the IHSA.

The Sectional Manager shall keep the regional and sectional judges' scoresheet until the state meet has concluded. Following the state meet, the manager may destroy them.

### **Exhibitions and Special Recognition Ceremonies**

Exhibition performances and special recognition ceremonies are not allowed in the state series.

## **FINANCIAL**

### **Admission**

Each participating team and its administration are allowed free access. Only gymnasts and coaches listed on the "*List of Participants*" are considered members of the team. In addition, only players and coaches listed on the "*List of Participants*" should have access to the competition area.

Regional Ticket Price - \$4.00  
Sectional Ticket Price - \$5.00  
State Final Ticket Price - \$10.00

Baby-in-arms is free of charge.  
Baby-in-arms is free of charge.  
Baby-in-arms is free of charge.

### **Sectional Officials Fees**

Sectional Officials shall be paid a flat fee of \$143.00. Host school shall pay the official the day of the Sectional and report the fee on the Financial Report. If the official meets the travel allowance criteria, they must report the expense to the IHSA. Therefore, host schools should not pay this expense.

### **Financial Reports (Filed Online)**

The Girls Gymnastics Sectional Financial Reports are now interactive. Log in to the School center with your school ID and an administrator password. On the main menu of the School Center, under the heading "Tournament Management" you will find a link to the financial report. Fill out the one-page form and press the submit button to file your report no later than 10 days after the meet. All expenses will be paid in advance by the host school. The IHSA will reimburse the school the allotted amount per service. If the host school chooses to spend more than the allowance, it becomes the expense of the school.

### **Host School Guarantee Breakdown**

The Host School Guarantee for each IHSA state series event has been calculated on the premise that certain expense components will most likely be incurred by the Host School.

# Do What's Right!

## Sportsmanship

### DWR! EXPECTATIONS

- ❖ *Represents their school and community well with positive interaction with opposing fans and players.*
- ❖ *Uses positive yells, chants, songs or gestures.*
- ❖ *Display modesty in victory and graciousness in defeat*
- ❖ *Respect and acknowledge the integrity/judgment of officials.*
- ❖ *Exhibit positive behavior with opponents and fans before, during and after the contest.*

### 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.
- Booing 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.



# REGIONAL MANAGERS' CHECKLIST

## I. Pre-Meet Organization

- \_\_\_\_\_ Go online to access the *List of Participants* for all entries in your Regional – Available (approximately) January 29
- \_\_\_\_\_ Enter data into computer scoring program provided by IHSA
- \_\_\_\_\_ Organize necessary meet information. Include: admission prices and gate location; pass list and gate location; seating for teams and spectators; locker room facilities; warm-up rotation; music arrangements; availability of trainer and supplies; concessions, if available; hospitality room; warm-up area or gym; scratch meeting, location and time; time schedule; etc.
- \_\_\_\_\_ Send special information to assigned schools.
- \_\_\_\_\_ Establish time schedule for meet -- allow ample time for stretching and bar settings; official timed warm-ups; coaches meeting and march-in or opening ceremony.
- \_\_\_\_\_ Determine area for posting results for coaches.
- \_\_\_\_\_ Secure meet personnel. Please have at least 4 adult workers for the head judges table.
- \_\_\_\_\_ Secure (student) workers as runners of score sheets and equipment movers.
- \_\_\_\_\_ Inspect equipment with coaching staff and determine needs for competition and warm-up areas .
- \_\_\_\_\_ Review the facilities and equipment arrangements and floor plan with coaching staff.
- \_\_\_\_\_ Contact officials who are assigned by IHSA. Supply directions, time schedule and any other pertinent information.
- \_\_\_\_\_ Finalize concession arrangements; hospitality needs, locker room assignments, etc.
- \_\_\_\_\_ Develop announcer's information.
- \_\_\_\_\_ Organize ticket needs.
- \_\_\_\_\_ Check awards upon arrival.

## II. Pre-Meet

- \_\_\_\_\_ Select Meet Committee
- \_\_\_\_\_ Assign judges to Technical Committee
- \_\_\_\_\_ Get the draw for order of performance.
- \_\_\_\_\_ Create warm-up rotation

## III. Meet

- \_\_\_\_\_ Setup facility and competition areas.
- \_\_\_\_\_ Computer and printer set up.
- \_\_\_\_\_ Check and measure all equipment (measure school vaulting boards upon arrival).
- \_\_\_\_\_ Distribute coaches packets.
- \_\_\_\_\_ Start official warm-ups and time accurately
- \_\_\_\_\_ Meet with officials. Cover information to be discussed in coaches' scratch meeting.
- \_\_\_\_\_ Conclude warm-ups.
- \_\_\_\_\_ Coaches' scratch meeting: (officials judge base score routines)
- \_\_\_\_\_ Review necessary information – stress accurate information on Judges Event Score Sheets/Score Cards and on the event score sheets.
- \_\_\_\_\_ Convey officials' remarks and reminders.
- \_\_\_\_\_ Determine scratches and changes – by event and by order of draw (corrected copies of Judges Event score sheets/score cards must be completed for officials and corrected score sheets for each event must be completed for scorers.)
- \_\_\_\_\_ For Regionals, select a Regional Meet Committee. (Meet referee and two (2) head coaches)
- \_\_\_\_\_ Line up for march-in.
- \_\_\_\_\_ Opening ceremony; National Anthem; announcer's remarks.
- \_\_\_\_\_ Event score sheets posted for coaches.
- \_\_\_\_\_ Event score sheets checked and signed by Meet Referee.
- \_\_\_\_\_ Present awards.
- \_\_\_\_\_ Results duplicated and distributed to coaches and media personnel.
- \_\_\_\_\_ Pay officials.

## IV. After Meet

- \_\_\_\_\_ Complete the Regional Winner Report
- \_\_\_\_\_ E-mail complete results to the next level manager
- \_\_\_\_\_ Fax results to the Chicago Tribune and local media.
- \_\_\_\_\_ Download, complete and send duplicate awards request form to A & M Products, if necessary.
- \_\_\_\_\_ Complete and submit Financial Report to IHSA Office.



# SECTIONAL MANAGERS' CHECKLIST

## I. Pre-Meet Organization

- \_\_\_\_\_ Secure results from each Regional Manager.
- \_\_\_\_\_ Paste Assist Manager program will sort data and prepare for scoring.
- \_\_\_\_\_ Organize necessary meet information. Include: admission prices and gate location; pass list and gate location; seating for teams and spectators; locker room facilities; warm-up rotation; music arrangements; availability of trainer and supplies; concessions, if available; hospitality room; warm-up area or gym; scratch meeting, location and time; time schedule; etc.
- \_\_\_\_\_ Send special meet information to assigned schools.
- \_\_\_\_\_ Establish time schedule for meet -- allow ample time for stretching and bar settings; official timed warm-ups; coaches meeting and march-in or opening ceremony.
- \_\_\_\_\_ Determine area for posting results for coaches.
- \_\_\_\_\_ Secure meet personnel. Please have at least 4 adult workers for the head judges table.
- \_\_\_\_\_ Secure (student) workers as runners of score sheets and equipment movers.
- \_\_\_\_\_ Inspect equipment with coaching staff and determine needs for competition and warm-up areas.
- \_\_\_\_\_ Review the facilities and equipment arrangements and floor plan with coaching staff.
- \_\_\_\_\_ Contact officials who are assigned by IHSA. Supply directions, time schedule and any other pertinent information.
- \_\_\_\_\_ Finalize concession arrangements; hospitality needs, locker room assignments, etc.
- \_\_\_\_\_ Develop announcer's information.
- \_\_\_\_\_ Organize ticket needs.
- \_\_\_\_\_ Check awards upon arrival.

## II. Pre-Meet

- \_\_\_\_\_ Select Meet Committee
- \_\_\_\_\_ Assign judges to Technical Committee

## III. Meet

- \_\_\_\_\_ Setup facility, computer/printer and competition areas.
- \_\_\_\_\_ Check and measure all equipment (measure school vaulting boards upon arrival).
- \_\_\_\_\_ Distribute coaches packets.
- \_\_\_\_\_ Start official warm-ups and time accurately
- \_\_\_\_\_ Meet with officials. Cover information to be discussed in coaches' scratch meeting.
- \_\_\_\_\_ Conclude warm-ups.
- \_\_\_\_\_ Coaches' scratch meeting: (officials judge base score routines)
- \_\_\_\_\_ Review necessary information – stress accurate information on Judges Event Score Sheets/Score Cards and on the event score sheets.
- \_\_\_\_\_ Convey officials' remarks and reminders.
- \_\_\_\_\_ Determine scratches and changes – by event and by order of draw (corrected copies of Judges Event score sheets/score cards must be completed for officials and corrected score sheets for each event must be completed for scorers.)
- \_\_\_\_\_ Double check results.
- \_\_\_\_\_ For Sectional, select Sectional Meet Committee (Meet Referee and two (2) head coaches).
- \_\_\_\_\_ Line up for march-in.
- \_\_\_\_\_ Opening ceremony; National Anthem; announcer's remarks.
- \_\_\_\_\_ Event score sheets posted for coaches.
- \_\_\_\_\_ Event score sheets checked and signed by Meet Referee.
- \_\_\_\_\_ Present awards.
- \_\_\_\_\_ Results duplicated and distributed to coaches and media personnel.
- \_\_\_\_\_ Pay officials.

## IV. After Meet

- \_\_\_\_\_ Complete Sectional Winner Report
- \_\_\_\_\_ E-mail complete results to the next level manager
- \_\_\_\_\_ Fax results to the Chicago Tribune and local media.
- \_\_\_\_\_ Download, complete and send duplicate awards request form to A & M Products, if necessary.
- \_\_\_\_\_ Download, complete and send Financial Report to IHSA Office.

# 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.





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## **Sectional Complex Seeding Meeting Information**

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

### **Regional Scoring Program Information**

Once regional hosts have been determined after the online seeding meeting, the IHSA will email the regional scoring program to each regional host. Following the completion of each regional, regional managers should email results of the meet to the Sectional manager and to the IHSA.

### **What you do with the Regional results**

IHSA will need the sectional host school's email address, too. We will email the "sectional scoring program" and the "paste and assist program" to each sectional host. Once the regionals are completed, you should use the paste and assist program to collect and sort the results of the four regional meets that feed into your sectional. Use the Sectional scoring program to score the sectional.

# **Instructions for Submitting Girls Gymnastics Regional & Sectional Winner Reports**

Managers are required to complete the Girls Gymnastics Regional & Sectional Winner Reports on-line.

Host schools should use their ID and password to enter the IHSA Schools Center. Note that there are new passwords for the 2013-14 school term. If your school needs assistance with passwords, please contact the IHSA Office.

Log on to [www.ihsa.org](http://www.ihsa.org) and click on the Schools Center link. Enter your school's four-digit School ID number and password. On the next page, go to the "Tournament Management" area, find the row that lists the correct tournament, and click on "Winner Report" link. Please follow the instructions shown on the screen as you fill in the necessary information. **Additionally, please confirm that the participant names are spelled correctly.**

Submit the results of each contest you host. Also submit the results as soon as possible after the conclusion of each contest.

After completing and submitting the Winner Report online, print out a copy of the completed report form for your records.

(If you experience any problems, please call the IHSA Office at 309-663-6377 M-F from 8:00-4:15 and ask for Tracie Henry or Laura Hennings.)



## **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.

Ron McGraw  
Asst. Executive Director

**2013-2014 IHSA Tournament Manager Duplicate Medal 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 Class A Class AA Unclassified

This form must be used and completed by the **Regional and/or Sectional Manager** to order duplicate medals for participants who earned them at the Regional or Sectional Tournament whose medal 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 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:** \_\_\_\_\_  
**I=Individual Medal/Event Name\*** \_\_\_\_\_

◆ **Recipient Town/School (Must supply both):** \_\_\_\_\_  
**Name of Recipient:** \_\_\_\_\_ **Place:** \_\_\_\_\_  
**I=Individual Medal/Event Name\*** \_\_\_\_\_

◆ **Recipient Town/School (Must supply both):** \_\_\_\_\_  
**Name of Recipient:** \_\_\_\_\_ **Place:** \_\_\_\_\_  
**I=Individual Medal/Event Name\*** \_\_\_\_\_

◆ **Recipient Town/School (Must supply both):** \_\_\_\_\_  
**Name of Recipient:** \_\_\_\_\_ **Place:** \_\_\_\_\_  
**I=Individual Medal/Event Name\*** \_\_\_\_\_

◆ **Recipient Town/School (Must supply both):** \_\_\_\_\_  
**Name of Recipient:** \_\_\_\_\_ **Place:** \_\_\_\_\_  
**I=Individual Medal/Event Name\*** \_\_\_\_\_



# **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



# 2013-14 PA Announcements

## **(ANNOUNCE BEFORE THE START OF THE GAME/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 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)**

We invite fans to purchase the official Tournament souvenir program, which is on sale now. The price is \$5.00. This year's official program includes rosters and pictures of the competing teams, stats, and state tournament records and scorecards.

## **(ANNOUNCE BEFORE GAME/MATCH/CONTEST/RACE)**

To go behind the scenes of IHSA State Final events, follow the IHSA on Twitter via the account @IHSASate.

## **(ANNOUNCE ONCE EACH MATCH/GAME/CONTEST)**

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 SEVERAL TIMES BEFORE EACH GAME/SESSION)**

Hey there sports fans! Sports Authority is proud to be the official Sporting Goods Retailer of the IHSA. Sports Authority, all things sporting good.

## **(ANNOUNCE SEVERAL TIMES DURING THE DAY)**

Gatorade knows it all begins within for athletes at Girls Gymnastics. Win From Within.

## **(ANNOUNCE ONCE EACH MATCH/GAME/CONTEST/RACE)**

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 BEFORE THE START OF EACH SESSION)**

The 21<sup>st</sup> annual Illinois High School Association All-State Academic Team presented by Caterpillar will be honored the evening of April 21<sup>st</sup> 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 BETWEEN EACH GAME 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 BETWEEN EACH GAME EACH SESSION)**

Gatorade knows it all begins within. Win From Within.

**(ANNOUNCE AT END OF GAME/MATCH/CONTEST/RACE)**

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

**(ANNOUNCE SEVERAL TIMES DURING THE DAY)**

Gatorade knows every victory starts from within. Within is the determination to come up big when it matters most, but it also takes training and fuel. Win From Within.

**(ANNOUNCE SEVERAL TIMES PER SESSION)**

The official I-H-S-A State Final apparel souvenirs are on sale only here at \_\_\_\_\_. Fans may choose from T-shirts, sweat-shirts, 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 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 of the great photos from this weekends' tournament by visiting their web site. Just go to [www.V-I-P-I-S.com](http://www.V-I-P-I-S.com).

**(ANNOUNCE ONCE EACH GAME)**

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 SEVERAL TIMES EACH SESSION)**

Listen up sports fans! Stop by your local Sports Authority where you'll find everything you need for your favorite sports. Sports Authority is proud to be the official Sporting Goods Retailer of the IHSA. Sports Authority, all things sporting good.

**(ANNOUNCE AT START AND END OF GAME/SESSION)**

Attention sports fans! Know where you can find everything you need for your favorite sports, from soccer and football to volleyball and cross country...and everything in between? At your local Sports Authority, of course. Sports Authority is proud to be the official Sporting Goods Retailer of the IHSA.

Sports Authority, all things sporting good.

**(ANNOUNCE SEVERAL TIMES DURING THE DAY)**

Hey sports fans! Sports Authority is proud to be the official Sporting Goods Retailer of the Illinois High School Association. And when it comes to all of your sporting needs, Sports Authority is where you'll find everything you need for training, team sports, track & field and so much more.

**(ANNOUNCE SEVERAL TIMES DURING THE DAY)**

Parents and coaches! Join THE LEAGUE, the new Rewards program at Sports Authority, and you'll earn 5% BACK on in-store merchandise from the brands you love.

Sports Authority, all things sporting good.

**ANNOUNCE BETWEEN EACH GAME/MATCH/CONTEST/RACE)**

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 and other information from today's event will be there when you get home. You can also follow the IHSA on Facebook & Twitter by clicking on the Facebook and Twitter links located on the IHSA homepage.

**(ANNOUNCE AT THE END OF THE GAME 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 game.

**(ANNOUNCE TOWARD THE END OF THE GAME/MATCH/CONTEST RACE)**

The IHSA and the Illinois State Police wish to remind you that Illinois law states - Everyone must buckle up regardless of their age. Seatbelts save lives, always wear your seatbelt.

**(ANNOUNCE SEVERAL TIMES DURING THE DAY)**

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

**(ANNOUNCE SEVERAL TIMES DURING THE DAY)**

The IHSA and Illinois State Police wish to remind you that distracted driving is impaired driving. Don't drive inTEXTicated!

**(ANNOUNCE TOWARD THE END OF THE GAME/MATCH/CONTEST RACE)**

The IHSA and the Illinois State Police wish to remind you that texting while driving is illegal. Cell phone use while driving is responsible for over 3,000 deaths and over 30,000 injuries across United States each year.

**(ANNOUNCE SEVERAL TIMES DURING THE DAY)**

The IHSA and the Illinois State Police wish to remind you that drivers who use hand-held devices are four times more likely to get into crashes serious enough to injure themselves. Distractions cause infractions!

**(ANNOUNCE SEVERAL TIMES EACH SESSION)**

Looking for a DVD of this contest? Visit [www.prepfilms.com](http://www.prepfilms.com) to order a copy anytime. The IHSA.TV broadcast of every match from the 2013-14 IHSA Girls Gymnastics State Finals is available on DVD at [www.prepfilms.com](http://www.prepfilms.com).

## 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](http://www.ihsa.org/documents/forms/State_Tournament_Series_Royalty_Report.pdf)



# Girls Gymnastics Regional Draw



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

## CONCEPT

### Assigning A Competitor Number

Purpose is to identify teams and individuals for the computer. This information will be automatically transferred to the next qualifying level. It is the computer's form of a name. The process for the numbering is based on a regional and its corresponding sectional. The number assignments are predetermined by the IHSAA's computer program.

### Order of Competition

The team block style is used. It allows for all competitors from a school to compete in each event as a team before rotating to the next event. For schools that have individual entries only, their entries will be assigned together.

### The Rotation (Draw)

The purpose of the draw is to create an order for competing schools/individuals to rotate from one event to another.

**Making the Draw:** The draw shall be made literally pulling the names of all competing schools out of a hat.

**Note:** if there is more than one competitor from the same school, then they will be assigned to the same rotation and order.

### Order of Events

The order of events for regionals shall be vault and parallel bars concurrently followed by balance beam and floor exercise, which shall also be run concurrently.

### Order of Performance

The order of performance determines what order a school will perform within the event and prevents one school from always going first.

## REGIONALS

### REGIONAL ROTATION PROCEDURES

#### How to Determine the Draw

In determining the order in which each school shall participate in the regional meet, the manager must first determine the total number of schools that are sending competitors to his/her regional. A school, not competing for team honors but with individual entrants, shall be counted in the total number. All schools, regardless of the number of competitors from that school shall be counted for the purpose of the draw. Knowing that total number will help the manager determine which rotation chart should be used. The charts for four (4) teams through ten (10) teams can be found later in this section.

Once it has been determined which rotation chart shall be used, the manager will draw out the name of a school and place it in the #1 spot for all events. The manager will then continue drawing school names out and place them in the appropriate numerical spot on the rotation chart being used.

#### Example of a 6 team rotation

1. Draw schools for the six (6) spots
  - 1-Orland Park (Sandburg)
  - 2-Frankfort (Lincoln Way-East)
  - 3-Tinley Park (Andrew)
  - 4-Olympia Fields (Rich Central)
  - 5-Bradley-Bourbonnais
  - 6-Flossmoor (Homewood-Flossmoor)

2. Insert the schools into the appropriate positions on a six (6) team rotation chart

Vault	Parallel	Beam	Floor
1 Sandburg	4 Rich Central	3 Andrew	6 H-F
2 LW-East	5 BBCHS	2 LW-East	5 BBCHS
3 Andrew	6 H-F	1 Sandburg	4 Rich Central
4 Rich Central	1 Sandburg	6 H-F	3 Andrew
5 BBCHS	2 LW-East	5 BBCHS	2 LW-East
6 H-F	3 Andrew	4 Rich Central	1 Sandburg

**NOTE:** Competition will continue with the next team in the rotation chart if a competing school with an individual competitor is not entered in an event.

### REGIONALS SAMPLE ROTATION CHARTS

(Used to determine the order of events in which a team and an individual will rotate)

Vault	Parallel	Beam	Floor
<b>4 Team</b>			
1	3	2	4
2	4	3	1
3	1	4	2
4	2	1	3
<b>5 Team</b>			
1	3	2	5
2	4	1	4
3	5	5	3
4	1	4	2
5	2	3	1
<b>6 Team</b>			
1	4	3	6
2	5	2	5
3	6	1	4
4	1	6	3
5	2	5	2
6	3	4	1
<b>7 Team</b>			
1	4	3	7
2	5	2	6
3	6	1	5
4	7	7	4
5	1	6	3
6	2	5	2
7	3	4	1

Vault	Parallel	Beam	Floor
<b>8 Team</b>			
1	5	8	4
2	6	7	3
3	7	2	6
4	8	1	5
5	1	4	8
6	2	3	7
7	3	6	2
8	4	5	1
<b>9 Team</b>			
1	5	4	9
2	6	3	8
3	7	2	7
4	8	1	6
5	9	9	5
6	1	8	4
7	2	7	3
8	3	6	2
9	4	5	1
<b>10 Team</b>			
1	6	5	10
2	7	4	9
3	8	3	8
4	9	2	7
5	10	1	6
6	1	10	5
7	2	9	4
8	3	8	3
9	4	7	2
10	5	6	1



# Girls Gymnastics Sectional Draw



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## CONCEPT

### Assigning A Competitor Number

Purpose is to identify teams and individuals for the computer. This information will be automatically transferred to the next qualifying level. It is the computer's form of a name. The process for the numbering is based on a regional and its corresponding sectional. The number assignments are predetermined by the IHSA's computer program.

### Order of Competition

The team block style is used. It allows for all competitors from a school to compete in each event as a team before rotating to the next event. For schools that have individual entries only, their entries will be assigned together.

### The Rotation (Draw)

The purpose of the draw is to create an order for schools to rotate from one event to another.

**Making the Team Draw:** The draw for teams shall be made by the luck of the draw by literally pulling the schools names out of a hat.

**Making the Individual Draw:** The draw for an individual(s) from a school that does not have a team shall be designed to even out each rotation. The luck of the draw principle still controls.

**Note:** If there is more than one competitor from the same school, then they will be assigned to the same rotation and order.

### Order of Events

The order of events for the sectionals shall run all four events concurrently.

### Order of Performance

The order of performance determines what order a school will perform within the event and prevents one school from always going first.

## STEP 1 SECTIONAL ROTATION PROCEDURE – Determined by IHSA

IHSA will conduct the draw for the sectional rotation. Instead of selecting the teams by the luck of the draw (as done with the regionals), sectional managers will simply insert the regional winners into the chart below to determine the rotation. The IHSA will post the draw for managers to use no later than January 16, after they have received the seed results from each sectional.

Individuals will need to be added to the rotation by the manager. Managers will need to count the number of competitors in each event. If there is less than 12, then the number in each event should be equalized. Randomly draw individuals making sure that gymnasts from the same school are kept together and add them to the rotation.

As a point of information on IHSA procedures used to determine this draw, Sectionals have been numbered according to the date in which they are to compete. Regionals within the sectional were also numbered (regional 1, regional 2, regional 3, regional 4) according to the date in which they are to compete.

# **SECTIONALS**

## **ADVANCE RANDOM DRAW**

*6 Team Sectional IHSA Rotation  
(Based on Olympic order with four events running concurrently)*

<b>Rotation</b>	<b>Vault</b>	<b>Parallel bars</b>	<b>Balance beam</b>	<b>Floor Exercise</b>
1st	A	D	C	B
2nd	B	A	D	C
3rd	C	B	A	D
4th	D	C	B	A

- Winner of Regional 1 \_\_\_\_\_
- Winner of Regional 2 \_\_\_\_\_
- Winner of Regional 3 \_\_\_\_\_
- Winner of Regional 4 \_\_\_\_\_
- At Large #1 (in alpha by city) \_\_\_\_\_
- At Large #2 (in alpha by city) \_\_\_\_\_
- In case of tie advancing 7 teams \_\_\_\_\_
- In case of 8 teams advancing \_\_\_\_\_

Manager shall fill in rotation with individuals and complete the order within each rotation where applicable.

### **Step 2 Add Individuals**

When all the teams are placed in the Rotation Chart the individuals shall be drawn. You will need to count the number of competitors in each event. If there is less than 12 competitors in an event, then the number in each event should be equalized. Following the same procedures as was done for the teams, randomly draw individuals making sure that gymnasts from the same school should be kept together.

### **Step 3 Order of Performance**

The order of performance prevents one team from always going first on an event. Sectional managers will need to conduct a random draw for each competitive "letter" group (A, B, C, D) for each event in each round in order to ensure there is a randomness to the order of performance.





# State Rotation



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

**Rationale:** All participating schools with teams are informed in advance of their draw. Since the draw is done by the IHSA for all sectional teams prior to the advancing teams being determined, this process provides for an ease of management and better communication for the coaches.

**Process:** Completing the rotation is a 3 step process. The first step determines the teams that will be paired together for competition. This is done in a manner similar to that used for sectional meets. Once completed, the second step involves placing individuals into each competition group in order to balance the number of competitors in each group. The final step then requires a random draw to be completed for each competition group at each event. Doing so ensures that teams won't necessarily follow the same team or individuals during each rotation/event.

**Advance Random Draw  
8 Team IHSA State Finals Rotation  
(Based on Olympic order with four events running concurrently)**

<u>Rotation</u>	<u>V</u>	<u>PB</u>	<u>BB</u>	<u>FX</u>
1 <sup>st</sup>	A	D	C	B
2 <sup>nd</sup>	B	A	D	C
3 <sup>rd</sup>	C	B	A	D
4 <sup>th</sup>	D	C	B	A

**Step 1 Determining Team Placement (completed by random draw at IHSA Office)**

- Winner Sectional 1 \_\_\_\_\_
- Winner Sectional 2 \_\_\_\_\_
- Winner Sectional 3 \_\_\_\_\_
- Winner Sectional 4 \_\_\_\_\_
- At Large #1 (in alpha by city) \_\_\_\_\_
- At Large #2 (in alpha by city) \_\_\_\_\_
- At Large #3 (in alpha by city) \_\_\_\_\_
- At Large #4 (in alpha by city) \_\_\_\_\_

**Step 2 Insert Individuals into the Rotation (completed by meet manager)**

This step is similar to regional and sectional meets. After the number of individual qualifiers there are for event has been determined, the manager will insert them into the rotation in order to maintain balance for each performance group.

**Step 3 Determining the Order of Performance (completed by IHSA Office)**

Once all the performers, both teams and individuals, have been determined for each performance group, a random draw will occur. This draw shall occur for each performance group for each rotation on each event. For each group, the names of the schools involved in the group will be randomly selected one at a time. The order of selection will determine the order of performance within that rotation. Again, this selection process needs to occur for each group for each event, thereby insuring a sense of randomness to the process and keeping one team from always following another.

# Sample 8 Team Warm-up Rotation

**Time Schedule** (Based on a 6:30 start time)

4:20-4:55 Bar setting/stretching

4:55-5:15	<b>Vaulting</b> (A) Team 1 Competitor 2 Competitor 3 Competitor 4 Competitor 5 Competitor  (B) Team 1 Competitor 2 Competitor 3 Competitor 4 Competitor 5 Competitor	<b>Parallel Bars</b> (C) Team 1 Competitor 2 Competitor 3 Competitor 4 Competitor 5 Competitor  (D) Team 1 Competitor 2 Competitor 3 Competitor 4 Competitor 5 Competitor	<b>Balance Beam</b> (E) Team 1 Competitor 2 Competitor 3 Competitor 4 Competitor 5 Competitor  (F) Team 1 Competitor 2 Competitor 3 Competitor 4 Competitor 5 Competitor	<b>Floor Exerc.</b> (G) Team 1 Competitor 2 Competitor 3 Competitor 4 Competitor 5 Competitor  (H) Team 1 Competitor 2 Competitor 3 Competitor 4 Competitor 5 Competitor
5:15-5:35	(C) Team 1 Competitor 2 Competitor 3 Competitor 4 Competitor 5 Competitor  (D) Team 1 Competitor 2 Competitor 3 Competitor 4 Competitor 5 Competitor	(E) Team 1 Competitor 2 Competitor 3 Competitor 4 Competitor 5 Competitor  (F) Team 1 Competitor 2 Competitor 3 Competitor 4 Competitor 5 Competitor	(G) Team 1 Competitor 2 Competitor 3 Competitor 4 Competitor 5 Competitor  (H) Team 1 Competitor 2 Competitor 3 Competitor 4 Competitor 5 Competitor	(A) Team 1 Competitor 2 Competitor 3 Competitor 4 Competitor 5 Competitor  (B) Team 1 Competitor 2 Competitor 3 Competitor 4 Competitor 5 Competitor
5:35-5:55	(E) Team 1 Competitor 2 Competitor 3 Competitor 4 Competitor 5 Competitor  (F) Team 1 Competitor 2 Competitor 3 Competitor 4 Competitor 5 Competitor	(G) Team 1 Competitor 2 Competitor 3 Competitor 4 Competitor 5 Competitor  (H) Team 1 Competitor 2 Competitor 3 Competitor 4 Competitor 5 Competitor	(A) Team 1 Competitor 2 Competitor 3 Competitor 4 Competitor 5 Competitor  (B) Team 1 Competitor 2 Competitor 3 Competitor 4 Competitor 5 Competitor	(C) Team 1 Competitor 2 Competitor 3 Competitor 4 Competitor 5 Competitor  (D) Team 1 Competitor 2 Competitor 3 Competitor 4 Competitor 5 Competitor
5:55-6:15	(G) Team 1 Competitor 2 Competitor 3 Competitor 4 Competitor 5 Competitor  (H) Team 1 Competitor 2 Competitor 3 Competitor 4 Competitor 5 Competitor	(A) Team 1 Competitor 2 Competitor 3 Competitor 4 Competitor 5 Competitor  (B) Team 1 Competitor 2 Competitor 3 Competitor 4 Competitor 5 Competitor	(C) Team 1 Competitor 2 Competitor 3 Competitor 4 Competitor 5 Competitor  (D) Team 1 Competitor 2 Competitor 3 Competitor 4 Competitor 5 Competitor	(E) Team 1 Competitor 2 Competitor 3 Competitor 4 Competitor 5 Competitor  (F) Team 1 Competitor 2 Competitor 3 Competitor 4 Competitor 5 Competitor



## **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.