

2023-2024

Girls
Gymnastics

**IHSA Manual for
Schools & Managers**





2023-2024 Girls Gymnastics Manual

Table of Contents

School Information 1-24

| | |
|--|-------|
| Terms & Conditions..... | 2-7 |
| School Information..... | 8-11 |
| Team Seeding Information..... | 12 |
| List of Participants Instructions | 13 |
| Submitting State Final Information..... | 14 |
| Instructions for Submitting Photos | 15 |
| State Meet Information..... | 16 |
| Time Schedule for State Meet..... | 17 |
| Map of Palatine High School..... | 18 |
| Regional Draw | 19-20 |
| Sectional Draw..... | 21-22 |
| State Rotation..... | 23-24 |

Manager Information 25-35

| | |
|-------------------------------------|-------|
| Regional Manager Information | 26-29 |
| Regional Manager Checklist | 30 |
| Sectional Manager Information | 31-33 |
| Sectional Manager Checklist..... | 34 |
| Scoring Information | 35 |

General Information 36-49

| | |
|---|-------|
| Emergency Action Plan..... | 37-38 |
| Weather Policies & Resources..... | 39-41 |
| Severe Weather Safety Guidelines | 39 |
| Wet Bulb Globe Temperature | 40 |
| Cooling Methods | 41 |
| Sports Medicine Policies & Resources | 42-43 |
| IHSA Protocol or Implementation of NFHS Sports Playing Rule for Concussions | 42 |
| Return to Play (RTP) & Return to Learn (RTL) | 43 |
| Mandatory Concussion Education..... | 43 |
| Do What's Right Sportsmanship | 44-45 |
| School's Responsibility..... | 44 |
| DWR Expectations | 45 |
| State Final Student Media/Video Taping..... | 46 |
| Internet Video Broadcasting Information..... | 47 |
| Drone Policy..... | 48 |
| IHSA Licensed Vendor | 49 |
| Awards Order Forms | 50-56 |

Girls Gymnastics Calendar

| | |
|--|-----------------------|
| Sectional Complex Seeding Due | January 10 |
| List of Participants Due Date | January 15 |
| Regionals | January 29-February 1 |
| Sectionals..... | February 5-8 |
| State Final Program Information Due to IHSA..... | February 10 |
| State Finals | February 5-8 |

Revision History:

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School Information

**IHSA Manual for
Schools & Managers**





2023-24 Girls Gymnastics Series Terms and Conditions

In accordance with Section 1.450 of the IHSAA Constitution, the Terms and Conditions governing the 2023-24 IHSAA Girls State Gymnastics Meet Series have been approved by the Board of Directors.

I. SCHOOL CLASSIFICATION

Competition in the IHSAA 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 January 29-February 1, 2024. 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 IHSAA Standardized Calendar. For the 2023-24 school year, those dates are February 5-8. 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 IHSAA.

C. State Final Meet: The 2023-24 IHSAA Girls State Final Gymnastics Meet will be held on February 16-17, 2024 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 IHSAA School Center on the IHSAA Website at www.ihsaa.org. The deadline for entry is November 1, 2023. **The 2023-24 Entry Policies and Procedures outlining the online entry procedures for all IHSAA-sponsored tournaments can be found in the Schools Center on the IHSAA 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 IHSAA administration 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 IHSAA 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 IHSAA 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 IHSAA 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 IHSAA By-law 3.054.

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

G. On-Line List of Participants/Substitutions: The *List of Participants* shall be due by 4:00 p.m. Wednesday, January 15, 2024. Regional Managers will be able to access the *List of Participants* for all entries in their region through the Schools Center on the IHSAA 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 \$600.00. The IHSAA will pay the officials through ArbiterPay.



B. Sectional Host: In the Sectional meet, the host school shall receive \$700.00. The IHSA will pay the officials through ArbiterPay.

C. Digital Tickets:

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

D. Admission Prices:

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

REGIONAL

Ticket: \$5

***If GoFan is used:**

Digital Ticket: \$5

Cash Ticket: \$6

SECTIONAL

Digital Ticket: \$6

Cash Ticket: \$7

STATE FINALS

Digital Ticket: \$10 per session

Cash Ticket: \$11 per session

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

F. 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 10, 2024, 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 cannot 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 pre-determined on a geographical basis and willingness to host. Each Sectional will contain four regional sites.

- 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

In cases where a conflict arises with pre-determined hosts and seeds, the IHSA administrator can make an adjustment.



Seeds will be posted online on the IHSA website for 24 hours to verify accuracy; once assignments are made seeds will be final.

B. Events: The list of events shall include optional level competition in Vaulting, Uneven Bars, Balance Beam, 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 Vaulting, Uneven 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 Meet Referee 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. Once the random draw occurs for the first rotation create 3 groups. Groups will perform within their rotation: 1, 2, 3; 2, 3, 1; 3, 1, 2; 1, 2, 3.

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. The random lot shall not allow an individual gymnast to perform first or last twice on any event. If a conflict arises the individual with conflict shall be dropped 4 positions in the final's performance order.

F. Time Schedules

1. Regional Meets: All Regional meets shall be held in a single session beginning at 6:00 p.m.

2. Sectionals Meets: All Sectional meets shall be held in a single session beginning at 6:00 p.m. All four events shall be conducted concurrently.

3. State Final Meet:

Preliminaries - Friday, February 16

a. 2:00 p.m.: Parade of Competitors followed by Vaulting, Uneven Bars, Balance Beam and Floor Exercise.

Final - Saturday, February 17

b. 2:00 p.m.: Parade of Competitors followed by all events in this order: Alternating Vaulting and Uneven Bars, alternating 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.

C. Equipment

1. **Sting Mats:** 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 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. **Uneven 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. At the State Finals, judges will be seated together on opposite sides at each event in pairs.

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 judge's 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: The IHSAA will offer digital tickets (tickets redeemed on a smartphone) at this state final & sectional events via GoFan. Digital tickets can be purchased and downloaded to a smartphone on the GoFan app or at gofan.co/IHSA (.co is not a typo). Search the GoFan app or website for availability.

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*.

e. Only the five competitors that are competing on that event are allowed in the corrals at the State Final.

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 IHSAA state series events is permitted, provided:

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

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

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

4. They do not obstruct the view of participants or spectators; 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/Liquid Nicotine Products: *The use of tobacco or liquid nicotine products in any competition area, either during a practice or while a contest is in progress, or affiliated property of any IHSA state series contest by any coach, player, any other person connected with a team, or fan shall be prohibited. State series hosts are required to make all state series contest sites and any affiliated property, including parking lots, fan accommodation areas, and other school or event venue property, tobacco/liquid nicotine free zones on the date or dates of any IHSA event being held at the site.*

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 premise, 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.

Q. AED: Host schools must have an AED available and on site at all IHSA post season contests.

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.

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 preliminary session by the IHSA Office shall receive a fee of \$162.00. The officials assigned to the final session by the IHSA Office shall receive a fee of \$145.50 per session. The IHSA will pay the officials through ArbiterPay. In addition, preliminary and final session officials that travel in excess of 70 miles round trip, receive one (1) night lodging at a hotel designated by the IHSA Administrator or a maximum of \$60.00 reimbursement if staying at another hotel.

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.

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 \$130.00. The IHSA will pay the officials through ArbiterPay.

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 \$162.00. The IHSA will pay the officials through ArbiterPay.

3) State Final:

a. Nine (9) 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.



Girls Gymnastics School Information

Sectional Complex Meeting

Wednesday, January 10

All seeding meetings shall be conducted on-line through the IHSA Schools Center. Schools will have until 4:00 p.m. on January 10, 2024, 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.

Regional Host Selection

Regional sites will be predetermined after the Sectional Seeding Meetings on a geographical basis and willingness to host. Teams will then be assigned to a regional site as follows:

| | |
|----------------------------|----------------------|
| 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 |

In cases where a conflict arises with pre-determined hosts and seeds, the IHSA administrator can make an adjustment.

Equipment and specifications

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

IHSA Computer Scoring Requirements

IHSA will provide the TourneyWire Gymnastics scoring program used for the regional meets. It is user friendly, and its operating instructions will be emailed to each manager.

Computer Systems Requirement

- A computer with a strong, secure internet connection.
- A printer dedicated to use for the scoring program.
- A person to serve as the meet scorer and to run the scoring program.

Email Address

Each Regional Host will need to submit an email address to the IHSA Office, an address which will be used by the IHSA to send the actual scoring program.

Posting Results

Upon completion of the regional, the regional manager will post the results online via the scoring program.

Schedule of Meets

Regionals

Jan. 29 - Feb. 1 Sites pre-determined on a geographical basis and willingness to host.

Sectionals

| | |
|------------|--------------------------|
| February 5 | Roselle (Lake Park) |
| February 6 | Hinsdale (Central) |
| February 7 | Lincolnshire (Stevenson) |
| February 8 | Hoffman Estates (Conant) |

State Finals

| | |
|-----------------------|---------|
| Friday, February 16 | Prelims |
| Saturday, February 17 | 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 (4)

Balance beam – One timer should time the event and one timer should time falls.

Uneven bars – One timer should time falls.

Floor exercise – One timer should time the event.

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 2 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

The Meet Committee shall be comprised of the Meet Referee and 2 head coaches chosen from the coaches who are present at the coaches meeting. The Meet Manager shall render a decision on the legality of an entry under existing rules, while the meet committee will determine whether or not the meet is being conducted in accordance with the terms and conditions. (See Terms & Conditions IX M)

Coaches Pre-Meet Scratch Meeting

The coaches scratch meeting should begin at 5:45 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.

Competition

Local Meet Information

Regional Managers will 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.

Scoring

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

Warm-up Rotation

The scoring program randomly determines the competition order. The rotation order for warm-ups must follow competition order and allow for equal time for all competitors at each event. Each athlete 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. Athletes should plan on warming up with just a few major elements. Refer to the rotation order included in the downloadable forms. Open rotations are not allowed.

Judges' Scoresheets

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

Order of Team Competition

The computer program will provide instructions for the order of competition. It will be based on a random draw.

Reviewing Scores

The Regional Manager shall post the results of each event at the conclusion of the meet. Coaches will be allowed a 10-minute time period to check results for accuracy. Following the 10 minutes review period, the results can be made official. Managers will post the official results at the conclusion of the meet.

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 Mats

At the regional and sectional levels, schools will be permitted to use their own sting mats. At the state meet, schools will not be permitted to use sting mats 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.

Uneven Bars

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

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.

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 meet, the Regional and Sectional Managers will retain all of the judges' scoresheets until the conclusion of the state series. Following the state meet, the regional and sectional managers may dispose of the judges' scoresheets.

Exhibitions/Special Recognitions

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

Team Seeding Information

Due to IHSA Wednesday, January 10 – 4:00 p.m.

Instructions

1. Coaches must go to the link below and complete the online seeding form by the deadline listed above.
2. An average team score will be computed by the IHSA Office, based on the seeding policy below.
3. After the online summary forms have been received, the IHSA Office will assign schools to regionals in accordance with Section VI. A. of the Girls' Gymnastics Terms and Conditions.
4. Regional hosts will be selected based on the process outlined in Section VI. A. of the Girls' Gymnastics Terms and Conditions. Schools interested in hosting regionals must submit the Online *Regional Host Consent Form* to the IHSA Office by the deadline listed above in order to be considered for hosting.

Seeding Policy

1. The scores used for team seeding shall be from gymnastics meets where the team score was determined by adding four (4) scores on all events.
2. Each team will average their top three (3) scores to come up with their seed score.
 - a) Dual or multiple meet scores can be used only once.
 - b) If a team competed in a meet that used three scores for team scoring, whether four or more competitors were used, that score cannot be used as part of the seeding information.
3. Schools with individual competitors only will be assigned to a regional geographically following the sectional complex meeting. Schools with only individual competitors do not need to submit these forms to the IHSA Office.

[Please click here to access the Team Seeding Form.](#)

PLEASE DO NOT FAX OR EMAIL YOUR SCORES.

Online seeding scores are due by 4 :00 p.m. Wednesday, January 10th.

NOTE: If you submit your scores early and have a better score leading up to January 10, a new scoring form must be submitted to the IHSA. All scores submitted must be current.



Instructions for Submitting List of Participants

Schools are required to complete the Girls' Gymnastics *List of Participants* online. Note that there are new passwords for the 2023-24 school term. If your school needs assistance with passwords, please contact the IHSA Office.

Log on to 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 "Sports and Activity Tracker" area, find the row that lists the correct tournament, and click on "LOP (*List of Participants*)" link under the "Required Data Forms" heading. Please follow the instructions shown on the screen as you fill in the necessary information. The deadline for submitting the *List of Participants* is Monday, January 15, 2024, at 4:00 p.m. Schools have the opportunity to make changes until Monday, January 15, 2024, at 4:00 p.m.

- A. List all eligible coaches that are in compliance with IHSA By-Law 2.070.
- B. 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. Coaches should list all gymnasts (including alternates) on your roster who may perform. Once the deadline has passed, rosters are final.
- C. List certified athletic trainer (if applicable).

After completing the "*List of Participants*" online, print out a copy of your roster for your records. Regional managers will be able to access the *List of Participants* and listing of all eligible coaches for all entries in their regional through the school center on the IHSA website after January 15, 2024.

Confirmation of Receipt of Online List of Participants: Schools should login to their School Center site on the IHSA website and go to the Activity Tracker. The Activity Tracker will show 6/6 pgs. If it doesn't indicate this, then you must go back into your schools List of Participants and complete the Online List of Participants pages that are not checked.

(If you experience any problems, please call the IHSA Office at 309-663-6377 and ask for Tracie Henry)

LIST OF PARTICIPANTS DEADLINE: **Monday, January 15, 2024**

Schools are Required to Submit State Final Program Information on or before February 10, 2024

Dear Coach or Athletic Director:

As your team gets close to qualifying for the state final tournament, you will be required to complete the State Final Program Information. This provides the IHSA with the information printed in the state final souvenir program. Your coach will receive an email with a form to complete and return. You are required to provide this information once you have qualified for the Girls Gymnastics tournament. Please complete all information.

You will also need to sign into the Schools Center to upload your photos. Instructions are provided on the following page.



INSTRUCTIONS FOR SUBMITTING PHOTOS

Submit your photos by uploading them in the Schools Center.

1. Sign into the Schools Center. Choose: [Upload state tournament program photos](#).

NOTE: Only your administrative staff has access to this link.

The screenshot shows the Schools Center interface. On the left is a 'Departments' menu with various options like 'Sport & Activity Tracker', 'Staff Responsibilities & Logins', etc. Below it is a 'Quick Links' section. A red arrow points to the link 'Upload state tournament program photos (old interface)'. On the right is a 'Message Center' with a message titled '10/23 IHSA Webinar on Residence & Transfer - Oct. 30 at 1 pm'.

2. Add administrators and coaches. Choose: [Add a new administrator or coach](#). You will want to do this before adding team photos. (If your sport/activity does not include administrators or coaches in the program, you can skip this step and start uploading your team photo.) Follow the step-by-step instructions, making sure that you **save the photos and information**. Do not use all capital letters.

3. Upload your team photo. Choose: The [Edit](#) button that corresponds with your sport/activity.

a. Following the instructions upload your team photo. **Save changes**.

b. Assign staff members. Use the pull down menus to assign staff members to be included in this program. **Save changes to staff assignments**. (If no administrators or coaches are included in the program, you can skip this step.)

c. Add your cutlines. List individuals (first and last name) in each row. Do not use all capital letters. Do not include numbers, year in school, etc. Please use the following to designate supervisors in the photo: Head Coach John Smith, Asst. Coach Billy Bob, Mgr. Jane Doe. **Save changes to cutlines**.

4. Go to School Photos Menu. Check to make sure you have included all photos and cutlines for this sport/activity. If everything is correct, you can exit the Schools Center. Make sure that you have completed all other state final information for the program.

If you have any questions, please call Emma Carstens - 309-663-6377 or email ecarstens@ihsa.org.

The screenshot shows the 'State Program Photo Collection' interface. It has two main sections: 'Staff Photos' and 'Team Photos'. In the 'Staff Photos' section, there is a button 'Add a new administrator or coach' circled in red. Below it is a table with columns 'Staffer', 'Photo', and 'Edit Info'. In the 'Team Photos' section, there is a table with columns 'Activity', 'Team Photo', 'Cutlines', 'Assigned Staffers', and 'Upload Photo Edit Cutlines Assign Staff'. The row for 'Competitive Cheerleading' has its 'Edit' button circled in red.

Photos are due by midnight Saturday, February 10, 2024



State Meet Information

1. **School Packets:** Head Coaches are to pick up their school packets at the pass gate entrance. School packets will include participant passes for the teams and coaches. (See Terms and Conditions for details.)
2. **Administrator Passes:** Issued at pass gate when school administrator arrives.
3. **Coaches Passes:** If a coach's name was not listed on the *List of Participants*, a pass was not issued for the state finals. A maximum of four (4) passes will be provided for coaches of schools who qualified a team or individual(s) for the state finals. All coaches must be in compliance with IHSA By-law 2.070. That pass allows that individual on the floor.
4. **Pass Gate:** Coaches and competitors that have been issued participant passes will be admitted to the building and to the State Final meet through the pass gate and team entrance.
5. **Trainer:** There will be a Certified Athletic Trainer on duty at Palatine High School during the State Final meet. Schools are required to provide their own training supplies. Team trainers, as outlined in the Terms and Conditions, will be allowed access into the building, but not into the competitors' area unless providing immediate aid.
6. **Locker Rooms:** Participants are expected to bring a lock to lock up belongings in the locker room. Space is limited, so your cooperation is appreciated. Schools and competitors are responsible for their own VALUABLES.
7. **Parking:** Parking will be in the South and East parking lots. Coaches and competitors should be dropped off in front of the gymnasium and enter through the pass gate.
8. **Music/Technical Equipment: A competitor's music for the Floor Exercise should be submitted electronically to Palatine High School prior to the state meet.** Schools/athletes should also bring necessary adapters if their back-up music file is electronic. Each coach MUST have a separate back-up for each gymnast. The person assigned will start the music on YOUR signal. (Plan to test the volume during warm-ups.) A person from the school team should accompany and stay with the competitor's back-up music during the Floor Exercise routine.
9. **Tickets:** Digital tickets will be sold via GoFan.
10. **Contestant Seating:** An area has been designated for participating coaches and athletes. A participant or coach pass is required for admittance into this area.
11. **Floor Privileges:** No one, other than necessary spotters, is to be on the floor during competition or warm-up periods. Only coaches with proper Participant Passes and uniformed contestants with Participant Passes will be allowed on the floor of the competition area.
12. **Athletic Trainers:** For schools that bring an athletic trainer, they will be allowed access through the pass gate. Due to floor space, they will **not** be allowed to sit in the competitor's area. Rather, they will sit in the stands.
13. **Warm-ups:** Warm-ups on the equipment used for competition will be held prior to each session and a schedule of warm-ups for this area will be included in your packet. The warm-up area will be located in the new gymnasium area.
14. **Photographers:** Since flash cameras sometimes interfere with contestants, no flash photography will be permitted. Press photographers with proper Press Passes may take flash pictures during warm-ups and after the sessions. No photographers will be allowed on the floor during the competition. (STROBE LIGHT PICTURES ARE PERMITTED.) Palatine High School has replaced all of its lights in the competitor area, which allows for a better photo opportunity.

2023-24 IHSA Girls State Final Gymnastics Meet Time Schedule

Friday, February 16 - Session I

- | | |
|-------------------------|---|
| 10:00 a.m. - 11:00 a.m. | – Head Girls Gymnastics Coaches pick up school packets at Pass Gate |
| 11:10 a.m. | – Coaches meet with Technical Committee (General stretching, no tumbling) |
| 11:25 a.m. - 1:45 p.m. | – Warm-ups for Session I competitors ONLY (1 1/2 minutes per competition) |
| 11:45 p.m. | – Judges for Session I meet in AD's Office with Meet Referee |
| 1:00 p.m. | – Doors Open to General Public for Session I |
| 1:40 p.m. | – Competitors assemble promptly for Parade of Competitors (East Gym Gymnastics Room) |
| 1:50 p.m. | – Parade of Competitors |
| 2:00 p.m. | – National Anthem |
| 2:05 p.m. | – Session I – Preliminaries in the Individual Events and Finals in All-Around |

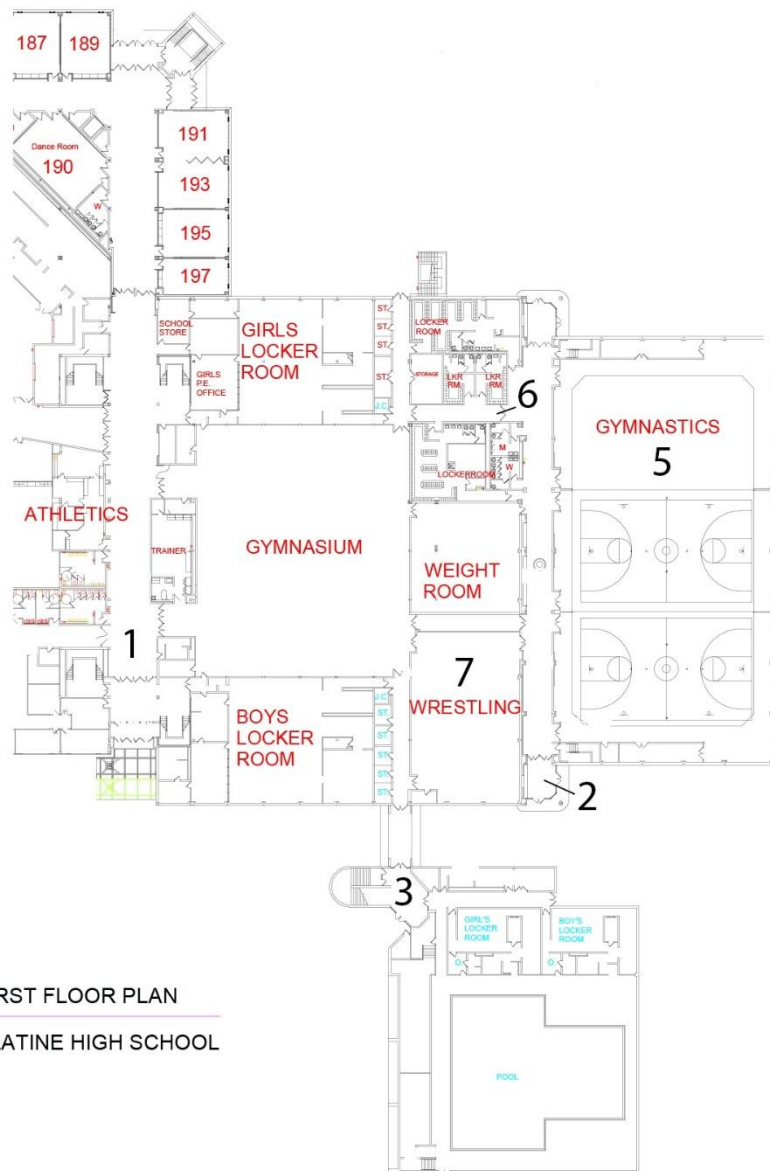
Saturday, February 17 - Session II

- | | |
|-------------------------|--|
| 11:30 a.m. | – Pass Gate opens to contestants, coaches, officials, VIPs |
| 11:45 a.m. - 12:15 p.m. | – General Stretching |
| 12:15 p.m. - 1:45 p.m. | – Warm-ups for Final Qualifiers |
| 12:15 p.m. | – Judges for Finals meet in AD's Office with Meet Referee |
| 1:00 p.m. | – Doors Open to General Public for Session II |
| 1:50 p.m. | – Competitors assemble for Opening Ceremony |
| 1:55 p.m. | – Opening Ceremony (Parade of Competitors) |
| 2:00 p.m. | – National Anthem |
| 2:05 p.m. - 2:15 p.m. | – IHSGGCA Presentation |
| 2:15 p.m. | – CHAMPIONSHIP FINALS in Individual Events in the following order: Vault and Uneven Bars alternating performances Vault Awards Uneven Bars Awards All-Around Awards – 15-minute break - (15-minute touch warm-up for all gymnasts competing) Balance Beam and Floor Exercise alternating performances Beam Awards Floor Awards |
| 3:45 p.m. | – Team Awards |

Palatine High School

Township High School District 211

- 1 - Main Gym Entrance
 - 2 - Team and Pass Gate Entrance*
 - 3 - Pool Entrance
 - 4 - Bus Parking
 - 5 - Warm Up Area
 - 6 - Entrance to Main Gym for Participants
 - 7 - Media Area
- * Head coaches pick up school packets here (pass gate)



N FIRST FLOOR PLAN
PALATINE HIGH SCHOOL

4

Girls Gymnastics Regional Draw

**The IHSA Scoring Program randomly conducts the draws.
Managers will not make the draw.**

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 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 uneven 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. **If a school has two or less individuals competing in the regional meet that the meet run on a four-team rotation. The individuals will be added to either the host team or the lowest seed rotation. If a school has more than two individuals competing, then the regional should run on a five-team rotation.** (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 six-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)



**The IHSA Scoring Program randomly conducts the draws.
 Managers will not make the draw.**

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

| Vault | Uneven | 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.

Regional Sample Rotation Charts

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

| Vault | Uneven | Beam | Floor | | Vault | Uneven | Beam | Floor |
|---------------|--------|------|-------|--|----------------|--------|------|-------|
| 4 Team | | | | | 8 Team | | | |
| 1 | 3 | 2 | 4 | | 1 | 5 | 8 | 4 |
| 2 | 4 | 3 | 1 | | 2 | 6 | 7 | 3 |
| 3 | 1 | 4 | 2 | | 3 | 7 | 2 | 6 |
| 4 | 2 | 1 | 3 | | 4 | 8 | 1 | 5 |
| | | | | | 5 | 1 | 4 | 8 |
| 5 Team | | | | | 6 | 2 | 3 | 7 |
| 1 | 3 | 2 | 5 | | 7 | 3 | 6 | 2 |
| 2 | 4 | 1 | 4 | | 8 | 4 | 5 | 1 |
| 3 | 5 | 5 | 3 | | | | | |
| 4 | 1 | 4 | 2 | | 9 Team | | | |
| 5 | 2 | 3 | 1 | | 1 | 5 | 4 | 9 |
| | | | | | 2 | 6 | 3 | 8 |
| 6 Team | | | | | 3 | 7 | 2 | 7 |
| 1 | 4 | 3 | 6 | | 4 | 8 | 1 | 6 |
| 2 | 5 | 2 | 5 | | 5 | 9 | 9 | 5 |
| 3 | 6 | 1 | 4 | | 6 | 1 | 8 | 4 |
| 4 | 1 | 6 | 3 | | 7 | 2 | 7 | 3 |
| 5 | 2 | 5 | 2 | | 8 | 3 | 6 | 2 |
| 6 | 3 | 4 | 1 | | 9 | 4 | 5 | 1 |
| | | | | | | | | |
| 7 Team | | | | | 10 Team | | | |
| 1 | 4 | 3 | 7 | | 1 | 6 | 5 | 10 |
| 2 | 5 | 2 | 6 | | 2 | 7 | 4 | 9 |
| 3 | 6 | 1 | 5 | | 3 | 8 | 3 | 8 |
| 4 | 7 | 7 | 4 | | 4 | 9 | 2 | 7 |
| 5 | 1 | 6 | 3 | | 5 | 10 | 1 | 6 |
| 6 | 2 | 5 | 2 | | 6 | 1 | 10 | 5 |
| 7 | 3 | 4 | 1 | | 7 | 2 | 9 | 4 |
| | | | | | 8 | 3 | 8 | 3 |
| | | | | | 9 | 4 | 7 | 2 |
| | | | | | 10 | 5 | 6 | 1 |



Girls Gymnastics Sectional Draw

**The IHSA Scoring Program randomly conducts the draws.
Managers will not make the draw.**

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. The rotation order for warm-ups must follow the competition order and allow for equal time for all competitors at each event. The manager will create the warm-up schedule.

Sectional Rotation Procedure - Determined by IHSA

Step 1

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 on 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 sectionals were also numbered (regional 1, regional 2, regional 3, regional 4) according to the date in which they are to compete.



**The IHSA Scoring Program randomly conducts the draws.
 Managers will not make the draw.**

Sectionals

Advance Random Draw

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

| Rotation | Vault | Uneven bars | Balance beam | Floor Exercise |
|-----------------|--------------|--------------------|---------------------|-----------------------|
| 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.



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

| Rotation | Vault | Uneven Bars | Balance Beam | Floor Exercise |
|-----------------|-------|-------------|--------------|----------------|
| 1 st | A | D | C | B |
| 2 nd | B | A | D | C |
| 3 rd | C | B | A | D |
| 4 th | D | C | B | A |

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

| | |
|---|--|
| Winner Hinsdale (Central) Sectional | |
| Winner Glenview (Glenbrook South) Sectional | |
| Winner Hoffman Estates (H.S.) Sectional | |
| Winner Wheaton (W. Warrenville South) Sectional | |
| 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 the 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 Rotation

Time Schedule (Based on a 6:00 start time)

3:50-4:25 Bar setting/stretching

| | | | | |
|-----------|--|---|--|--|
| 4:25-4:45 | Vaulting (A) Team 1 Competitor 2 Competitor 3 Competitor 4 Competitor 5 Competitor | Uneven Bars (C) Team 1 Competitor 2 Competitor 3 Competitor 4 Competitor 5 Competitor | Balance Beam (E) Team 1 Competitor 2 Competitor 3 Competitor 4 Competitor 5 Competitor | Floor Exerc. (G) Team 1 Competitor 2 Competitor 3 Competitor 4 Competitor 5 Competitor |
|-----------|--|---|--|--|

| | | | |
|--|--|--|--|
| (B) Team 1 Competitor 2 Competitor 3 Competitor 4 Competitor 5 Competitor | (D) Team 1 Competitor 2 Competitor 3 Competitor 4 Competitor 5 Competitor | (F) Team 1 Competitor 2 Competitor 3 Competitor 4 Competitor 5 Competitor | (H) Team 1 Competitor 2 Competitor 3 Competitor 4 Competitor 5 Competitor |
|--|--|--|--|

| | | | | |
|-----------|--|--|--|--|
| 4:45-5:05 | (C) Team 1 Competitor 2 Competitor 3 Competitor 4 Competitor 5 Competitor | (E) Team 1 Competitor 2 Competitor 3 Competitor 4 Competitor 5 Competitor | (G) Team 1 Competitor 2 Competitor 3 Competitor 4 Competitor 5 Competitor | (A) Team 1 Competitor 2 Competitor 3 Competitor 4 Competitor 5 Competitor |
|-----------|--|--|--|--|

| | | | |
|--|--|--|--|
| (D) Team 1 Competitor 2 Competitor 3 Competitor 4 Competitor 5 Competitor | (F) Team 1 Competitor 2 Competitor 3 Competitor 4 Competitor 5 Competitor | (H) Team 1 Competitor 2 Competitor 3 Competitor 4 Competitor 5 Competitor | (B) Team 1 Competitor 2 Competitor 3 Competitor 4 Competitor 5 Competitor |
|--|--|--|--|

| | | | | |
|-----------|--|--|--|--|
| 5:05-5:25 | (E) Team 1 Competitor 2 Competitor 3 Competitor 4 Competitor 5 Competitor | (G) Team 1 Competitor 2 Competitor 3 Competitor 4 Competitor 5 Competitor | (A) Team 1 Competitor 2 Competitor 3 Competitor 4 Competitor 5 Competitor | (C) Team 1 Competitor 2 Competitor 3 Competitor 4 Competitor 5 Competitor |
|-----------|--|--|--|--|

| | | | |
|--|--|--|--|
| (F) Team 1 Competitor 2 Competitor 3 Competitor 4 Competitor 5 Competitor | (H) Team 1 Competitor 2 Competitor 3 Competitor 4 Competitor 5 Competitor | (B) Team 1 Competitor 2 Competitor 3 Competitor 4 Competitor 5 Competitor | (D) Team 1 Competitor 2 Competitor 3 Competitor 4 Competitor 5 Competitor |
|--|--|--|--|

| | | | | |
|-----------|--|--|--|--|
| 5:25-5:45 | (G) Team 1 Competitor 2 Competitor 3 Competitor 4 Competitor 5 Competitor | (A) Team 1 Competitor 2 Competitor 3 Competitor 4 Competitor 5 Competitor | (C) Team 1 Competitor 2 Competitor 3 Competitor 4 Competitor 5 Competitor | (E) Team 1 Competitor 2 Competitor 3 Competitor 4 Competitor 5 Competitor |
|-----------|--|--|--|--|

| | | | |
|--|--|--|--|
| (H) Team 1 Competitor 2 Competitor 3 Competitor 4 Competitor 5 Competitor | (B) Team 1 Competitor 2 Competitor 3 Competitor 4 Competitor 5 Competitor | (D) Team 1 Competitor 2 Competitor 3 Competitor 4 Competitor 5 Competitor | (F) Team 1 Competitor 2 Competitor 3 Competitor 4 Competitor 5 Competitor |
|--|--|--|--|

Manager Information

**IHSA Manual for
Schools & Managers**





Regional Manager Section

Girls Gymnastics Manager's Calendar

Event

Sectional Seed Meeting
Regional Assignments Posted
***Online List of Participants Due**
***Regional Results Posted**
***Financial Report Due**

Sectional At-Large Notification
 Sectionals
 Sectional Winner Reports Due
 State At-Large Notification
 State Finals

Date

Wednesday, January 10
No later than Monday, January 15
Monday, January 15
January 29 - February 1

10 days after Regional or Sectional

Following last regional in complex (no later than Sunday, February 4)
 February 5-8

Immediately following the Sectional

Available online by noon, Monday, February 12

February 16-17

Regional Host Selection

Regional sites will be predetermined after the Sectional Seeding Meetings on a geographical basis and willingness to host. Teams will then be assigned to a regional site as follows:

| | |
|----------------------------|----------------------|
| 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 |

In cases where a conflict arises with pre-determined hosts and seeds, the IHSA administrator can make an adjustment.

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 10**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 15**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.



Reminder

Online State Final Program Information Due Saturday, February 10

Please remind coaches that have teams advancing from your regional, that the deadline for the online "State Final Program information" is **February 10th**. This information will be used in the state final program. (*Instructions are included in the School Manual.*)

Schedule of Meets

Regionals

January 29 – February 1 Sites pre-determined on a geographical basis and willingness to host.

Sectionals

| | |
|------------|--------------------------------|
| February 5 | Hinsdale (Central) |
| February 6 | Glenview (Glenbrook South) |
| February 7 | Palatine (Fremd) |
| February 8 | Wheaton (W. Warrenville South) |

State Finals

| | |
|-----------------------|---------|
| Friday, February 16 | Prelims |
| Saturday, February 17 | 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 (4)

Balance beam – One timer should time the event and one timer should time falls.
 Uneven 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 5:45 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 10 minutes prior the start of the meet.

Media

Media Passes

(Refer to Terms and Conditions regarding media access.)

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. Base scoring should begin at 5:00 p.m. and conclude at 5:45 p.m.

Sample Schedule:

- 5:15 Officials meet with the manager to discuss coaches' information
- 5:20 Officials view base scoring
- 5:45 Coaches' scratch meeting
- 6:00 March in/Competition

Scoring

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

Warm-up Rotation

The scoring program randomly determines the competition order. The manager creates the warm-up schedule. The rotation order for warm-ups must follow competition order and allow for equal time for all competitors at each event. Each gymnast 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. Gymnasts 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.

Judges' Seating

Judges shall sit together at a single table.

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 10 minute time period to check results for accuracy. Following the 10 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 Mats

At the regional and sectional levels, schools will be permitted to use their own sting mats. At the state meet, schools will not be permitted to use sting mats 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.

Uneven Bars

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

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



Procedures For Verified Clerical Errors

1. IHSAA must be notified as well as the local manager if a coach makes the discovery.
2. IHSAA 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 meet, the Regional and Sectional Managers will retain all of the judges' scoresheets until the conclusion of the state series. Following the state meet, the regional and sectional managers may dispose of the judges' scoresheets.

Exhibitions and Special Recognition Ceremonies

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

Regional Awards

Regional Awards

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

Ties

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

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.

Baby-in-arms is free of charge.

Regional Ticket Price - If GoFan is being used: Digital Ticket: \$5; Cash ticket: \$6

Sectional Ticket Price - Digital ticket: \$6; Cash ticket: \$7

State Final Ticket Price - Digital ticket: \$10 per session; Cash ticket: \$11 per session

Sectional and State Final tickets will be sold via GoFan.

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 IHSAA 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 IHSAA state series event has been calculated on the premise that certain expense components will most likely be incurred by the Host School.



Regional Managers Checklist

I. Pre-Meet Organization

- _____ Go online to access the *List of Participants* for all entries in your Regional - Available January 2
- _____ 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 athletic 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. (GoFan digital tickets will be sold at Sectionals & State Finals)
- _____ Check awards upon arrival.
- _____ Secure AED

II. Pre-Meet

- _____ Select Meet Committee
- _____ Assign judges to Technical Committee

- _____ Get the draw for order of performance. Order can be found in scoring program.
- _____ Create warm-up rotation based on the performance order found in the scoring program.

III. Meet

- _____ Setup facility and competition areas.
- _____ Computer and printer set up. Test the internet and scoring program.
- _____ Check and measure all equipment.
- _____ 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.

IV. After Meet

- _____ Post final results to the web via the scoring program.
- _____ Download, complete and send duplicate awards request form to A & M Products, if necessary.
- _____ Complete and submit Financial Report to IHSA Office.



Sectional Manager Section

Girls Gymnastics Manager's Calendar

Event

Sectional Seed Meeting
Regional Assignments Posted
***Online List of Participants Due**
***Regional Results Posted**
***Financial Report Due**
 Sectional At-Large Notification
 Sectionals
 Sectional Winner Reports Due
 State At-Large Notification
 State Finals

Date

Wednesday, January 10
No later than Monday, January 15
Monday, January 15
January 29 - February 1
10 days after Regional or Sectional
 Following last regional in complex (no later than Sunday, February 4)
 February 5-8
 Immediately following the Sectional
Available online by noon, Monday, February 12
 February 16-17

Sectional Manager - Sectional Complex Meeting

Wednesday, January 10

All seeding meetings shall be conducted on-line through the IHSA Schools Center. Schools will have until 4:00 p.m. on January 10, 2024, 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 15

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.

Sectional Scoring Program

Receipt of Computer Program

After the regionals, sectional managers should receive a link to scoring program via email from the IHSA. Sectional managers must have a strong, secure internet connection and a printer that is dedicated to the meet. The sectional host school provides the person dedicated 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)**

Balance beam – One timer should time the event and one timer should time falls.

Uneven bars – One timer should time falls.

Floor exercise – One timer should time the event.

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 5:45 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 10 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.

Judges' Seating

Judges shall sit together at a single table.

Media

Media Passes

(Refer to Terms and Conditions regarding media access.)

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 Mats

At the regional and sectional levels, schools will be permitted to use their own sting mats. At the state meet, schools will not be permitted to use sting mats 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 meet, the Regional and Sectional Managers will retain all of the judges' scoresheets until the conclusion of the state series. Following the state meet, the regional and sectional managers may dispose of the judges' scoresheets.

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.

Baby-in-arms is free of charge.

Regional Ticket Price - If GoFan is being used: Digital Ticket: \$5; Cash ticket: \$6

Sectional Ticket Price - Digital ticket: \$6; Cash ticket: \$7

State Final Ticket Price - Digital ticket: \$10 per session; Cash ticket: \$11 per session

Sectional and State Final tickets will be sold via GoFan.

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.



Sectional Managers Checklist

I. Pre-Meet Organization

- _____ 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 athletic 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 GoFan tickets.
- _____ Check awards upon arrival.
- _____ Secure AED

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.
- _____ 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 results sheets posted for coaches.
- _____ Event results sheets checked and signed by Meet Referee.
- _____ Present awards.
- _____ Results duplicated and distributed to coaches and media personnel.

IV. After Meet

- _____ Post final results to the web via the scoring program.
- _____ Download, complete and send duplicate awards request form to A & M Products, if necessary.
- _____ Complete the IHSA Financial Report via the IHSA Schools Center.

Regional Scoring Program Information

The IHSA will email the link to the regional scoring program and instructions to each regional host. Use the Regional scoring program to score the regional.

Sectional Scoring Program Information

IHSA will email the link to the sectional scoring program with instructions. Use the Sectional scoring program to score the sectional.



General Information

**IHSA Manual for
Schools & Managers**



Emergency Action Plan (EAP)

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

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

EAP's should consist of the following components:

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

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

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

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

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

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

A sample venue-specific is included as a part of this document, which was developed from portions of the third and fourth editions of National Federation of State High School Associations Sports Medicine Handbook. Persons interested in purchasing this handbook can do so at the following location: <http://www.nfhs.org/resources/publications/>



Venue-Specific Action Plan

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

Venue

Sport:

Location:

Emergency Personnel

Present:

On-Call:

Emergency Equipment Location On-Site

Nearest AED:

First Aid Kit:

Items for proper care of blood-borne pathogens:

Ice or chemical ice packs, water and towels:

Player Medical Information:

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

Communication

Access to 911:

Access to on-call emergency medical personnel:

Role of First on the Scene:

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

EMS Access:

If EMS is called provide directions/access to scene

Directions to site/location:

IHSA Severe Weather Safety Guidelines

To be used during any IHSA state series contest

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

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

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

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

PROACTIVE PLANNING

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

EVACUATION PLAN

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

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

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

Wet Bulb Globe Temperature [®]

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

Pre-Practice Preparation:

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

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

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

Treatment of Exertional Heat Stroke and Cold-Water Immersion:

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

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

Cooling Methods Due to Heat Related Illness

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

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

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

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

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

Resources

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

IHSA Protocol for Implementation of NFHS Sports Playing Rule for Concussions

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

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

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

Definition of a Concussion

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

Behavior or signs observed indicative of a possible concussion

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

Symptoms reported by a player indicative of a possible concussion

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

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

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

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

Sports Medicine



ILLINOIS HIGH SCHOOL ASSOCIATION. 2715 McGraw Drive • Bloomington, IL 61704
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Concussion Information

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

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

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

Mandatory Concussion Education

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

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

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

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

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



School's Responsibility: Sportsmanship



School's Responsibility to an Official Prior To The Season

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

School's Responsibility to an Official Prior To The Contest

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

School's Responsibility to an Official During The Contest

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

School's Responsibility to an Official After The Contest

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



Do What's Right Sportsmanship

DWR Expectations

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

Acceptable Behavior...

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

Unacceptable Behavior...

- Disrespectful or derogatory yells, chants, songs or gestures.
- 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.



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

STUDENT MEDIA CREDENTIALS FOR PARTICIPATING SCHOOLS

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

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

Student media who are registering for credentials are expected to maintain a level of professionalism while covering this event. That includes no cheering while in the press box or game coverage area.

Proper attire is also required. Wearing school shirts and colors is acceptable, but students wearing face paint, costumes, carrying props, etc. will be required to change before receiving credential clearance.

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

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

VIDEO TAPING STATE FINALS FOR COACH FILM BREAKDOWN

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

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

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

Internet Video Broadcasting Information



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

IHSA Tournament Managers/Hosts,

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

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

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

www.ihssa.org/documents/media/Video%20Ap.pdf

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

Internet Video Broadcast Rights Fee Schedule

BOYS BASKETBALL

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

GIRLS BASKETBALL

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

FOOTBALL

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

ALL OTHER SPORTS

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

VOLLEYBALL

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

SWIMMING & DIVING

Per Sectional Meet-\$250

TRACK & FIELD

Per Sectional Meet-\$250

WRESTLING

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



Unmanned Aerial Vehicle (Drone) Policy

For IHSA Tournaments

Effective February 18, 2015

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

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

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

IHSA Licensed Vendor



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

School Information:

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

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

Vendor Information:

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

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

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

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

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

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

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

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

Awards Order Form for Regional/Sectional Tournament Ties



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

Please complete and fax this document at the conclusion of your tournament so medalists don't have to wait long for their award(s).

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

Tournament Location: _____ Competition Level: _____ Reg _____ Sect _____
Sport/Activity: _____ Gender (check one) Girls Boys Co-ed

Tournament Manager's Name: _____

Tournament Manager's Phone Number: _____

Tournament Manager's Email Address: _____

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

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

TEAM PLAQUE

Place: _____ Recipient Town: _____

School (Must supply both): _____

Individual Event Medal Tie Requests

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

◆ Recipient Town & School: _____
Name of Recipient: _____ Place: _____
Event Name* _____

◆ Recipient Town & School: _____
Name of Recipient: _____ Place: _____
Event Name* _____

◆ Recipient Town & School: _____
Name of Recipient: _____ Place: _____
Event Name* _____

◆ Recipient Town & School: _____
Name of Recipient: _____ Place: _____
Event Name* _____

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

2023-2024 IHSA Replacement Pricing and Order Form For Additional State Series Awards

TOURNAMENT HOSTS: DO NOT USE THIS FORM. An order form for STATE SERIES TIES is provided in the Manual for Schools for each sport.

- 1.) Please print and complete this form with Official Representative Signature.
- 2.) Please fax or email completed form to Cheryl Lowery @ 309-663-7479 (clowery@ihsa.org).
- 3.) From this form, an invoice will be generated and emailed back to the school email address supplied

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

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

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

Gender: Girls Boys Co-Ed

Classification:

1A 2A 3A 4A 5A 6A 7A 8A No Classification
 A AA MUSIC SWEEPSTAKES ONLY (Indicate Classification: AA, A, B, C, D)

Level of Competition: Regional Sectional Super-Sectional State

1-5 (\$6.00) 6-12 (\$9.00) 13-24 (\$12.00) 25-above (\$14.00)

Type of Award:

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

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

Ordered By (Print): _____

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

School Name: _____

School Address: _____

City, Zip: _____

Phone Number: _____

Email Address: _____

Official Representative Name (Printed): _____

Official Representative Signature: _____



2023-2024 IHSA Replacement Pricing and Order Form For Additional State Series Awards

TOURNAMENT HOSTS: DO NOT USE THIS FORM. An order form for STATE SERIES TIES is provided in the Manual for Schools for each sport.

- ◆ Once this form is completed and returned to the IHSA, an invoice attached will be provided to the email provided.
- ◆ **Invoice must accompany payment!** The awards company refers to the invoice to process IHSA approved orders.
- ◆ Duplicate/Replacement Awards will only be shipped to the school.
- ◆ Duplicate Awards Orders must be approved by the School's Official Representative
- ◆ **Trophy Letters & Figurine Replacement:** Schools who need replacement letters or figurine(s) for older model trophies, please contact A & M Products direct at 815-875-2667.

Contact A&M direct for pricing and availability: 2008-2017 Figure and Plate Replacement Pricing:

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

Pricing for Schools (*INCLUDING MUSIC SWEEPSTAKES*) *Shipping not included:*

| Finish | State Medallion | Reg./Sect Medal |
|---|------------------------|------------------------|
| Goldtone (1 st) | \$4.50 | \$3.75 |
| Nickel Silver (2 nd) | \$4.50 | \$3.75 |
| Copper (3 rd & 4 th) | \$4.50 | \$3.75 |

State Medallions and Reg./Sect. Medal Shipping Costs:

1-5 = **\$6.00**
 6-12 = **\$9.00**
 13-24 = **\$12.00**
 25-above = **\$14.00**

Plaque/Trophy Pricing for Schools (Shipping included):

| | |
|--|----------|
| Regional Champion Plaque (AM-260) | \$85.00 |
| Sectional and Super-Sectional Champion Plaque (AM-261) | \$110.00 |
| Third/Fourth place trophy (AM-558) | \$210.00 |
| Champion/Runner-Up (AM-557/AM-557-1) | \$220.00 |

Plate Replacement Pricing:

| | |
|--|--------------------------------|
| Lasering charge for State Final Trophy Plate | \$30.00, plus \$15.00 shipping |
| Replacement Black Plate for SF Trophy w/o lasering | \$12.00, plus \$15.00 shipping |
| Bat, Tennis, Golf Club Replacement for All Figurines | \$16.00, plus \$15.00 shipping |



IHSA State Final Miniature Replica Trophy Order Form

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

Price includes UPS shipping the total order to one address.

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



Sport _____

School _____

Off. Rep./A.D. _____

Phone _____

Address _____

Email _____

City/Zip _____

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

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

A&M Products

Contact: Andy Austin

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

Princeton, IL 61356

Phone: (815) 875-2667

Fax: (815) 879-0400

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

IHSA State Final Miniature Replica Trophy Order Form

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

Price includes UPS shipping the total order to one address.

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



| | | |
|------------------------------|--|--|
| Name to Appear on Base Plate | | |
| Name to Appear on Base Plate | | |
| Name to Appear on Base Plate | | |
| Name to Appear on Base Plate | | |
| Name to Appear on Base Plate | | |
| Name to Appear on Base Plate | | |
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| Name to Appear on Base Plate | | |
| Name to Appear on Base Plate | | |
| Name to Appear on Base Plate | | |

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Princeton, IL 61356

Phone: (815) 875-2667

Fax: (815) 879-0400

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



State Series Awards Delivery Information For Tournament Managers

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

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



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

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

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!!**

3. It is very likely that some awards (particularly trophies) will arrive in two or more boxes. **They may not arrive on the same day but should be opened as they arrive.**

4. Please check all trophies, plaques, etc.,

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

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

Kraig Garber
Asst. Executive Director

Contact **IMMEDIATELY** for damaged or errors on awards
Andy Austin (aaustinaandmproducts.com)
(309) 875-2667

Awards Order Form for Regional/Sectional Tournament Ties



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

Please complete and fax this document at the conclusion of your tournament so medalists don't have to wait long for their award(s).

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Tournament Location: _____ Competition Level: _____ Reg _____ Sect _____
Sport/Activity: _____ Gender (check one) Girls Boys Co-ed

Tournament Manager's Name: _____

Tournament Manager's Phone Number: _____

Tournament Manager's Email Address: _____

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

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

TEAM PLAQUE

Place: _____ Recipient Town: _____

School (Must supply both): _____

Individual Event Medal Tie Requests

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

◆ Recipient Town & School: _____
Name of Recipient: _____ Place: _____
Event Name* _____

◆ Recipient Town & School: _____
Name of Recipient: _____ Place: _____
Event Name* _____

◆ Recipient Town & School: _____
Name of Recipient: _____ Place: _____
Event Name* _____

◆ Recipient Town & School: _____
Name of Recipient: _____ Place: _____
Event Name* _____

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