

PLAY SMART.  **PLAY HARD.™**

2015-16

Girls Badminton

Manual for Managers



I. Table of Contents

I. Table of Contents	State Final Games Committee Form	26
	Games Committee Special Report.....	27
II. Terms and Conditions	Specific Directions for Drawing up Playing Schedule –	
Code of Conduct.....	16 Entries or Less	28
II. Manager Information	Sectional Rounds/Match Order – 16 or Less	29
Girls Sectional Complex Managers Information	Sample Draw for 16 or Less Entries with	
Important Dates.....	Consolation Feed-in Bracket.....	30
Do What’s Right! Sportsmanship.....	16 Team Sample Draw Rotation.....	31
Girls Badminton – Does What’s Right!.....	Singles — 16 or Less Entries Match Order Bracket.....	32
How to Humidify Badminton Shuttlecocks.....	Doubles – 16 or Less Entries Match Order Bracket	33
III. Manager Checklists	Specific Directions for Drawing up Playing Schedule –	
Tournament Checklist.....	8 Entries or Less	34
IV. Playing Rules	Sample Draw for 8 or Less Entries with	
Prevention of Heat Illness Guidelines.....	Consolation Feed-in Bracket.....	35
Concussion Information	Sectional Badminton 8 Draw Sheet	36
Return to Play Policy	Sectional Badminton 5 Draw Sheet	37
Mandatory Concussion Course for Coaches	State Final Draw Instructions	38-39
Drone Policy.....	VI. Winner Report	
Internet Video Broadcasting Information.....	Winner Report Procedures.....	40
V. Seeding Meetings Information	VII. Award Distribution	
Seeding Meetings Information	Assembly Instructions for Trophies.....	41
Badminton Meeting Preparation.....	Awards Delivery Information.....	42
Sample Sectional Complex	Duplicate Awards Form	43
Seeding Preliminary Worksheets	VIII. Licensed Vendor	
Manager’s Statement.....	Licensed Vendor Information	44
Willing to Host Form	IX. Miscellaneous Forms	
Badminton Sectional Seed Assignments	Financial Reports.....	45

Revision History



2015-16 IHSA Girls Badminton State Series Terms and Conditions

In accordance with Section 1.450 of the IHSA Constitution, the Board of Directors has approved the Terms and Conditions governing the 2015-16 IHSA Girls Badminton Tournament Series.

I. SCHOOL CLASSIFICATION

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

II. DATES AND SITES

A. Sectional meets will be held on Thursday, Friday, or Saturday, May 5, 6, or 7, 2016, at sixteen (16) sites.

B. The State Final tournament will be held at Eastern Illinois University, Charleston on May 13-14, 2016. An optional Hit-A-Round will be held on Thursday, May 12, 2016. Mr. Kevin Hussey, professor at Eastern Illinois University, shall serve as the state final manager.

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

The policy for Original Entry Deadlines, Late Entries, and Late Withdrawals shall be the policies and procedures regarding entry for all IHSA-sponsored sport/activities included in the 2015-16 Entry Policies and Procedures.

A. On-Line Entries: All member schools must enter their school into the state series competition through the IHSA Schools Center on the IHSA Website at (www.ihsa.org). The deadline for entry is February 1, 2016. The 2015-16 Entry Policies and Procedures outlining the online entry procedures for all IHSA-sponsored tournaments can be found in the Schools Center on the IHSA website.

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

C. List of Participants Penalty: In order for a school to complete the entry process for girls' state badminton 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.

D. Breach of Contract By-Law 6.041 (Withdrawal Procedure): To withdraw without penalty, the Principal must notify the IHSA Office, in writing, of the school's withdrawal from the respective sport prior to the date the seeding meeting date and/or the date the *List of Participants* is due for that sport.

If a school withdraws after the seeding meeting date/*List of Participants* due date and/or does not show up for competition, the school will be charged a \$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.

E. Eligibility: All member schools in good standing may not enter more than two doubles teams and two singles players under the provisions of IHSA by-law 3.054. A player may not enter both the singles and doubles events.

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

G. On-Line List of Participants: Each school must complete the On-Line *List of Participants* by **Monday, May 2, 2016**. If a school does not submit the On-Line *List of Participants* by the deadline, coaches and/or participants from the school are subject to sanctions which could include, but not be limited to, coaches or players being ruled ineligible to coach or compete in the state series.

The *List of Participants* will provide the overall records of each singles player and each doubles team seeking consideration for seeding. The doubles entries considered in the seeding process shall report each doubles partner record. Therefore, if the player has had more than one partner, the results of each team must be reported separately. Coaches whose player(s) are not requesting a consideration for a seeded position need only to complete on the *List of Participants* indicating names of the players being entered into the tournament series and checking the NR (not rated) box. A win-loss season record is not needed for NR players.

The *List of Participants* is a school entry. Once the sectional seeds have been made in

conjunction with the sectional draw, there can be no substitutions or changes to the singles or doubles teams unless there is a case of injury, illness or ineligibility as certified by the principal of the player's school. Refer to "VIII. Tournament Rules" for substitutions and *List of Participants* entry information.

IV. HOST FINANCIAL ARRANGEMENTS

A. Host School and Tournament Expenses: Host school shall pay for all local expenses. In the Sectional tournament, the host school shall receive \$240.00. In addition, the school that hosts one of the four sectional complex seeding meetings will receive \$70.00. Sectional hosts shall retain 20% of net income and submit the remainder to the IHSA. In the event of a negative balance, the sectional host school shall be reimbursed the entire deficit.

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

C. Admission: Admission to the sectional tournament will be \$5.00. Daily admission to the State Finals will be \$5.00. Baby in arms is free for the sectional and state final tournaments.

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

V. TOURNAMENT ASSIGNMENTS AND SEEDING MEETINGS

A. LIST OF PARTICIPANTS – Final Entry Process: The *List of Participants* must be completed online no later than **Monday, May 2, 2016 by noon**, to complete the school's entry. Coaches who do not complete the *List of Participants* shall not be entered into the state series. A late entry fee shall be charged to schools that have not completed the final entry process and wish to enter. Schools are subject to additional sanctions by the IHSA for a late entry which can include a coach being ruled ineligible to coach or compete in the state series.

On **Monday afternoon, May 2, 2016**, the IHSA will then make available to each sectional complex manager the final *List of Participants* through the IHSA School Center at 4:00 p.m. This shall be a school's final entry for the singles players or doubles teams. All coaches will be

able to access the *LOPs* after the entry deadline, but prior to the seeding meeting via the IHSA School Center.

B. Sectional Complex Seeding Meeting and Sectional Seeding Meeting: The successive series shall be designated respectively as sectional and state final. Four (4) sectionals will be assigned to a sectional complex. Both the sectional complex seeding meeting and the subsequent sectional seeding meetings shall take place **Monday, May 2, 2016** beginning at 5:30 p.m. at one of the sectional complex sites designated by the IHSA. Coaches should bring a hard copy of their *List of Participants* printed from the School Center, and their playing schedule to both of the meetings. The sectional complex seeding meeting will be held for the purpose of 1) determining the team seeds, 2) designating the sectional host sites and 3) assigning teams to one of the four sectionals in the complex.

Immediately following the sectional complex seeding meeting schools will break into a sectional meeting. Each of the four sectionals hosts selected from in the sectional complex meeting will conduct a sectional seeding meeting. This meeting will be held for the purpose of seeding individuals and doubles teams assigned to the sectional.

C. State Final Seeding Requirements: Any additional player seeding information a school wants to submit to the state tournament seeding committee for consideration must be submitted to Stacey Lambert in writing prior to Sunday, of the week of the meeting. Late information cannot be considered for seeding in the State Final draw. Refer to the School and Managers Manuals for seeding factors.

D. Sectional Assignments: Following the seeding of teams at the sectional complex meeting, schools will be assigned to a sectional based on each team's seeds. Each team will be placed in a sectional based on the following structure.

Sectional A will be assigned these seeded teams: 1, 8, 9, 16, 17, and 24

Sectional B will be assigned these seeded teams: 2, 7, 10, 15, 18, and 23

Sectional C will be assigned these seeded teams: 3, 6, 11, 14, 19, and 22

Sectional D will be assigned these seeded teams: 4, 5, 12, 13, 20, 21, and 25

Individuals entered in the state series will be assigned to the sectional with the least number of teams. If all sectionals have the same number of teams, individuals will be assigned based on the sectional assignment structure.

E. Sectional Host Sites: The highest seeded teams in each sectional shall have the first opportunity to host a sectional then followed by the next highest seeded team in that sectional. Therefore in Sectional A, the number 1 seed has the first choice to host followed by the number 8 seed, 9, 16, 17 and 24 seeds.

F. Willing to Host Form: Schools that are willing to host a badminton sectional must bring to the meeting a Willing to Host Form signed by the Athletic Director or Principal. The downloadable form is included in the IHSA Badminton School Manual.

G. Sectional Dates: The sectional tournament can be played on Thursday, Friday, or Saturday (May 5, 6 or 7, 2016). If played on Thursday or Friday, play cannot begin prior to 4:00 pm, if played on Saturday; play must begin no later than 10:00 am.

H. Making the Sectional Draw:

1) Two, four, or six players shall be seeded. The coaches present at the seeding meeting shall determine if two, four or six players are seeded.

2) A school's entry in single and doubles, regardless of their position rank, should be considered for a seed.

3) The draw for both singles and doubles shall be made so that competitors from the same school do not play each other until the final round.

4) At the Sectional tournaments, the draw for both singles and doubles shall be made so that competitors from the same school are placed in opposite halves of the bracket.

5) Additional sectional seeding procedures are included in the IHSA Badminton School and Managers Manual, and they shall be made in accordance to the rules outlined in it.

6) A sectional redraw shall be required by the sectional manager when there is a lineup change to a seeded player(s). A redraw will not be made for a lineup change that involves a non-seeded player(s).

7) The sectional draw is to have the top seeds receive the bye.

I. State Final Tournament and State Final Draw: On **Tuesday, May 10, 2016**, members of the IHSA Girls Badminton Seeding Committee will seed singles and doubles players and oversee the state final draw. The Committee shall prepare a list of seeded singles players and doubles teams based on information submitted online from List of Participants Form. Up to 16 singles players and 16 doubles teams will be seeded and placed in the draw. The remainder of the draw, **made by the computer**, will place the winners of each sectional in one of the quarters making sure that players from the same school from the same sectional

are placed in opposite halves of the draw. When there is a conflict, the next available line for 1st place players that is on the opposite bracket in a similar line will be used. In each quarter the sectional winner shall be paired with a 4th place finisher from a sectional. Additionally the 2nd place finisher in a sectional will be paired with a 3rd place finisher in a sectional. In the event of a seeded player not winning a sectional, the pairings will be adjusted in the quarter to ensure that 1-4, 2-3 occurs. Refer to the IHSA School and Managers Manuals for more details.

VI. TOURNAMENT STRUCTURE AND TIME SCHEDULES

A. Sectional Singles and Doubles Play: The state series singles tournament shall consist of a championship bracket and a consolation bracket. Singles and doubles matches shall be 2 out of 3 games with each game consisting of 21 points.

B. State Final Singles and Doubles Play: All singles and doubles entries shall participate in the First Round of competition. Winners of First Round matches will receive team points as outlined in these Terms and Conditions. The State Final tournament shall consist of a Championship bracket and a Consolation bracket. The Singles and Doubles Championship bracket and Consolation bracket matches shall be 2 out of 3 games of 21 points with a cap of 30.

C. Hit-A-Round: Hit-A-Round will be open warm-ups. Schools are allowed a maximum of 45 minutes for warm-up time total. Additional time is allowed if court space is available and teams are not waiting. Teams will be given appropriate court space based on the number of qualifiers they have for the State Final. (1-2 players= half court, 3-4 players= full court, 5-6 players= court and a half)

D. Friday Warm-Up Schedule: Friday warm-up times will be scheduled by the IHSA prior to the State Final. This will be done through a randomized lottery draw. Coaches will be notified of their warm-up time through a link on the IHSA Badminton page. Teams will be given appropriate court space based on the number of qualifiers they have for the State Final. (1-2 players = half court, 3-4 players = full court, 5-6 players = court and a half) Warm-up times will be in 15 minute time blocks starting at 8:00 am using the 13 main courts, the field house courts will be used as open warm-up on a first come basis. The IHSA will notify coaches if there will be an open warm-up time from 7:45- 8:00 am, this time could be assigned based on the number of participants. Warm-ups will end at 9:00 am.

E. State Final Schedule

Thursday, May 12, 2016

3:00 – 8:00 pm Hit-A-Round for Teams and Individuals
(In accordance with IHSA by-laws, schools may only practice or hit around within their own team.)

Friday, May 13, 2016

7:30 am Doors Open to Officials, IHSA, Workers and Team
7:30-9:30 am School Packet Distribution
7:45 am Doors open to all Competitors and Coaches
7:45-8:00 am Warm-Up Block (if needed, IHSA will notify coaches if this time slot is an open warm-up period)
8:00-8:15 am Warm-Up Block 1 (52 athletes)
8:15-8:30 am Warm-Up Block 2 (52 athletes)
8:30-8:45 am Warm-Up Block 3 (52 athletes)
8:45-9:00 am Warm-Up Block 4 (52 athletes)
8:30 am Coaches Meeting
9:15 am Opening CeremonySRC
9:45 am Matches begin for singles and doubles (Round 1, 2, 3).....SRC
Winner Bracket through Match # 88
Consolation Bracket through Match # 104

Saturday, May 14, 2016

8:00 am Doors Open to Officials, IHSA and Workers
8:30-9:20 am Warm-ups open to all
9:00-9:15 am Officials and Coaches MeetingLantz Club Room
9:30 am Quarterfinals in Winner's Bracket – Singles #105-108SRC
Sweet 16 in Consolation Bracket – Singles #109-112 (8 courts)SRC
10:10 am Quarterfinals in Winner's Bracket – Doubles #105-108SRC
Sweet 16 in Consolation Bracket – Doubles #109-112 (8 courts)SRC
11:00 am Quarterfinals in Consolation Bracket for Singles/Doubles (8 courts) #113-116SRC
Noon Semi-finals for Singles/Doubles -- #117-120 (8 courts).....SRC
Reset Facility for Finals
1:00 pm Finals for Singles – Matches #121-123 (3 courts).....SRC
1:30 pm Finals for Doubles – Matches #121-123 (3 courts)SRC
2:00 pm Awards Ceremony Following Conclusion of Play.....SRC

VII. ADVANCEMENT OF WINNERS

A. Singles: The first four places in singles from each Sectional shall advance to the State Final Tournament.

B. Doubles: The first four places in doubles from each Sectional shall advance to the State Final Tournament.

VIII. TOURNAMENT RULES

A. Sectional Tournament Scoring: All matches shall be played out completely. Players or coaches that elect not to play for reasons other than circumstances beyond the control of the players, coaches or school will be in violation of by-law 2.040, *Sportsmanship of a School Representative* and of by-law 6.041, *Breach of Contract*. Penalties will be in accordance with the penalties associated with by-laws 6.011 and 6.012.

1) One point shall be awarded to the winners in each round of the winner's bracket except that 2 points shall be awarded to the winners of the semi-final rounds. Winner of the final match shall receive 1 point.

2) A half point shall be awarded to the winners in each round of the consolation

bracket except that 1 point shall be awarded the winners of the semi-final rounds. Winners of the consolation final match shall receive a half point.

3) A bye will be counted as a win when the singles or doubles player wins the next match following the bye.

4) A default/forfeit will be counted as a win and the proper number of points will be awarded. The competitor does not have to win the next match to receive these points.

B. State Final Scoring:

1) Singles: One point shall be awarded to the winner in each round except that the winners of the quarterfinal matches shall receive two points. Winners of semifinal and final matches shall receive one point. A default/forfeit will be counted as a win and the proper number of points will be awarded.

2) Doubles: One point shall be awarded to the winner of the first round and one additional point shall be awarded for each round won thereafter, except that winners of the quarterfinal matches shall receive two points. Winners of semi-final and final matches shall receive one point. Winners of 3rd place matches in singles and doubles shall receive one-half point. Consolation Bracket: One-half point shall

be awarded to the winner of each match. A default/forfeit will be counted as a win and the proper number of points will be awarded.

C. Sectional Substitutions: Once the *List of Participants* have been submitted, substitutions may only be made in the case of injury, illness or ineligibility as certified to by the principal of the player's school. The substitute's name may appear on the original *List of Participants*. No substitutions at the sectional tournament shall be made once play has begun.

D. State Final Substitutions: Substitutions will not be allowed for singles players who qualify for the state final. A substitution for a member of a doubles team qualifying for the state finals may be made if the principal of the player's school certifies to her injury, illness or ineligibility. In order to be eligible to compete, the substitute must be on the *List of Participants* and shall be a non-state qualifier.

E. Playing Rules: The current USA badminton rules shall be adopted for play. In addition, the Terms and Conditions, the IHSA Badminton Manual for Schools and the IHSA Badminton Manual for Managers, the Code of Conduct, and the IHSA Badminton Casebook

shall all govern play in the state series. The Terms and Conditions, Code of Conduct and the IHSA Badminton Casebook shall control in resolving any interpretations of badminton play. Regulation courts and court markings shall be provided for the sectionals and state final competition.

Note: Rules 12.2.1, 12.2.3, "Service Court Errors" Rule 15, "Shuttle Not in Play" and 16.5.1, "Advice and Leaving the Court" from the USA Badminton Official Rulebook have not been adopted for play. Amended is "Intervals and Change of Ends" language shall be revised to: "When a leading score reaches 11 points the players or a coach may call for a 60 second interval". During medal matches at the state finals where a contest is officiated, a player(s) or a coach may still call for the time out at 11 points.

F. Competitor Apparel: All players shall appear in the universally accepted badminton clothing — blouse, shorts or badminton outfit and smooth rubber-soled or composition-soled shoes. Shorts/skirts must be a predominantly solid color. The only writing (screened or embroidered) shall be a school logo or name, not across the back of the short/skirt. Uniforms must be worn as the manufacturer intended. Hats may not be worn during competition. School approved uniforms must be worn during warm-ups and competition. **It is required that doubles partners wear uniform tops and bottoms of like color.** The Games Committee reserves the right to determine appropriateness of all uniforms and the language/messages printed on the uniforms. Unless a case of changing uniforms, all uniform inquiries must be made prior to the start of the second round of play each day of the state tournament.

G. Warm-up Time: A maximum of 10 minutes warm-up shall be allowed prior to the beginning of a match for only the first round match at Sectional and State Final tournaments. In all subsequent matches for the tournament competitors will continue to have a maximum of 5 minutes to warm-up. A competitor must be allowed 10 minutes between matches at the Sectional and State Final tournaments. A singles player or doubles team can be disqualified if she/they are not ready to play within 10 minutes. Her/their opponent(s) would win by default.

a. During the official warm-up, players are not allowed to use any electronic devices. They should be dressed and ready for competition when they step on the court to begin their warm-up.

H. Injury Time: In the event of an injury, a player must be able to play within 15 minutes after medical help arrives or her/their opponent(s) will win by default. Following an injury time out, competitors will have the option of a 1-minute warm-up period if one or both players choose. During an injury time out, the non-

injured player may hit with another player or coach to stay warm. During an injury time out, neither the injured or non-injured player can receive verbal or non-verbal instructions from the coach.

I. Leaving the Court: Under normal circumstances a player should not leave the gymnasium during the match. In the event a player must leave the gymnasium, permission must be granted by both coaches. During the 2-minute break between games 2 and 3, players may leave the playing court but not the gymnasium.

J. Advice:

1) Coaching is NOT allowed:
a) Once a competitor steps on the court to warm-up or compete; or
b) During an injury, sickness, bleeding or an unavoidable hindrance.

c) The penalty for violation of the illegal coaching is a 1 point team deduction. The second offense is a 2 point team deduction and the third offense is a disqualification and ejection of the violating coach.

2) Coaching IS allowed:

a) By two coaches/players during a 60 second break when the leading score reaches 11 points and a time out is called by one of the competitors or a coach. Additionally multiple coaches (2) are allowed between the 2 minute interval of each game.

b) The penalty for violation of the multiple coaching rule is a 1 game point deduction. The second offense is a 3 game points deductions and the third offense is a disqualification and ejection of the violating coach.

K. Equipment Delays: In the event of equipment breakage or equipment difficulty, a player must be able to play within 5 minutes, or her/their opponent(s) will win by default.

L. Shuttlecocks: At the sectional and state final tournaments, the Wilson Team 80 Shuttlecock shall be used. The IHSA shall provide the shuttlecocks for the sectional and state final competition.

M. Games Committee:

1) Sectionals: All coaches from the participating schools along with the tournament manager will make up the Sectional Games Committee. In the event of a conflict of interest, the coach from that school will not be involved.

The role of the Sectional Games Committee is to assess team penalty points, enforce the code of conduct and the playing rules adopted by the IHSA. Coaches who make up the Games Committee may invoke point penalties provided the coach personally observes the code of conduct violation and reports it in writing to the Tournament Manager. A member of the coaching staff, whose school was penalized, should receive a copy of that report.

2) State Final: Two coaches from each sectional complex will make up the Games Committee. The two coaches will be selected during the Sectional Complex meeting by a vote of coaches. The elected coaches may be coaches whose players are competing at the state finals. In addition, one member of the Badminton Advisory Committee and the State Final Manager designee will be a part of the Games Committee. In the event of a conflict of interest, that coach will abstain from the deliberations.

The role of the State Final Games Committee is to assess team penalty points, enforce the code of conduct and the playing rules adopted by the IHSA. Participating coaches along with the coaches who make up the Games Committee may invoke point penalties provided the coach personally observes the code of conduct violation and reports it in writing to the tournament manager. A member of the coaching staff, whose school was penalized, should receive a copy of that report along with the scorers table.

N. Appeals: A competitor or competitor's coach will not have the right to appeal to the Tournament Manager or the Games Committee for any point or game point until three (3) penalties have been levied. At the time of the 3rd penalty, a competitor will have the right to appeal to the Games Committee.

O. Unsportsmanlike Conduct: Unsportsmanlike conduct and the use of profane language will not be tolerated and shall be punishable under the provisions of By-laws 2.030, 3.151, 6.011 and 6.012. The Girls Badminton Games Committee shall have discretionary authority to disqualify players who persist in violation of this rule. (See Badminton Code of Conduct.)

P. Out of Rotation: If a player(s) playing out of draw position is discovered before the first game is over, that game is halted and the error is corrected. If the first game is completed or the match is complete that player(s) shall forfeit the match and move to the back draw and the bracket is corrected.

IX. TOURNAMENT POLICIES

A. State Final Passes: If a school has 1 qualifying individual they shall receive 2 coaches' passes; if a school has 1 qualifying doubles team, they shall receive 2 coaches' passes. Schools can receive up to 4 coaches passes. Coaches must also be listed on the LOP to receive a coach's pass. Schools who qualify an odd number of players shall receive 1 courtesy pass for a female teammate to act as a warm-up partner.

B. Artificial Noisemakers: All artificial noisemaking devices shall be excluded from the gymnasium. The local manager has the author-

ity to exclude other noise making devices that distract from the competition including megaphones.

C. Signs and Banners: The display of signs, banners, placards or similar items at IHSA state series events is permitted, provided they are in good taste, reflect good sportsmanship in their message, they reflect identification and encouragement to participants and their school/community, they are not displayed on the field of play or in a manner which interferes with play, they do not obstruct the view of participants or spectators, and they are safe.

D. 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.

E. Media Requirements:

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

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

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

b) Radio Broadcast Rights Fees are not required for any level of competition in this series (except State Final). Local Managers shall permit radio play-by-play originations of the competition.

c) Television and/or Radio Stations which do not apply in advance, or which do not pay required rights fees prior to the start of the 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 stipulated in the respective IHSA Television and Broadcast Policies.

3. Administrative Detail: Reporting information to the news media and/or the IHSA Office, as stipulated in instructions to Local Managers, shall be the responsibility of each Local Manager and is required.

F. Flash Photography: The use of flash cameras is prohibited by fans during the match. News media is allowed the use of strobe lighting or electronic flashes provided the local manager agrees that the flashes are not causing interference with the conduct of any contest. The local manager can require at any time the photographer to cease the use of the flash. The manager's decision is final.

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

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

I. Alcoholic Beverages and IHSA State Series Events: The possession, distribution, sale and/or consumption of alcoholic beverages are prohibited at the site and on any affiliated property of any IHSA state series contest. State series hosts are required to make all state series contest sites and any affiliated property, including parking lots, fan accommodation areas, and other school or event venue property, alcohol free zones on the date or dates of any IHSA event being held at the site. Violation of this policy by an event host will subject the host to a penalty for violation of IHSA By-law 2.020. Such penalty may include but not necessarily be limited to prohibition against subsequent event hosting assignments. Violation of this policy by a non-hosting member school will subject the school to penalty for violation of IHSA By-law 2.020. Patrons of any IHSA state series contest determined to be in violation of this policy will be removed from the premise, and law enforcement officials will be called as warranted. No ticket refunds will be granted in such cases.

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

X. AWARDS

A. Sectionals: The IHSA will furnish medallions to the first four places in both singles and doubles of the sectional tournament. A school plaque will be presented to each sectional winner.

B. State Final: The IHSA will furnish medallions to the first six place finishers in the both singles and doubles of the state final tournament. A trophy will be presented to the first, second and third place schools. In addition, all first, second, and third place teams will receive 8 medallions for their individuals. Duplicate awards will be presented in case of ties to indi-

viduals and teams. In addition, each first, second and third place teams will receive a Superintendent's medallion, a Principal's medallion, and an Athletic Director's medallion. No other trophies or awards of any kind may be presented in the tournament series. Only the participating members of the team and school representatives may participate in the awards presentation. These awards will be furnished by the State Association and are not an expense charged upon the individual tournament.

XI. OFFICIALS

A. State Final Appointment and Fees:

1. Licensed Officials: Three licensed officials shall be hired for each day. The licensed officials are responsible for USAB rules. Licensed officials will officiate the semifinal and final matches and all of the medal matches at the State Finals. When they are not officiating a semifinal or final match, they shall act as rovers.

2. Games Committee: At the State Final Tournament, Games Committee Members, selected by the IHSA, will be used for the matches both days. Interested individuals may volunteer to serve at their sectional seeding meeting. Games Committee members need to be willing and able to stay for the entire tournament, they need to remove themselves from cases involving their team, and they will make calls for violations of these Terms and Conditions and the Code of Conduct. The Games Committee members need to familiarize themselves with the Terms and Conditions, Manager's Manual, Code of Conduct and the Badminton Case Book. If a Games Committee ruling situation arises, it should be handled immediately and penalties assessed at the time of the infraction.

3. State Final Line Judges: Ten line judges will be assigned for the semifinal and final matches and all of the medal matches at the state finals. Line judges may be students and players from the state finals.

B. Mileage Fee: At the state tournament, to assist the licensed official (only) for out-of-pocket expenses, a voucher system will be used to compensate the licensed official when they actually drive in excess of 70 miles round trip per day. Payment will be made through the IHSA Office, after completion of the tournament series, at a rate of \$.30 per mile in excess of 70 miles round trip. No compensation will be permitted for trips of less than 70 miles round trip per contest.

IHSA Badminton Code of Conduct

There shall be no warnings for the first offense. Penalties become immediate and carry over throughout a tournament. Sectionals and state are considered two separate tournaments for these purposes.

Misconduct	1st Offense	2nd Offense	3rd Offense
<ul style="list-style-type: none"> Abuse of continuous play: Taking more than 60 seconds when the lead score reaches 11 points; exceeding 2 minutes between 1st and 2nd games; 2 minutes between 2nd and 3rd games; or taking more than 5 seconds between points. 	1 game point	4 game points	Team and Coach Ejection
<ul style="list-style-type: none"> Prolonging an argument over a decision after being directed to resume play 	1 game point	3 game points	Disqualification/Ejection
<ul style="list-style-type: none"> Failure to commence play after expiration of warm-up minutes 	1 game point		
<ul style="list-style-type: none"> Advice by multiple coaches (3) 	1 game point	3 game points	Coach Disqualification/Ejection

Lateness in being ready

<ul style="list-style-type: none"> A player(s) who is not ready to play properly attired and on the court with her opponent after a match has been called 	3 game points per 5 minutes/ fraction thereof		
<ul style="list-style-type: none"> Not ready to play after the 2 minute break between games 	1 game point per minute/fraction thereof		
<ul style="list-style-type: none"> Not ready to resume play within fifteen minutes of an injury (may use 1 time-out for injury) 	Disqualification		

NOTE: The time-out for injury should begin once a trainer is available on the court or if the coach or the site director makes the decision on the court.

Profane or obscene language or gestures

<ul style="list-style-type: none"> Directed at no one in particular 	1 game point	4 game points	Disqualification/Ejection
<ul style="list-style-type: none"> Directed at an official, opponent, or spectator 	3 game points	Disqualification/Ejection	

Unsportsmanlike acts

<ul style="list-style-type: none"> Intentional racquet dropping 	1 game point	3 game points	Disqualification
<ul style="list-style-type: none"> Hitting shuttlecock/throwing racquet at/near person 	3 game points	Disqualification/Ejection	
<ul style="list-style-type: none"> Tampering with shuttle 	1 game point	3 game points	Disqualification/Ejection
<ul style="list-style-type: none"> Delay of match 	1 game point	3 game points	Disqualification/Ejection
<ul style="list-style-type: none"> Illegal coaching (verbal/non-verbal) 	1 point team Deduction	2 point team Deduction	Disqualification/Ejection

Gross Misconduct

<ul style="list-style-type: none"> Trash talking 	1 game point	3 game point	Disqualification/Ejection
<ul style="list-style-type: none"> A single, flagrant, gross act of misconduct 	Disqualification/Ejection		
<ul style="list-style-type: none"> A single, flagrant, gross act of misconduct after the player has completed her last match 	1-point team deduction		
<ul style="list-style-type: none"> Use of an Ineligible Coach 	1-point team deduction	per match coached/coach ejection	

Authority: It is the responsibility of the coaches of participating schools to monitor player conduct. The Tournament Manager/Games Committee/ participating coaches may invoke point penalties in matches where there is no umpire, provided they personally observe the misconduct. Point penalties must be reported to the Tournament Manager by the person invoking the penalty via the Games Committee Special Report form.

Appeal: A competitor will not have the right to appeal to the Tournament Manager and Games Committee for any point or game point until three penalties has been levied. At the time of the 3rd penalty, a competitor will have the right to appeal to the Tournament Manager and Games Committee.

Gross Misconduct: Any player who, at the conclusion of the match, exhibits gross misconduct, which includes profane or obscene language or gestures and/or unsportsmanlike acts, will cause that player(s) team to be penalized and may be ejected from the contest.

Ejection: In accordance with By-laws 6.011 and 6.012, any player or coach ejected (not disqualified) from a match will be ineligible for the next interscholastic contest at that level of competition, and all other interscholastic contests at any level in the interim. The school Principal and IHSA must be notified by the Tournament Manager of the ejection through the IHSA Special Report form found online.

Sportsmanship Definition: Includes actions which are unbecoming to an ethical, fair, and honorable individual. It consists of acts of deceit, disrespect, vulgarity or taunting.



IHSA Girls Sectional Complex Badminton Managers Information



ILLINOIS HIGH SCHOOL ASSOCIATION

2715 McGraw Drive • Bloomington, IL 61704

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

Sectional Complex and Sectional Host School Information: As soon as possible after receiving the Sectional Complex Assignments, a letter should be sent to all schools in your Sectional Complex. Please cover the following information in your letter.

1. Place and time of sectional complex meeting and remind coaches that the sectional seed meeting will immediately follow the sectional complex meeting.
2. Directions or map to the meeting. Please cover parking and entry into your school.
3. Reminder for coaches to bring pertinent information on their team and players' performances for seeding purposes.
4. Remind coaches that by Noon Monday, May 2, 2016, their school must complete their List of Participants (includes Competitor Information) on-line at the IHSA website. Please remind schools to print a copy of their work to bring to the seeding meeting as a safety measure.
5. The List of Participants (includes Competitor Information) and listing of all eligible coaches will be available for Sectional Managers to view online through the Schools Center after 1:00 p.m. on Monday, May 2, 2016. Schools have the opportunity to make entry changes until that date.
*All coaches will be able to access the LOP's after the entry deadline, but prior to the seeding meeting via the IHSA School Center.
6. Inform coaches of any contact information.
7. Give details about your site including the availability of locker rooms, restrooms, changing areas, trainers, concessions, and restaurants.
8. Remind coaches to review the Girls Badminton Terms and Conditions and Badminton Case Book. Please emphasize the responsibility of coaches to read and understand the Terms and Conditions of the State Badminton Tournament Series.
9. Thank the coaches in advance for their efforts in teaching, encouraging and promoting good sportsmanship.

Manager's Information: This information will assist managers in managing pre-tournament planning.

1. **Meetings:** Sectional Complex Manager's shall conduct the team seed meeting to determine team seeds, sectional host schools, and complete the host school information form. A sectional meeting of the newly determined host schools will follow with a player seed meeting and making the sectional draw.
2. **The Draw:** The specific directions for drawing up the playing schedule for a Sectional Tournament competition are available in this manual. Sample Brackets and a sample match order are included in this manual. The badminton website also provides some downloadable resources.
3. **LOP:** To view the List of Participants for the schools assigned to your sectional, the managers will go to the IHSA Schools Center. The information will be available in the "Tournament Management" section. These are password protected sites. You will need the Athletic Director or Principal password to have access to this area of the Schools Center.
4. **Shuttlecocks:** Wilson Team 80 shuttlecocks will be sent to each sectional complex site. The Sectional Complex Manager shall distribute the shuttlecocks to the 4 sectional host schools selected at the meeting.
5. **Awards:** The Sectional Complex Manager will receive, direct from the manufacturer, a Plaque to be presented to the winning school in each Sectional Tournament. The Sectional Complex Manager will also receive medals from the manufacturer to be presented to the top four winners in both singles and doubles in each Sectional Tournament. The Sectional Complex Manager shall distribute the plaque and the medals to the 4 sectional host schools selected at the meeting.
6. **State Final Qualifiers:** Complete on-line with the IHSA office the Winner Report **immediately** following your Sectional Tournament on Saturday. Please make sure that the names are spelled correctly when you are completing the Winner Report as it will be appear in print.
7. **Breach of Contract:** Sectional managers must notify the IHSA of any players that did not show up to the competition or play all matches assigned.



Important Dates



ILLINOIS HIGH SCHOOL ASSOCIATION

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Important Dates for 2015-16 Badminton Season

Online IHSA Rules Meetings	Week 33-38: February 17 – March 22
Sectional Complex and Sectional Seeding Meeting	Week 44: May 2
Online <i>List of Participants</i> Due to Sectional Mgr.	Week 44: May 2 by Noon
Managers to Access Online <i>List of Participants</i>	Week 44: May 2 by 1:00 p.m.
Seeding Results and Host Schools Due to IHSA	Week 44: May 3
Sectional Assignments Posted	Week 44: May 4
Sectional Competition	Week 44: May 5, 6 or 7
Additional Player Information Due to Seed Committee (State Final Qualifiers only)	Week 44: May 6
State Final Seeding Meeting @ IHSA Office	Week 45: May 10
State Final Pairings Announced	Week 45: May 10
State Final Hit Around	Week 45: May 12
State Finals	Week 45: May 13-14

Do What's Right!

Sportsmanship

DWR! EXPECTATIONS

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

Acceptable Behavior...

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

Unacceptable Behavior...

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





Girls Badminton - Does What's Right!

What Our Schools Believe

Sportsmanship is a core value and its promotion and practice are essential. All persons involved in interscholastic athletics and activities are expected to be positive role models.

Sportsmanship of School Representatives By-law

By-law 2.041

Students, school staff, boards of education, spectators and all other persons connected directly or indirectly with a member school shall practice and promote the highest principles of sportsmanship and the ethics of competition in all interscholastic relationships.

SAWA Report

Let's Recognize Good Sportsmanship!

The IHSA has a Sport A Winning Attitude (SAWA) Report form online through the School Center. Good sportsmanship should be recognized. You can do so by simply reporting to the IHSA (using the online form) an exceptional situation that occurred in a contest. IHSA will follow up on this to the school demonstrating a winning attitude.

Guidelines for IHSA Badminton Programs

Comments

Cheering at meets is a great way for players and fans to show sportsmanship, but cheering should always be positive. Players and fans should observe the following:

1. Cheers should be in celebration of a great play or in support of a team or a team member.
2. Cheering should never be an "in your face" sort of cheer that makes fun of, belittles, or otherwise puts down another player, opponent, or coach.
3. Cheers may be loud, organized, and enthusiastic, but screaming is not acceptable.
4. Be courteous and keep your cheers in good taste, at a good time and performed with a sporting attitude.

IHSA Special Report

Process to Address Questionable Behavior

First talk to the coach of the participants to whom you have a concern. Work cooperatively to resolve the issue. Use the sportsmanship guidelines to determine if there is a problem. If the guidelines are not being followed, and the issue is not fully resolved, talk to your athletic director or principal about it after the meet. Ask your administration to help. Typically both athletic directors will communicate with each other and reach a good outcome. If the school administration does not feel like there has been a good resolution, then the athletic director can file a Special Report with the IHSA. IHSA will check into the situation and assist in getting schools to collaborate. Good communication is always the best way for everyone to benefit.

How To Humidify Badminton Shuttlecocks

How to humidify a shuttlecock for the season.

Use a large garbage can (32 gal.)

Place two large sponges at the bottom

Add 1 inch of pine sol and enough water to cover the sponges

Place a wire/mesh rack over the sponges – the rack should not touch the water

Place opened tubes of shuttlecocks on top of the rack

As the season progresses, replace the water as needed

Change mixture mid-way through the season

This formula is designed to keep the shuttlecocks humidified and at the same time keep them from getting mildew or mold forming on the tips. This formula is a tradition passed on to Deb Ofcky from Lee Kennicke formerly from New Trier High School.

U:Badminton/Manual/Humidify Shuttlecocks





III. IHSA Badminton Tournament Checklist



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1. Prepare draw sheet and playing schedule
2. Prepare laptop-scoring program
3. Shuttles humidified
4. Scorecard for singles and doubles prepared
5. Number courts
6. Have draw placed on poster board
7. Pens and pencils available
8. Provide towels for each court
9. Tape lines if necessary
10. Turn blowers off in gyms
11. Baskets, scoreboards, nets up in gym
12. Set up tables and chairs
13. Positions assigned to courts
14. Get programs to coaches
15. Contact media
16. Determine and set up Tournament Central
17. Create a facts sheet – map and location of concession, washrooms, and gyms
18. Concessions
19. Hospitality area
20. Roving officials assigned
21. Locate IHSA awards
22. Complete online “Winners Report” to report state qualifiers
23. Complete financial report
24. Contact the IHSA with any no shows, or questions. 309-663-6377 or slambert@ihsa.org

IV. Prevention of Heat Illness Guidelines

Athletes participating outdoors in hot, humid weather or indoors, in non-air conditioned or poorly ventilated gyms are susceptible to heat related illness. While it is the responsibility of each school participating in an IHSA contest to allow adequate acclimatization to the heat prior to the contest, it is the authority of the local manager to adjust or alter a contest based on the environment. Managers should check the environment one-hour before the scheduled contest.

If a high risk is present, the manager has the authority to alter game conditions. Athletes should drink one to two cups of water in the hour preceding competition and continue drinking during the activity every 15-20 minutes. If conditions become severe, the manager may suspend or alter the contest. Altering the contest may include stoppage of play for a mandatory drink period, stopping play for a rest period where gear and clothing may be loosened to allow heat loss, stopping play to allow for removal of outer clothing, socks and or shoes or even postponing the contest.

Local Managers should refer to the Heat Index Table below if the host school does not have a plan or means to assess both the temperature and humidity prior to the contest. This heat index can be used to define caution, extreme caution, danger and extreme danger risk conditions. Additional heat and hydration information can be found by accessing the Sports Medicine link on the IHSA web site at www.ihsa.org.

Heat Index Chart

Heat Index in °F (°C)

Temp in °F/°C	Relative Humidity (%)												
	40	45	50	55	60	65	70	75	80	85	90	95	100
110 (47)	136 (58)												
108 (43)	130 (54)	137 (58)											
106 (41)	124 (51)	130 (54)	137 (58)										
104 (40)	119 (48)	124 (51)	131 (55)	137 (58)									
102 (39)	114 (46)	119 (48)	124 (51)	130 (54)	137 (58)								
100 (38)	109 (43)	114 (46)	118 (48)	124 (51)	129 (54)	136 (58)							
98 (37)	105 (41)	109 (43)	113 (45)	117 (47)	123 (51)	128 (53)	134 (57)						
96 (36)	101 (38)	104 (40)	108 (42)	112 (44)	116 (47)	121 (49)	126 (52)	132 (56)					
94 (34)	97 (36)	100 (38)	103 (39)	106 (41)	110 (43)	114 (46)	119 (48)	124 (51)	129 (54)	135 (57)			
92 (33)	94 (34)	96 (36)	99 (37)	101 (38)	105 (41)	108 (42)	112 (44)	116 (47)	121 (49)	126 (52)	131 (55)		
90 (32)	91 (33)	93 (34)	95 (35)	97 (36)	100 (38)	103 (39)	106 (41)	109 (43)	113 (45)	117 (47)	122 (50)	127 (53)	132 (56)
88 (31)	88 (31)	89 (32)	91 (33)	93 (34)	95 (35)	98 (37)	100 (38)	103 (39)	106 (41)	110 (43)	113 (45)	117 (47)	121 (49)
86 (30)	85 (29)	87 (31)	88 (31)	89 (32)	91 (33)	93 (34)	95 (35)	97 (36)	100 (38)	102 (39)	105 (41)	108 (42)	112 (44)
84 (29)	83 (28)	84 (29)	85 (29)	86 (30)	88 (31)	89 (32)	90 (32)	92 (33)	94 (34)	96 (36)	98 (37)	100 (38)	103 (39)
82 (28)	81 (27)	82 (28)	83 (28)	84 (29)	84 (29)	85 (29)	86 (30)	88 (31)	89 (32)	90 (32)	91 (33)	93 (34)	95 (35)
80 (27)	80 (27)	80 (27)	81 (27)	81 (27)	82 (28)	82 (28)	83 (28)	84 (29)	84 (29)	85 (29)	86 (30)	86 (30)	87 (31)

Category	Heat Index	Possible heat disorders
Extreme Danger	130° F or higher (54° C or higher)	Heat stroke or sunstroke likely
Danger	105°-129° F (41°-54° C)	"Sunstroke, muscle cramps, and/or heat exhaustion likely. Heatstroke possible with prolonged exposure and/or physical activity.
Extreme Caution	90°-105° F (32°-41° C)	"Sunstroke, muscle cramps, and/or heat exhaustion possible with prolonged exposure and/or physical activity.
Caution	80°-90° F (27°-32° C)	Fatigue possible with prolonged exposure and/or physical activity.

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Concussion Information

Return to Play (RTP) Policy

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 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.

Policy: In cases when an athlete is not cleared to return to play the same day as he/she is removed from a contest following a possible head injury (i.e., concussion), the athlete shall not return to play or practice until the athlete is evaluated by and receives written clearance from a licensed health care provider to return to play.

For the purposes of this policy, licensed health care providers consist of physicians licensed to practice medicine in all its branches in Illinois and certified athletic trainers working in conjunction with physicians licensed to practice medicine in all its branches in Illinois.

Mandatory Concussion Course for Coaches

House Bill 5431 went into effect for the 2014-15 school year. The legislation requires ALL high school coaches and athletic directors to receive a certificate of completion every two years for an online concussion awareness and education program developed by the IHSA.

The program includes a presentation and other supplementary materials that ALL high school coaches and athletic directors 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 at an IHSA member school. The legislation also requires student-athletes to watch the association-developed video presentation portion of the over-all curriculum each year.

The program includes information on concussion awareness training, concussion recognition, best practices for avoiding concussions, return to play guidelines, and sub-concussive head trauma. 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.



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 Tournament Managers/Hosts,

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

BROADCAST RIGHTS FEE PAYMENT REQUIRED

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

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

BROADCAST RIGHTS FEE PAYMENT NOT REQUIRED

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

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

Internet Video Broadcast Rights Fee Schedule

BOYS BASKETBALL

Per Regional Game-\$125

Per Sectional Game-\$150

Per Super-Sectional Game-\$225

GIRLS BASKETBALL

Per Regional Game-\$125

Per Sectional Game-\$150

Per Super-Sectional Game-\$225

FOOTBALL

Per 1st Round Playoff Game-\$250

Per 2nd Round Playoff Game-\$325

Per Quarterfinal Playoff Game-\$400

Per Semifinal Playoff Game-\$475

ALL OTHER SPORTS

Per Regional Game/Meet-\$75

Per Sectional Game/Meet-\$100

Per Super-Sectional Game/Meet-\$150



V. Seeding Meetings Information



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Sectional Complex Seeding Meeting: Each Sectional Complex manager will conduct a seeding meeting for the purpose of seeding **teams** for the sectionals. All four Sectional Complex Seeding meetings shall take place on Monday, May 2, 2016, beginning at 5:30 p.m. Sectional Complex managers will contact schools in their complex announcing the time and place of their meeting. The ultimate objective of Sectional Complex Seeding is to judge the **teams** and their comparative strength so accurately that the four best **teams** are sent to separate sectional tournaments within the complex. Therefore, coaches will be seeding the potential sectional participants that will represent their team in a sectional. Teams should be seeded as fairly as possible whether coaches of a team are at the meeting or not. Individuals entered in the state series will be assigned to the sectional with the least number of teams. If all sectionals have the same number of teams, individuals will be assigned based on the sectional assignment structure.

* A school's entry in singles and doubles, regardless of their position rank, should be considered for a seed.

Sectional Seeding Meeting: Following the Sectional Complex Seeding meeting, schools at the sectional complex meeting will break into their assigned sectionals and conduct a second seeding meeting. The ultimate objective of sectional seeding is to judge the **individuals** and their comparative strength so accurately that the best singles and doubles teams are separated in the sectional draw. Singles and doubles players should be seeded as fairly as possible whether coaches of a team are at the meeting or not.

List of Participants/Playing Schedule is Mandatory: Coaches must complete the online List of Participants prior to the seeding meeting (due no later than noon on Monday, May 2, 2016). The most current List of Participants must be brought to the seeding meeting along with the school's badminton schedule. A coach can print the List of Participants from the School Center. At the Sectional Complex meeting, school/teams that wish to be considered for a 1-4 Sectional Seed, need to submit an LOP for all athletes. Coaches who do not bring both of these to the meeting will not be allowed to participate in the discussion or vote.

Seeding Factors: Coaches should use the List of Participants as a focus of their discussion. At the end of the discussion, coaches must be able to justify their votes for teams based on the following factors:

- Head-to-head victory
- Record against common opponents
- Total win-loss
- Strength of schedule
- Tonight's evaluation

Seeding in Groups: The seeding will be done in groups of four. The coaches will determine by a vote, the top four teams. The rank of these four teams and the other groups should not be announced until all the seeds have been determined. (Managers can post each group of four on the spreadsheet in alphabetical order.) This prevents the remaining teams from manipulating the assignments. Once these four teams have been determined, the next four teams (5-8) will be voted on. This will continue with 8-12, 13-16, 17-20. Each group of four will be voted on by coaches. Scores/votes will not accumulate. Most likely, the teams in the previous group not seeded will be dropped down to the next group. The sectional draw is to have the top seeds receive the bye.

Group Vote: Coaches will **NOT** vote for their own team. The actual seed vote will not take place until after the groups have been decided. Coaches will use the manager's spreadsheet distributed at the beginning of the meeting to cast their final vote. The coaches must seed within the identified group. (1-4, 5-8, etc.) The previous seeds will have new life. That is the seed's groups will be based on a clean slate. Pass on your seed where your school should fall in the four school grouping and continue to the next number.

The manager will record all the coaches' votes and post them on the overhead using the spreadsheet.

Sectional Assignments: Once the seeds have been determined, the seeds need to be placed in one of four sectionals based on the following structure:

Sectional A	1	8	9	16	17	24	25
Sectional B	2	7	10	15	18	23	26
Sectional C	3	6	11	14	19	22	
Sectional D	4	5	12	13	20	21	Individuals

Sectional Sites: The top seed in each sectional have the first opportunity to host their sectional. If the top seed is not able to host, the next highest seed in the sectional is offered the opportunity, etc. The host school must have presented a Willing to Host Form signed by the athletic director. This form ensures that the facility is available to host.

Host School Material – Awards and Shuttlecocks: Awards and shuttles will be shipped to the Sectional Complex Seeding manager. Sectional Complex Seeding managers should distribute one sectional plaque, four individual medals for singles, four individual medals for doubles players, and the shuttlecocks.

State Final Games Committee: Two coaches from each Sectional Complex meeting are to be elected to serve on the Games Committee. Members of the Games Committee will act as roving officials and rule on issues related to the code of conduct.

Forms: All forms needed to conduct or participate in the Sectional Complex Seeding meeting and/or the sectional meeting is included in the Badminton Manual for Schools and Badminton Manual for Managers.

IHSA Badminton Meeting Preparation

Step 1

1. Go to website and download the *Manager's Spreadsheet* onto your computer. You will need to have a computer and LCD projector at your meeting.
2. The rest of the Seeding Meeting Manager information is included in this manual.
3. Make a hard copy of the blank *Manager's Spreadsheet* to distribute to each coach at the meeting.
4. Download the List of Participants from the IHSA School Center and note any teams in your complex that did not complete one. They are excluded from seeding teams and are only observers. As a final resort, the school can bring a hard copy of their List of Participants for all coaches at the meeting if they are to be involved in the seeding.
5. Copies of the sectional draw are included in this manual.

Sectional Complex Meeting

Step 2

1. Project the *Manager's Spreadsheet* form
2. Handout blank spreadsheet copies of the List of Participants
3. Read *Badminton Manager's Statement*
4. Discussion for seeding
5. As a group, determine the top four teams in no rank order.
6. List the top four teams in alphabetical order on the *Manager's Spreadsheet*.
7. List the 5-8 teams in alphabetical order on the *Manager's Spreadsheet*.
8. List the 9-12 teams in alphabetical order on the *Manager's Spreadsheet*.
9. List the 13-16 teams in alphabetical order on the *Manager's Spreadsheet*.
10. List the 17-20 teams in alphabetical order on the *Manager's Spreadsheet*.
11. Coaches should copy the order of the teams from *Manager's Spreadsheet*.
12. Coaches seed teams in their group on the spreadsheet.

NOTE: In seed group 1-4, the highest seed a school can be awarded is a 1 and the lowest seed a school can receive is a 4. The top seeds are to receive the bye. Likewise in group 5-8, the highest seed the school can receive is a 5 and the lowest seed is an 8. Complete the group seeding and record those results on the *Manager's Spreadsheet*.

13. The computer will tally the votes. The manager will give the teams their final seed.
14. Select coach delegates for Games Committee. (Refer to sample pages)

Sectional Assignments

Step 3

1. Assign the teams to their sectional based on their seeds. Individuals entered in the state series will be assigned to the sectional with the least number of teams. If all sectionals have the same number of teams, individuals will be assigned based on the sectional assignment structure.
(assigned to Sectional B.)
2. Select Host Sites – should have the *Willing to Host* form with them.
3. Complete the *IHSA Badminton Sectional Assignment* form.
4. Once the hosts are selected, distribute the shuttles and awards to the sectional managers or coach of the host school and the blank tournament brackets.
5. Split into sectionals.

Sectional Managers' Seeding Meeting

Step 4

1. Sectional Managers will conduct this meeting
2. Seed individuals — 2, 4, or 6 players can be seeded
3. Seed doubles — 2, 4, or 6 teams can be seeded
4. Complete both draws
5. Coaches should have copies of this draw before they leave the meeting.
6. Coaches should have any instructions needed specific to their tournament and host site.

Badminton Sectional Complex Seeding Preliminary Worksheet for Coaches

Coaches, do your Homework during the season. Come prepared to the meeting with some idea of the seeds. Most coaches know the top 4 and bottom 4. The middle seeds are the most flexible. You will most likely change seeds at the meeting as coaches' talk but it is easier to adjust them from the worksheet. Once those groups of 4 are established, you will rank them within their group to determine the final seeds. This process protects schools from out of range seeds.

You will be seeding in groups of 4 in your complex
Coaches You Will Not Vote For Yourself

Seed Number

School Name

Team _____

Coach _____

- Sectional A 1, 8, 9, 16, 17, 24, 25
- Sectional B 2, 7, 10, 15, 18, 23, 26
- Sectional C 3, 6, 11, 14, 19, 22
- Sectional D 4, 5, 12, 13, 20, 21,

Individuals entered in the state series will be assigned to the sectional with the least number of teams. If all sectionals have the same number of teams, individuals will be assigned based on the sectional assignment structure.

Step One

Coaches will vote on which schools should be in each group of 4. Here there were 6 schools who wanted to be considered a top 4 team. The schools that were not voted as one of the top 4 will be dropped to the next seed. All coaches will vote in each category for the teams up for consideration although coaches will not vote for themselves.

Top 4 – schools up for consideration	Totals	Top 4 Seeds in this group
1. A		X
2. B		X
3. C		
4. D		X
5. E		
6. F		X

5-8 – Schools up for consideration	Totals	Top 4 seeds in this group
1. C (FROM ABOVE)		X
2. E(FROM ABOVE)		X
3. G		
4. H		
5. I		X
6. J		X
7. K		
8. L		

9-12 – Schools up for consideration	Totals	Top 4 seeds in this group
1. G (FROM ABOVE)		X
2. H (FROM ABOVE)		X
3. K (FROM ABOVE)		X
4. L (FROM ABOVE)		X
6. M		
7. N		
8. O		

13-16 – Schools up for consideration	Totals	Top 4 seeds in this group
1. M (FROM ABOVE)		X
2. N (FROM ABOVE)		X
3. O (FROM ABOVE)		X
4. P		X

Step Two

New life vote: Every coach must seed all teams in each group. If a school is in group 1, the school can receive no lower than a 4 seed and no higher than a 1 seed. Again, coaches *will NOT vote for themselves*. Once the manager totals the seeds, the schools are assigned to a sectional based on the Terms and Conditions. Additionally a host school will be assigned for the sectional competition.

Group 1

School	Your Final Seed	Total of all Seeds	Final Seeds
A	3	_____	3
B	4	_____	4
D	1	_____	2
F	2	_____	1

Group 2

School	Your Final Seed	Total of all Seeds	Final Seeds
C	5	_____	5
E	7	_____	6
I	8	_____	8
J	6	_____	7

Group 3

School	Your Final Seed	Total of all Seeds	Final Seeds
G	11	_____	9
H	12	_____	11
K	10	_____	10
L	9	_____	12

Group 4

School	Your Final Seed	Total of all Seeds	Final Seeds
M	13	_____	13
N	14	_____	14
O	15	_____	16
P	16	_____	15

Sectional A	1, 8, 9, 16, 17, 24, 25	F, I, G, O
Sectional B	2, 7, 10, 15, 18, 23, 26	D, J, K, P
Sectional C	3, 6, 11, 14, 19, 22	A, E, H, N
Sectional D	4, 5, 12, 13, 20, 21	B, C, L, M

Sectional Host

Schools in your sectional:



Badminton Manager's Statement



ILLINOIS HIGH SCHOOL ASSOCIATION

2715 McGraw Drive • Bloomington, IL 61704

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

***(Both seeding meetings will take place on one day at one site.
Please read this statement to start your Sectional Complex Seeding Meeting.)***

The purpose of this meeting is to do four things. The first is to seed fairly all the teams in the sectional complex, whether a coach is in attendance at this meeting or not. The second is to determine what sectional your team will be assigned to. The third is to elect two coach delegates to serve on the State Final Games Committee. And finally, break into your sectional groups, and seed your singles and doubles players and complete the sectional draw.

Sectional Host Managers — when you leave this meeting, make sure you pick up your awards and shuttles. Coaches, when you leave, make sure you have a copy of your draw. They will not be posted on the IHSA web-site.

Coaches are expected to take part in the seeding process with the highest standard of integrity. One coach or one official representative from each school who has submitted the IHSA *List of Participants and their playing schedule* will be allowed to vote. Coaches, who have not submitted both of these documents, will be involved in these meetings only as **observers** and will not vote or participate in any of the discussion.

Questions regarding seeding must be resolved before you leave tonight. IHSA policy provides that coaches can be asked to justify their seeds based on the criteria and the coach in question may reconsider bringing their seed back in to range with the other seeds.



IHSA Willing to Host Form Girls Badminton

IHSA Fax: 309-663-7479

The sectional host schools will be determined based on the sectional team seeds. As a measure to prevent confusion, we ask that the coach of a school that is interested in hosting a sectional, communicate with her/his athletic director about the availability of the school's facilities, prior to the Sectional Complex/Sectional Meeting. This "Willing to Host Form" will assist in that communication.

The purpose of the Sectional Complex/Sectional Seeding Meeting is to seed all the school teams assigned to the sectional complex and distribute them to a sectional. The seeded teams will be placed in one of four sectionals, based on their seeds. The highest seeded team in a sectional will have the first opportunity to host their sectional provided there are six or more courts. The next highest seeded team in that sectional will have the next opportunity to host if turned down by the number 1 seed.

If your school has the opportunity to host a badminton sectional, will you be willing to host on one of these dates? (Please mark your preferences by 1, 2, 3 for the dates your school prefers to host.)

	Preference	Available	Not Available	Time
Thursday, May 5, 2016	_____	_____	_____	_____
Friday, May 6, 2016	_____	_____	_____	_____
Saturday, May 7, 2016	_____	_____	_____	_____

We have at least six badminton courts available for the sectional. Yes _____ No _____

Are your facilities compliant with the 2010 ADA standards or have you developed a transition plan. Yes _____ No _____

Athletic Directors Signature _____

Sectional Host School _____

Time of Sectional _____

Sectional Manager _____

Sectional Manager's Work No. _____

Sectional Manager's Fax No. _____

Sectional Manager's Cell No. _____

Sectional Manager's email address: _____

Sectional Complex Manager: Please fax this "Willing to Host Form" of the four sectional host schools, to the IHSA following your meeting. This will act as notification of our four sectional host schools. As always, information will be posted on the IHSA web-sites, badminton page.

IHSA Badminton Sectional Assignments

Date of Meet: Thurs. May 5, Fri. May 6, Sat. May 7

Sectional A

Host School _____
Date of Meet _____
Coaches' Meeting _____
Start Time _____
Manager _____
Cell Phone _____
Email Address _____
1 _____
8 _____
9 _____
16 _____
17 _____
24 _____
25 _____
Individual Entry _____
Individual Entry _____
Individual Entry _____

Sectional B

Host School _____
Date of Meet _____
Coaches' Meeting _____
Start Time _____
Manager _____
Cell Phone _____
Email Address _____
2 _____
7 _____
10 _____
15 _____
18 _____
23 _____
26 _____
Individual Entry _____
Individual Entry _____
Individual Entry _____

Sectional C

Host School _____
Date of Meet _____
Coaches' Meeting _____
Start Time _____
Manager _____
Cell Phone _____
Email Address _____
3 _____
6 _____
11 _____
14 _____
19 _____
22 _____
Individual Entry _____
Individual Entry _____
Individual Entry _____

Sectional D

Host School _____
Date of Meet _____
Coaches' Meeting _____
Start Time _____
Manager _____
Cell Phone _____
Email Address _____
4 _____
5 _____
12 _____
13 _____
20 _____
21 _____
Individual Entry _____
Individual Entry _____
Individual Entry _____

Fax this form back to IHSA following your meeting at 309-663-7479 or email it back to slambert@ihsa.org



Girls Badminton State Final Games Committee Form

To: Sectional Complex Managers

From: Stacey Lambert, Assistant Executive Director
Fax: 309-663-7479

Subject: State Final Games Committee

Manager's Instructions

Please ask the coaches present at your sectional seeding meeting to elect two (2) representatives to serve on the State Final Games Committee. The state tournament is held on Friday and Saturday, May 13-14, 2016. A coach whose team or individuals advances to the state finals may serve on the Games Committee.

At the State Final Tournament, Games Committee members, selected by the IHSA, will be used for the matches both days. Interested individuals may volunteer to serve at their sectional seeding meeting. Games Committee members need to be willing and able to stay for the entire tournament, they need to remove themselves from cases involving their teams, and they will make calls for violations of these Terms and Conditions and the Code of Conduct. The Games Committee members need to familiarize themselves with the Terms and Conditions, Manager's Manual, Code of Conduct and the Badminton Case Book. If a Games Committee ruling situation arises, it should be handled immediately and penalties assessed at the time of the infraction.

After electing two coaches (from your sectional complex) to serve on the Badminton Games Committee, please complete the form below with the name of each person and fax this form to the IHSA following your meeting.

Coaches' Representative: _____

Representative's City/School _____

Shirt size: Men's size _____ Women's size _____

Address: _____ email: _____ cell phone: _____

Coaches' Representative: _____

Representative's City/School _____

Shirt size: Men's size _____ Women's size _____

Address: _____ email: _____ cell phone: _____

U:Badminton/Manual for Managers/elected coaches for games committee



IHSA Badminton Games Committee Special Report

(Original)

Individual being reported _____

School Individual represents _____

Person filing the report _____

School individual represents _____

Code Violation: _____

Witnesses: _____

1st offense _____ 2nd Offense _____ 3rd Offense _____

Games Committee needed yes _____ no _____

Action Taken: _____

Coach notified yes _____ no _____

Scorers Table notified yes _____ no _____

Manager's signature: _____



IHSA Badminton Games Committee Special Report

(Copy)

Individual being reported _____

School Individual represents _____

Person filing the report _____

School individual represents _____

Code Violation: _____

Witnesses: _____

1st offense _____ 2nd Offense _____ 3rd Offense _____

Games Committee needed yes _____ no _____

Action Taken: _____

Coach notified yes _____ no _____

Scorers Table notified yes _____ no _____

Manager's signature: _____



Specific Directions for Drawing up the Playing Schedule IHSA Girls Badminton Sectional Tournaments

16 or Less Entries

A. How to Make the Draw for 16 or Less Entries

When the number of players is a power of 2 they shall meet in even pairs in progressive elimination. When the number of players is not a power of 2 the first round will have byes for the purpose of bringing to the second round a full bracket of players. For example, with 10 players, 6 of the lines on a 16 draw sheet would be marked "bye" and the 6 players drawn opposite those lines would move right into the second round without playing a match, to be joined there by the two winners of first-round matches to make up an "even eight".

B. Where the Byes Go

They start at the extremes and work toward the middle. The first bye goes at the bottom, the second on the top, and so on in alternation. Byes are to be placed as shown on the Sample Draw Sheet for 16 or Less Entries. No seeded player may have a bye except as they occur in consequence of the prescribed pattern.

C. Seeding

Two, four or six players are to be seeded in singles and two, four, or six teams are to be seeded in doubles. The placing of the seeds shall follow the sample bracket located on page 30 of this Manual, with the only exception being teammates being placed in opposite halves of the bracket. Remember that each seeded player drawn to a spot in the top half of the draw is placed on the top line of whatever segment she draws, each player drawn into a spot on the bottom half of the draw is placed on the bottom line of whatever segment she draws. In the event that the No.3, 4, 5, or 6 seed is from the same school as the No. 1 or No. 2 seed they should be placed in the opposite half of the bracket.

D. Seeding to State

A sectional redraw shall be required by the sectional manager when there is a lineup change to a seeded player(s). A redraw will not be made for a lineup change that involves a non-seeded player. Coaches need to have discussion about seeding a doubles team with no record and all coaches need to be in agreement with that team receiving a seed or not. The sectional draw is to have the top seeds receive the bye.

E. The Rest of the Draw

Once you have filled in the lines to be occupied by seeded players and marked those lines that represent byes, the rest of the draw is filled in by drawing the names of all the rest of the competitors, and writing them on the remaining unoccupied lines, in the order in which they are drawn. Competitors from the same school are to be placed in opposite halves of the bracket.

Sample Draw Sheet for 16 or Less Entries

- (1) Seed #1
- (2) Bye
- (3)
- (4) Bye
- (5) Seed #4
- (6) Bye
- (7) Seed #5
- (8)
- (9)
- (10) Seed #6
- (11) Bye
- (12) Seed #3
- (13) Bye
- (14)
- (15) Bye
- (16) Seed #2

U:Badminton/Manual/16 Entry or Less Draw Instructions

Badminton

Sectional Rounds / Match Order 16 or Less

Round 1

Doubles	Match 1
	Match 2
	Match 5
	Match 6
Singles	Match 3
	Match 4

Round 2

Singles	Match 7
	Match 8
	Match 11
	Match 12
Doubles	Match 9
	Match 10

Round 3

Doubles	Match 13
	Match 14
Singles	Match 15
	Match 16

Round 3

Doubles	Match 17
	Match 18
Singles	Match 19
	Match 20

Round 4

Doubles	Match 21
	Match 22
Singles	Match 23
	Match 24
Doubles	Match 25
Singles	Match 26

Round 5

Doubles	Match 27
	Match 28
Singles	Match 29
	Match 30

Round 6

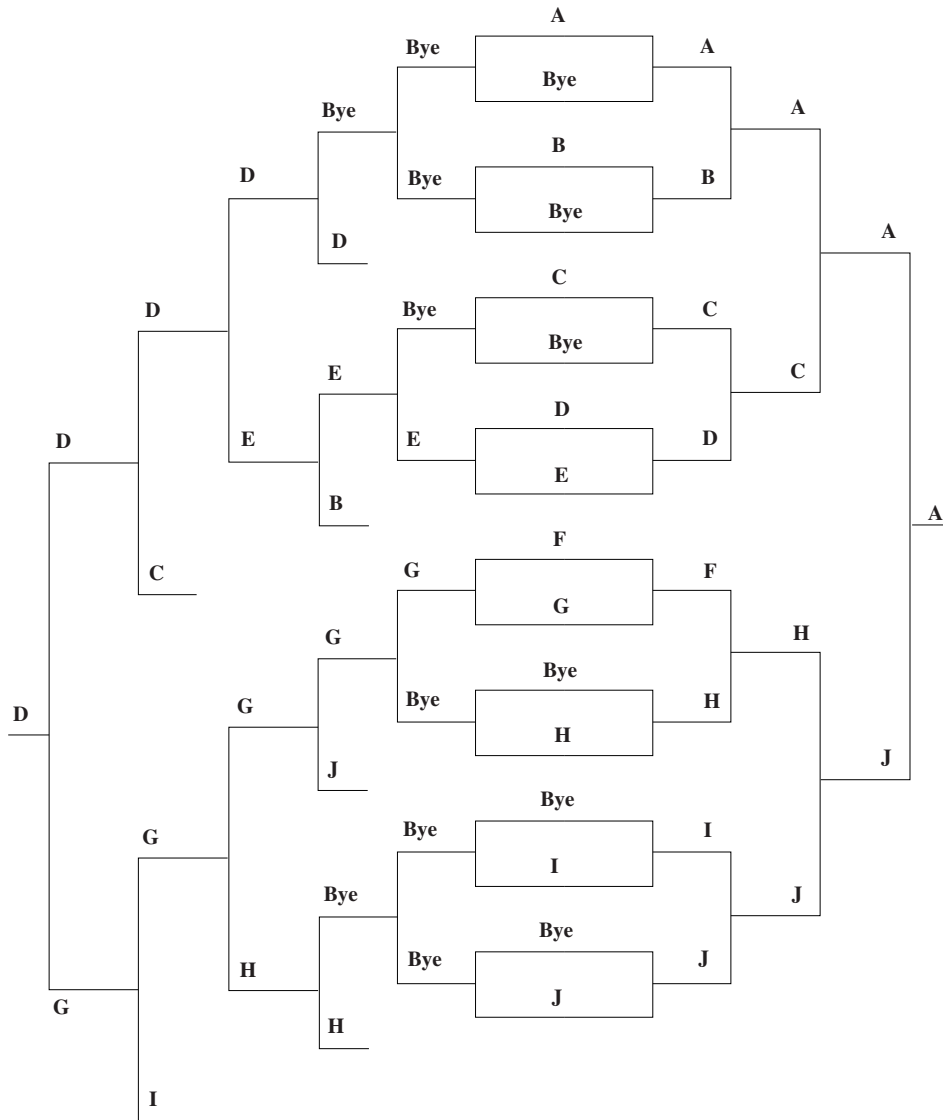
Doubles	Match 31
Singles	Match 32

Refer to the IHSA Badminton page for brackets.

IHSA Badminton Sectionals

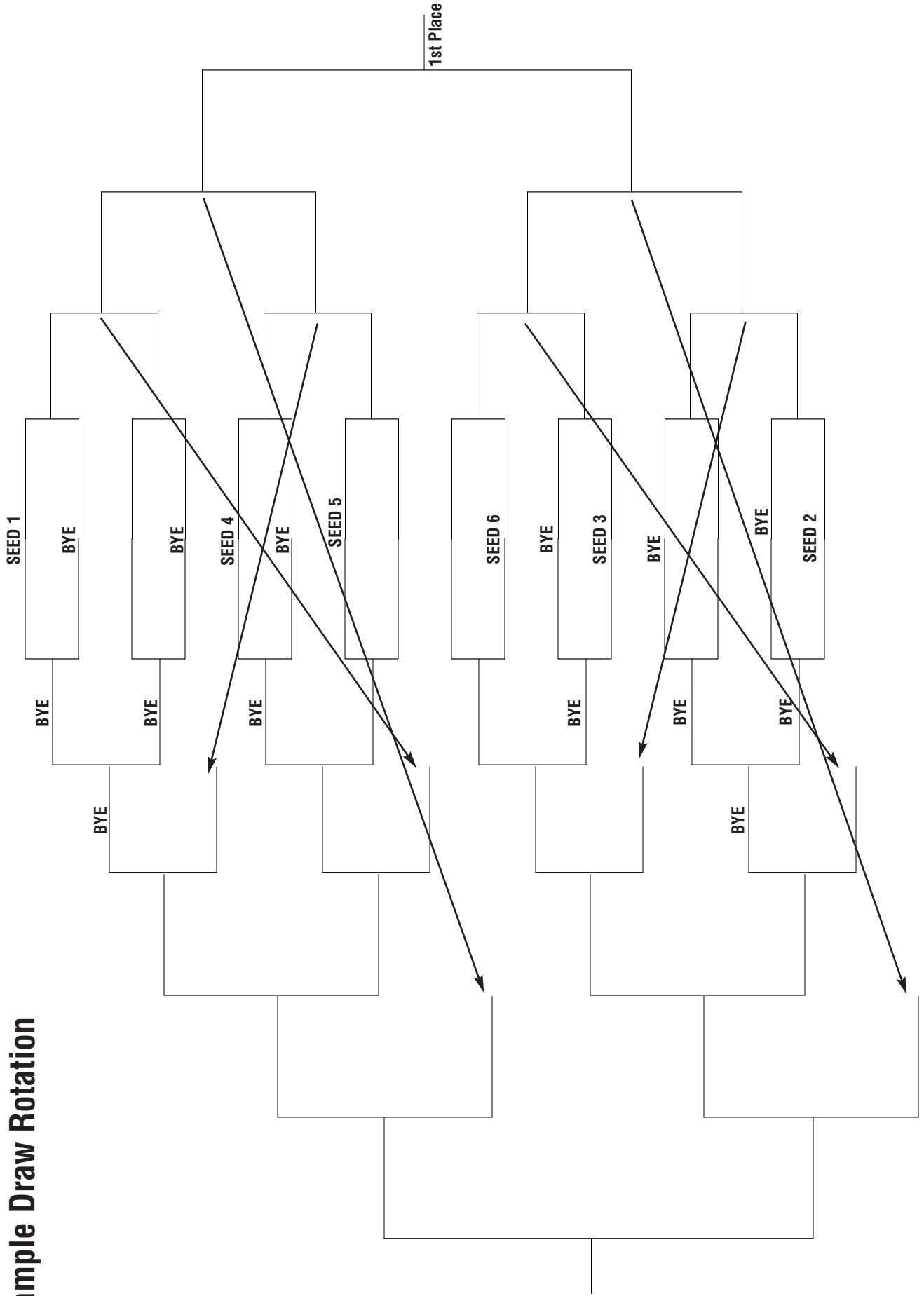
Sample Draw Sheet for 16 or Less Entries With a Consolation Feed-in Bracket

A = 1st Place Seed
J = 2nd Place Seed
H = 3rd Place Seed
C = 4th Place Seed



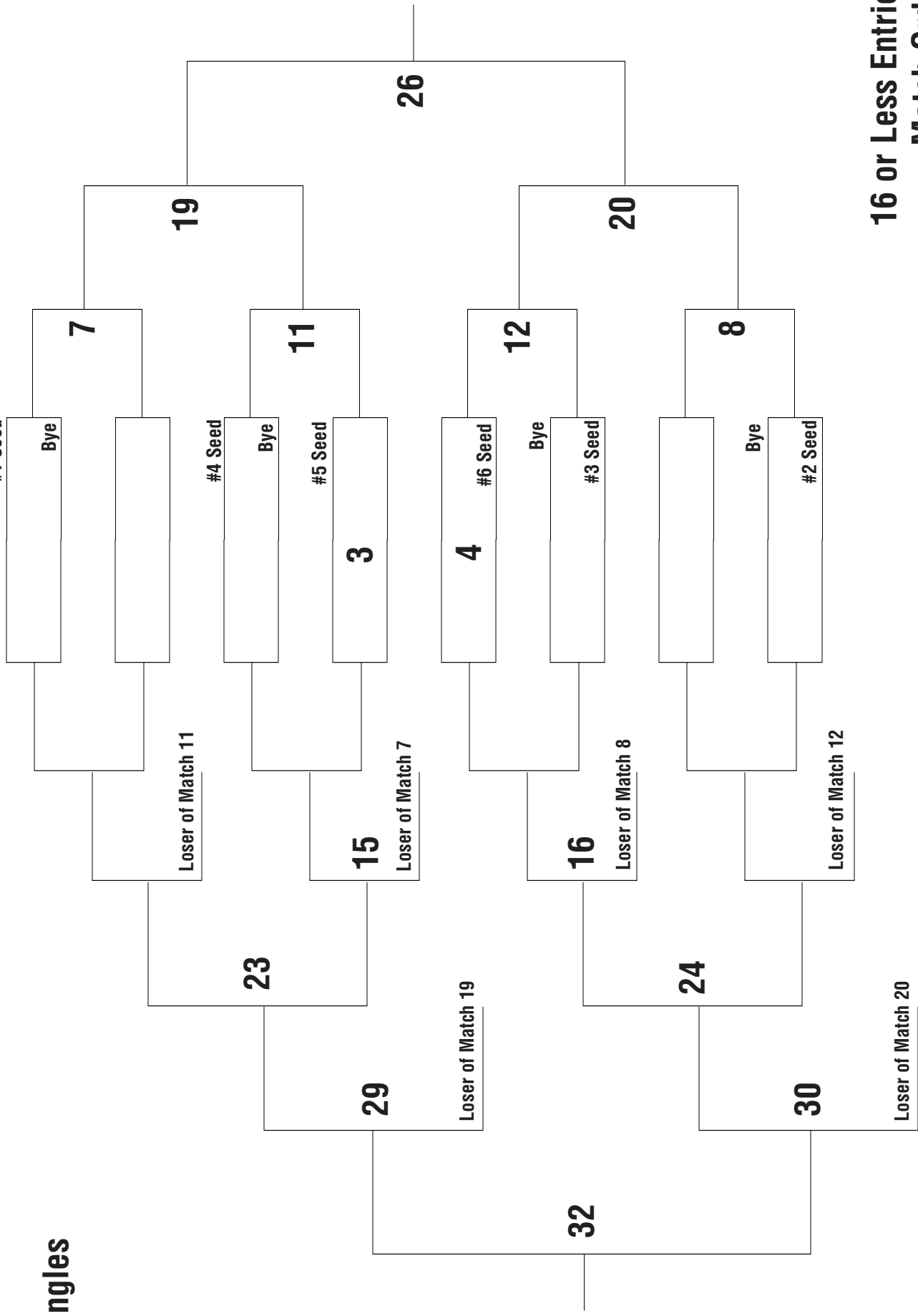
1 Point for Win in Main Draw
 (Including Final Match)
2 Points for a Win in semi-finals in Main Draw
1/2 Point for Win in Consolation Feed-In
 (Including the Consolation Finals)
1 Point for Win in Semi-finals in Consolation Feed-In
Bye counts as a Win if the next match is won

16 Team Sample Draw Rotation



.5 pt 1.0 pt .5 pt .5 pt .5 pt 1 pt 1 pt 2 pt 1 pt

Singles

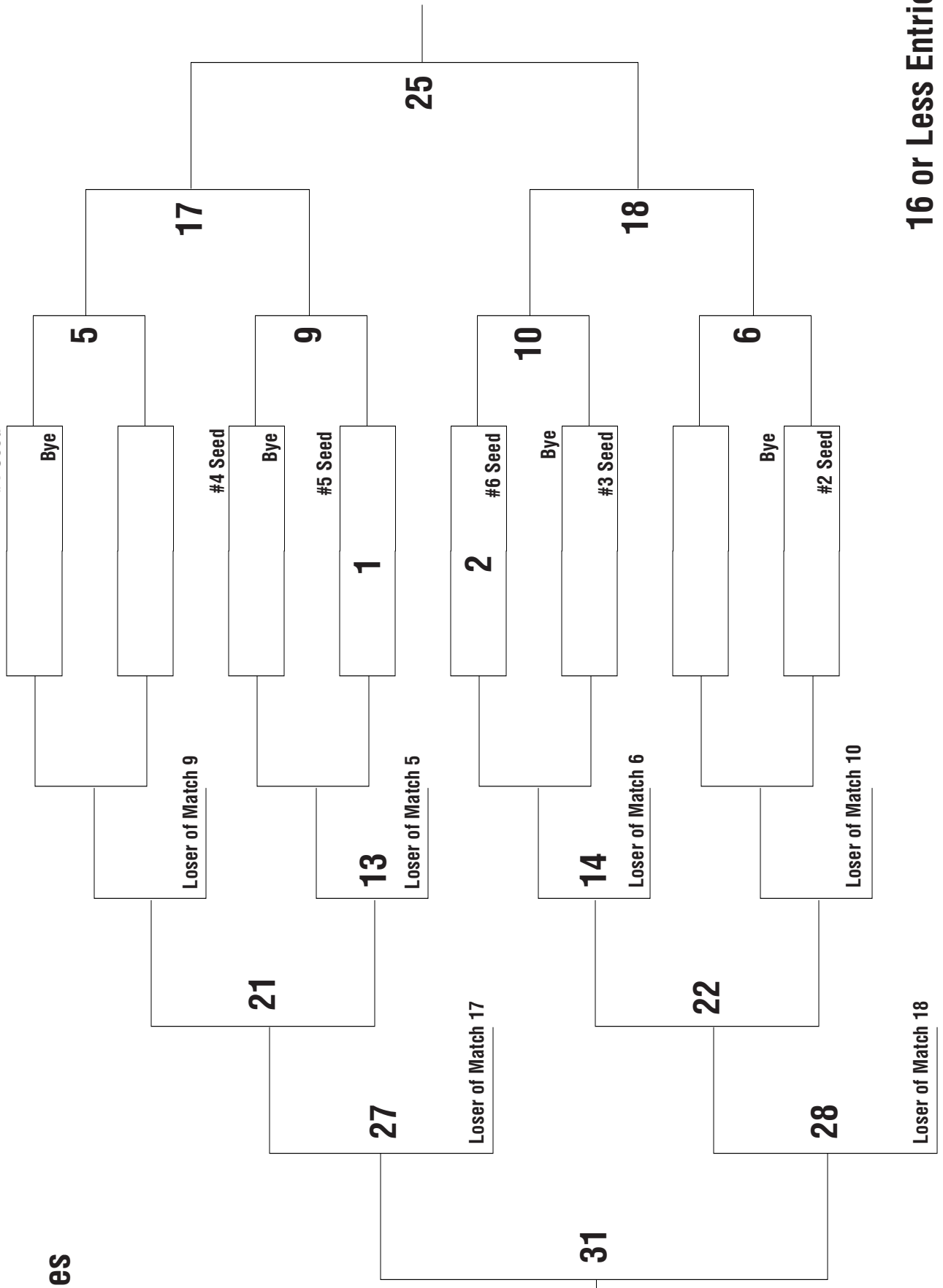


16 or Less Entries Match Order

Bye - Must win match to get bye points
Default/Forfeit - points awarded

.5 pt 1.0 pt .5 pt .5 pt .5 pt 1 pt 1 pt 2 pt 1 pt

Doubles



16 or Less Entries Match Order

Bye - Must win match to get bye points
Default/Forfeit - points awarded



Specific Directions for Drawing up the Playing Schedule IHSA Girls Badminton Sectional Tournaments

8 Entries or Less

A. HOW TO MAKE THE DRAW FOR 16 OR LESS ENTRIES

When the number of players is a power of 2 they shall meet in even pairs in progressive elimination. When the number of players is not a power of 2 the first round will have byes for the purpose of bringing to the second round a full bracket of players. For example, with 5 players, 3 of the lines on a 16 draw sheet would be marked "bye" and the 6 players drawn opposite those lines would move right into the second round without playing a match, to be joined there by the two winners of first-round matches.

B. WHERE THE BYES GO

They start at the extremes and work toward the middle. The first bye goes at the bottom, the second on the top, and so on in alternation. Byes are to be placed as shown on the Sample Draw Sheet for 8 or Less Entries. No seeded player may have a bye except as they occur in consequence of the prescribed pattern.

C. SEEDING

Zero, two or three players are to be seeded in singles and zero, two or three teams are to be seeded in doubles. The No. 1 seed shall go on line 1, and the No. 2 seed shall go on line 8. The No. 3 seed shall go on line 6.

D. THE REST OF THE DRAW

Once you have filled in the lines to be occupied by seeded players and marked those lines that represent byes, the rest of the draw is filled in by drawing the names of all the rest of the competitors, and writing them on the remaining unoccupied lines, in the order in which they are drawn. Competitors from the same school are to be placed in opposite halves of the bracket.

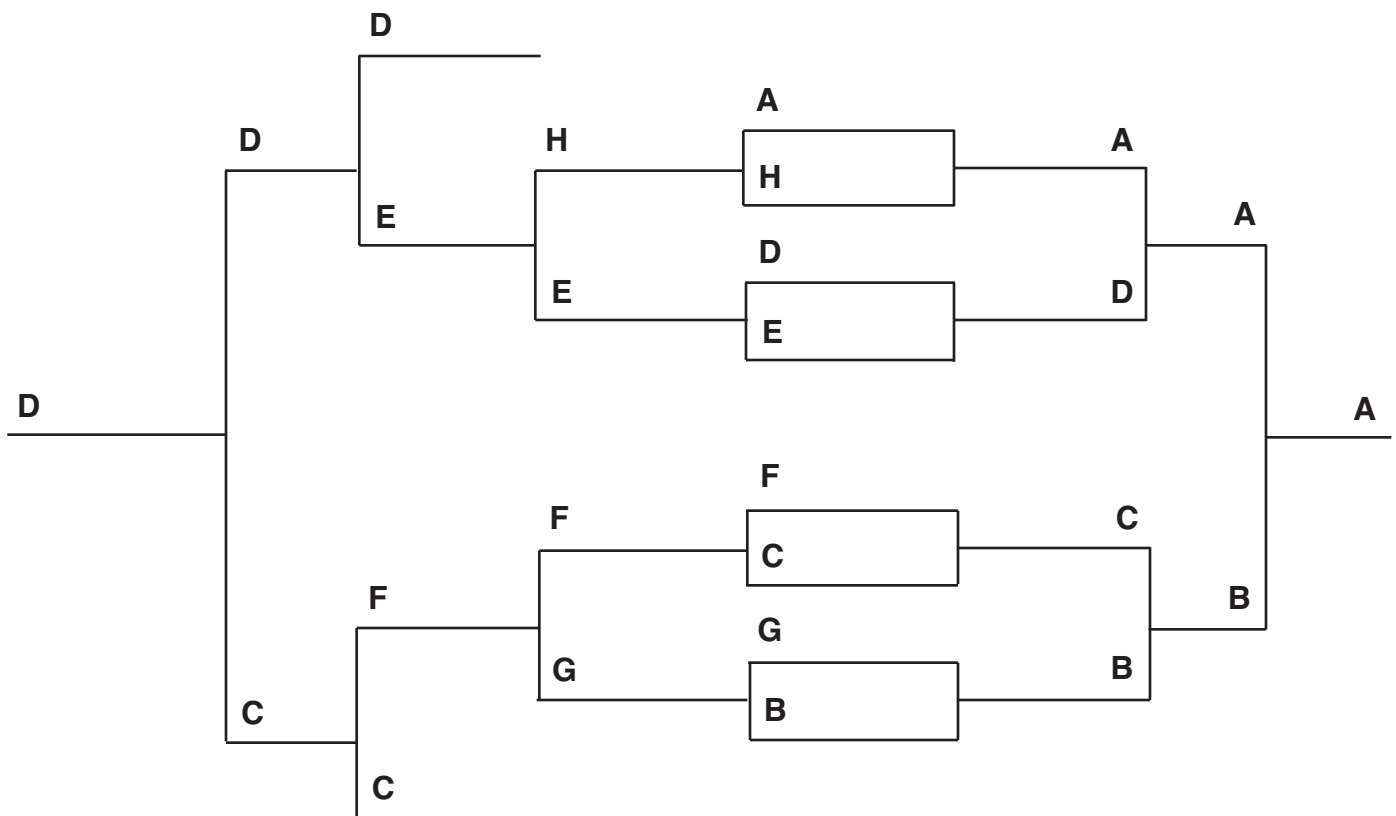
Sample Draw Sheet for 8 or Less Entries

- (1) Seed #1
- (2) Bye
- (3)
- (4)
- (5) Bye
- (6) Seed#3
- (7) Bye
- (8) Seed #2

IHSA Badminton Sectionals

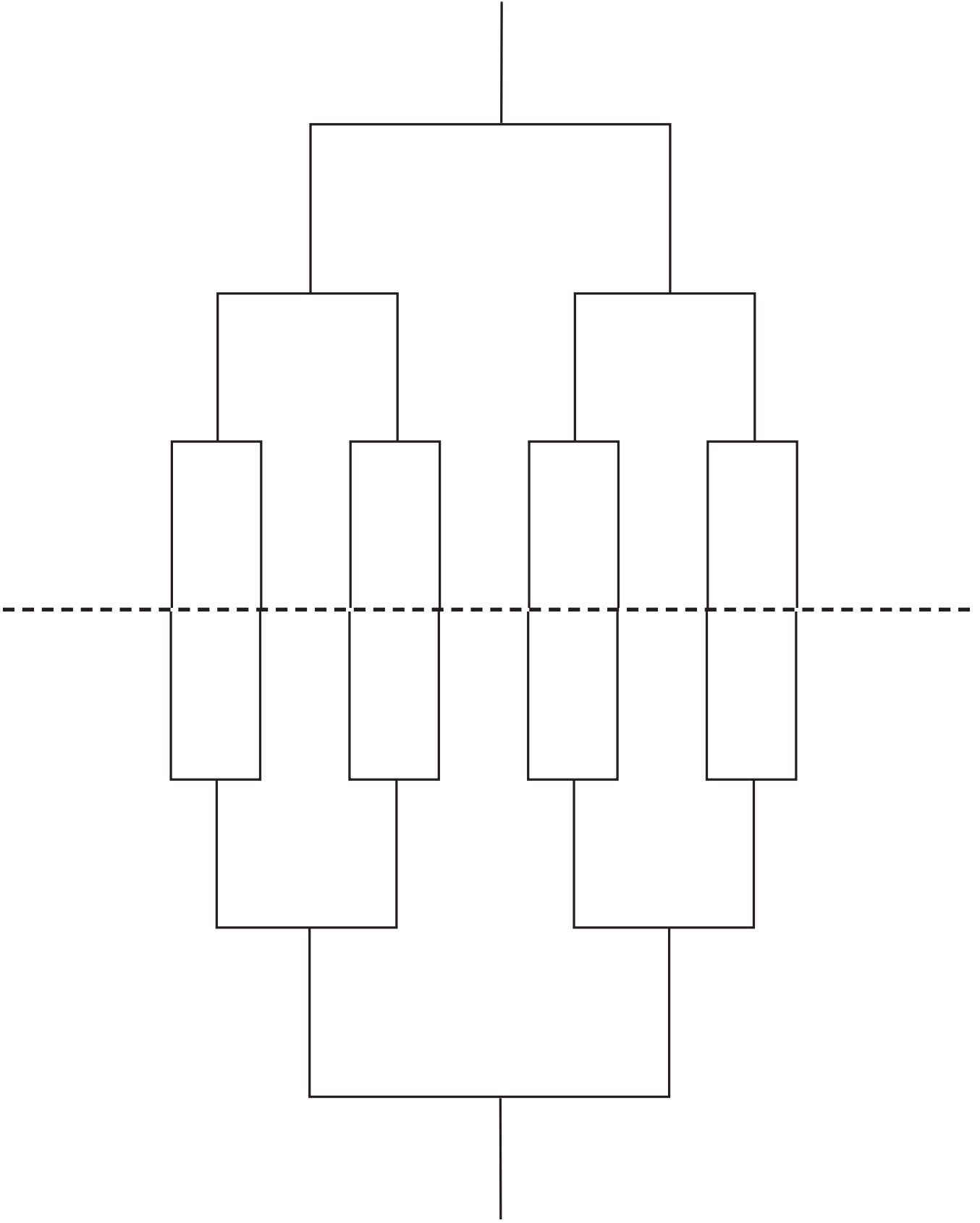
Sample Draw Sheet for 8 or Less Entries With a Consolation Feed-in Bracket

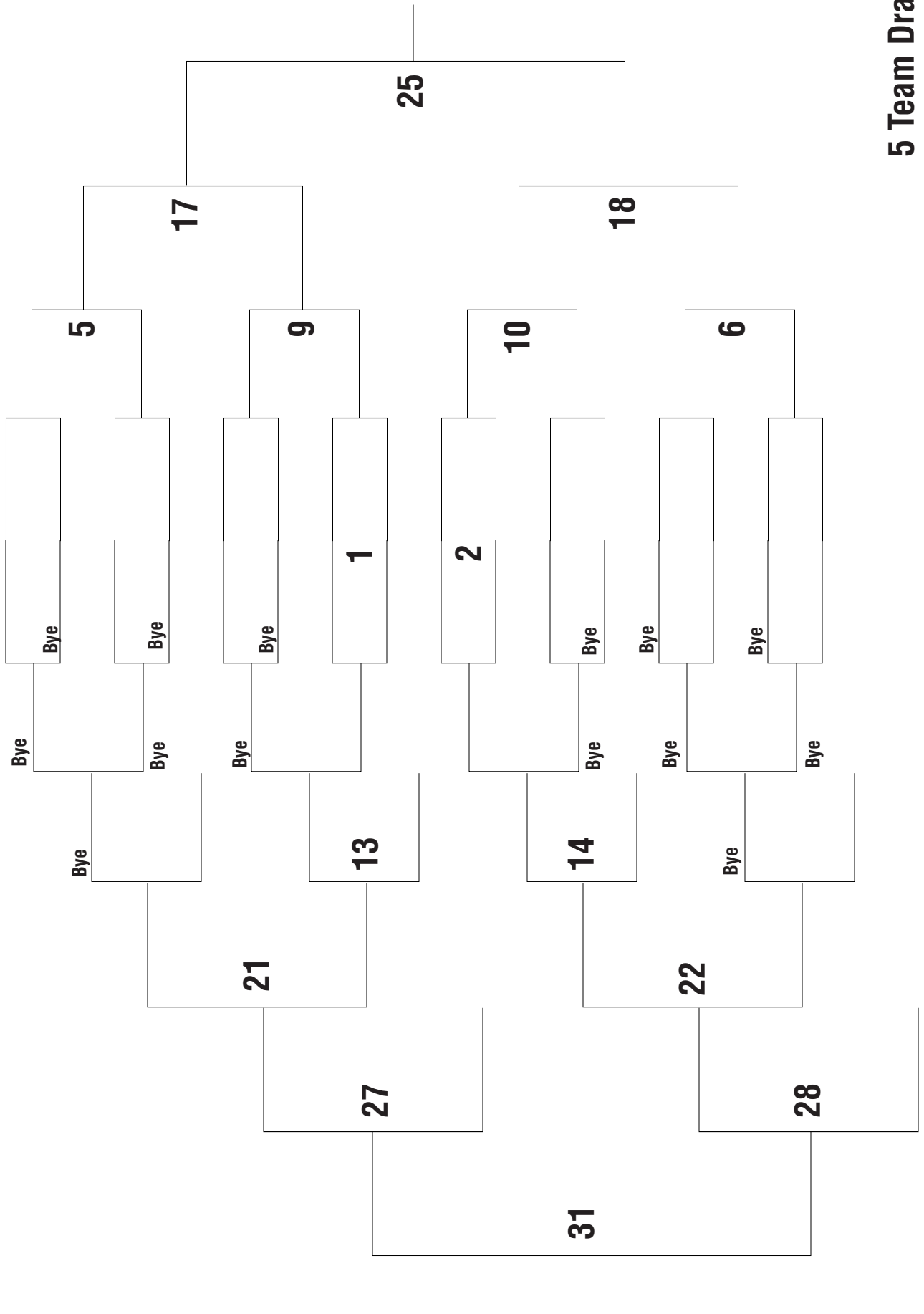
A = 1st Place
 B = 2nd Place
 C = 3rd Place
 D = 4th Place



1 Point for Win in Main Draw
2 Points for a Win in semi-finals in Main Draw
1/2 Point for Win in Consolation Feed-In
1 Point for Win in Semi-finals in Consolation Feed-In
Bye counts as a Win if the next match is won

IHSA Sectional Badminton 8 Draw Sheet





5 Team Draw



State Final Badminton Draw Instructions

Making the State Final Draw

SEEDING CRITERIA IS BASED ON THE FOLLOWING FACTORS:

1. The player(s) entire season shall be the main consideration for the seeding process. Therefore the results of a sectional win-loss record, direct/indirect victories and losses are only one factor that the committee is to consider.
2. The position played (position 1 or position 2) during the regular season is a factor to consider.
3. The player(s) record as it relates to the strength of the overall season's schedule is a factor to consider.
4. Injury is a factor.
5. Information on the List of Participants is a factor.
Note: These factors all play into determining the seeds and they cannot be ranked or prioritized.
6. Coaches who are serving on the seeding committee whose player(s) are being discussed at the state final seeding meeting shall remove his/herself from participating in the discussion.

A championship and consolation draw of 64 will be used for single and doubles competition.

Members of the IHSA Girls Badminton Seeding Committee will seed up to 16 singles and 16 doubles based on information presented from the *IHSA List of Participants* and any last minute information from coaches following the sectional competition.

Once the top singles and doubles players are selected and set aside, an anonymous vote will take place by the state seeding committee to determine the actual seed each player(s) receives. A list of potential players to be seeded will be typed and the seeding committee will have the opportunity to individually vote on each player. The highest and lowest seed each player receives will be thrown out and an average will be taken of the remaining seeds to determine the player(s) overall seed in the state tournament. This vote is final and once completed a player's seed cannot be adjusted.

The IHSA will compile data to help prepare the seeding meeting for seeding and completing the draw. Once the seeds have been determined by the seeding committee, they will proceed with the following steps:

Step 1 – Place the 16 seeds in the draw

Step 2 – Place unseeded 1st place sectional winners in the draw

Step 3 – Place unseeded 2nd place finishers in the draw

Step 4 – Place unseeded 3rd place finishers in the draw

Step 5 – Place unseeded 4th place finishers in the draw

Guidelines to follow in completing the draw:

Once the seeded players are selected, the computer will fill in the remaining bracket slots based on the following criteria:

1. Teammates from the same school will be placed in opposite halves of the draw in parallel quarters (A to C and B to D). This will eliminate teammates from having to play each other early in the consolation side of the tournament. This guideline should always be followed first.
2. Sectional competitors from the same sectional should be placed in a different quarter of the draw.
3. 1st and 2nd place sectional finishers in the opposite halves of the draw and 3rd and 4th place sectional winners in opposite halves of the draw.
4. The draw will pair 1st place sectional winners against 4th place sectional finishers from a different sectional in the first round.
5. The draw will pair 2nd place sectional winners against 3rd place sectional finishers from a different sectional in the first round.
6. The final draw will end up with four 1st place sectional finishers in a quarter, four 2nd place sectional finishers in a quarter, four 3rd place sectional finishers in a quarter, four 4th place sectional finishers in a quarter.

Specific Procedures to follow

1. Always place teammates on the opposite halves of the draw in parallel quarters (A to C and B to D). This takes precedent over any other direction.
2. Place sectional finishers from the same sectional in different quarters of the draw. Place 1st and 2nd place sectional finishers from the same sectional in opposite halves of the draw and place 3rd and 4th place sectional finishers from the same sectional in opposite halves of the draw.
3. Place the #1 seed on the first line.
4. Place the #2 seed on the last line.
5. Place with the option to draw the #3 and #4 seeds and place them on the corresponding lines for #3 and #4.
6. Draw the #5 - #8 seeds and place them on the corresponding lines for #5 - #8. The first drawn person will be in quarter A, the second drawn person will be in quarter B, the third drawn person will be in quarter C, the fourth drawn person will be in quarter D.
7. Draw the #9 - #12 seeds and place them on the corresponding lines for #9 - #12. The first drawn person will be in quarter A, the second drawn person will be in quarter B, the third drawn person will be in quarter C, the fourth drawn person will be in quarter D.
8. Draw the #13 - #16 seeds and place them on the corresponding lines for #13 - #16. The first drawn person will be in quarter A, the second drawn person will be in quarter B, the third drawn person will be in quarter C, the fourth drawn person will be in quarter D.
9. After the seeds are placed, number all the lines on the draw either 1st, 2nd, 3rd, 4th. Remember that 1st and 4th should match up in the first round and 2nd and 3rd should match up in the first round. This will let you know where you need to place the rest of the sectional finishers.
10. Take the rest of the 1st place sectional finishers and draw them for placement on the final draw. The first person drawn from this lot will be placed on the first available line for a 1st place person in quarter A and then move on to the next line and continue in succession until all lines for 1st place finishers are filled.
11. After all the seeds are placed and the 1st place sectional finishers are being placed, if you draw a 1st place sectional finisher and realize they cannot be placed on the line they have been drawn for (seeded 2nd place sectional finisher in the same half) place the 1st place sectional finisher in the first available line in the opposite half of the draw.
12. Take the rest of the 2nd place sectional finishers and draw them for placement on the final draw. The first person drawn from this lot will be placed on the first available line for a 2nd place person in quarter A and then move on to the next line and continue in succession until all lines for 2nd place finishers are filled. Remember to keep 1st and 2nd place sectional finishers in opposite halves of the draw.
13. If a 2nd place sectional finisher is chosen for a line they cannot be drawn for (1st place sectional finisher in the same half) place the 2nd place sectional finisher in the first available line in the opposite half of the draw.
14. Take the rest of the 3rd place sectional finishers and draw them for placement on the final draw. The first person drawn from this lot will be placed on the first available line for a 3rd place person in quarter A and then move on to the next line and continue in succession until all lines for 3rd place finishers are filled. Remember to keep 3rd place sectional finishers in a different quarter of the draw from the 1st and 2nd place finishers from their sectional.
15. If a 3rd place sectional finisher is chosen for a line they cannot be drawn for (1st place or 2nd place sectional finisher in the same quarter) place the 3rd place sectional finisher in the first available line in the first open quarter of the draw.
16. Take the rest of the 4th place sectional finishers and draw them for placement on the final draw. The first person drawn from this lot will be placed on the first available line for a 4th place person in quarter A and then move on to the next line and continue in succession until all lines for 4th place finishers are filled. Remember to keep 4th place sectional finishers in a different quarter of the draw from the 1st, 2nd and 3rd place finishers from their sectional. If possible, place 4th place sectional finishers in the opposite half of the draw from the 3rd place sectional finisher of the same sectional.
17. If a 4th place sectional finisher is chosen for a line they cannot be drawn for (1st place or 2nd place sectional finisher in the same quarter, or 3rd place sectional finisher in the same half) place the 4th place sectional finisher in the first available line in the first open quarter of the draw.
18. If you place any person on the draw and then later on realize they have to be moved, they should be moved with the person placed just before them. For example, if you need to move the third chosen 2nd place sectional finisher, they should be moved with the second chosen 2nd place sectional finisher.
19. Choose a person for singles and doubles to write down the order players are drawn throughout the entire draw so the group knows who to go back to if a switch in #17 needs to be made.
20. Switching players to the opposite halves of the draw. If a switch needs to be made to the opposite half of the draw, the player(s) must be switched to the line in the same position in the opposite half. If it isn't possible to switch with the player(s) on that line, continue moving down to the next possible line in order to make the change. If you get to the bottom of the half, move to the top and continue working down.
21. Switching players to another quarter of the draw. If a switch needs to be made to another quarter of the draw, the player(s) must be switched to the line in the same position in the other quarter. If it isn't possible to switch with the player(s) on that line, continue moving down to the next possible line in order to make the change. If you get to the bottom of the quarter, move to the top and continue working down.



VI. Winner Report Procedures



ILLINOIS HIGH SCHOOL ASSOCIATION

2715 McGraw Drive • Bloomington, IL 61704

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

How to Complete the Winner Report

1. Log on to the IHSA Schools Center using your 4-digit school ID and password. (www.ihsa.org)
2. Look for "H" IHSA State Series Hosting. You will be shown a list of state series contests hosted by your school. Click on Girls Badminton Sectional.
3. Click on Winner Report and follow the instructions on each page.
4. If you have any questions, please contact Linda Muxfeld (309) 663-6377 or email lmuxfeld@ihsa.org

VII. Assembly Instructions for IHSA State Series Trophies

(please use caution when assembling the trophies)

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

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

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

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

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

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

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

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

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



Awards Delivery Information

To Managers of All IHSA Tournaments:

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

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

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

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

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

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

Thank you very much for your cooperation.

Ron McGraw
Asst. Executive Director

**2015-2016 IHSA Regional/Sectional Manager
Duplicate Awards Order Form for Ties**

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

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

Print Tournament Manager's Name: _____

Tournament Manager's Phone Number: _____

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

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

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

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

◆ **Recipient Town/School (Must supply both):** _____
Name of Recipient: _____ **Place:** _____
TM=Team Plaque: () check here

◆ **Recipient Town/School (Must supply both):** _____
Name of Recipient: _____ **Place:** _____
I=Ind. Medal/Event Name* _____

◆ **Recipient Town/School (Must supply both):** _____
Name of Recipient: _____ **Place:** _____
I=Ind. Medal/Event Name* _____

◆ **Recipient Town/School (Must supply both):** _____
Name of Recipient: _____ **Place:** _____
I=Ind. Medal/Event Name* _____

◆ **Recipient Town/School (Must supply both):** _____
Name of Recipient: _____ **Place:** _____
I=Ind. Medal/Event Name* _____



School Information:

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

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

Vendor Information:

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

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

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

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

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

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

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

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



Financial Reports Must Be Filed Online

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

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