



2016-17
Bass Fishing
Manual



2016-17 Bass Fishing School and Managers Manual and Forms

I.	Table of Contents	
II.	Terms and Conditions	1-3
III.	Competing School Information	
	Important Deadlines and Dates School Information.....	4
	Boat Safety Check Form.....	5
	Team Roster Form.....	6
	Appeals Form.....	7
	Do What's Right! Sportsmanship Criteria.....	8
IV.	Playing Rules	
	Emergency Action Plan.....	9-10
	Prevention of Heat Illness Guidelines.....	11-13
	Severe Weather Safety Guidelines.....	14
	Drone Policy.....	15
V.	State Final Program Information	
	Instructions for Submitting Photos.....	16
VI.	Managers Information	
	Managers Checklist.....	17
	Sectional Tournament Information Sheet.....	18
	Sectional Winner Report.....	19
VII.	Miscellaneous Forms	
	Licensed Vendor Information.....	20
	Awards Delivery Information.....	21
	Assembly Instructions for IHSA State Final Trophies.....	22
	Duplicate Awards Form for Schools.....	23-24
	Duplicate Awards Form for Managers.....	25
	Financial Report.....	26

Revision History



2016-17 Bass Fishing 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 2016-17 IHSA Bass Fishing Tournament Series.

I. SCHOOL CLASSIFICATION

Competition in the IHSA Bass Fishing Tournament Series will be a one class tournament.

II. DATES AND SITES

A. Individual Tournament Series Dates and Sites:

1) The sectional tournament shall be on Friday, May 5, 2016 (Friday of Week 43 in the IHSA Standardized Calendar). Tournament sites and team assignments will be posted online.

Note: All Sectional tournaments shall be a one-day tournament. In the event of cancellation due to weather, the next Monday, May 8th, shall be the make-up date.

2) State Final: May 19 and 20, 2017, Friday and Saturday, Week 45 IHSA Standardized Calendar.

III. ONLINE ENTRIES, WITHDRAWAL PROCEDURES, AND ELIGIBILITY

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 2016-17 Entry Policies and Procedures.

A. Online Entries

All member schools must enter their school into the state series competition through the IHSA School Center on the IHSA Website at www.ihsa.org. The deadline for entry is **February 1, 2017**. The 2016-17 Entry Policies and Procedures outlining the online entry procedures for all IHSA-sponsored tournaments can be found in the Schools Center on the IHSA website.

B. Late Entries

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

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

To withdraw without penalty, the Principal must notify the IHSA Office, in writing, of the school's withdrawal from Bass Fishing prior to the seeding meeting date and/or the date the List of Participants is due for that sport. If a school withdraws after the seeding meeting date/List of Participants due date and/or does not show up for competition, the school will be charged a \$100 penalty. If applicable, the school may be charged for any additional financial loss sustained by the offended school(s) or the Association as a result of such breach.

D. Eligibility

All member schools in good standing may enter a team. This is open to male or female students in your school.

All students must meet the eligibility requirements as outlined in Section 4.000 in the IHSA by-laws.

IV. HOST FINANCIAL ARRANGEMENTS

A. Sectional Host Allowance:

Sectional hosts shall pay all local expenses and shall receive a guarantee of \$200.00.

B. Admission Fees:

1) In the State Tournament Series, ticket prices have been established by the IHSA Board of Directors.

C. 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. The Policy regard-

ing media requirements for each Local Manager is contained in these Terms and Conditions.

V. TOURNAMENT ASSIGNMENTS

Schools will be assigned geographically to one of 22 IHSA sectional tournaments. The state final will have up to three (3) qualifying boats from each of the sectional tournaments. The fourth place boat from each sectional will serve as the alternate qualifier from the sectional. If one of the three advancing boats cannot participate at the state finals, the alternate boat will replace the originally-qualified boat. Boats that cannot participate at the state finals have until Wednesday following the sectional tournament to notify the IHSA of its decision to not participate.

VI. TOURNAMENT STRUCTURE AND TIME SCHEDULES

A. Sectional Tournaments

Sectional time schedules will be announced by the local tournament managers. Early weigh-ins at the sectional are at the discretion of the local manager. If allowed, participants are then finished from further participation at the sectional.

Time Schedule for the State Final Tournament:

B. State Final Schedule

Thursday, May 18, 2017

7:00-11:00 a.m. Safety checks for boats with pre-fishing starting immediately after the boat has been safety checked. Safety checks will be done on a first come, first serve basis.

5:30 p.m. Safety meeting

Based on the Pre-tournament draw for release, competing boats will be placed in one of the three flights for the purposes of the boat's return in each day of the tournament. Each flight will consist of approximately one-third of the total number of boats participating

in the state finals. Boats will be released in order of the pre-tournament draw on day 1 of the tournament and in reverse order of the draw on day 2.

Friday, May 19, 2017

6:00 to 6:30 a.m. Check in
7:00 a.m. Release of boats
3:00 p.m. Flight 1 boats return
3:15 p.m. Flight 2 boats return
3:30 p.m. Flight 3 boats return

Saturday, May 20, 2017

6:00 to 6:30 a.m. Check in
7:00 a.m. Release of boats
3:00 p.m. Flight 1 boats return
3:15 p.m. Flight 2 boats return
3:30 p.m. Flight 3 boats return
4:30 p.m. Awards

VII. ADVANCEMENT OF WINNERS

A. Advancements:

1) Sectional: A maximum of three (3) boats from each sectional will advance to the state finals.

VIII. TOURNAMENT RULES

A. All sectionals will be set for at least 5 hours of fishing and can not exceed 8 hours on the water. This might have to be varied because of weather. A sectional tournament is considered to be complete if half of the minimum possible scheduled tournament time has been fished (2.5 hours). If the tournament is postponed until the next Monday, no fish will count towards the next day weigh-ins.

B. If weather shuts down the Sectional once it has been rescheduled for Monday, the winner will be determined by the fish caught during the time allotted for that sectional on the second day.

C. State final will consist of two days of fishing with a maximum of eight (8) hours of fishing each day, when possible.

D. If weather shuts down either day of the state final once it has started, that day's weight will be determined by the fish caught during the time allotted for that day.

E. In the state final, if one of the days is completed and the other day is not able to be fished because of weather, the winner(s) will be determined by the one day weigh-in.

F. All participants must be back in for weigh-in by their designated time at both the sectional and state final tournaments. This would vary only if a weather alert has been issued which might shorten that day's tourna-

ment. It is the participant(s) responsibility to make sure the boat is back to the weigh-in site by the designated time.

G. There will be a one pound deduction for every minute a participant is late getting back for weigh-ins up to 15 minutes. After 15 minutes, no weight will be allowed for that day. It is the participant's responsibility to notify the tournament manger in advance of the designated return/ closing time of any problems that may have occurred.

H. There will be a five fish limit per boat. Fish may be culled if a participant(s) has five fish (5) in the live well. No more than five (5) fish can be in the live well at any time.

I. Ties will be broken, if the poundage is equal, in the following manner: First criteria will be the largest fish caught; the second criteria will be the number of fish caught.

J. All participants must wear a coast guard approved life jacket the entire time they are on the water. If they do not, disqualification will occur.

K. Participants must only use the gear that is in the boat when the boat leaves the dock at the start of the day. They may use their own gear or the gear of the captain in the boat. If an alternate is used in the tournament, the gear of the alternate must be secured in an area and can be added once the alternate is picked up.

L. Every boat must have an adult captain for driving purposes, and only that captain can drive when the outboard motor is in use.

M. Coaching: The captain/coach of the boat may make suggestions but may not fish in any respect, including tying lures, netting fish, and handling fish or gear. The captain/coach or team participants can operate the electric motor. If a team has only one participant on the boat, the captain/coach may net the fish if asked by the participant. A boat captain must be an employee of the district or be a board-approved bass fishing captain.

N. All fish will be released immediately after weigh-in. All fish that are put in the live well must be kept alive. Dead fish will have a ½ pound deduction and cannot count as the large fish for that boat. Dead fish may not be culled.

O. There will be a speed limit enforced at all sectional and state final tournaments. The speed limit will be no faster than 35 mph, or the lake requirement will be enforced if slower than 35 mph.

P. Teams of up to four participants per boat may be entered by each school. A school may enter up to two boats where only two of the four students entered for that boat may fish at any one time on that boat. This means only 2 students in the boat. The total weight for each of the five (5) fish limited to that boat will count for the team total of that tournament.

Q. The total weight for each of the five (5) fish limited to that boat will count for the team total of that tournament. Individual weight will also be recorded for the top fish designated by each boat. The largest fish award will be given at each tournament to all participants of the boat that weighs in the largest fish of that tournament.

R. No live bait or trolling is allowed in the sectional or state final.

S. Participants must stay completely in the boat unless they are using an authorized rest room facility, are back at the dock switching participants, or due to some other emergency or malfunction. If an emergency or malfunction occurs, the boat must contact the local manager or his/her designee prior to leaving the boat.

T. Any transfer of fish from one live well to a different live well in another boat due to malfunction must be made in the presence of the local manager or his/her designee.

U. On the day of competition at either the sectional or state finals tournaments, schools will be limited to putting into the water the number of boats entered, or, in the case of the state finals, the number of boats the school qualified. No additional boats containing coaches or other competitors from a school can be put into the water on days of competition. On the pre-fish day for the state finals, schools can only put into the water boats that are captained by a district employee or board-approved coach/captain. Contestants may not obtain fishing patterns or locations from non-competitors, follow a non-competitor's boat or participate in the practice of "hole sitting", a practice wherein a non-competitor sits on a fishing spot, holding it for a contestant. In addition, non-competitors may not place markers for contestants. All of these acts are prohibited and will result in the immediate disqualification of the boat. Three days prior to the official practice date for the state finals tournament, no coaches, boat captains, or team members of any qualifying school may be on the water at the state finals site.

V. School uniforms must be worn during competition. School uniforms can only have the school name and/or logo and the stu-

dent's name on them. Any sponsorship the school has secured cannot be displayed on the uniforms or on the coach/driver of the boat. Sponsorship logos may be displayed on the boats that are in the tournament.

W. Each tournament manager shall appoint (in addition to him/herself) a tournament committee of at least three (3) participating coaches or school administrators. Competing schools can only bring to the tournament committee potential violations of these Terms and Conditions for consideration. Potential violations must be reported prior to the conclusion of weigh-ins on the day in question and must be made in writing. The decision(s) of the tournament committee shall be final in matters pertaining to the IHSA Bass Fishing Terms and Conditions. Neither the IHSA Office nor the Board of Directors will review tournament committee decisions, whether alleged errors are due to faulty judgment or misinterpretation of the rules.

X. Unsportsmanlike Conduct:

Managers and officials have the strictest instructions to disqualify any participant, coach and/or other person guilty of profane or indecent language or of gross unsportsmanlike conduct. IHSA By-laws 2.030, 3.151, 6.011 and 6.012 give the Board of Directors complete authority to penalize a school for any unsportsmanlike conduct on the part of the principal, the coach, athletes, or any member of the faculty or Board of Education or any other official representative of any participating school. This authority will definitely be exercised by the Board of Directors.

IX. TOURNAMENT POLICIES

A. State Final Passes: Each school will receive passes for all qualifiers, a pass for the coach, and a captain's pass to drive the boat. Only people with passes will be allowed on boats.

B. 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 site, such school shall be held responsible for costs incurred in replacing or repairing such property or equipment.

C. 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, internet sites, radio stations, commercial television stations and/or cable television stations, according to the IHSA Policies regarding News Media credentials and working assignments for IHSA state series.

2) Radio and TV:
It is the responsibility of the Local Manager to accept applications, approve requests to originate, collect proper rights fees payment (where required) and make cancellation refund 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 competition in each respective level in this state series shall not be given credentials nor allowed access to the facility to originate. Sponsors of the originations for television and radio shall be only those so stipulated in the respective IHSA Television and Broadcast policies.

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.

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

E. 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.

F. 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 con-

test 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.

X. AWARDS

A. In all Sectional Tournaments, medals will be awarded to the first, second, third and fourth place boats. A plaque will be awarded to the school winner in the Sectional Bass Fishing Tournament. Individual medallions will be given to the team participants in the boat catching the largest fish.

B. In the Bass Fishing State Final Tournament, individual medallions will be given to the team participants in the boat catching the largest fish.

C. First, second and third place trophies will be awarded to the school boat winners in the State Final Bass Fishing Team Tournaments. In addition, medallions will be presented to the first, second and third place team participants. The Coach, Superintendent, Principal, and Activities Director of the first, second and third place teams will also receive medallions.

D. Awards Ceremonies: At all tournaments when participants are receiving awards, they shall wear their school's official uniform. No extra clothing, hats, caps, signs, or other adornment shall be worn or carried at the awards ceremony. If a contestant fails to wear his/her official school warm-up or uniform, he/she shall not be allowed to participate in the awards ceremony.

XI. OFFICIALS

Official weigh-in supervisors will be assigned by the IHSA for all sectional tournaments and the state final.



2016-17 BASS FISHING STATE TOURNAMENT IMPORTANT DEADLINES AND STATE SERIES DATES

SCHEDULE

April 13	Managers Mail Information Sheet to All Schools in Your Sectional	
May 5	Sectional Tournament 8:00 a.m. to 3:00 p.m.* (approximately)	<ul style="list-style-type: none"> • Schools Need to Turn in Boat Roster at this Time • Boats Need to be Safety Checked Prior to Start • Check for Life Jackets and Eye Protection
	3:00 p.m.	<ul style="list-style-type: none"> • Conduct Weigh-Ins – Release Fish as Directed • Present Awards to Top Four Teams and for Largest Fish • Enter Results on the IHSA Winner Report on the IHSA Website (Use Codes Provided if Not a Member School)
	*Sectional managers will announce the specific starting time to assigned schools	
May 12	Team photos submitted online.	
	State Final Tournament	
May 18	7:00 to 11:00 a.m.	Boat safety checks – Pre-fish may begin once your boat has been safety checked.
	5:00 p.m.	Pre Fish for State Final ends
	5:30 p.m.	Safety Meeting for all State Final Coaches and Participants
<p>Based on the Pre-tournament draw for release, competing boats will be placed in one of the three flights for the purposes of the boat's return in each day of the tournament. Each flight will consist of approximately one-third of the total number of boats participating in the state finals. Boats will be released in order of the pre-tournament draw on day 1 of the tournament and in reverse order of the draw on day 2.</p>		
May 19	6:00 to 6:30 a.m.	Check In
	7:00 a.m.	Start State Final – Day One
	3:00 p.m.	Flight 1 boats return
	3:15 p.m.	Flight 2 boats return
	3:30 p.m.	Flight 3 boats return
May 20	6:00 to 6:30 a.m.	Check In
	7:00 a.m.	Start State Final – Day Two
	3:00 p.m.	Flight 1 boats return
	3:15 p.m.	Flight 2 boats return
	3:30 p.m.	Flight 3 boats return
	4:30 p.m.	Awards



Illinois High School State Tournament Boat Safety Check

School Name _____

Boat (Please circle) 1 or 2

Vessel Registration No. _____

Tournament Date: _____

Number of Occupants _____

Inspector: _____

Vessel Owner: _____

Boat Dismissal # _____

Name of adult boat captain: _____

Cell Phone # _____

Safety Inspection:

(Teams should have everything ready and out in the boat)

PFDs (1 per occupant) _____

Throwable PFD device (boats 16 feet and over) _____

Fire Extinguisher _____

Sounding Device _____

Battery cover _____

Anchor _____

First Aid Kit _____

Flash Light _____

Protective eye cover for each occupant _____

Visually check all boat compartments/livewells _____

Navigation lights (if after dark) _____

NA all tournaments end at 3:00 pm

Please give to tournament manager when completed.

2017 IHSA BASS FISHING STATE TOURNAMENT

TEAM ROSTER

Town/School: _____ Boat (Please circle) 1 or 2

Coach: _____ Assistant Coach: _____

Student Roster

(Schools may enter one, two, three or four person team rosters for any boat,
but schools are limited to a maximum of two boats)

Name	Age	Year in School	Fishing License No. (required for all students age 16 and older)
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____

Name of coach in boat: _____

Name of adult captain/driver:
(if other than coach) _____

Cell Phone # _____

Note: All participants and boat drivers must wear a coast guard approved life jacket the entire time they are on the water. Protective eye wear is mandated for all participants in the boat, including the driver. All boats must go through a safety check prior to the start of the tournament.

By signing below you certify that the students listed above are covered by catastrophic insurance.

Coach's Signature Principal's Signature

Managers use only

Fish _____ Total Weight _____ Place _____

Largest Bass _____

IHSA Bass Fishing Appeals Form

School making appeal _____

Individual completing form _____

School/Boat # being reported _____

Terms and Condition violation _____

THIS FORM MUST BE SUBMITTED TO THE TOURNAMENT MANAGER BEFORE THE CONCLUSION OF THE WEIGH-IN.

Description of Violation

Date _____

Person Receiving Form _____

Do What's Right!

Sportsmanship

DWR! EXPECTATIONS

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

Acceptable Behavior...

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

Unacceptable Behavior...

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



Emergency Action Plan (EAP)

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

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

EAP's should consist of the following components:

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

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

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

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

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

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

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



Venue-Specific Action Plan

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

Venue

Sport:
Location:

Emergency Personnel

Present:
On-Call:

Emergency Equipment Location On-Site

Nearest AED:
First Aid Kit:
Items for proper care of blood-borne pathogens:
Ice or chemical ice packs, water and towels:
Player Medical Information:
Other equipment as deemed necessary by local circumstances and qualifications of available personnel:

Communication

Access to 911:
Access to on-call emergency medical personnel:

Role of First on the Scene:

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

EMS Access:

If EMS is called provide directions/access to scene

Directions to site/location:

Open access gates
Designate individual to meet EMS at entrance

Managing Heat and Heat Illness

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

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

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

Table 1

a. ≤ 79.9 degrees F

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

b. 80.0-84.5 degrees F

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

c. 84.6-87.5 degrees F

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

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

d. 87.6-89.9 degrees F

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

e. 90 degrees F

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

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

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

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

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

Cooling Methods Due to Heat Related Illness

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

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

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

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

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

Resources

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

IHSA Severe Weather Safety Guidelines

To be used during any IHSA state series contest

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

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

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

Advance Planning:

Local Managers should have a documented plan in place, designated people who are responsible for monitoring the weather and a qualified person (typically a trained manager and/or officials) to make the decision to suspend play. In state series competitions, the local tournament manager or official(s), if assigned, can make the decision to suspend play.

Monitoring Weather:

Local Managers during the contest should be aware of any potential thunderstorms that may form during the competition; if an evacuation is needed, managers should also know how long it would take teams to get to their safest location. Monitoring the weather with a weather alert radio, or with lightning detection systems, or any other available means, is recommended.

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

Lightning Awareness

Generally speaking, it is felt that anytime a cloud-to-ground strike of lightning can be seen, or thunder heard, risk is already present. It is time to seek shelter.

Criteria for Suspending Play

If the local management does not have commercial weather warning equipment at the site or an efficient method of making an accurate, timely decision on location, listening for thunder is the best way to mitigate the danger. If thunder is heard, or lightning is seen hitting the ground, the thunderstorm is close enough to strike in your location. According to the National Weather Service, lightning can strike 10 miles away from the parent thunderstorm. When thunder roars, go indoors! It is important that local manager monitor not only how far away the lightning is but also how fast it is approaching. Thunderstorms can form and move quickly and danger can arrive quickly.

Either tournament/event management or assigned contest officials have the authority to suspend or cancel interscholastic contests. It is recommended that those groups work together in making such determination and use any and all available information in doing so. Participating schools with concerns at particular events should direct those to tournament/event management or assigned contest officials.

The following guidelines should be followed in determining when to suspend an event:

1. Anytime a cloud-to-ground strike of lightning can be seen, or thunder heard, risk is present, and a contest should be suspended. At that point, the 30 minute rule for resumption should go into effect.
NOTE: Due to the layout of some outdoor facilities, contest officials or tournament managers may not be able to see lightning actually "strike the ground." However, whenever lightning is seen moving out of clouds towards the ground, it can be assumed that the lightning is, in fact, striking the ground somewhere, and, as a result, the contest should be suspended.
2. If lightning or thunder is not present but the weather is starting to become ominous, tournament management and/or contest officials should use all available information to determine if and when a contest should be suspended. Care for both participants and spectators should be taken into account at this point. If in doubt, contest officials or tournament managers are encouraged to exercise caution and suspend play. At such a point, tournament officials should be ready to implement their emergency plans. However, competing schools who pull their teams or athletes off a field of competition prior to a contest or event's suspension do so at the risk of forfeiture or disqualification from the game or event.
3. Suspended contests or events should be resumed at a time when the weather and/or field conditions allow for resumption.

Evacuation Plan

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

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

Resuming Activity

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



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.

INSTRUCTIONS FOR SUBMITTING PHOTOS

Submit your photos by uploading them in the Schools Center.

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

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

The screenshot shows the Schools Center interface. On the left, there are two columns of departmental links. The top column includes: Sport & Activity Tracker, School Information & Facility Maps, Voting & Town Meetings, IHSA State Series Hosting & ScoreZone, Officials & Body Fat Testers, Open Dates, Student Recognition, and Personal Information. The bottom column includes: Staff Responsibilities & Logins, Eligibility Requests & Rulings, Special/SAWA Reports & Yellow Cards, Performance-Enhancing Substance Program, All-Time Records, and Forms & Other Resources. Below these is a 'Quick Links' section with two items: 'Write a promotion recommendation for an official' and 'Upload state tournament program photos (old interface)', with a red arrow pointing to the second link. On the right, the 'Message Center' shows a message from 'Yesterday' titled 'IHSA Webinar on Residence & Transfer - Oct. 30 at 1 pm', posted '4 days ago'. The message content discusses a webinar on October 30 at 1:00 PM regarding IHSA Residence and Transfer By-laws, led by Executive Director Marty Hickman. It notes a limit of 100 attendees and provides registration instructions.

2. **YOU WILL NOT NEED TO DO THIS STEP FOR BASS FISHING. GO TO #3.**

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

The screenshot shows the 'State Program Photo Collection' interface. It is divided into two main sections: 'Staff Photos' and 'Team Photos'. The 'Staff Photos' section has a table with columns for 'Staffer', 'Photo', and 'Edit Info'. A red circle highlights the 'Add a new administrator or coach' link above the table. The 'Team Photos' section contains instructions and a table for activity assignments. The table has columns for 'Activity', 'Team Photo', 'Cutlines', 'Assigned Staffers', and 'Upload Photo Edit Cutlines Assign Staff'. The 'Base Fishing' row is circled in red, and a red arrow points to the 'Edit' link in the 'Upload Photo' column for that row.

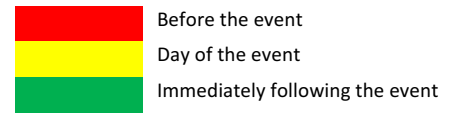
3. Upload your team photo. Choose: The [Edit](#) button that corresponds with your sport/activity.
 - a. Following the instructions upload your team photo. **Save changes**.
 - b. Assign staff members. Use the pull down menus to assign staff members to be included in this program. **Save changes to staff assignments**. (If no administrators or coaches are included in the program, you can skip this step.)
 - c. Add your cutlines. List individuals (first and last name) in each row. Do not use all capital letters. Do not include numbers, year in school, etc. Please use the following to designate supervisors in the photo: Head Coach John Smith, Asst. Coach Billy Bob. **Save changes to cutlines**.

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

If you have any questions, please call Laura Hennings – 309-663-6377 or email lhennings@ihsa.org.

Photos are due by midnight Saturday, May 12, 2017

Managers Checklist 2017



1.	Prepare and mail out information sheet for sectional tournament. (See attached copy)
2.	Secure help for check in – boat safety checks and equipment check (life jackets and protective eyewear)
3.	Secure a method of tracking weather for the day in case of inclement weather.
4.	Secure scales for weigh in.
5.	Secure help to properly release fish according to DNR’s instructions on that lake.
6.	Make sure that all sponsorship signs are posted for this event. These will be provided by the IHSA.
7.	Make sure that you have one boat on the lake available to help in an emergency, if necessary.
8.	Contact local authorities and have numbers ready in case of an emergency arises.
9.	Secure an area to present the awards for your sectional. Many sites will use outdoor shelters as the awards area.
10.	Sectional managers will need to have one person on the shore during the tournament to supervise alternates who are waiting for their turn to fish. These alternates must be in a designated area until their team boat returns to switch partners. No alternate may fish from the bank.
11.	Secure cell phone numbers from all captains on the boat. Each boat must have a cell phone.
12.	Collect all rosters of the boats and make sure all the information is properly completed.
13.	Review rules with all coaches and contestants.
14.	Review the terms and conditions relating to when a tournament is considered completed with all schools.
15.	Remind all participants that they may use nets to get the fish into the boats.
16.	Remind all participants that no trolling or the use of live baits is allowed.
17.	Live well additives are OK and recommended to keep fish alive.
18.	The captain/coach of the boat may make suggestions but may not fish in any respect, including tying lures, netting fish, and handling fish or gear. The captain/coach or team participants can operate the electric motor. If a team has only one participant on the boat, the captain/coach may net the fish if asked by the participant. A boat captain must be an employee of the district or be a board-approved bass fishing captain.
19.	Adults must run the outboard motor – participant or adult may operate the trolling motor.
20.	Remind all schools that qualify for the state final to sign into the Schools Center on the IHSA web site and upload a team photo and cutline. (Instructions are on previous page.)
21.	Remind all state qualifiers that the pre-fish will start immediately following your safety check on May 18.
22.	A safety meeting for all state final coaches and participants will be held on May 19 at 5:30 p.m. at Carlyle High School in the gymnasium.
23.	Lodging: Go to the IHSA website (www.ihsa.org) and click on the bass fishing link. Go to lodging for a list of rooms available.
24.	Sectional managers will need to complete the winner report located on the IHSA website and enter the results of your sectional as soon as you can after the tournament is completed.



2017 IHSA BASS FISHING STATE TOURNAMENT Sectional Tournament Information Sheet

Site of tournament: _____ (list the lake)

Tournament Manager: Name: _____
Phone: _____
E-mail: _____

Date: May 5, 2017

Schools entered: (list all schools entered)

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Check in time: _____

Rosters: These are to be turned in at check in – (send each school a Team Roster Form); remind schools this form requires the principal’s signature.

Safety check: All boats must meet the safety check as designated by the DNR. (See attached list and provide this to each school in your sectional mailing.)

Equipment check: All coaches and participants must wear a coast guard approved life jacket and protective eye wear the entire time on the boat.

Lake restrictions: (List all lake restrictions that must be followed for this body of water)
Motor restrictions, no fish areas, etc.

Exact fishing times: (List the exact time they have on the water to fish, the time they must be back in the weigh in area and where the weigh in area is located.)

Limits: Each boat must have a bump board and no fish under 12 inches may be kept. Only five (5) fish may be in the live well at any one time in the boat. The five (5) fish limit applies to the team on that boat. The participants may release one fish to replace it with a larger one, if they have met the five (5) fish limit. All fish must be kept alive. Penalty will be assessed for any dead fish. (See Bass Fishing Terms and Conditions.)

Communication: All boats are required to have a cell phone and must provide the tournament manager the number of that cell phone in case of an emergency or bad weather conditions.

Uniforms: School uniforms can only have the school name and/or logo and the student’s name on them. Any sponsorship the school has secured cannot be displayed on the student’s uniforms or on the coach/driver of the boat. Sponsorship logos may be displayed on the boats that are in the tournament.

License: All participants must have a current Illinois fishing license, unless under the minimum age requirement.

INSTRUCTIONS FOR SUBMITTING SECTIONAL WINNER REPORT

Managers are required to complete the Sectional WINNER REPORT online.

Host sectional managers will receive a user ID and Password specifically for the Bass Fishing. Sectional. Managers will sign into the IHSA Schools Center to enter the results from their sectional.

To enter the results: Log on to www.ihsa.org and click on the Schools Center Login. Enter your ID number and password. Go to the "IHSA State Series Hosting & ScoreZone" link. Follow the instructions shown on the screen as you fill in the necessary information. Additionally, please confirm that all the information (records, year in school and spelling of names) is correct.

If you experience any problems, please call the IHSA Office (309-663-6377) and ask for Laura Hennings.

**THE WINNER REPORT IS DUE ONLINE NO LATER THAN
ONE (1) HOUR AFTER THE CONCLUSION OF YOUR TOURNAMENT.**

IHSA Licensed Vendor



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

School Information:

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

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

Vendor Information:

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

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

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

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

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

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

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

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



Awards Delivery Information

To Managers of All IHSA Tournaments:

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

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

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

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

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

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

Thank you very much for your cooperation.

Kraig Garber
Asst. Executive Director

Assembly Instructions for IHSA State Series Trophies

(please use caution when assembling the trophies)

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

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

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

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

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

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

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

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

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

2016-2017 IHSA Request To Purchase Additional/Replacement State Series Awards

- 1.) To ensure an accurate order of replacement awards, please complete the form below.
- 2.) Please fax this completed form to Cheryl Lowery @ 309-663-7479.
- 3.) An invoice will be emailed to you. The awards company will not process duplicate orders without an invoice from IHSA and payment.
- 4.) Mail payment and invoice to A & M Products.

◆ **This form is to be used only, if your school is purchasing duplicate awards for the following reason (check one):**

Team Roster exceeds the number of allowed medallions per the T&C's

Coop School
 Dual Campus
 Lost
 Broken

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

Classification

___ 1A	___ 4A	___ 7A
___ 2A	___ 5A	___ 8A
___ 3A	___ 6A	

Gender:

___ Girls ___ Boys

Level of Competition:

___ Regional ___ Sectional ___ Super-Sectional ___ State

Type of Award:

<input type="checkbox"/> Team Plaque <input type="checkbox"/> Team Trophy <input type="checkbox"/> Medal/Medallion Replacement Trophy Parts (check below): <input type="checkbox"/> Gold State Champion-top figure (#1) <input type="checkbox"/> Gold State Champion-side figure (#1) <input type="checkbox"/> Gold State Runner-up-top figure (#1) <input type="checkbox"/> Gold State Runner-up-side figure (#1)	<input type="checkbox"/> Gold State 3rd/4th Place-top figure (#1) <input type="checkbox"/> State 3 rd /4 th Place Gold-side figure (#2) <input type="checkbox"/> Gold Girls Soccer-side figure 3 rd /4 th (#3) <input type="checkbox"/> Gold Music Lyre-side figure 3rd (#3) <input type="checkbox"/> Badminton Gold shuttlecock and/or riser <input type="checkbox"/> Replacement Trophy Plate w/lasering <input type="checkbox"/> Bat, Tennis, Golf Club Replacement <input type="checkbox"/> Replacement Plate SF Trophy w/o lasering
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Ind. Event Medals (indicate Event name): _____
 (ie: Pole Vault, Long Jump, Diving, 100-yd. Butterfly, Single, Doubles, 102lb., Speech: IE, etc.)

Name:
Email Address:
School:
Address:
City, ZIP Code:
Phone Number:
Fax Number:

Macintosh
 HD:Users:jackieiverson:Desktop:***Ma
 nual Files:Awards forms:Schools
 Duplicate Awards.doc



**2016-2017 IHSA Request To Purchase
Additional/Replacement State Series Awards**

◆ **Tournament Managers/Hosts** who need to request duplicate awards due to ties at their tournament/meet must complete the form in the Online Manual for Managers and send it directly to the awards company— **Do Not Use the form above.**

◆ **Trophy Letters:** Schools who need replacement letters for trophies, please contact A & M Products direct at 815-875-2667.

Extra Medal Pricing for Schools:

<u>Qty:</u>	<u>Finish</u>	<u>State Medallion</u>	<u>Reg./Sect Medal</u>	<u>Shipping</u>
1 – 5	Goldtone (1 st)	\$4.45	\$3.95	\$6.50
	Nickel Silver (2 nd)	\$4.95	\$4.45	
	Bronze (3 rd)	\$4.60	\$4.15	
6 – 12	Goldtone (1 st)	\$4.20	\$3.70	\$7.00
	Nickel Silver (2 nd)	\$4.70	\$4.20	
	Bronze (3 rd)	\$4.35	\$3.85	
13 – 24	Goldtone (1 st)	\$3.95	\$3.45	\$7.50
	Nickel Silver (2 nd)	\$4.45	\$3.95	
	Bronze (3 rd)	\$4.10	\$3.65	
25 or more	Goldtone (1 st)	\$3.70	\$3.20	\$8.00
	Nickel Silver (2 nd)	\$4.20	\$3.70	
	Bronze (3 rd)	\$3.85	\$3.40	

Extra Plaque/Trophy Pricing for Schools (Shipping included):

Regional Champion Plaque	\$50.00
Sectional and Super-Sectional Champion Plaque	\$66.00
Third/Fourth place trophy	\$269.00
Champion/Runner-Up	\$297.00

Gold figure Replacement Pricing (\$10.00 shipping per figure)

Oxidized bronze finish pre 2008-09 school year, call for pricing and availability

<u>Gold</u> State Champion-top figure (#1)	\$51.00
<u>Gold</u> State Champion-side figure (#1)	\$51.00
<u>Gold</u> State Runner-up-top figure (#1)	\$51.00
<u>Gold</u> State Runner-up-side figure (#1)	\$51.00
<u>Gold</u> State 3rd/4th Place-top figure (#1)	\$51.00

Gold figures and plate replacement pricing

Oxidized bronze finish pre 2008-09 school year, call A&M for pricing and availability

State 3 rd /4 th Place Gold-side figure (#2)	\$33.00, plus \$10.00 shipping
Girls Soccer – Gold-side figure 3 rd /4 th Place (#3)	\$27.00, plus \$10.00 shipping
Music Lyre – Gold-side figure 3rd Place (#3)	\$27.00, plus \$10.00 shipping
Badminton Gold shuttlecock and/or riser	\$27.00, plus \$10.00 shipping
Repl. Trophy Plate w/lasering names	\$30.00, plus \$10.00 shipping
Repl. Black Plate for SF Trophy w/o lasering	\$12.00, includes shipping
Bat, Tennis, Golf Club Replacement for All Figurine	\$16.00, includes shipping

Orders will be **processed upon Receipt of Full Payment.** Please allow three (3) weeks for delivery. Thank you.

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

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

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

Print Tournament Manager's Name: _____

Tournament Manager's Phone Number: _____

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

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

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

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

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

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

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

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

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





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

2016-17 Bass Fishing Tournament Financial Report

The Financial Report is a typeable pdf form that can be filled out on your computer, saved to your hard drive and then e-mailed to the IHSA. Please send to tcraig@ihsa.org.

Sectional held at:

Host (check payable to):

Address City Zip

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

Host Guarantee*	\$	<input type="text"/>
Shipping	\$	<input type="text"/>
Total Due	\$	<input type="text"/>

*Host shall pay all local expenses and shall receive a guarantee of \$200.00.

ROYALTY INFORMATION

(Complete this section only if programs and/or merchandise was created for this game.)

Program Vendor Company City

Merchandise Vendor Company City

REPORT OF UNOFFICIAL WITHDRAWALS

(Please list any school that was assigned to your Regional but did not participate in your Regional.)

If all the schools that were assigned participated in your Regional, please write NONE on the first line below.)

School	<input type="text"/>	School	<input type="text"/>
School	<input type="text"/>	School	<input type="text"/>
School	<input type="text"/>	School	<input type="text"/>

This financial report must be submitted to the IHSA Office within 10 days of the completion of your tournament.

Failure to submit the report within 60 days will result in the forfeiture of any refund or host guarantee.

Mail your report to IHSA, 2715 McGraw Drive, Bloomington, IL 61704, or fax it to 309-663-7479. If you have any questions, please contact Tammy Craig at 309-663-6377 or tcraig@ihsa.org.