

PLAY SMART.  **PLAY HARD.**

2018-19

Competitive Cheerleading

Manual for
Schools and Managers





Competitive Cheerleading Manual for Schools and Managers

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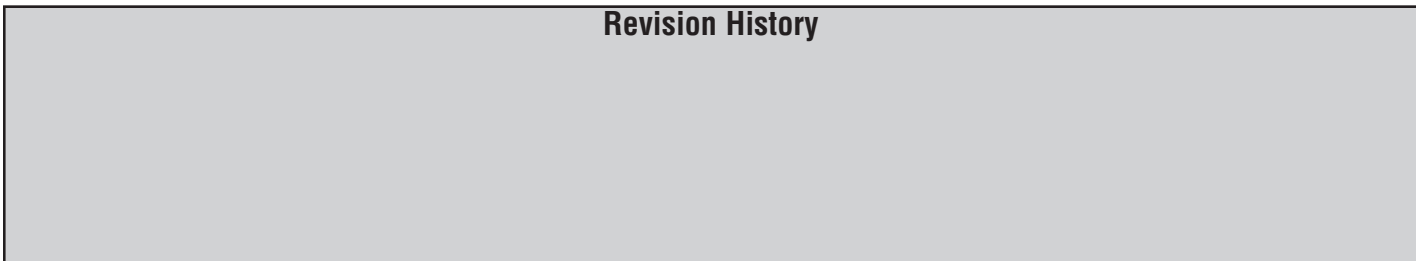
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Revision History





2018-2019 Competitive Cheerleading State Series Terms and Conditions

In accordance with Section 1.450 of the IHSA Constitution, the IHSA Board of Directors has approved the Terms and Conditions governing the 2018-2019 IHSA Competitive Cheerleading State Series.

I. SCHOOL CLASSIFICATION

A. Enrollment Figures: Competition in the IHSA Cheerleading State Series will be determined on an enrollment basis.

1. The classification of a school shall be determined based on its total student enrollment figure reported to the Illinois State Board of Education (ISBE) in its fall housing report on September 30th of the preceding school year.

2. Non-boundary schools will have their total student enrollment multiplied by 1.65.

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

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

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

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

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

C. Divisions: Schools shall be categorized for participation in the Competitive Cheerleading State Series based on the following:

1. Large Team Division: A school enrollment of 1656.61 and over shall have up to 24 rostered participants with 20 allowed on the competition floor.

2. Medium Team Division: A school enrollment between 628.01 to 1656.60 shall have up to 20 rostered participants with 16 allowed on the competition floor.

3. Small Team Division: A school enrollment up to 628.00 shall have up to 16 rostered participants with 12 allowed on the competition floor.

4. Coed Team Division: Two males on the competition floor is an open division and

shall have up to 24 rostered participants with 20 on the competition floor.

a. All Coed teams need to be announced to the IHSA by November 15.

b. Teams who miss this deadline will compete in the designated division per the school's enrollment.

Note: A mascot is considered part of a team and will be counted as a part of the maximum number of cheerleaders allowed on the competition floor.

D. Enrollment Classification:

Classifications shall be determined on an annual basis. Request to play up a division may be made through the IHSA by September 1.

II. DATES AND SITES

A. Dates: The dates for the IHSA Competitive Cheerleading State Series are:

1. Sectionals: Saturday, January 26, 2019.

2. State Final: Friday and Saturday, February 1 & 2, 2019.

B. Sites: The state shall be divided into five (5) Sectionals. The number of competing schools, travel distance, geographical location and the number of entries shall be primary factors in the determination of number and boundary lines for schools assigned to these Sectionals. Sectional host sites and school assignments will be announced in November and posted at www.ihsa.org on the "Competitive Cheerleading" menu page under "State Series Information and Results". Grossinger Motors Arena in Bloomington will be the venue for the State Final. Tournament Central will be located at the Pepsi Ice Center Foyer adjacent to the Arena.

III. ONLINE ENTRIES, WITHDRAWAL PROCEDURE, ELIGIBILITY, AFFIRMATIVE ACTION AND ONLINE LIST OF PARTICIPANTS

A. Policies and Procedures: The policy for entry deadlines, late entries and withdrawals shall be the policies and procedures regarding entry for all IHSA sponsored sports included in the 2018-19 entry policies and procedures which can be found in the IHSA Schools Center on the IHSA website.

B. Online Entries: All member schools must enter their school into state series competition through the IHSA School Center

on the IHSA website at www.ihsa.org. The deadline for entry is November 1, 2018.

C. Late Entries: Any attempt to enter a sport online after the established deadline will be denied. Schools that wish to enter after the deadline will be considered late. To be considered for late entry, the principal/IHSA official representative must contact the IHSA office to request late entry into the state series. This request shall be in writing and can be directed to aespindola@ihsa.org. The penalty for late entry shall be \$100.00.

D. Breach of Contract By-Law 6.041 (Withdrawal Procedures): To withdraw without penalty, the principal/IHSA official representative must e-mail or fax notice to the IHSA office (aespindola@ihsa.org or 309-663-7479) notifying the IHSA of the school's withdrawal from the competitive cheerleading state series prior to the online list of participants deadline of January 7, 2019.

1. If a school withdraws after the deadline of January 7, 2019, the school will be charged a \$100 penalty.

2. If a school does not show up for competition, the school will be charged a \$100 penalty and, if applicable, the school may be charged for any additional financial loss sustained by the offended school(s) or the association because of such breach.

E. Eligibility: All member schools in good standing may enter one (1) team under the provisions of the IHSA by-laws.

F. Affirmative Action: Boys and girls shall be permitted to participate in the state series as outlined in the IHSA affirmative action policy.

G. Online List of Participants:

Registration for the state series will be completed online using the IHSA Schools Center. Each school must complete the online list of participants by midnight on Monday, January 7, 2019. If a school does not submit the online list of participants by the deadline, coaches and/or participants from the school are subject to penalties, which could include, but not be limited to being ruled ineligible to coach or compete in the state series and/or charged \$100.00.

1. Confirmation of receipt of online list of participants: Schools should login to their school center site on the IHSA website and go to the activity tracker. The activity tracker will show "completed", if you have

checked the button indicating you finished your report.

2. If the activity tracker does not indicate “completed”, then you must go back into your school’s list of participants and check the button on the online list of participants indicating you are finished with your report.

IV. FINANCIAL ARRANGEMENTS

A. Sectional Host School Expenses: Sectional host schools shall receive a guarantee of \$550 for hosting. The host school shall pay for all expenses. After expenses are deducted from the gross income, including gate receipts, the host school shall retain 20% of the net income and submit the remainder to the IHSA. In the event of a negative balance, the host school shall be reimbursed the entire deficit. Officials will be paid by the IHSA via ArbiterPay.

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

C. Participant Expenses: Neither the IHSA or the local tournament management will assume responsibility for any contestant expenses of any kind.

D. Admission: The IHSA Board of Directors has established the following ticket prices for sectional and state final competition:

1. Sectional - \$5.00 general admission.

2. State - \$10.00 per session general admission.

Note: Child in arms requires no ticket for all levels of competition.

E. Tickets: Anyone without credentials must purchase a ticket for sectional and state final competition. Tickets will be available at the door one hour prior to the competition on the day of the event. Spectators are not allowed in the warm-up or competition areas.

1. Sectionals: Tickets will be available at the door on the day of competition.

2. State: Presale tickets will be arranged through the Grossinger Motors Arena for the state final. General seating tickets, fan bus tickets and limited luxury suites may be purchased for each session in advance of the state final by contacting Grossinger Motors Arena ticket office at 309-434-2679. Tickets will be available for purchase online at <http://grossingermotors.arenabloomington.com>.

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

V. TOURNAMENT ASSIGNMENTS

A. Sectional Assignments: Sectional assignments can be found online at www.ihsa.org on the “Competitive Cheerleading” page under “State Series Information & Results”. All IHSA member schools entered in the Competitive Cheerleading State Series will be assigned by the IHSA to one of the five (5) proportional divisions for sectional level competition. These assignments will appear online after the November entry deadline. Assignments are made according to the IHSA Grouping Policy #18. The number of competing schools, travel distance, geographical location and the number of entries shall be primary factors in the determination of number and boundary lines for these sectionals.

VI. TOURNAMENT STRUCTURE AND TIME SCHEDULES

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

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

C. Sectional Performance Order: Sectional competition order will be randomly determined by the IHSA and will be posted online on the competitive cheerleading menu page under state series information & results after the January list of participants deadline. There will be a site manager at each sectional. No local manager shall be permitted to change the order in which the schools compete unless given permission by the IHSA office. Programs and schedules can be created by the sectional managers using TourneryWire, the web-based competition management service program.

D. Coaches Meeting: A coaches’ meeting will be conducted prior to each division of competition at sectional and state as outlined in the performance schedule. A coach (or a school representative) from each school must attend this meeting. The purpose of the

meeting is to review any policies, procedures and rules governing the conduct of the event. Coaches will be responsible for the information covered at the meeting.

1. The sectional manager or appointed manager shall conduct the meeting for coaches prior to each division at the sectional tournament on the Saturday of sectionals.

2. The sectional manager will introduce the head official/officiating crew and any other personnel that they deem necessary to introduce to the coaches. The sectional manager will discuss items on the sectional agenda/tournament logistics and answer any questions regarding the competition.

E. Warm-up Time: A seven (7) minute warm-up time at the sectional tournament shall be posted online at www.ihsa.org prior to competition. An eight (8) minute warm-up time at the state final will be posted online at ihsa.org. Coaches and competitors must report in person to the warm-up site director at the designated time.

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

2. Schools entered in the competition will only be allowed warm-up/practice time as scheduled by the IHSA. Mats should be provided for all three warm-up stations: stretching - 1 mat, tumbling - 2 mats, full warm-up – 9 mat.

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

4. Only approved/credentialed participants, coaches, and athletic trainers will be allowed in the warm-up area during sectionals and state final competition.

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

1. At the sectional and state preliminary rounds IHSA licensed officials reserve the right to stop a routine due to an obvious injury.

a. In the event that an injury causes the team’s routine to be interrupted during a performance, the head official and tournament management shall determine the time for the team to feed back into the warm-up and competition order to complete their performance. This time should not exceed 30 (thirty) minutes for the team to perform their routine again. Judging will resume from the

point at which the injury/interruption occurred as determined by the head official. The routine must be performed full-out from the beginning. All point deductions accumulated to the point of injury will carry over. If a team prefers not to re-work the routine, at the coaches' discretion, they may take the score they have received up to that point. If a skill has not been performed a "0" will be given in that category. If multiple injuries occur, the same process will be in effect.

b. In the event that an injury occurs during warm-up and the athlete is no longer able to participate, the head official and tournament management shall determine the time for the team to feed back into the warm up and competition order. This time should not exceed 30 (thirty) minutes from the time of injury in the warm-up area.

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

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

G. State Final Time Schedule: On Friday, February 1, 2019 preliminary rounds of competition will be conducted. On Saturday, February 2, 2019 final rounds of competition will be conducted. The state final time schedule shall be as follows:

Friday, February 1, 2019

**SESSION 1
Small and Medium Team Preliminaries**

8:00 a.m.—Coaches Meeting (Club Level Restaurant)
 8:00 a.m.—Doors of the Arena Open to Public
 8:55 a.m.—Welcome & National Anthem
 9:00 a.m.—First Performance (Small and Medium team performances alternate)
 1:10 p.m.—Last Performance
 1:15 p.m.—Announcement of Small Division Finalists
 1:30 p.m.—Announcement of Medium Division Finalists

**SESSION 2
Large and Coed Team Preliminaries**

2:15 p.m.—Coaches Meeting (Club Level Restaurant)

2:30 p.m.—Doors of the Arena Open to Public
 3:25 p.m.—Welcome & National Anthem
 3:30 p.m.—First Performance (Large and Coed team performances alternate)
 7:40 p.m.—Last Performance
 7:45 p.m.—Announcement of Large Division Finalists
 8:00 p.m.—Announcement of Coed Division Finalists

Saturday, February 2, 2019

SESSION 3

Finals
 10:00 a.m.—Doors of the Arena Open to Public
 10:55 a.m.—Welcome & National Anthem
 11:00 a.m.—Small and Medium Team Finals (Small and Medium team performances alternate)
 12:45 p.m.—Small Team Awards
 1:15 p.m.—Medium Team Awards
 2:30 p.m.—IESA Exhibition
 2:55 p.m.—Announcements & National Anthem
 3:00 p.m.—Large and Coed Team Finals (Large and Coed team performances alternate)
 4:45 p.m.—Large Team Awards
 5:15 p.m.—Coed Team Awards

H. State Final School Packets: At the state final, school packets, which include important state final information, updates, state final credentials and programs may be picked up Thursday, January 31 from 6:30 p.m. to 8:30 p.m. at the Grossinger Motors Arena VIP south entrance and after 7:00 a.m. on Friday, February 1, at the Pepsi Ice Rink main entrance located on the south of the Grossinger Motors Arena. A coach/school official is the only person permitted to pick up the schools' packet. The Pepsi Ice Rink foyer of Grossinger Motors Arena in downtown Bloomington is tournament central.

I. State Final Performance Order: The IHSA office will determine the performance order for state level competition. This order will be posted online on the competitive cheerleading page at www.ihsa.org under state series information & results. The following formula shall be used to determine the performance order for the state final:

1. Each sectional is randomly assigned a letter code (A to E) prior to the start of the state series.

2. The chart below, and the sectional code, is published at the same time as the sectional performance order.

3. Each team's performance order within a particular division is determined by the place the team won at the sectional tournament, according to the table.

4. In case of a tie for 5th place at a sectional, an additional entry will be added at the end of the order.

5. In case of a tie for any particular place at a sectional, the teams will perform in the opposite order in the state finals. For example, at sectional A, two teams tie for 2nd (and 3rd) place. In the chart, the order assigned to A-2 is #14. The order assigned to A-3 is #18. Reversing the order, the team that performed first in the sectional is assigned order #18. The team that performed last in the sectional is assigned order #14.

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

Note: Finalized state final performance schedules will be posted online on the Monday after sectional level competition.

VII. SECTIONAL ADVANCEMENT OF WINNERS

A. Sectionals: The first, second, third, fourth and fifth place teams in each division from the sectional shall advance to the state final and compete in the division in which they qualified.

B. Advancement of Next Qualifier: Should a qualifying team withdraw or be disqualified before the state final tournament, the remaining qualifier from the same sectional in that division shall be moved up.

C. Withdrawal or Disqualification: A team moving up due to withdrawal or disqualification may be entered in the state final up to the competition time. It is the responsibility of the principal or coach to notify the IHSA office at the earliest possible time that

another advancing team may be necessary. The IHSA office will officially inform the school's administration/coach that they will replace a qualifier.

VIII. TOURNAMENT RULES

A. NFHS Spirit Rules Book: The current National Federation Spirit Rules published by the National Federation of High Schools (NFHS) are the official rules governing the IHSA competitive cheerleading state series competition. The NFHS's official high school Spirit Rules Book is the minimum safety guide for the state series.

B. Competition Guidelines: Each team will present one competitive routine.

1. Timing

a. Competition will consist of a three (3) minute time limit.

b. No penalty for time violations will be assessed until three (3) seconds beyond the specified time limit. For example, if the time limit is three (3) minutes, no penalty will be assessed until the performance has exceeded three minutes and 3 seconds as verified by two (2) stopwatches.

c. The team may use a maximum of two minutes (2) of the three-minute time limit for music. The timing begins with the team's first movement, voice, or note of music, whichever comes first, on the competition floor. Timing ends with the last motion, word, or beat of music. There will be an official timer at each level of competition. All participants must start in the competition area with at least one foot on the floor. Entrances and exits are not considered part of the routine and should not be organized.

d. All competition rules will apply until the team completely clears the competition floor.

2. Competition Area

a. The competitive cheering surface shall be a matted area of 54 feet wide x 42 feet deep (9 strips). The mats should cover the entire area, provide uniform thickness and be a flat, consistent surface with no cracks, obstructions, or untaped seams. The competition mats will run vertical to the panel officials at all competition sites.

b. Teams may line up anywhere inside the competition area. A participant can step on the white boundary line, but if he/she steps completely over the white boundary line during competition it is considered out of bounds.

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

3. Music

a. Music can be on a CD or digital format with a back-up. Coaches are responsible for all necessary adapters.

b. It is the responsibility of the head coach or their designee to start and stop their music.

c. Coaches will be allowed to check their music prior to performing.

d. Music should not contain any suggestive lyrics.

e. The association assumes no responsibility for the payment of copyright, royalty, or any other fees connected to the performances of any material in the competitive cheer state series.

4. Props

a. Only appropriate poms, signs and school flags/banners used in a safe manner by competing teams to lead the crowd during their performance are allowed.

b. Megaphones appropriately used by competitors will be permitted.

c. Teams shall be permitted to place the above listed items on the competition floor before timing begins.

d. Teams should avoid stepping on poms, signs, school flags/banners and megaphones. After use, items must be placed safely on the floor per NFHS Spirit Rule 2-1-5.

e. Glitter may be used on signs if laminated or sealed per NFHS Spirit Rule 3-1-7.

f. No other props may be allowed.

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

D. Competitor's Apparel: All competitors shall wear only school issued/approved uniforms for competition during the sectionals and the state final. All uniforms, including footwear, must follow the NFHS Spirit Rules Book. The NFHS Spirit Rules Book governs all participant apparel/accessories. Participants will not be permitted to compete in illegal attire. Officials shall have authority to assess penalties for failure to comply with these requirements.

1. Team Uniforms:

a. All uniforms shall be devoid of commercial advertising. The manufacturer's logo/trademark which shall not exceed 2 1/4 square inches with no dimension exceeding 2 1/4 inches. It may appear only once on each piece of wearing apparel.

b. All briefs (base garments) should be a solid color and devoid of any markings including but not limited to sequins, prints, letters, words, and symbols.

c. Teams shall wear uniforms that are of similar color and/or marking.

d. All uniforms must have some school designation (i.e. school name, logo, mascot or monograms) visibly printed on the uniform.

2. Participant Limitations:

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

c. Hair must be worn in a manner to minimize risk to participants (away from the face and off the shoulders).

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

e. Jewelry of any kind is prohibited, except for the allowable religious and medical needs as outlined in the NFHS Spirit Rules Book.

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

1. Sectional: The official IHSA score sheet will be used for the scoring of all competitive cheerleading routines. The total accumulative point value of the officials score sheets will be averaged. There shall be one (1) IHSA head official, three (3) IHSA technical officials, and three (3) IHSA panel officials assigned by the IHSA for each sectional site.

2. State: The official IHSA score sheet will be used for the scoring of all competitive cheerleading routines. The total accumulative point value of the officials score sheets will be averaged. There shall be five (5) IHSA hired panel officials and one (1) head panel official for each division for state. There shall be three (3) technical officials and (1) head technical official for state.

3. When five panel officials are used at the state final, the high and low scores will be dropped. The remaining scores are averaged.

4. For both the sectional and the state final, deductions/penalties shall be subtracted from the total accumulative point value average.

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

G. Coaching: At the sectional and state final, eligible high school coaches shall follow these procedures:

1. A maximum of four (4) competitive cheerleading coaches shall be allowed on the roster to coach. Only coaches whose names appear on the list of participants will be allowed to coach unless written notification from the school's principal/IHSA official representative verifies the eligibility of a coach. Schools may only submit the names of those coaches who are in compliance with IHSA By-law 2.070.

2. At the state final, eligible coaches shall receive four (4) coaching passes in their team packet.

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

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

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

4. Violation of ineligible coaching during the sectional or state final competition may be considered gross misconduct and could result in penalty deductions to dismissal from coaching.

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

I. Substitutions: After the list of participants have been entered, competing schools may use any student whose name appears on the list of participants as competitors. No substitution of names to the list of participants shall be made after the January list of participants deadline. Alternates on this list may be used for competition at any time.

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

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

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

M. Disqualification:

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

IX. TOURNAMENT POLICIES

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

B. Fans Signs and Banners: The displaying of signs, banners, placards or similar items by fans at IHSA state series is permitted, provided:

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

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

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

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

5. They are not safety hazards.

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

D. Media: Policy regarding media requirements for each local manager is contained in the current IHSA Handbook. Reporting information to the news media shall be the responsibility of each local manager. Media and school media passes are available by contacting Matt Troha at the IHSA office at 309-663-6377.

1. Media Provisions: 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. Media Personnel Requirements: Photographers or television personnel with cameras may enter the performance area to take pictures provided that:

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

b. The individual reports to the site manager with credentials;

c. The individual stays off the matted competition areas and remains at least five feet away from the competition floor;

d. The individual remains seated when taking pictures;

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

f. The individual refrains from speaking to the student athletes during competition.

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

h. If applicable, news media may use non-distracting lighting if the manager has given permission. News media photographers are allowed to use filtered electronic flashes. If the manager and contest officials agree that the flashes are causing interference with the conduct of the competition, then they can require the photographer to cease use of the flash.

3. Television and Radio Originators: It is the responsibility of the local manager to accept applications, approve requests to originate, collect proper rights fees payment (where required) and make cancellation refunds for television and/or radio origination, according to the IHSA television and/or radio broadcast policy.

a. Television broadcast 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 state series. Local managers shall permit radio originations of the competition.

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

4. Rights Fees for Television and Radio:

a. Television rights fees are to be charged by local managers and/or the IHSA as contained in the IHSA television policy.

b. Radio Fees:

i. Sectional Contest = No Charge

ii. State Final = No Charge

E. Videotaping: The local manager may provide videotaping for purchase. Spectators will be allowed to videotape in the stands, provided they remain in their seat and do not obstruct the view of participants and spectators. The IHSA prohibits any taping for the purpose of video reviewing during the tournament.

F. Flash Photography: No flash cameras can be used during competition.

G. 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.

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

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

X. AWARDS

A. Sectional Awards: Awards will be presented at each sectional.

1. Team standings will be determined in accordance with the scoring system described in VIII.

2. The top five (5) schools advancing in each represented division from the sectional to the state final will be announced.

3. The winning school at each sectional in each represented division will receive a sectional plaque.

B. State Final Awards: An awards ceremony will be held at the conclusion of the state final.

1. Team standings will be determined in accordance with the scoring system described in VIII.

2. A trophy will be awarded to teams finishing first (1), second (2) and third (3) in each respective division.

3. Medallions will be presented to the schools of the first three placing teams in each respective division. In addition, four (4) coaches, one (1) superintendent, one (1) principal, one (1) athletic director and one (1) athletic trainer will be presented with a medallion. Only the credentialed team/school representatives may participate in the awards presentation.

4. Competitors participating in the awards presentation shall wear their school's official warm-up or team uniform. If a school fails to comply, they shall not be allowed to participate in the awards ceremony.

C. Awards Fulfillment: All awards will be furnished by the IHSA and are not an expense charged upon the individual host. Sectional level awards will be mailed to the host sites.

1. Duplicate awards will be presented in the case of ties.

2. Additional medallion awards can be purchased by the winning schools.

XI. OFFICIALS

A. Assignments: IHSA licensed officials will be assigned through the IHSA office to work the sectionals and state finals.

1. Sectionals: At each sectional level of competition seven (7) officials will be assigned to each sectional: One (1) head

official, three (3) panel officials, and three (3) technical officials in which one will be designated as the head tech official.

2. State Final: At the state final competition, one (1) head official, five (5) panel officials, and three (3) technical officials for each division will be assigned. Additionally, one (1) head technical official will be assigned to the state final to oversee all four divisions.

B. Locations: The host site manager in conjunction with the head official will determine and confirm the logistics of the competition. Officials for the competition must be in the designated official's area when the warm-up period begins.

C. Communication: All competition communication must be directed to the host manager. Normal procedural conversation that must take place between the host school/manager, officials, coaches, team members or school representatives is allowed.

D. Electronic Scoring: Officials will submit score sheets electronically to the head official at the competition for each division. It is the head official's responsibility to verify all scores and order of finish. The site manager will include score sheets and order of finish after the competition of each division in the team exit packets.

E. Fees: Officials will be paid by the IHSA via ArbiterPay.

1. Sectionals: Each panel and technical official shall receive a flat fee of \$228.50. Each head official shall receive a flat fee of \$267.50.

2. State Final: Each panel and technical official shall receive a flat fee of \$408.00. Each head official shall receive a flat fee of \$432.50.

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



Competing School Information



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

2018-19 Competitive Cheerleading Competition Information

Important Dates:

- Tuesday, August 7.....Online Rules Presentation Available
- Monday, October 22Practice May Begin
- Monday, October 29Competition May Begin
- Thursday, November 1.....Entry Deadline
- Thursday, November 15.....Deadline to Declare Coed Entry
- Tuesday, November 27Last Date to View Online Rules Presentation
- Monday, December 3Sectional Assignments Posted
- Monday, January 7List of Participants Online Deadline
- Wednesday, January 9.....Team Photo and Cutline Due in IHSA Schools Center
- Saturday, January 26Sectionals
- Tuesday, January 29Deadline for Advancing Schools to Confirm Hotel Rooms
- Thursday, January 31State Final Packet Pick Up @ VIP Entrance of Grossinger Motors Arena - 6:30-8:30 p.m.
- Friday, February 1State Final Packet Pick Up @ Pepsi Ice Center @ 7:00 a.m.
- Friday-Saturday, February 1-2State Final @ Grossinger Motors Arena in Bloomington
Tournament Central @ Pepsi Ice Center (Time Schedule Posted on IHSA.org)
- Saturday, February 2.....Season Ends
- Wednesday, March 6Competitive Cheerleading Advisory Committee Meeting

Future State Series Dates:

Sectionals	State
February 1, 2020	February 7-8, 2020
January 30, 2021	February 5-6, 2021
January 29, 2022	February 4-5, 2021

Terms and Conditions: The Terms and Conditions are the rules under which your school agreed to compete in the state series. The Terms and Conditions can be found online on at IHSA.org on the “Competitive Cheerleading” page under “Resources”.

2018-2019 Rule Changes: Refer to the gray shaded areas of the Competitive Cheerleading State Series Terms and Conditions for any rule changes.

- I. C. Divisions:** Schools shall be categorized for participation in the Competitive Cheerleading State Series based on the following:
1. Large Team Division: A school enrollment of 1656.61 and over shall have up to 24 rostered participants with 20 allowed on the competition floor.
 2. Medium Team Division: A school enrollment between 628.01 to 1656.60 shall have up to 20 rostered participants with 16 allowed on the competition floor.
 3. Small Team Division: A school enrollment up to 628.00 shall have up to 16 rostered participants with 12 allowed on the competition floor.
 4. Coed Team Division: Two males on the competition floor is an open division and shall have up to 24 rostered participants with 20 on the competition floor.

IV. A. Sectional Host Expenses & XI. E. Officials Fees: Officials will be paid by the IHSA via ArbiterPay

VI. G. State Final: The state final time schedule was adjusted.

VIII. Tournament Rules:

- b. No penalty for time violations will be assessed until three (3) seconds beyond the specified time limit. For example, if the time limit is three (3) minutes, no penalty will be assessed until the performance has exceeded three minutes and 3 seconds as verified by two (2) stopwatches.
- c. The team may use a maximum of two minutes (2) of the three-minute time limit for music

Sectional Assignment: Entered schools will be assigned to a sectional by the IHSA. Sectional assignments are available online at www.ihsa.org under the “Competitive Cheerleading” link - <https://www.ihsa.org/SportsActivities/CompetitiveCheerleading.aspx>. Click on “State Series Information & Results” and then “Assignments”. Sectional assignments will be posted after the November entry deadlines.

List of Participants: To participate in the Competitive Cheerleading State Series, schools must complete the following information by midnight, Monday, January 7, 2019.

- IHSA List of Participants (LOP).

Schools should print a copy of each page of the online forms for their records and take them to the competition. If a school does not submit their online list of participants by the deadline, coaches and/or participants from that school are subject to penalties, which could include but not be limited to being ruled ineligible to coach or compete in the state series and/or charged \$100.00 for breach of contract.

Sectionals: Sectional level competitions will be held on Saturday, January 26th at various locations around the state. “Sectional Performance Order” for competition will be posted online on the “Competitive Cheerleading” menu page at IHSA.org under “State Series Information & Results”. Schedules will be posted approximately two weeks prior to the Sectional and may be subject to change. A coaches meeting conducted by the assigned sectional manager will take place at each Sectional prior to each division.

Sectional Level Advancement of Winners & Awards: The top five (5) teams in each division shall advance from each sectional to the state final. The top team in each division from every sectional shall receive a sectional championship plaque.

Official’s Assignments: Assignment of officials shall be made by the IHSA. The final assignments will be electronically sent to the host school managers through their IHSA Schools Center. Coaches are reminded to rate officials and update their top 15 list of officials throughout the season.

Future Sectional Host Sites: Schools interested in being a host site can enter information through the IHSA Schools Center under “Host Availability” or contact the IHSA at ccarr@ihsa.org.

Official Assignments: Assignment of officials shall be made by the IHSA. The final assignments will be electronically sent to the host school managers through their IHSA Schools Center.

State Final Information: Coaches can pick up team packets on Thursday, January 31 from 6:30-8:30 p.m. at the VIP entrance of the Arena. The arena will be available for viewing during this time at the concourse level only. On Friday and Saturday, tournament central will be in the Pepsi Ice Center connected to the arena.

State Final Souvenir Merchandise will be available for purchase in the concourse of the Arena on Friday and Saturday.

State Final Structure:

Friday: Preliminary rounds of competition in all four divisions with the top ten (10) teams in each division advancing to finals.

Saturday: Final rounds of competition in all four divisions with the top (3) teams being awarded.

State Final Awards: An awards ceremony will be conducted at the conclusion of each division on Saturday.

State Final

Small Division: 1st through 3rd places – team trophy and medals

Medium Division: 1st through 3rd places – team trophy and medals

Large Division: 1st through 3rd places – team trophy and medals

Coed Division: 1st through 3rd places – team trophy and medals

Sportsmanship award(s) will be sent to the school(s) that display exemplary sportsmanship throughout the state series.

Competition Mats: Ross Athletic Supply will be the official provider of the state final warm up and competition carpet bonded foam cheerleading mats. The state final mats are available for purchase after the finals. Contact stacy@rossathletic.com - 479-646-2122 for details.

Music Provider: Calvin Buado from Double B Entertainment will be the official provider of the state final warm up and competition music equipment. Questions regarding music can be directed to calvincornel@gmail.com.

Competitive Cheerleading Scoresheet


 Sectional

School: _____

 State

Division: _____

Official: _____

COMPETITION CATEGORY	TEAM SCORE	COMMENTS
----------------------	------------	----------

PROJECTION/SHOWMANSHIP	10	_____
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JUMPS		
Difficulty	8.5	_____
Execution	1.5	_____

TUMBLING		
Difficulty	8.5	_____
Execution	1.5	_____

PYRAMIDS/TOSSES		
Difficulty	8.5	_____
Execution	1.5	_____

PARTNER STUNTS		
Difficulty	8.5	_____
Execution	1.5	_____

MOTIONS/DANCE	10	_____
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ROUTINE COMPOSITION		
Creativity	5	_____
Transitions/Formations	5	_____
Skill Utilization	5	_____

RAW SCORE _____ /75 = _____ %

— DEDUCTIONS _____

— LEGALITIES _____ = TOTAL SCORE



IHSA COMPETITIVE CHEERLEADING Rubric

Degree of difficulty ranges are based on a *majority* of the team performing skills within each level. Placement within a specific range is determined by the difficulty of the skills performed, the percentage of athletes performing the skills, and additional skills performed above the level of difficulty achieved by the team. Not performing a majority of any skill in a given category will result in a difficulty score of 3.5-4.5.

JUMPS

Level 1: 4.5-5.5	Level 2: 5.5-6.5	Level 3: 6.5-7.5	Level 4: 7.5-8.5
-One full team synchronized advanced jump*.	-Two different advanced jumps* including: •One full team synchronized advanced jump.	-Three different advanced jumps* including: •One full team synchronized advanced jump. •One combination jump.	-Four advanced jumps* including: •Three different advanced jumps. •One full team synchronized advanced jump. •One combination jump.

*Advanced jumps include: toe touch, hurdler, herkie, pike, double nine, around the world.

TUMBLING

Level 1: 4.5-5.5	Level 2: 5.5-6.5	Level 3: 6.5-7.5	Level 4: 7.5-8.5
-Basic roll (forward or backward) -Handstand -Cartwheel -Roundoff -Front/back walkover	-Front handspring -Aerial cartwheel -Running/standing back handspring -Jump to back handspring	-Front aerial walkover -Punch front -Running/standing back tuck -Running/standing pike -Advanced single jump to back tuck	-Advanced combination jump to back tuck -Layout -Arabian -Full -Specialty passes with two or more no-handed skills

PYRAMIDS/TOSSES

Level 1: 4.5-5.5	Level 2: 5.5-6.5	Level 3: 6.5-7.5	Level 4: 7.5-8.5
-Pyramid must include: •One extended single leg position. •One release transition. and/or -One skill toss	-Pyramid must include: •One extended single leg position. •One release that ends in an extended position. and/or -Two skill toss	-Pyramid must include: •Two extended single leg structures. •Two release transitions - one that ends in an extended single leg position. and/or -Two skill toss including a twist	-Pyramid must include: •Three extended single leg structures. •A variety of top people in extended positions. •Two release transitions – one inversion AND one that ends in an extended single leg position. and/or -Three skill toss including a twist

*Note: See Instruction and Definition document.



IHSA COMPETITIVE CHEERLEADING Rubric

PARTNER STUNTS

Level 1: 4-5-5.5	Level 2: 5-5-6.5	Level 3: 6-5-7.5	Level 4: 7-5-8.5
<ul style="list-style-type: none"> -Intermediate level partner stunts -Prep level skills -Extensions -1/4 or 1/2 up to prep level -1/4 or 1/2 up to extension -Single leg extended skills -Full up to prep level -Non-twisting dismounts 	<ul style="list-style-type: none"> -Extended single leg variations with a full twisting dismount -Switch up, quick toss, 1/4 up, or 1/2 up to extended level with one advanced body position* with a full twisting dismount -Low to low full around -Unassisted single base prep level skills -Assisted single base extended skill 	<ul style="list-style-type: none"> Must demonstrate at least one (1) skill listed below with two (2) different advanced body positions AND a full twisting dismount from an extended advanced body position* or a single based extended stunt. -Switch up to advanced body position -Switch up with 1/4 turn to liberty or other advanced body positions -Full up to extension -Low to high tick-tock beginning in a liberty -Low to high full arounds -Unassisted single base extended skills 	<ul style="list-style-type: none"> Must demonstrate at least two (2) different skills listed below with three (3) different advanced body positions* AND a full twisting dismount from an extended advanced body position or a single based extended stunt. -Switch up with at least a 1/2 twisting rotation to an extended advanced body position -1 1/2 up to extension -Full up to an extended single leg skill -Low to high tick-tock advanced to advanced body positions -Low to high full around to an extended single leg skill -High to high full arounds -Double up to an extension -Unassisted toss hands continuing to an extended skill

*Extended advanced body positions include: heel stretch, over stretch, bow and arrow, scale, arabesque, scorpion, needle, etc.

* Not a comprehensive list of skills.

MOTIONS/DANCE

Technique = A team's effectiveness in demonstrating proper form, synchronization, precision, and uniformity. Errors that distract from the performance will also be factored.

Level 1: 6-0-7.0	Level 2: 7-0-8.0	Level 3: 8-0-9.0	Level 4: 9-0-10.0
<ul style="list-style-type: none"> Below average level of technique, little to no visual effects*, slow pace 	<ul style="list-style-type: none"> Average level of technique, basic visual effects*, average pace 	<ul style="list-style-type: none"> Above average level of technique, multiple visual effects*, fast pace 	<ul style="list-style-type: none"> Exceptional level of technique, multiple visual effects*, fast pace

* Visual effects include: level changes, ripples, transitional movements, foot and floor work.

As of: 06-01-16 Page 2 of 2



IHSA COMPETITIVE CHEERLEADING

Execution Descriptors

JUMPS EXECUTION

Technique = A team's effectiveness in demonstrating proper form (body, leg, and arm positions; approach; height; flexibility; landing), uniformity and synchronization.

Below Average 0.1-0.5	Average 0.6-1.0	Above Average 1.1-1.5
The athletes demonstrate below average technique.	The athletes demonstrate average technique.	The athletes demonstrate above average technique.

TUMBLING EXECUTION

Technique = A team's effectiveness in demonstrating proper form (body, leg and arm positions; control; entry; landing), speed, uniformity and synchronization.

Below Average 0.1-0.5	Average 0.6-1.0	Above Average 1.1-1.5
The athletes demonstrate below average technique.	The athletes demonstrate average technique.	The athletes demonstrate above average technique.

PYRAMIDS/TOSSES EXECUTION

Pyramids Technique = A team's effectiveness in demonstrating proper form (body alignment, flexibility, control), timing, synchronization and power of structures, transitions, releases, and dismounts. Bobbles, balance checks, early cradles, and errors that distract from the performance will also be factored.

Tosses Technique = A team's effectiveness in demonstrating proper form (body alignment, control, height, precision, catch) and synchronization.

Below Average 0.1-0.5	Average 0.6-1.0	Above Average 1.1-1.5
The athletes demonstrate below average technique.	The athletes demonstrate average technique.	The athletes demonstrate above average technique.

PARTNER STUNTS EXECUTION

Technique = A team's effectiveness in demonstrating proper form (body alignment, flexibility, control), timing, uniformity, precision, power, and synchronization of stunts and dismounts. Bobbles, balance checks, early cradles and errors that distract from the performance will also be factored.

Below Average 0.1-0.5	Average 0.6-1.0	Above Average 1.1-1.5
The athletes demonstrate below average technique.	The athletes demonstrate average technique.	The athletes demonstrate above average technique.

As of: 6-01-16



IHSA COMPETITIVE CHEERLEADING

Definitions and Scoring Tools

DEFINITIONS

Majority: 51% or more than half of the athletes.

Advanced Jumps: Toe touch, hurdler (left and right), herkie, pike, double nine, around the world.

Combination Jump: Continuous body movement between jumps with no more than 2 counts separating each jump. (Examples: double toe touch equals 2 jumps and 1 variety, and left hurdler/right hurdler combo equals 2 jumps and 2 variety.)

Jump-Tumble Combination (Tumbling Levels 2, 3 and 4): The degree of difficulty of these skills will be scored in the tumbling rubric. The execution of the jump will be scored as jump execution. The execution of the tumbling skill will be scored in tumbling execution.

Full Team Synchronized Jump: Required at all levels. All athletes must perform the same jump.

Advanced Body Positions: Front, side and back flexibility with foot at or above waist level. (Examples: heel stretch, over stretch, bow and arrow, scale, arabesque, scorpion, needle, etc.) Torch, liberty, platform or target are not advanced body positions.

Assisted Single Base Stunt: Any stunt in which one base supports the weight of a top person(s) with hands-on assistance from another base or spotter at any time during the stunt.

Unassisted Single Base Stunt: Any stunt in which one base supports the weight of a top person(s) without hands-on assistance from another base or spotter until the descent of the top person during a dismount.

Structure: A place in a pyramid when a top person connects and pauses to show a defined position. This is also referred to as a picture.

Variety of people in extended positions (Pyramid Level 4): Must show multiple top persons in an extended position during pyramid sequence.

Incomplete Skill: Hands touch down on tumbling or tumbling lands on knees.

Missed Skill: A building skill that falls during the skill. (Examples: drop from an individual stunt to a load, cradle, flatback, or unstable position; two body parts on the performing surface; a top person brought to the performance surface in a controlled manner (bear hug/melt down) before the skill ends; a top person falling on top of a spotter/base who is on the performing surface.)

NON-RUBRIC DESCRIPTORS

Projection/Showmanship: A team's ability to demonstrate natural expressions to make the routine appear effortless within their ability level. Ability to capture the crowd and demonstrate genuine enthusiasm, energy, and confidence. Use of appropriate volume relative to number of athletes, inflection, enunciation, pace, smiles, spirit, facial expressions, and poise maintained throughout the entire routine.

Creativity: A team's ability to utilize unique, innovative, and visual choreography and ideas throughout the routine.

Skill Utilization: Use of additional skills at or below the level of difficulty achieved by the team, synchronized skills, and repetition of skills throughout the routine.

Transitions and Formations: A team's ability to demonstrate precise spacing and seamless patterns of movement throughout the routine. This includes effective use of floor, use of skills during transitions, pace, and cohesion. Crossing center, bumping, excessive travel or downtime that distract from the performance will also be factored.



Competitive Cheerleading Legalities

School _____ Division _____ Official _____

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

MINOR NFHS VIOLATION:

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

Examples: NFHS Spirit Rules Book 3.1.1 Jewelry; 3.1.2 Nails; 3.1.3 Hair; 3.1.6 Apparel

MAJOR NFHS VIOLATION:

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

Examples: NFHS Spirit Rules Book 3.7.5 No back spot for a cradle from an extended stunt; 3.3.1 Illegal inversions, etc...

	TOTAL LEGALITY DEDUCTIONS:
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Competitive Cheerleading Deductions

School _____ Division _____

Official _____

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

DEDUCTION CATEGORY	NUMBER OF DEDUCTIONS	DEDUCTION TOTAL
Music Time – 2:00	Overtime – (1)	
Total Time – 3 min.	Overtime – (1)	
Missed Skill Examples: Building skill that falls Pyramid collapse	_____ x 1 _____ x 2	
Incomplete Skill Examples: Hands touch down on tumbling Tumbling lands on knees or back	_____ x .25 _____ x .5	
Boundary Violation Examples: One foot or hand is over the boundary line	_____ x .5	
IHSA Terms & Conditions Violation	_____ x 1	
	TOTAL POINT DEDUCTIONS:	

Entry Procedures

Instructions for Submitting List of Participants: Schools must complete the online *List of Participants* (LOP) to enter eligible coaches and team members into the IHSA State Series. Contact your athletic director for your IHSA Schools Center login and password. The List of Participant deadline is midnight on Monday, January 7, 2019. IHSA will provide this data to your sectional manager. For changes after the deadline contact ccarr@ihsa.org.

INSTRUCTIONS

1. Go to www.ihsa.org
2. Click on “**School & Officials Center Login**”
3. Enter your “**User ID**” (5 digits, a letter followed by a number) and “**Password**” (issued to you by your school/athletic director). Coaches must have a valid email on file in the IHSA School’s Center to be issued a password. Passwords are generated via your athletic administrator.
4. Click on “**Sport & Activity Tracker**”
5. Click on the “**Competitive Cheerleading List of Participants**”
6. Click on “**1. Instructions**” – read instructions.
7. Click on “**2. Coaches**” – list all eligible coaches that can receive coaching credentials
8. Click on “**3. Roster**” – list entire allowable roster
9. Type in all requested information and save and print all page(s) for your records
Print each page of the report for your records by using ctrl key+P on the keyboard
After the deadline, you will not have access to these forms
10. Click on “**Certify & Submit**” by Monday, January 7th, 2019

This information (names of coaches and participants) is used by the sectional hosts and the IHSA to prepare for the state series. This information will also be used in the state final program. Please double check spellings for accuracy.

If you experience any problems with the IHSA Schools Center or the List of Participants, please contact Carol Carr at the IHSA - 309-663-6377 - ccarr@ihsa.org.

LIST OF PARTICIPANT DEADLINE: Monday, January 7, 2019 @ Midnight

LIST OF PARTICIPANTS TROUBLESHOOTING

Problem pulling in coaches names from the drop-down menu?

If a coach on your coaching staff doesn’t appear in the drop-down menu in the list of participants, check the following in the IHSA Schools Center under the staff responsibility page:

- 1) Has he/she been designated as the head coach or an assistant coach?
- 2) Does it indicate how the coach is certified to coach?
- 3) Does your coach have a completion date listed for the PES examination?
- 4) Has your coach completed the concussion exam requirement?

If any of the above information is missing, he/she will not be able to add their name to the online list of participants and/or be issued a coaching credentials during the state final. Please contact your local athletic administrator to confirm compliance with the IHSA coaching bylaw 2.070.

https://www.ihsa.org/documents/forms/current/IHSA_Handbook.pdf

Reasons for the “Red Box” to appear in the Sport/Activity Tracker:

School hasn’t completed the “Certify & Submit” page. Go back and click “Certify and Submit”.

Verification of IHSA Receiving List of Participants:

Print a copy of your entries (ctrl key+P on the keyboard) prior to clicking the “Certify & Submit” button. This is verification of your entries to take with you to competition. You will not have access to this page, if you try to print it after the deadline. Make sure you click the “Certify & Submit” link so you will not receive unnecessary reminders from the IHSA office regarding not receiving your List of Participants.

Once the process is complete and the deadline date approaches, the IHSA Schools Center Activity Tracker will show that the deadline has passed. This does not mean your school didn’t complete the List of Participants. It means the IHSA office has imported all rosters and is in the process of preparing the files for the host manager of your sectional.

Any changes to the original List of Participants entries must be made online through the password protected IHSA Schools Center prior to midnight on Monday, January 7th, 2019.

Instructions for Submitting Photos

The IHSA secures pictures of all competing teams. Work with your athletic administrator and follow the directions below to submit a school approved photo of your competitive cheerleading team.

1. Sign into the **IHSA Schools Center**. Under “**Quick Links**” click on [Upload state tournament program photos](#). NOTE: Only administrative staff has access to this link – please contact your athletic director for directions/passwords. Follow the step-by-step instructions, making sure to save the photo and information.

Departments	
T Sport & Activity Tracker	L Staff Responsibilities & Logins
I School Information & Facility Maps	E Eligibility Requests & Rulings
V Voting & Town Meetings	R Reports—Special/SAWA Concussion & Yellow Card
H IHSA State Series Hosting & ScoreZone	
O Officials & Body Fat Testers	D Open Dates
PES Performance-Enhancing Substance Program	CON Concussion Risk Program
A Accommodations for Students with Disabilities	! All-Time Records
S Student Recognition	W Webinars
F Forms & Other Resources	
P Personal Information	

Quick Links
Write a promotion recommendation for an official
Upload state tournament program photos (old interface)
change password rate official submit Special Report
FAQ ScoreZone MaxPreps Where do I find...?

2. Upload a JPG of the team photo under “**Team Photos**”. Across from Competitive Cheerleading click “**Edit**”.

State Program Photo Collection

Staff Photos			Team Photos				
People added to this list can be assigned to the activities on the right for inclusion in state tournament programs.			Use the Edit link to upload, add cutlines (indicate who is in the photo) and assign staff members listed at left to be included in the state tournament program for an activity.				
Add a new administrator or coach			With the exception of <i>bowling and Cheerleading</i> , only upload a team photo for activities which you have advanced to the sectional round.				
Staff	Photo	Edit Info	Activity	Team Photo	Cutlines	Assigned Staff	Upload P Edit Cull Assign S
			Boys Baseball	None	None		Edit
			Boys Basketball	None	None		Edit
			Girls Basketball	None	None		Edit
			Boys Fishing	None	None		Edit
			Competitive Cheerleading	None	N/A		Edit
			Boys Football	None	None		Edit
			Girls Softball	None	None		Edit
			Scholastic Bowl	None	None		Edit
			Boys Soccer	None	None		Edit
			Girls Volleyball	None	None		Edit

3. Click “**Choose File**” to upload the photo. Navigate to the photo you want and click “**Open**” to select the photo. You will see the JPG attached.
4. Click “**Save changes**”.
5. You will then be directed to a “Team Photo Information” page. The team image should now be displayed. If you replace an image with a new upload, be sure to click the “Reload” link after uploading the new image.
6. Complete the photo outline. The outline indicate who is pictured in the photo, front to back, left to right. List individuals first and last names corresponding with the photo in each row. **Do not type in all capital letters**. Do not include year in school, etc.

Use the following to designations in the photo: EX.: Head Coach: Susie Knoblauch, Asst. Coach: Carol Carr, Mgr. Jane Doe. When complete click “**Save changes to cutlines**”.

7. Go to “**School Photos Menu**”. Check to confirm that you have included the photo and cutline for Competitive Cheerleading. If everything is correct, you can exit the IHSA Schools Center.

Click on **Program Photo Manual** for additional clarifications on picture quality and directions. <https://center.ihsa.org/photos/ProgramPhotoManual.pdf>

If you have any questions, please call Carol Carr – 309-663-6377 or email ccarr@ihsa.org.

**Photos are due by
midnight Wednesday,
January 9, 2019.**



State Competition Information



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

Information for Schools Advancing to the 2018-19 IHSA Competitive Cheerleading State Final

- | 1. Contacts | Position | Phone | Email |
|--|------------------------------|----------------|--|
| Susie Knoblauch | Assistant Executive Director | 309-663-6377 | sknoblauch@ihsa.org |
| Carol Carr | Administrative Assistant | 309-663-6377 | ccarr@ihsa.org |
| Scott Johnson | Technology | 309-663-6377 | sjohnson@ihsa.org |
| Matt Troha | Media | 309-663-6377 | mtroha@ihsa.org |
| Matt Hawkins | B/N CVB, Housing Director | 1-800-433-8226 | matt@visitbn.org |
| Cassie Peterson | Event Manager | 309-434-2953 | |
| Grossinger Motors Arena - State Final Site | | 309-434-2843 | |
| Grossinger Motors Arena Ticket Office | | 309-434-2679 | |
- State Final Qualifier's Information:** State Final Qualifiers Information can be found under the Competitive Cheer menu page at www.ihsa.org under Resources. This information will highlight and review pertinent state final details.
 - State Final Dates:** The 14th annual IHSA Competitive Cheerleading Tournament will be held at the Grossinger Motors Arena, downtown Bloomington, on Friday and Saturday, February 1-2, 2019.
 - State Final Times:** Session 1 – Small & Medium Team Division begins at 9:00 a.m. and Session 2 – Large & Coed Team Division begins at 3:30 p.m. on Friday, February 1. Session 3 – Small & Medium Team Division begins at 11:00 a.m. and Large & Coed Team Division begins at 3:00 p.m. on Saturday, February 2nd.

Warm-up order and performance times will be posted online on the Competitive Cheerleading menu page under “State Series Information & Results” at IHSA.org following the sectionals on Monday, January 28, 2019.
 - Packet Pick-Up:** On Thursday, January 31, coaches may check in & receive their information packets from 6:30 p.m. - 8:30 p.m. at the VIP entrance of the arena. For those teams that do not check in on Thursday night, packets must be picked up Friday morning at 8:00 a.m. at tournament central located in the Pepsi Ice Center foyer. Only coaches/school representatives may pick up a team packet.
 - Coaches Meeting:** A coach representing each school at the state final must attend a meeting with the IHSA Tournament Committee prior to their division competition. Times and locations will be posted on the online schedule. This meeting will be held in the 2nd level restaurant area of Grossinger Motors Arena.
 - Ticket Information:** General seating tickets may be purchased in advance for the state final by contacting Grossinger Motors Arena Ticket Office at 434-2679. Tickets will also be available for purchase online at <http://www.grossingermotorssarena.com>. General seating tickets will also be available at the door. Ticket prices are \$10 for each session (child in arms requires no ticket).
 - Hotels:** School authorities from each participating school must make their own room reservations. The IHSA has courtesy blocks of rooms with a preferred group rate for the state final. A school representative must call to confirm hotel rooms by the deadline of midnight on Tuesday, January 29th, 2019, identifying themselves as an IHSA state qualifying cheer team. Rooms will be released to the public following the deadline. A list of these reserved hotels can be found in this manual and online on the competitive cheerleading menu page. Schools are responsible for all housing expenses.

The IHSA Competitive Cheerleading website contains information from the Bloomington-Normal Area Convention and Visitors Bureau <http://www.visitbn.org/>. Fans are encouraged to visit the site or call the Bureau at (1-800-433-8226) for any additional available rooms and information.
 - Visual Image Photography (VIP):** VIP is the official photographer of the IHSA State Finals and will be on site to take pictures of competition. Photos can be viewed and purchased online at <http://photos.vipis.com/state-finals>.
 - State Final Merchandise:** State final merchandise will be available for purchase from Minerva Sportswear located in the concourse of the arena during the Competitive Cheerleading State Final <https://www.minervapromotions.com/stores/ihsa/girls-sports/competitive-cheerleading.html>.

2018-2019 IHSA Order Form and Pricing for Additional State Series Awards

- 1.) To ensure an accurate order of awards, please complete the form below.
- 2.) Please fax or email this completed form to Cheryl Lowery @ 309-663-7479 (clowery@ihsa.org).
- 3.) An invoice will be generated and emailed to you, upon receipt of this form.
- 4.) School must remit payment with invoice to A & M Products.

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

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

Coop School
 Dual Campus
 Lost-Replacement
 Broken-Replacement

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

Classification (check one):

1A

5A

2A

6A

Music Sweepstakes
 Only (Indicate Classification:
 AA, A, B, C, D)

3A

7A

4A

8A

Gender: _____ Girls _____ Boys

Level of Competition:

Regional Sectional Super-Sectional State

Type of Award:

Team Plaque

Gold State 3rd/4th Place-top figure (#1)

Team Trophy

State 3rd/4th Place Gold-side figure (#2)

Medal/Medallion

Gold Girls Soccer-side figure 3rd/4th (#3)

Sweepstakes Medallion

Gold Music Lyre-side figure 3rd (#3)

Trophy Parts (check below):

Badminton Gold shuttlecock and/or riser

Gold State Champion-top figure (#1)

Replacement Trophy Plate w/lasering

Gold State Champion-side figure (#1)

Replacement Trophy Plate w/o lasering

Gold State Runner-up-top figure (#1)

Bat, Tennis, Golf Club Replacement

Gold State Runner-up-side figure (#1)

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:

[https://ihsaorg-my.sharepoint.com/personal/cheryl_ih...sa.org/Documents/2018-2019 AM Products/School Replacement and Additional Awards order Form Manuals.docx](https://ihsaorg-my.sharepoint.com/personal/cheryl_ih...)



2018-2019 IHSA Order Form and Pricing for Additional 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.

Pricing for Schools (*INCLUDING MUSIC SWEEPSTAKES*):

<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	\$4.00	\$5.00
	Nickel Silver (2 nd)	\$4.95	\$4.50	
	Bronze (3 rd)	\$4.60	\$4.20	
6 – 12	Goldtone (1 st)	\$4.20	\$3.75	\$7.00
	Nickel Silver (2 nd)	\$4.70	\$4.25	
	Bronze (3 rd)	\$4.35	\$3.90	
13 – 24	Goldtone (1 st)	\$3.95	\$3.50	\$8.00
	Nickel Silver (2 nd)	\$4.45	\$4.00	
	Bronze (3 rd)	\$4.10	\$3.70	
25 or more	Goldtone (1 st)	\$3.70	\$3.25	\$9.00
	Nickel Silver (2 nd)	\$4.20	\$3.75	
	Bronze (3 rd)	\$3.85	\$3.45	

Plaque/Trophy Pricing for Schools (Shipping included):

Regional Champion Plaque (AM-260)	\$ 52.00
Sectional and Super-Sectional Champion Plaque (AM-261)	\$ 68.00
Third/Fourth place trophy (AM-558)	\$154.00
Champion/Runner-Up(AM-557/AM-557-1)	\$161.00

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)	\$58.00
<u>Gold</u> State Champion-side figure (#1)	\$58.00
<u>Gold</u> State Runner-up-top figure (#1)	\$58.00
<u>Gold</u> State Runner-up-side figure (#1)	\$58.00
<u>Gold</u> State 3rd/4th Place-top figure (#1)	\$58.00

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)	\$40.00, plus \$10.00 shipping
Girls Soccer – Gold-side figure 3 rd /4 th Place (#3)	\$36.00, plus \$10.00 shipping
Music Lyre – Gold-side figure 3 rd Place (#3)	\$36.00, plus \$10.00 shipping
Badminton Gold shuttlecock and/or riser	\$36.00, 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.



IHSA Pass Gate List

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

The fields in this form will accept a cursor and can be filled out prior to printing.

The following are the only persons representing a member school to be admitted free to this contest. The top eight (8) categories will be admitted for the entire tournament. Rostered players will only be admitted accompanied by the coach.

Participating schools must complete this form and return it to the tournament manager prior to the start of the event.

Sport/Activity:	
Host School:	
Level of Contest:	
Your School:	

The top four (4) are allowed to have one (1) guest. Guests 1-3 must arrive with administrator. Guest 4 may arrive late.

Administration

1.		
2.		
3.		
4. Head Varsity Coach		Guest <input style="width: 150px;" type="text"/>

The remaining coaches, etc. are allowed entry into the tournament but are not permitted a guest.

5. Assistant Coach	
6. Assistant Coach	
7. Assistant Coach	
8. Assistant Coach	
9. Manager	
10. Scorekeeper	
11. Video/Camera Operator	
12. Bus Driver	
13. Athletic Trainer	
14. All rostered players according to the terms and conditions.	

All other representatives from your school must pay to attend an IHSA tournament.

In case of emergency or need to communicate changes to your school:

Contact Person:	Contact Person:
Cell Phone:	Cell Phone:
Email:	Email:

STUDENT MEDIA CREDENTIALS FOR PARTICIPATING SCHOOLS

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

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

Student media who are registering for credentials are expected to maintain a level of professionalism while covering this event. That includes no cheering while in the press box or game coverage area. Proper attire is also required. Wearing school shirts and colors is acceptable, but students wearing face paint, costumes, carrying props, etc. will be required to change before receiving credential clearance.

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

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

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

General Information

SCHOOL'S RESPONSIBILITY TO AN OFFICIAL PRIOR TO THE SEASON

1. Send a reminder card or email to the officials after you have them scheduled.
2. Reminder should include date of contest, time, level, location and sport.

Even though many schools and conferences have assignment chairpersons, sending a reminder is highly recommended. When an official does not show, people in your community won't know who the assignment chairperson is, but they do know the athletic director. **Avoid embarrassment.**

3. Have a standard wage scale set for your different sports and levels and a method in place to raise the pay periodically.
4. If possible, let the working officials know who their partner(s) will be.
5. Hire police and security along with medical assistant or athletic trainer coverage for events whenever possible.
6. Set a policy with your school board on fan, coach and player behavior.
7. Make sure all officials have a contract that is signed by your school—preferably by the principal or IHSA Official Representative.

SCHOOL'S RESPONSIBILITY TO AN OFFICIAL PRIOR TO THE CONTEST

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



SCHOOL'S RESPONSIBILITY TO AN OFFICIAL DURING THE CONTEST

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

SCHOOL'S RESPONSIBILITY TO AN OFFICIAL AFTER THE CONTEST

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



Do What's Right!

Sportsmanship

DWR! EXPECTATIONS

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

Acceptable Behavior...

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

Unacceptable Behavior...

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

ILLINOIS HIGH SCHOOL ASSOCIATION

2715 McGraw Drive • Bloomington, IL 61704

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

IHSA Protocol for Implementation of NFHS Sports Playing Rule for Concussions

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

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

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

Definition of a Concussion

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

Behavior or signs observed indicative of a possible concussion

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

Symptoms reported by a player indicative of a possible concussion

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

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

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

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

ILLINOIS HIGH SCHOOL ASSOCIATION

2715 McGraw Drive • Bloomington, IL 61704

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

Concussion Information

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

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

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

Mandatory Concussion Education

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

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

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

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

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



Media Arrangements



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

2019 IHSA Competitive Cheerleading State Finals Media Arrangements

Accepted Media Passes: The following credentials will be accepted for admittance to the state final.

- **IHSA General Media Pass:** This pass was sent to select media outlets at the beginning of the school term. Holders of this pass must have proper company identification and a valid driver's license.
- **Cheerleading Media Passes:** Requests must be submitted to the IHSA Office via fax or email, no later than 3 p.m., Wednesday prior to the state final to be considered. Contact Matt Troha - mtroha@ihsa.org - for information.
- **School Media Passes:** Press passes will be issued upon request from the school principal or athletic director. A maximum of three (3) press passes will be issued to school yearbook/newspaper and AV students at the member school whose team has qualified for the state finals. Contact Matt Troha - mtroha@ihsa.org - for information.

Competitive Cheer Media Pass Pick-up: Passes will be distributed at the registration/pass table located in the Pepsi Ice Center adjacent to the Arena.

Media Parking: Media VIP parking is located on the second and third floor of the parking deck adjacent to the Arena (corner of Olive & Lee-southwest corner). **The IHSA General Media Parking Pass is required for this lot.**

Radio Originations: Not Applicable

Photographer Coverage Area: All media equipment used on the floor of the Arena must be portable.

- Equipment that is not being carried by the media must be stored off the performance area.
- Media shooting zones will be in the designated areas and on the sides of the performing surface.
- No photographer is allowed in the team warm-up area at any time.
- Photographers are not allowed behind the teams, although photographers are allowed in designated areas in front of the team to briefly take action shots.
- The individual stays off the matted areas and remains at least five feet away from the competition floor.
- At the end of the competition, photographers are permitted to go on the Arena floor and take award pictures.
- Photographers must sit in the designated areas to take pictures.
- Photographers may also sit in the designated press areas and take pictures.
- All photographers must display the IHSA General Media Pass or the IHSA Competitive Cheerleading Media Pass and must have camera in hand.
- Photographers are not allowed on the competition mat, except for the award presentation.

Lighting on Coliseum Floor

- Lighting is such that it is not necessary to use an electronic flash when taking floor level action pictures. You may use an electronic flash for shooting crowd shots or the trophy presentation.
- The competition and award ceremony will be conducted with special lighting.

Press Row: Press row will be designated at floor level and is for working press only and is unassigned.

Press Work Area: Persons with Media Passes who are working at the tournament may use the press seating located in the hockey benches adjacent to the competition mat.

- Tables, chairs, programs, and wireless internet are available on a first-come first-serve basis.
- Signs, banners or advertisement for your station are prohibited anywhere in the Arena.
- Passes must be displayed at all times.

Press Interview/Press Conference Location:

- The head coach and athletes from teams may be available for a post-competition press conferences in the hallway as they exit the arena floor after performing.

Printed Material

- Credentialed media may pick up copies of official IHSA program in the media seating area on the arena floor.

Internet

- Wireless internet is available for all media.

Manager Information



IHSA Competitive Cheerleading Sectional Checklist

Considerations in the selection of sectional hosts include: Host manager experience, location, gymnasiums, auxiliary gyms/fieldhouse, mats, seating capacity, and ADA compliance.

Once a school has been confirmed by the IHSA as a sectional host site, the following checklist can guide in planning.

PRE-SECTIONALS

- _____ 1. Confirm and secure facility and space availability.
- _____ 2. Review the IHSA Terms and Conditions and the Manual for Managers which covers the rules for competition and guidelines for hosting.
- _____ 3. Check facilities (quantity & quality of mats, officials' areas, spectator viewing, restrooms, parking, accessibility, etc...). Confirm the following:
 - Seating to accommodate fans
 - Space for teams, press, administrators, senior citizens and/or handicapped
 - Controlled entrances and exits in front of judges/spectators - Plan for fans going in and out of gym and school throughout the day
 - Parking for officials, buses and fans
 - Parking lot patrolled for safety & security - adequate lighting in parking lot if applicable
 - Homeroom for officials
 - Competition seating for officials. Space directly in front, behind or near officials should be secure to allow the officials space to work
 - Technology needs for officials and print clerk (computers, internet, power outlets)
 - Space for teams to check in
 - Homerooms/locker rooms for teams
 - Team warm up space
 - Adequate restrooms
 - Equipment for warm up and competition space (competition mats, PA, sound systems)
 - Posting area for announcements, performance order and results (online)
 - Streaming video of the competition
 - Space for concessions and IHSA licensed vendors
- _____ 4. Secure staff/volunteers to work the event. Confirm any maintenance/custodial and security needs.
- _____ 5. Hire/confirm event workers (timers, music provider, PA announcer, security, concessions, ticket gate, custodial, team & officials escorts, etc...).
- _____ 6. Approximately 1 month prior to sectionals, check IHSA.org "Competitive Cheerleading" menu page under "State Series Information & Results" for sectional assignments.
- _____ 7. Send communication to schools assigned to your sectional outlining sectional dates, times, locations, parking, and other logistical information.
- _____ 8. Secure and finalize flow of event (warm-up area, entrance/exits, matting, sound system, performance space, etc...).
- _____ 9. Approximately 2 weeks prior to sectionals, check your IHSA Schools Center site for a list of the officials assigned to your competition.
- _____ 10. Contact the head official assigned to your site to review logistics.
- _____ 11. Verify computer needs and internet access at your site (1 computer for each panel and head officials, 1 computer for the tech team and 1 computer for printing results = 6 total computers/1 printer).
- _____ 12. Assign specific event tasks and train workers/volunteers.
- _____ 13. Coordinate water, ice and athletic trainer(s) on duty.
- _____ 14. Coordinate hospitality for officials and volunteers.

- _____15. Coordinate that school personnel and event staff are easily identifiable on the day of competition.
- _____16. Discuss the option of creating sectional programs and/or video sales.
- _____17. Confirm receipt of IHSA awards – Check awards upon arrival (usually 1 week prior to sectional). Notify the IHSA office if there is any damage.
- _____18. Review PA Announcements included in the managers manual and prep for PA announcer.
- _____19. Set up area for working press.
- _____20. Inform local media of event and alert area visitor bureaus of the sectionals.
- _____21. Have a group e-mail or phone listing of school administrators and/or Coaches assigned to the sectional on file in case of emergencies.

SECTIONAL

- _____1. Make sure all necessary areas are unlocked, unobstructed and clean.
- _____2. Verify competition mats are clean & secure.
- _____3. Confirm that all necessary directional signage is in place (parking, entrances, exits, concessions, lost & found, athletic trainer, etc...).
- _____4. Have cash box ready for tickets and concessions.
- _____5. Verify internet access for official. Once officials arrive, check online scoring program.
- _____6. Conduct a sound check and provide PA materials.
- _____7. Confirm the athletic trainer & supplies on site.

- _____8. Provide water for teams and officials.
- _____9. Introduce all working staff to necessary parties and review Emergency Action Protocol (EAP) and plan (administrators, officials, athletic trainers, etc...). Review locations of AED.
- _____10. Start on time.
- _____11. Prepare for sectional awards after each division announcing the top 5 advancing teams and awarding the sectional champions.
- _____12. Suggested administrative items:
 - Table/chairs for tickets, team check-in, and officials
 - Computers with wifi, calculator
 - Pens, pencils, erasers, black sharpie/markers, highlighters, whiteout
 - Tape/rubber band /clipboards/printer paper
 - Table/table cloth for awards
 - Athletic training supplies – water, ice/bags, scissors, first aid

POST SECTIONAL

- _____1. Sectional managers/designee distribute exit packets to teams including the team's scoresheet, deduction sheet, legality sheet and total team standings.
- _____2. Complete Winner Report via TourneyWire - Post online. (Note: Results can be posted after each division).
- _____3. Event clean up.
- _____4. Complete IHSA Financial Report (due 10 days after the completion of the sectional).



Managers' Safety Information



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

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

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

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

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

The posting of the expected behavior at the gymnasium entrance always helps to clarify to everyone the host school's and the IHSA's expectation.

Prevention: Fans must be seated in an area that is carefully monitored. The IHSA suggests the first couple rows be reserved for senior citizen, handicapped seating, press or other teams. Space directly in front, behind or near officials should be secure to allow the officials an area free of fans to work. Officials should be escorted to and from the competition area and should have safe and secure access in and out of the competition.

IHSA Special Reports, Sport a Winning Attitude (SAWA) Reports, Officials Ratings and Top 15 Lists are all tools that schools and officials can use to report inappropriate behavior and recognize exemplary behavior.

Coaches Questions: Due to the time schedule of the sectional, officials do not have time to address coaches' individual questions. Coaches who have questions after competition can work through their athletic administrator and contact the IHSA office.



Competitive Cheerleading PA Announcements



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

The following announcements should be used during IHSA competitions. Host schools can also add any local announcements regarding concessions, IHSA licensed vendors, etc...

ANNOUNCE PRIOR TO EACH TEAM COMPETING

1. On deck is _____ High School.
2. Up next is _____ High School.
3. _____ High School you may take the floor.

ANNOUNCE BEFORE EACH SESSION

1. On behalf of the IHSA Board of Directors, the Administrative Staff, the Cheer Advisory Committee and the member schools of the Illinois High School Association, welcome to the 2019 Cheerleading Competition at _____.
2. To help insure the safest and most comfortable atmosphere the host event staff will diligently maintain established security procedures. This will require complete cooperation by all competing teams, contest officials, and fans. Security will always have priority over convenience; therefore, if you are requested to cooperate with event personnel in any manner, please do so promptly. Your assistance will enable event staff to fulfill its responsibilities efficiently.
3. The possession, distribution, and consumption of tobacco, alcoholic beverages and other illegal substances are prohibited at this site and on any affiliated property of this IHSA Sectional. Sectional hosts are required to make the site, parking lots, fan accommodation areas, and other school or event venue property, drug, tobacco and alcohol-free zones.
4. Participation in interscholastic activities generates values that make the student-athletes better citizens. Parents, coaches, and officials can reinforce the development of these students by expressing, supporting and displaying those positive values gained by participating and competing. Challenge our young people not just to go to school, but to go beyond. . . with the IHSA sports and activities...The Future Plays Here!
5. The Illinois High School Association isn't just about sports. The IHSA is proud to be one of the few state high school associations in the country to also offer championship activities, including Bass Fishing, Chess, Debate, Drama, Speech, Music, Journalism and Scholastic Bowl. The IHSA wants to create participation opportunities for ALL high school students, so contact the IHSA to learn more about how you can participate. IHSA - The Future Plays Here!
6. Thank you for joining us for today's competition. The IHSA believes that high school athletics bring tremendous value to student-athletes, their schools and their communities. The IHSA has been committed to ensuring that all those involved in high school athletics are educated on and equipped to address player safety concerns. For more information, visit W W W Dot Play Smart Play Hard Dot Org (www.playsmartplayhard.org).

ANNOUNCE DURING EACH SESSION

1. W W W Dot IHSA Dot Org (www.ihsa.org) is the address for the IHSA. Check it out anytime you want to find out what's happening with high school sports and activities throughout Illinois. IHSA Dot Org (ihsa.org) is your home for schedules, scores and so much more!
2. **THE NFHS Network** is your home to watch high school sports live on the internet. If you can't make it to the big game or competition, including IHSA State Championships, then stream it live on your phone, tablet, or TV via the Apple TV app. The NFHS Network...High School Happens Here!
3. Interscholastic athletics are an extension of the educational process, and the athletic field, court or mat is the coach's classroom. The Illinois High School Association is proud to offer one of the largest and most extensive sportsmanship programs in the country with the "**Do What's Right!**" program. Check it out at IHSA DOT Org (ihsa.org). Remember, Do What's Right! Add A. Tude is for everyone!
4. Attention student sections...it's time for you to get recognized for being loud and proud. The IHSA Student Advisory Committee is holding its annual **IHSA Student Section Showdown** right now to crown the best student sections in the state based on sportsmanship and spirit. To compete, all you need to do is submit a video of your student section in action. Click the Student Section Showdown button on the front page of IHSA Dot Org (ihsa.org) for details.
5. If you love high school sports in Illinois, then the IHSA State webpage is for you. Click the green IHSA State street sign on IHSA Dot Org (ihsa.org) for great stories on sportsmanship, history, school nicknames, state final previews and much, much more!
6. Participant safety is the IHSA's top priority, and the **Play Smart. Play Hard.** initiative is focused on further improving the safety of Illinois' student-athletes. The IHSA is proud to build on its long-standing commitment to enhancing the health and welfare of student-athletes with this student safety initiative - Play Smart. Play Hard. Learn more at Play Smart. Play Hard. Dot Org.
7. The IHSA believes in inclusion and is proud to partner with **Special Olympics** Illinois to promote unified sports at all IHSA member schools. Contact the IHSA to find out how your school can become a Unified Champion School!
8. Nearly 10,000 young people in Illinois High School Association member schools have earned the I-H-S-A **Scholastic Achievement Award** presented by Country Financial. This unique program helps accentuate the interscholastic experience by highlighting the academic success of Individual players and teams. Contact the IHSA office to find out more about how an individual high school athlete or team can be recognized by Country Financial for their academic achievements.
9. Why do you participate in, coach, officiate or support high school sports and activities? We all have a reason why and the National Federation of State High School Associations and the IHSA want to know yours. The **My Reason Why** campaign is highlighting high school participation across the country. Tell us your story at MyReasonWhy Dot Com (myreasonwhy.com) and then share on social media by using the hashtag My Reason Why.
10. The IHSA is proud to offer participation opportunities for ALL high school students in Illinois. In addition to offering a state series in nearly **40 sports and activities**, the IHSA also conducts state tournaments for athletes with disabilities in basketball, bowling, swimming and track. Contact the IHSA to learn more about how you can participate.

11. Please join us in our commitment to ensuring that all of Illinois' student-athletes **Play Smart and Play Hard**. Check out the Play Smart. Play Hard. website – your resource for information on enhancing the safety of our student-athletes. For more information, please visit W W W Dot Play Smart Play Hard Dot Org (www.playsmartplayhard.org).

(IHSA OFFICIATING - ANNOUNCE AT LEAST ONE EACH SESSION)

1. Attention fans, it's time for you to make the call! It's time for you to get involved as an **IHSA official**, and start making the calls. Contact the IHSA today so we can walk you through the steps for becoming an IHSA official and you can begin enjoying the camaraderie and extra income that goes along with working the sports you already love. Check out the official site for more details at IHSA Dot Org (ihsa.org) today!

2. Think you know the game as well as the official on the floor? Prove It to yourself by becoming an **IHSA official**. Contact the IHSA today so we can walk you through the process for becoming an official and you can begin enjoying the camaraderie and extra income that goes along with working the sports you already love. Check out the official site for more details at IHSA Dot Org (ihsa.org) today!

(CATERPILLER - ANNOUNCE AT LEAST ONE EACH SESSION)

1. Did you know that the IHSA annually honors 26 of the best and brightest students in the state with its **All-State Academic Team** presented by Caterpillar? The event not only provides recognition through a celebratory banquet, but it is also a great accolade for students when applying for college scholarships and jobs. Contact the IHSA for more information on how to nominate a current high school senior.

2. Doctor, Scientist, Hollywood Producer and Foreign Affairs Officer for the State Department's European Bureau are just a few of the awesome careers that recent IHSA **All-State Academic Team** members have gone on to become. Nominate the best and brightest seniors from your high school for this amazing award presented by Caterpillar by contacting the IHSA.

(COUNTRY FINANCIAL - ANNOUNCE AT LEAST ONE EACH SESSION)

1. **COUNTRY Financial** wishes the best of luck to all the athletes here today. The passion and dedication these athletes show for their sport is the same as the passion and dedication Country Financials' representatives provide for their clients. The IHSA is proud of their longstanding partnerships with Country Financial. Give them a call at 866-Country.

2. **COUNTRY Financial** provides clients with the same passion and dedication these outstanding athletes put into their sport. For more than 85 years, COUNTRY Financial has been helping individuals and their families achieve financial security. Visit COUNTRYFinancial.com to see how they can help with your insurance and financial needs.

3. **COUNTRY Financial** is proud to support the exceptional student athletes here today. To solve the big challenges of tomorrow, start with simple steps today. Whether you're protecting your first home, saving for your child's future or preparing for retirement – don't get overwhelmed, get started. Contact your local COUNTRY Financial representative today to find out how they can help you protect what matters most.

(GATORADE - ANNOUNCE AT LEAST ONE EACH SESSION)

1. **Gatorade** Is Fueling today. Fueling the future. Fueling the student-athletes and teams competing in all IHSA State Final events. Gatorade Sports Drinks...Nothing Beats Gatorade - Win from Within! WWW Dot Gatorade Dot Com.

2. **Gatorade.** For athletes who move the game forward, we're creating the fuel to do the same. Fueling today. Fueling the future. Fueling the student-athletes and teams competing in all IHSA State Final events. Gatorade...win from within!

3. **Gatorade.** For athletes who move the game forward, we're creating the fuel to do the same. Innovating beyond hydration to create the future of sports fuel. Fueling today. Fueling the future. Fueling the student-athletes and teams competing in all IHSA State Final events. Gatorade. Studied, Tested, Proven – Nothing Beats Gatorade. Win from within.

BIAGGI'S—ANNOUNCE TWICE EACH SESSION

A proud supporter of IHSA member schools and their student-athletes, Biaggi's is the perfect 'go to' place for all your party needs. Regardless of your celebration, make Biaggi's your 'celebration' meal headquarters! With 6 Illinois locations, including one here in Bloomington, Biaggi's will make your event a memorable one for friends and family. Biaggi's...your celebration headquarters!

GIFT OF HOPE (ANNOUNCE THE FIRST TWO IN THE FIRST SESSION, AND THE SECOND TWO IN THE SECOND SESSION)

This year we count on the support and presence of Gift of Hope Organ and Tissue Donation, Eversight Making Vision a Reality, and Life Goes On, Organ and Tissue Donor Registry from the Secretary of State. We invite everybody to consider having the conversation of becoming a registered organ, tissue and eye donor, today.

Did you know that Drive for Life is a new law passed in the state of Illinois allowing all 16 and 17 year-olds to register to become organ, tissue and eye donors? Talk to your children about the importance of giving the gift of life. For more information visit: giftofhope.org.

Gift of Hope, Eversight and the Secretary of State are proud supporters of the Illinois High School Association, and congratulate all the teams for making it to the finals. Help us spread the gift of life and register to become an organ, eye and tissue donor. For more information visit giftofhope.org or to register go to lifegoeson.com.

One organ and tissue donor can help to save and enhance the lives of up to 25 people, so the IHSA encourages everyone to have the conversation with your loved ones today and share the gift of life. For more information visit giftofhope.org or to register go to lifegoeson.com.

(ANNOUNCE DURING LONGER SESSION BREAKS – PICK SCHOOL/ATHLETE/SPORT SPECIFIC TO EVENT IF APPLICABLE)

1. Did you know that before Andre Iguodala (e-gu-doll-a) was an NBA Finals MVP and world champion with the Golden State Warriors, he was an all-state track & field athlete at **Lanphier** (lan-fear) **High School** in Springfield? With overuse injuries on the rise, it's a good reminder that special athletes don't always have to specialize in one sport. The IHSA encourages student-athletes to represent their school in as many sports or activities as their schedule allows. For more information, visit [Play Smart Play Hard dot org](http://PlaySmartPlayHard.org).

2. Did you know that before Allie Quigley starred for the WNBA's Chicago Sky, she led **Joliet Catholic Academy High School** to an IHSA Volleyball State Championship and played on the school softball team? Overuse injuries are on the rise and many medical professionals believe that specialization can be more risk than reward. The IHSA encourages student-athletes to represent their school in as many sports or activities as their schedule allows. For more information, visit [Play Smart Play Hard dot org](http://PlaySmartPlayHard.org).

3. Did you know that before Conor Dwyer teamed with Michael Phelps to win a gold medal at the Olympic games in Rio, the **Loyola Academy High School** alum participated in four sports for the Ramblers? Overuse injuries are on the rise and many medical professionals believe that specialization can be more risk than reward. The IHSA encourages student-athletes to represent their school in as many sports or activities as their schedule allows. For more information, visit [Play Smart Play Hard dot org](http://PlaySmartPlayHard.org).

4. Did you know that before current Chicago Cub Ben Zobrist was a Major League Baseball All-Star, he participated in four different sports at **Eureka High School**? Overuse injuries are on the rise and many medical professionals believe that specialization can be more risk than reward. The IHSA encourages student-athletes to represent their school in as many sports or activities as their schedule allows. For more information, visit [Play Smart Play Hard dot org](http://PlaySmartPlayHard.org).

5. Did you know that before LaQuon Treadwell was a first round NFL draft pick, he was a two-sport star at **Crete-Monee High School** in basketball and football? Overuse injuries are on the rise and many medical professionals believe that specialization can be more risk than reward. The IHSA encourages student-athletes to represent their school in as many sports or activities as their schedule allows. For more information, visit [Play Smart Play Hard dot org](http://PlaySmartPlayHard.org).

ANNOUNCE TOWARD THE CONCLUSION/PRIOR TO AWARDS/END OF SESSIONS

1. Do you love reliving great moments in **IHSA history**? Then the IHSA Archives YouTube page is for you. Visit [YouTube.com Backslash IHSA Archives](http://YouTube.com/BackslashIHSA) to see a growing library of nearly 1,000 classic IHSA games and meets in multiple sports, including some of the oldest high school basketball footage in the world.

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

3. The IHSA and the **Illinois State Police** wish to remind you that drivers who use hand-held devices are four times more likely to get into crashes serious enough to injure themselves. Distractions cause infractions! Don't Text and Drive!

4. Thank you for joining us for today's state final contest. The IHSA believes that high school athletics bring tremendous value to student-athletes, their schools and their communities. The IHSA is committed to ensuring that all those involved in high school athletics are educated on and equipped to address player safety concerns. For more information, visit **Play Smart Play Hard Dot Org** (playsmartplayhard.org).

5. For over 100 years the IHSA has provided the vehicle for recognition of students, their schools and their communities through competition in IHSA sports and activities. Participation in sports and activities is a lot more than just winning and losing. Students who participate in education-based school programs learn valuable life lessons that will make them better citizens. Thank you for your attendance here today, and for helping to encourage and to support high school participation. IHSA - The Future Plays Here!

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



Instructions for Submitting Sectional Winner Report

Sectional Managers are required to complete the competitive cheerleading sectional winner report online in the immediately following the sectional tournament. **For the IHSA Competitive Cheerleading competition, Winner Reports are submitted via the TourneyWire www.tourneywire.com tournament management program.**

Following the awards assembly after every division, managers can go into TourneyWire and click the 'Post final results' button. Then scroll down, confirm the results, and click 'Post results'. After clicking this button, those results will be both posted on TourneyWire.com and marked as ready for the IHSA state tournament scheduler to use.

If you have any questions accessing tourneywire prior to your sectional, please call the IHSA Office 309-663-6377 M-F from 8:00 a.m.- 4:15 p.m. and ask for Carol Carr or e-mail ccarr@ihsa.org. If you have questions on the day of sectionals contact Ben Stewart - TourneyWire at support@tourneywire.com.

The IHSA Winners Report MUST be completed immediately after the conclusion of your sectional so state final programs can be prepared.



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. **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

School Information:

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

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

Vendor Information:

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

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

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

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

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

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

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

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

**2018-2019 IHSA Regional/Sectional Host
Individual Event Awards Order Form for Ties**

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

Sport/Activity: _____ **Gender:** ___ Girls ___ Boys ___ Co-ed

Print Tournament Manager's Name: _____

Tournament Manager's Phone Number: _____

Tournament Manager's Email address: _____

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 tie awards earned during the Regional or Sectional Tournament. **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 (815) 879-0400**. Upon receipt, A&M Products will mail orders for "Ties" directly to the School(s) listed below.

(***Event Name:** 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* _____



Internet Video Broadcasting Information



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

IHSA Tournament Managers/Hosts,

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

BROADCAST RIGHTS FEE PAYMENT REQUIRED

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

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

BROADCAST RIGHTS FEE PAYMENT NOT REQUIRED

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

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

Internet Video Broadcast Rights Fee Schedule

BOYS BASKETBALL

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

GIRLS BASKETBALL

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

FOOTBALL

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

ALL OTHER SPORTS

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



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 school ID and an administrator password. On the Schools Center home page, Select the H-IHSA State Series Hosting & ScoreZone. Next select the Financial Report link. Please fill out the one-page form and press the submit button to file your report.