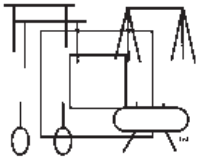


2013-14

Boys Gymnastics

**Manual for
Managers**





Boys Gymnastics



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Revision History

BOYS GYMNASTICS CALENDAR

- April 1 Seeding Information Due to the IHSA by 9:00 a.m.
- April 3 Sectional Assignments Posted
- April 21 List of Participants Due Online
- May 7-10 Sectionals
- May 10 State Final Team Data Due to the IHSA
- May 16 State Final Team Competition
- May 17 State Final Individual Competition



2013-14 Boys Gymnastics Terms and Conditions

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

I. SCHOOL CLASSIFICATION

Competition in Boys Gymnastics will be held for all member schools without classification by enrollment. All IHSA member schools in good standing may enter individuals or teams under the provisions of By-law 3.054.

II. DATES AND SITES

A. Sectional

Five (5) sectional meets will be held during week 44 of the standardized calendar. One sectional on each of the following days will be held: Wednesday, May 7; Thursday, May 8; and Friday, May 9, each meet beginning at 7:00 p.m. In addition, one sectional meet will be held on Saturday, May 10 beginning at 2:00 p.m. and one sectional will be held on Saturday, May 10 beginning at 7:00 p.m.

B. State Final Meet

The 2013-14 State Final Meet will be conducted Friday and Saturday, May 16-17 at Hinsdale Central High School, 55th & Grant St., Hinsdale. State Final Meet Manager will be Mr. Dan Jones, Athletic Director, Hinsdale Central High School.

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

A. On-Line Entries

All member schools must enter their school into the state series competition through the IHSA School Center on the IHSA Website at www.ihsa.org. The deadline for entry is February 1, 2014. The 2013-14 Entry Policies and Procedures outlining the online entry procedures for all IHSA-sponsored tournaments can be found in the Schools Center on the IHSA website.

B. Late Entries:

Any attempt to enter a sport or activity on-line after the established deadlines will be denied. Schools that wish to enter after the deadline will be considered late. To be considered for late entry, the Principal/Official

Representative must contact the IHSA administrator in charge of that sport or activity. The penalty for late entry shall be a payment of \$100.00 for that sport/activity by the school.

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

To withdraw without penalty, the Principal must notify the IHSA Office, in writing, of the school's withdrawal from the respective sport prior to the seeding meeting date and/or the date the List of Participants is due for that sport.

If a school withdraws after the seeding meeting date/List of Participants due date and/or does not show up for competition, the school will be charged a \$100 penalty. If applicable, the school may be charged for any additional financial loss sustained by the offended school(s) or the Association as a result of such breach.

D. Qualified Coaches or Faculty Representatives:

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

E. Eligibility

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

F. Affirmative Action: In accordance with the Illinois High School Association Sex Equity Policies approved by the IHSA Board of Directors, only boys shall be permitted to participate in the state series.

G. Online List of Participants

The online List of Participants on which each school will list the names of not more than twenty-five (25) individual boys shall serve as a team roster. This list shall indicate which contestants are entered in the

various events. Contestants entered by a school that has entered a team in the state series are considered entered as a part of both the team competition and individual event competition. Only those competitors whose names are included on the online List of Participants for the specific meet may be in uniform. The online List of Participants must be completed on-line **no later than 4:00 p.m. Monday of Week 42 (April 21, 2014)**. If a school does not submit the On-line List of Participants by the deadline, coaches and/or participants from the school are subject to sanctions which could include, but not be limited to, being ruled ineligible to coach or compete in the State Series. A school may enter up to five (5) contestants in each individual event. As many as all five (5) entries may be All Around contestants. Any of these contestants may qualify for individual advancement.

Changes may be made in the names included on the List of Participants at any time through the completion of the scratch meeting held prior to the sectional or state final meets. The original online List of Participants and the order of performance shall apply to each level of the state series.

IV. HOST FINANCIAL ARRANGEMENTS

A. Sectional Host

In the Sectional Meet, the host school shall receive a \$510.00 guarantee, the cost of the assigned meet officials and 20 percent of net income. The IHSA shall receive 80 percent of the net income. All other expenses will be paid by the host school.

B. Admission Prices and Tickets

Each local manager shall be responsible for the printing of tickets for the sectional and state meet.

1. Admission Prices:

At Sectional Meets: \$5.00

At the State Final Meet: \$8.00 (single session)

State Final Season Ticket: \$20.00

Baby in arms is free for all levels of competition.

C. Rights Fees for TV and Radio:

1. Television Rights Fees to be charged by Local Managers and/or the IHSA are contained in the IHSA Television Policy.

2. Radio Fees which shall be charged are:

- a. Sectional = No charge;
- b. State Final = \$50.00.

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

V. TOURNAMENT ASSIGNMENTS AND SEEDING MEETINGS

A. Sectional Meet Schedule:

Sectional meets will be conducted on Wednesday, Thursday, Friday, Saturday afternoon and Saturday evening, each in single session beginning at 7:00 p.m. with the exception of the Saturday afternoon session which shall begin at 2:00 p.m. All the events shall be conducted concurrently. The six (6) events will be Floor Exercise, Pommel Horse, Still Rings, Long Horse Vaulting, Parallel Bars and Horizontal Bar. Teams shall perform in Block Style, according to the provisions of the IHSA Boys Gymnastics Sectional Managers Checklist furnished in this manual.

B. Seeding Policies

Each school qualifying for team honors will Fax (309) 663-7479 or e-mail (thenry@ihsa.org) to the IHSA office, not later than 9:00 a.m. on Tuesday, April 1, their seeding score based on the following seeding policy.

The scores used for team seeding shall be from gymnastics meets where the team score was determined by adding three scores on all events. Of all the team scores that conform to this criteria, the average of one-half of the team's total meet will be used. If there is an odd number of meets, then the team will average one meet above the one-half. (For example, a team that competes in nine events will average five). Therefore, if a team competed in twelve meets that fit the criteria, that team will use the average of six scores. Note:

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

On Tuesday, April 1, the IHSA will determine the five (5) sectional hosts based on the seeding information provided. The team and individual state series assignments will be determined according to geographic location to the sectional host school.

VI. TOURNAMENT STRUCTURE AND TIME SCHEDULES

A. Sectional Host

The five (5) highest seeded teams in the state will have the first option to host and

will be the host if its principal has signed the "Sectional Host Consent Form" agreeing to host. If the highest seeded team cannot host, then the next highest seeded team will host if its principal has signed the "Sectional Host Consent Form" agreeing to host. This process will be continued through all the schools in the state until a host school is determined for each Sectional Meet.

B. State Final Meet:

1. Team/All-Around Championship

The state final team championship and individual All-Around championship will be held in single session on Friday, May 16, beginning at 6:00 p.m. The six events will be Floor Exercise, Pommel Horse, Still Rings, Long Horse Vaulting, Parallel Bars and Horizontal Bar. All six events will run concurrently.

2. Individual Championship

The state final individual championship will be held in two sessions on Saturday, May 17. Session One, beginning at 11:30 a.m., will be the preliminaries. Session Two, beginning at 6:30 p.m. will be the finals.

VII. ADVANCEMENT OF WINNERS

A. Individual Advancement:

1. Event Qualifiers

The winners of the first five (5) places in each individual event shall advance from each sectional. They shall be called "ranked qualifiers." In addition, the results of the sectional meets shall be surveyed to determine the top twenty five (25) individuals with the highest scores among those who were not "ranked qualifiers." These competitors also shall advance to the state final individual meet and shall be called "At Large Qualifiers." A maximum of fifty (50) ranked and at-large qualifiers shall advance to the state finals in the individual competition held on Saturday.

2. All-Around Qualifiers

The top three (3) All-Around individuals shall advance from each sectional. They shall be called "Ranked Qualifiers." In addition, the results of the sectional meets shall be surveyed to determine the top fifteen (15) individuals with the highest scores among those who were not "Ranked Qualifiers." These competitors also shall advance to the state final individual meet and shall be called "At-Large Qualifiers." A maximum of thirty (30). At the State Meet, the all-around competition shall be conducted on the same night as the team competition (Friday).

3. At-Large Notification:

Notification of "At -Large Qualifiers" and "At-Large Teams" will be made through the post-

ing of the qualifiers and teams on the IHSA web page.

B. Team Advancement:

1. Ranked Qualifiers: The winning team from each sectional shall advance to the state final. They shall be called "Ranked Qualifiers." In addition, the results of the sectional meets shall be surveyed to determine the top three (3) teams with the highest scores among those teams who were not "Ranked Qualifiers." These teams also shall advance to the State Final Team Meet and shall be called "At-Large Qualifiers." If there should be a tie in raw scores for the "At-Large Team" selection, all such tied teams shall be advanced to the State Final.

2. At-Large Notification: Notification of "At -Large Qualifiers" and "At-Large Teams" will be made through the posting of the qualifiers and teams on the IHSA web page.

VIII. TOURNAMENT RULES

A. Official Rules:

USAG Men's Junior Olympic Program Level 9 Rules along with official IHSA interpretations.

B. Scoring Base:

1. Team: At the Sectional and State Final Meets, the team with the highest raw score shall be the team winner, the team with the second highest raw score shall be runner-up, etc. Raw score shall be determined by adding the average scores of the best three performers in each of the six (6) individual events.

2. Individual: Scoring at the State Finals for the final session of the Individual Tournament shall be "New Life." Individuals will be awarded medals based on the final session scores.

C. Equipment

1. Sting Mat: At the sectional level only, a school will be allowed to bring a sting mat. At the state meet, schools will not be allowed to bring a sting mat. All equipment and mats including the sting mats will be provided by the state meet management.

2. Vaulting: Schools that host sectional meets shall only provide a vaulting table for competition. Only the vaulting table will be provided at the state finals.

D. Judges Score Sheets

The original copies of judges' score sheets shall remain a part of the officials meet results to be used for verification of scores and to correct errors in printed results.

E. Team State Meet - Order of Performance

The order of performance of a team at the state meet shall have the competitors warming up and performing according to a rotational system of a school in ascending sectional score order within the rotation.

F. Verified Clerical Errors

Procedures for dealing with verified clerical errors shall be:

1. Clerical errors are corrected within 48 hours
2. At-Large Qualifiers already notified will not be eliminated
3. Scoring errors shall be corrected
4. Penalties will advance with the correction
5. Strategic errors or entry errors are not correctable.

G. Individual State Meet - Order of Performance

The order of performance for the individual finals shall be made according to a random draw. Conflicts on events shall be handled at the time of the competition and the individual with a conflict shall be dropped 5 positions.

H. Unsportsmanlike Conduct

By-law 6.011, "Players Ejected For Unsportsmanlike Conduct" and 6.012, "Coaches Ejected For Unsportsmanlike Conduct" control penalties and procedures for unsportsmanlike conduct in addition to the National Federation Boys Gymnastics Rules.

I. Proper Uniform

The proper school-issued uniform shall be worn in the arena during warm up and competition. In accordance with the National Federation Boys Gymnastics Rules, the uniform shall consist of shirts, pants or shorts and optional footwear. Penalties shall be given following one warning to the violating participant.

J. Lineups

Teams will indicate their tentative lineup for sectional managers when they complete the on-line List of Participants Form no later than Monday, April 16. Changes may be made in the lineup at the scratch meeting held immediately prior to the start of the sectional meet.

K. Substitutions

The Sectional and State Final Meet Managers shall hold a coaches meeting prior to the meet. Team substitutions and scratching competitor(s) will be made at this time. The head coach may also make

changes in the order of performance for the team competitors from a school. No changes or corrections in the competitors and order of performance shall be permitted following the coaches meeting except in the case of injury or illness as provided in these Terms and Conditions.

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

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

3. Individual substitutions: No substitutions shall be made for ranked or at large individual qualifiers in any event.

L. Six Contests

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

IX. TOURNAMENT POLICIES

A. State Final Passes:

1. **Team Qualifiers:**
 - a. State Final Passes: Team Qualifiers: One pass for each team member listed on the List of Participants (maximum of 25).
 - b. Maximum four passes for coaches provided they are listed on the List of Participants.
 - c. Three passes for school officials.
 - d. One (1) state final event pass to properly licensed medical personnel for each team participating in the state final. The pass would be available for either a licensed athletic trainer or team physician. A school shall submit this name when they complete their list of participants.

2. Individual Qualifiers:

- a. One pass for each competitor.
- b. Maximum of four passes for coaches provided they are listed on the Entry Form.
- c. One pass for a manager
- d. Two passes for school officials.

B. Pass Pickup

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

C. Artificial Noisemakers

Mechanical noisemakers and megaphones are not allowed.

D. Signs, Banners

The display of signs, banners, placards or similar items at the IHSA State Series events is permitted, provided:

1. they are in good taste and reflect good sportsmanship in their message and use;
2. they reflect identification and encouragement to participants and their school/community;
3. they are not displayed on the field of play or in a manner which interferes with play;
4. they do not obstruct the view of participants or spectators; and
5. they are not safety hazards.

E. Media Requirements

1. **Provide Space** — Space shall be set aside to provide for news media representatives covering the Meet whether they be from newspapers, radio stations, commercial television stations and/or cable television stations. (The complete IHSA Policy for Providing Space to New Media is available on the IHSA web site.

2. **Radio and TV 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 play-by-play origination's, according to the IHSA Television and/or IHSA Radio Broadcast Policy. The complete IHSA Broadcast Policy is available on the IHSA web site.

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

b. Radio Broadcast Rights Fees are not required for any level of competition in this series (except State Final).

Local managers shall permit radio play-by-play origination's of the competition.

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

3. Administrative Detail — Reporting information to the news media and/or the IHSA Office, as stipulated in instructions to local managers, shall be the responsibility and requirement of each local manager.

F. Tobacco Products:

No coach, player or any other person connected with a team shall be permitted to use tobacco products on or at a tournament series facility.

G. 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 or self administration in the Illinois school code.

H. Alcoholic Beverages and IHSA State Series Events:

The possession, distribution, sale and/or consumption of alcoholic beverages is 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 sited 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.

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

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

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

X. AWARDS

A. Sectional:

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

B. State Final:

Individuals qualifying for the state finals shall be awarded a state qualifier pin. In addition, individual medallions shall be awarded to the winners of the first five (5) places in each individual event and All-around and to the members of the first, sec-

ond and third place teams. Duplicate individual awards will be presented in the event of unresolved ties.

C. Team Awards

1. Sectional: Each Sectional winner shall receive a team award.

2. State Final: Trophies will be presented to the top three placing teams at the State Final Meet. In addition, twenty (20) team medallions shall be presented to the top three placing teams at the State Final Meet. In addition, one Superintendent's, one Principal's, one Athletic Director's, and one certified athletic trainer's, if one is listed on the school's Team Data Form, medallion for each of the top three teams will be awarded.

D. Accepting Awards at the State Meet

All competitors receiving awards must appear at the awards stand dressed in their school's team competitive uniform.

XI. OFFICIALS

A. Judges Appointment and Fees

1. Sectional:

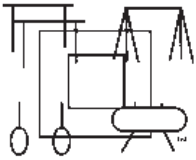
Twelve (12) officials shall be assigned to each Sectional. Two (2) officials shall be assigned to each event, with one serving as the Superior Judge. The Superior Judge will be the same at each sectional. Sectional officials will be paid a flat fee of \$143.00 per meet.

2. State:

Twelve (12) officials shall be assigned to the State Final. Two officials (2) shall be assigned to each event in the preliminaries, with one (1) serving as Superior Judge. One (1) official shall serve as the Meet Referee. State Final officials will be paid \$127.50 per session.

B. 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 contest. Payment will be made through the IHSA Office after completion of the tournament series, at a rate of thirty (30) cents per mile for all mileage in excess of 70 miles round trip. No compensation will be permitted for trips of less than 70 miles round trip.



Officials and Meet Personnel



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1. Meet Director: The Meet Director shall be the local manager at the Sectional and State Final Meets. The Meet Director shall perform all duties expressed or implied for the Meet Director in the Boys Gymnastics Rules Book, in the Terms and Conditions or elsewhere in printed instructions and information from the IHSA Office.

2. Judges: The IHSA Office will appoint the judges for the Sectionals and State Final meets.

One of the judges at the Sectional meets for each event shall be the Superior Judge. One of the Superior Judges shall be appointed to serve as Meet Referee for the Sectional meets.

At the State Final, a Meet Referee shall be appointed by the IHSA.

The Meet Referee must check all apparatus during warm-ups to see that equipment conforms to all specifications and shall report all equipment irregularities to the Technical Committee. The Meet Referee shall be responsible for the duties outlined in the USA Gymnastics Rules Book. The Meet Referee shall also sign all official meet results sheets.

3. Scorers: The Scorers shall be appointed by the Meet Director and shall be persons who are knowledgeable and trained in their duties.

The results of awarding of places shall be based only on the official score sheets. Ties receive awards and tie scores advance if tied for place advancing.

4. Timers: Announce warm up time during bye sessions.

5. Clerks: Clerks for the events shall be appointed by the Meet Director. The Clerks shall check the "next-up" in the event, average the judges' scores, staple judges' score sheet to event sheet and give the average to the flashers.

6. Trainer: It is recommended that the Meet Director appoint a Certified Athletic Trainer to be on duty during the Sectional and State Final meets. A physician and ambulance service should be available on call for emergencies at all meets.

7. Announcer: An Announcer should be appointed by the Meet Director and shall be someone who has experience and who is knowledgeable and trained in announcing a gymnastics meet.

8. Other Officials: Other officials and personnel necessary to the smooth conduct of a successful Sectional and State Final Gymnastics Meet shall be appointed by the Meet Director.

9. Flashers: When the Head Judge for your event (he'll be seated at your table) tells you the average score for a performer, place that score on the average. Raise the score and show it first to the announcer's table and hold until he reads it. Then slowly turn the score once around the gym. Lower the score and clear the numbers off the windows.

10. Judge's Runners: When your judge has written his score on his score slip, take it quickly to the Head Judge for your event.

11. Score Table Runners: Be at scorer's table and be alert. The scorer will tell you what to do. You will take the slip with medal winners for each event to the announcer at the end of the event and will take the score sheets for each event to the duplicating room. This must be done immediately at the end of each event and done as quickly as possible.

IHSA Boys Gymnastics

Do What's Right!

Sportsmanship

Coaches and Participants:

1. Set a good example for spectators to follow.
2. Respect the integrity and judgement of rules committees, and accept their decisions graciously.
3. Respect the integrity and personality of the individual athletes and coaches.
4. Display modesty in victory and graciousness in defeat.
5. Show respect for opponents before, during, and after contests.
6. Do What's Right! as you represent your team, school and community.

Spectators:

1. Show respect for opposing players and coaches
2. Respect the integrity and judgement of the rules committee and accept their decisions graciously.
3. Show respect for members of the coaching staff and team.
4. Display modesty in victory and graciousness in defeat.
5. Recognize and show appreciation for outstanding play.
6. Encourage coaches, players, and other fans to Do What's Right!

Acceptable Behavior...

- Players shaking hands with opponents while both sets of fans recognize player's performance with applause.
- Accept all decisions of the rules committee.
- 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 team.
- Encourage surrounding people to display only sportsmanlike conduct.

Unacceptable Behavior...

- Disrespectful or derogatory yells or gestures.
- Criticizing rules officials in any way; displays of temper.
- Refusing to shake hands or give recognition for good performances.
- Blaming the loss of the meet on someone else.
- Use of profanity or displays of anger that draw attention away from the game.

Sectional Meet Managers Checklist

General Rules of Competition

1. Scoring

- * Closed Scoring System

2. Events

All of the following events shall run concurrently

- * Floor Exercise
- * Pommel Horse
- * Still Rings
- * Long Horse Vault
- * Parallel Bars
- * Horizontal Bars
- * All-Around

3. Officials

- * Twelve (12) judges will be assigned to the sectional and 13 judges at State Finals which will include a superior judge. All judges will be assigned by the IHSA. One (1) judge will be designated by the IHSA as the Meet Referee for the competition. The Meet Referee will check all apparatus to ensure safety and to ensure that the equipment meets all the USA Gymnastics specifications. No competition shall take place if the equipment fails to meet the standard. Refer all irregularities to the Games Committee.

- * At the sectional (*and the state final team meet and the state final individual preliminaries*) two (2) judges will be assigned to each event with one (1) of those judges assigned as the Superior Judge for each event. (*For the Individual State Finals, four (4) judges will be assigned to each event.*)

- * Judges must be placed apart from each other so as to observe the general form of the competitor. Each judge, without consultation shall mark each performance on the score sheet to tenths of points on the basis of 10.0. Such marking shall be made by the judges immediately following the performance of each exercise. Scores shall be reported to the head judge and scorer. The scorer shall average the scores and post the average.

4. Scores

- * When two (2) judges are used, no scores shall be discarded. If four (4) judges are used, (*state finals*) then the high and low score shall be discarded and the remaining two scores shall be averaged.

5. Competition Area

- * Only competitors, judges, scorers, runners and those required for maintenance of apparatus will be admitted to the competition area. Only those photographers with IHSA Press Passes will be authorized by the Meet Manager to be on the floor.

6. Score sheets

- * All of the score sheets pertaining to the entire competition shall be turned over to the Meet Referee as soon as the competition is completed.

7. Exhibitions

- * Exhibitions are not permitted

8. Starting Time

- * All fanfare, preliminary introductions, march ins etc. should be scheduled so that the competition starts on time.

9. Passes

- * Please refer to the Terms and Conditions for the maximum allowed passes for competing schools. Teams, coaches, school administrators have been provided for. No additional passes can be allowed. No exceptions.

10. Scoring

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

11. Media

- * Only media with press passes shall be authorized to be on the floor. Press must remain outside the competition area. No flash cameras shall be allowed.

12. Coaches Pre-Meet Meeting

- * For the purpose of scratches, team substitutions and changes in accordance with the Terms and Conditions, a coaches' meeting shall take place no later than 15 minutes prior to the starting time.

Prior to Meet

1. Assignment Notification

- * Sectional assignments will be posted on the IHSA website no later than April 3rd.

2. Communication

- * Contact schools assigned to your sectional and provide and/or get:
 - * "On-line List of Participants"
 - * Time schedule. Allow ample time for stretching, bar setting, coaches' meeting, opening ceremonies and introductions. Plan the pre-meet so that the meet begins on time.
 - * Order of performance draw
 - * Warm up rotation
 - * Score sheets for each event using the event entry form
 - * Parking for teams
 - * Location of school and competition
 - * Important phone numbers in case of emergency
 - * Scoring - Closed Scoring system shall be used at Sectional and State

3. Facilities

- * Try to set up separate judging areas for each event
- * Check equipment - review with coaching staff the floor plan for set up
- * Check PA system for working condition
- * Pre-match music (including the national anthem)
- * CD player and/or MP3 adapter
- * Clear parking area for your event
- * Extra garbage cans in the area
- * Determine work crew
- * Press area set up

4. Meet Preparation

- * You should have complete score sheets for each event and all-around with competitors first and last name, year in school, town. Make sure that the competitor is identified as an individual, team and/or all-around competitor. Run sufficient number of copies for coaches, officials, meet personnel and press.
- * Complete a coaches packet with score sheets, programs and time schedule
- * Construct signs for march in
- * Establish order of march in

5. Sports Information

- * Press area
- * Photographers area
- * Contact local media
- * Contact local schools
- * Contact local radio stations and television stations
- * Collect team rosters, pictures and other pertinent information
- * Create a program

6. Officials

- * IHSA assigns 12 officials. Contact them following notification.
- * Locker room assignments
- * Payment (refer to the Terms and Conditions for fee)
- * Inspection of equipment
- * Selection of Meet Committee (Meet Referee, two head coaches)
- * Assign judges to the Technical Committee (Meet Director, Meet Referee, two acting Judges)

7. Concession Stand

- * Coordinate workers
- * Determine menu
- * Cash box
- * Garbage cans

8. Signage

- * IHSA signs
- * Sportsmanship signs
- * Ticket prices (refer to Terms and Conditions)
- * Merchandise sales signs
- * Restroom signs
- * Team locker room signs
- * Officials locker room signs
- * Scratch Meeting signs
- * Hospitality area signs
- * Parking signs

9. Ticket Sales

- * Workers hired
- * Cash box
- * Set up and take down
- * Refer to Terms and Conditions for admission

10. Certified Athletic Trainer

- * Pre-meet schedule
- * Phone number of hospital and ambulance
- * Training room location and when open
- * Training room services provided

11. Workers

- * Tournament Director
- * Tournament Manager
- * Security
- * Runners and equipment movers
- * PA announcer
- * Scorers/timers
- * Supervisors

12. Other

- * American flag/IHSA Sportsmanship flag
- * Check on awards
- * Awards ceremony
- * Envelopes marked with school names to stuff with results following competition

Meet Day

1. Floor and Equipment

- * Computer and scoring area set up
- * PA set up
- * Score board set up
- * Bleachers and seating areas

2. Locker rooms

- * Teams
- * Officials

3. Meet Game Schedule

- * Warm up
- * March In
- * National Anthem
- * Competition
- * Award Ceremony

4. Other

- * Washrooms
- * Table and chairs for ticket sellers
- * Table and chairs for T-shirt sellers
- * Concessions prepared
- * Water for teams
- * Water for officials
- * Terms and Conditions available/ NF rule book
- * Hospitality area prepared
- * Signage
- * PA announcements

Post Meet

1. Pay officials
2. Remind winning schools to complete the online Team Data Form for the State Final Program
3. Results to the media
4. Inform coaches that state series results will be on the IHSA Web Page. WWW.IHSA.ORG
5. Financial Report completed
6. Complete, if necessary, "Report of Ties and Requisition for Duplicate Awards" form.

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.





Return to Play (RTP) Policy

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

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

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

IHSA[®] Information

Boys Gymnastics

Call: (309) 663-6377 FAX: (309) 663-7479

Team Seeding Information - (Due to IHSA Tuesday, April 1 – 9:00 a.m. Fax completed form to 309-663-7479.)

Instructions

1. Coaches must fax to the IHSA this summary sheet that shows all scores from their team meets that used three scores on all events.
2. An average team score will be computed by the school entered, based on the seeding policy below.
3. Host schools will be assigned based on the seeds. Schools that may be eligible and wish to host must also complete the "Sectional Host School Consent Form" below.

Seeding Policy

1. Scores used for the team seeding shall be from gymnastics meets where the team score was determined by adding three scores on all events.
2. The average of one half of the team's total meets that has the 3 score criteria will be used.
3. If there is an odd number of meets, the team will average one meet above the one half. For example, if there were nine meets that met the criteria, then five meets would be averaged. Twelve meets in the season that met the criteria, six meets would be averaged.
4. Determine the average of half of those high scores.

	Date	Opponent/Event	Reporting School Score
1.			
2.			
3.			
4.			
5.			
6.			
Average Team Score/Seeding Score			

This shall verify that the information submitted is in accordance with the Boys' Gymnastics Terms and Conditions Seeding Policy.

School _____ City _____

Coach submitting this report _____

Sectional Host Consent for Boys Gymnastics

Complete this section only if your school is interested in hosting a regional. We understand that assignment of a host school for this year's Boys' Gymnastics Sectional Meet will be based on seeding. If it is determined by the seeds that our school is eligible to host a Sectional, we will consent to do so on one of the days assigned by the IHSA. If selected, our school is acknowledging that we will provide equipment for the sectional meet that meets the requirements spelled out in the NFHS Rules Book and the IHSA Terms and Conditions.

If we are assigned to host the following person will serve as Meet Manager:

Name: _____
 Title: _____
 School Phone: _____
 Cell Phone: _____
 Email: _____

 Signature of Principal or Athletic Director (required)

Please indicate your preferred dates for hosting.	Wednesday, May 7 7:00 p.m.	Thursday, May 8 7:00 p.m.	Friday, May 9 7:00 p.m.	Saturday, May 10 2:00 p.m.	Saturday, May 10 7:00 p.m.
First Choice					
Second Choice					
Third Choice					
Fourth Choice					

IHSA Fax: 309-663-7479 - Due Tuesday, April 1 @ 9:00 a.m.

Instructions for Submitting Boys Gymnastics Sectional Winner Reports

Managers are required to complete the Boys Gymnastics Sectional Winner Reports on-line.

Tournament managers should use their personal ID and password to sign into the IHSA Schools Center. If you need assistance with passwords, please contact the IHSA Office.

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

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

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

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



Awards Delivery Information

To Managers of All IHSA Tournaments:

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

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

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

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

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

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

Thank you very much for your cooperation.

Ron McGraw
Asst. Executive Director

Assembly Instructions for IHSA State Series Trophies

(please use caution when assembling the trophies)

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

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

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

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

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

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

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

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

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

2013-2014 IHSA Tournament Manager Duplicate Medal Order Form for Ties

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

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

Print Tournament Manager's Name: _____

Tournament Manager's Phone Number: _____

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

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

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

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

◆ **Recipient Town/School (Must supply both):** _____

Name of Recipient: _____ **Place:** _____

I=Individual Medal/Event Name* _____

◆ **Recipient Town/School (Must supply both):** _____

Name of Recipient: _____ **Place:** _____

I=Individual Medal/Event Name* _____

◆ **Recipient Town/School (Must supply both):** _____

Name of Recipient: _____ **Place:** _____

I=Individual Medal/Event Name* _____

◆ **Recipient Town/School (Must supply both):** _____

Name of Recipient: _____ **Place:** _____

I=Individual Medal/Event Name* _____

◆ **Recipient Town/School (Must supply both):** _____

Name of Recipient: _____ **Place:** _____

I=Individual Medal/Event Name* _____



Suggestions For Announcers

The following suggestions are informative notes for the person announcing the Sectional and State Final meets. This information is aimed at educating spectators and promoting proper crowd behavior at gymnastics meets. Remember — crowd control is essential to the safety of competitors as well as showing consideration and sportsmanship to the athletes.

1. Welcome spectators.
2. List level of meet, competing schools and IHSA sponsorship.
3. Explain advancement of competitors from Sectional to State Final.
4. Explain structure of competition and order of events.
5. March-in: Introduction of athletes, coaches and officials. (Also assistant coaches, principals or athletic directors.)
6. National Anthem.
7. Explanation of the “Competitive Spirit” and Sportsmanship.

Ladies and Gentlemen:

We ask that your spectator behavior follow the spirit of the fine competition we will see here tonight. Please show your courtesy to the gymnasts by remaining silent during a competitor’s routine. Applause will be appreciated, but may be detrimental if untimely. Please wait until all gymnasts are finished on their apparatus before giving applause. This is essential for the safety of the competitor, as well as showing consideration and sportsmanship to the gymnasts.

NO FLASH PICTURES ARE ALLOWED DURING THE COMPETITION SINCE THEY DISTRACT THE COMPETITORS. PLEASE, NO FLASH CAMERA PICTURES DURING THE COMPETITION. STROBE LIGHT PICTURES ARE PERMITTED.

Thank you for your cooperation.

8. Near the end of the meet, be sure to thank the host school and the meet personnel for the conduct of the meet.
9. Near the end of the meet, be sure to invite the spectators to remain for the trophy presentation.

(STATE FINAL NOTE: The State Final meet announcer will receive a set of announcements from the IHSA Office for use during the State Final meet.)

2013-14 PA Announcements

Managers should review these PA's in advance. Not all may apply to sectional meets.

(ANNOUNCE BEFORE THE START OF THE GAME/SESSION)

To help insure the safest and most comfortable atmosphere the host event staff will diligently maintain established security procedures and activities. This will require complete cooperation by all competing teams, contest officials, and fans. Security will always have priority over convenience; therefore, if you are requested to cooperate with event personnel in any manner, please do so promptly. Your assistance will enable event staff to fulfill its responsibilities efficiently.

(ANNOUNCE BEFORE EACH GAME/SESSION)

The possession, distribution, and consumption of alcoholic beverages and other illegal substances are prohibited at the site and on any affiliated property of the IHSA State Series Contest. State series hosts are required to make all state series contest sites and any affiliated property, including parking lots, fan accommodation areas, and other school or event venue property, alcohol free zones on the date or dates of any IHSA event being held at the site. Event staff will enforce this policy rigorously.

(ANNOUNCE SEVERAL TIMES BEFORE THE START OF EACH SESSION AND DURING THE FIRST FEW MINUTES OF EACH GAME EACH DAY)

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

ANNOUNCE BEFORE GAME/MATCH/CONTEST/RACE)

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

(ANNOUNCE ONCE EACH MATCH/GAME/CONTEST)

Participation in interscholastic activities generates values that make the athletes better citizens. Here's a challenge for all of you here. Parents, coaches, officials and others can reinforce the development of these students by expressing, supporting and displaying those positive values gained by participating and competing. Challenge our young people not just to go to school, but to go beyond. . . with the IHSA.

(ANNOUNCE SEVERAL TIMES BEFORE EACH GAME/SESSION)

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

(ANNOUNCE SEVERAL TIMES DURING THE DAY)

Gatorade knows it all begins within for athletes at (insert event name). Win From Within.

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

The interscholastic athletics and activities experience is something we cannot take for granted. For more than 100 years the I-H-S-A has provided the vehicle for recognition of students, their schools and their communities through competition in I-H-S-A state series in sports and non-athletic activities. But participation in sports and activities is a lot more than just winning and losing. Students who participate in programs offered by their schools are taught valuable life lessons that will make them a success in whatever endeavors they choose. We must teach our students, their coaches, their families and their supporters that it is very important to participate. They must take advantage of the learning opportunities that are uniquely made available to them through I-H-S-A programs.

(ANNOUNCE BETWEEN EACH GAME EACH SESSION)

Nearly 10,000 young people in Illinois High School Association member schools have earned the I-H-S-A Scholastic Achievement Award. This unique program helps accentuate the interscholastic experience. Call the I-H-S-A Office for more information on how you can support the Illinois High School Activities Foundation, which underwrites the cost of this outstanding scholarship recognition program with contributions from many supportive corporations and individuals like you.

(ANNOUNCE BETWEEN EACH GAME EACH SESSION)

Gatorade knows it all begins within. Win From Within.

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

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

(ANNOUNCE SEVERAL TIMES DURING THE DAY)

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

(ANNOUNCE SEVERAL TIMES PER SESSION)

The official I-H-S-A State Final apparel souvenirs are on sale only here at _____. Fans may choose from T-shirts, sweat-shirts, shorts, hats, and a variety of State Final Apparel. Stop by the Minerva Sportswear Souvenir booth to pick up your Official IHSA State Final merchandise.

(ANNOUNCE BEFORE GAME/MATCH/CONTEST/RACE)

Visual Image Photography is the official photography service authorized to provide fans attending IHSA state finals with action and award photographs of the participants. You can view all of the great photos from this weekends' tournament by visiting their web site. Just go to www.V-I-P-I-S.com.

(ANNOUNCE ONCE EACH GAME)

Interscholastic athletics are an extension of the educational process, and the athletic field is the coach's classroom. Remember Do What's Right! Add A. Tude is for everyone.

(ANNOUNCE SEVERAL TIMES EACH SESSION)

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

(ANNOUNCE AT START AND END OF GAME/SESSION)

Attention sports fans! Know where you can find everything you need for your favorite sports, from soccer, football and baseball to track & field...and everything in between? At your local Sports Authority, of course. Sports Authority is proud to be the official Sporting Goods Retailer of the Illinois High School Association.

Sports Authority, all things sporting good.

(ANNOUNCE SEVERAL TIMES DURING THE DAY)

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

(ANNOUNCE SEVERAL TIMES DURING THE DAY)

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

Sports Authority, all things sporting good.

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

i-h-s-a(dot)org is the address for the IHSA's Web page on the internet. Check it out any time you want to find out immediately what's happening with high school activities throughout Illinois. You'll be amazed at how much information you can find at your fingertips at IHSA(dot)org. In fact, all of the results and other information from today's event will be there when you get home. You can also follow the IHSA on Facebook & Twitter by clicking on the Facebook and Twitter links located on the IHSA homepage.

(ANNOUNCE AT THE END OF THE GAME EACH SESSION AND AT THE END OF THE TROPHY PRESENTATION)

The IHSA and the Illinois State Police wish to remind you to "Click it or Ticket", seat belts save lives!! Please buckle up on your way home from the game.

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

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

(ANNOUNCE SEVERAL TIMES DURING THE DAY)

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

(ANNOUNCE SEVERAL TIMES DURING THE DAY)

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

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

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

(ANNOUNCE SEVERAL TIMES DURING THE DAY)

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

(ANNOUNCE AT START AND END OF GAME/SESSION)

A live video webcast of this event and every contest during the 2013 or 2014 IHSA _____ State Finals is available online at www.IHSA.TV. Want to relive the moment at your convenience? Go to www.IHSA.TV to watch any contests from the 2013-14 IHSA _____ State Finals On-Demand.

School Information:

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

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

Vendor Information:

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

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

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

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

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

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

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

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

IHSA Boys Gymnastics
Sectional Scoring Program
Requirements & Instructions

Sectional host schools must have a strong, secure internet connection, a computer and a printer designated for the tournament. Hosts must also provide an individual to operate the scoring program.

Sectional Managers will receive the sectional scoring program and instructions via email from the IHSA after the sectional complex meeting.

Sectionals 6 Team Rotation

Rotation	FX	PH	SR	V	PB	HB
1	1	2	3	4	5	6
	Bye	Bye	Bye	Bye	Bye	Bye
2	6	1	2	3	4	5
	Bye	Bye	Bye	Bye	Bye	Bye
3	5	6	1	2	3	4
	Bye	Bye	Bye	Bye	Bye	Bye
4	4	5	6	1	2	3
	Bye	Bye	Bye	Bye	Bye	Bye
5	3	4	5	6	1	2
	Bye	Bye	Bye	Bye	Bye	Bye
6	2	3	4	5	6	1
	Bye	Bye	Bye	Bye	Bye	Bye

Sectionals 7 Team Rotation

Rotation	FX	PH	SR	V	PB	HB
1	1	3	4	5	6	7
	2	Bye	Bye	Bye	Bye	Bye
2	7	1	3	4	5	6
	Bye	2	Bye	Bye	Bye	Bye
3	6	7	1	3	4	5
	Bye	Bye	2	Bye	Bye	Bye
4	5	6	7	1	3	4
	Bye	Bye	Bye	2	Bye	Bye
5	4	5	6	7	1	3
	Bye	Bye	Bye	Bye	2	Bye
6	3	4	5	6	7	1
	Bye	Bye	Bye	Bye	Bye	2

Sectionals 8 Team Rotation

Rotation	FX	PH	SR	V	PB	HB
1	1	3	4	5	7	8
	2	Bye	Bye	6	Bye	Bye
2	8	1	3	4	5	7
	Bye	2	Bye	Bye	6	Bye
3	7	8	1	3	4	5
	Bye	Bye	2	Bye	Bye	6
4	5	7	8	1	3	4
	6	Bye	Bye	2	Bye	Bye
5	4	5	7	8	1	3
	Bye	6	Bye	Bye	2	Bye
6	3	4	5	7	8	1
	Bye	Bye	6	Bye	Bye	2

Fax to Athletic Director/Coach of Schools in your competition

Rotation for Sectional Team Meet
Drawing for the order of competition

Teams

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____

Individuals

1. _____
2. _____
3. _____
4. _____
5. _____

List individuals assigned by the IHSA, alphabetically by school in the 3rd Bye slot

Sectionals 9 Team Rotation

Rotation	FX	PH	SR	V	PB	HB
1	1	3	4	6	7	9
	2	Bye	5	Bye	8	Bye
2	9	1	3	4	6	7
	Bye	2	Bye	5	Bye	8
3	7	9	1	3	4	6
	8	Bye	2	Bye	5	Bye
4	6	7	9	1	3	4
	Bye	8	Bye	2	Bye	5
5	4	6	7	9	1	3
	5	Bye	8	Bye	2	Bye
6	3	4	6	7	9	1
	Bye	5	Bye	8	Bye	2

Fax to Athletic Director/Coach of Schools in your competition

Rotation for Sectional Team Meet Drawing for the order of competition

Teams

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____

Individuals

1. _____
2. _____
3. _____
4. _____
5. _____

List individuals assigned by the IHSA, alphabetically by school in the 3rd Bye slot

Sectionals 10 Team Rotation

Rotation	FX	PH	SR	V	PB	HB
1	1	3	5	6	8	9
	2	4	Bye	7	Bye	10
2	9	1	3	5	6	8
	10	2	4	Bye	7	Bye
3	8	9	1	3	5	6
	Bye	10	2	4	Bye	7
4	6	8	9	1	3	5
	7	Bye	10	2	4	Bye
5	5	6	8	9	1	3
	Bye	7	Bye	10	2	4
6	3	5	6	8	9	1
	4	Bye	7	Bye	10	2

Fax to Athletic Director/Coach of Schools in your competition

Rotation for Sectional Team Meet Drawing for the order of competition

Teams

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

Individuals

1. _____
2. _____
3. _____
4. _____
5. _____

List individuals assigned by the IHSA, alphabetically by school in the 5th Bye slot

State Team Meet Placement of Competitors

Drawing for order of team competition and warm up in each event shall be made by the Meet Manager. They shall be conducted as follows. The eight team names shall be placed in a receptacle and mixed. Drawings will then be made to determine which of the teams will be referred to as #1, #2, #3 etc. The 8 Team rotation shall be used.

Team Competition State Finals 8 Team Rotation Schedule

Rotation	FX	PH	SR	V	PB	HB
1	1	3	4	5	7	8
	2	Bye	Bye	6	Bye	Bye
2	8	1	3	4	5	7
	Bye	2	Bye	Bye	6	Bye
3	7	8	1	3	4	5
	Bye	Bye	2	Bye	Bye	6
4	5	7	8	1	3	4
	6	Bye	Bye	2	Bye	Bye
5	4	5	7	8	1	3
	Bye	6	Bye	Bye	2	Bye
6	3	4	5	7	8	1
	Bye	Bye	6	Bye	Bye	2

Bye - open warm up

State Individual Meet Preliminaries

Rotation Chart

Sectionals are numbered by the IHSA. 1-5. One bye exists in each rotation. Ranked individuals, ranked all-arounds, at-large specialists and at-large all-arounds shall perform in the group number that corresponds to their sectional number. Performance order in the group shall be determined by the contestants' raw score in that event at sectional competition. They shall work in reverse descending order (6.35 works before 6.4). No two team members shall work following each other. If two team members are ranked together, the meet manager will separate them by moving the lower score up one position. Tied competitors shall compete in succession in reverse alphabetical order of their school name.

Individual Competition State Finals Rotation Schedule

Rotation	FX	PH	SR	V	PB	HB
1	1	2	3	4	5	Bye
2	Bye	1	2	3	4	5
3	5	Bye	1	2	3	4
4	4	5	Bye	1	2	3
5	3	4	5	Bye	1	2
6	2	3	4	5	Bye	1

sf-rotat

State Meet Warm Up Schedules Teams

Session 1

Team/All-Around Championship

Warm ups will be conducted in 15 minute time periods for each rotation. Rotations will follow the 8 Team Rotation Chart. On events where a Bye is listed, warm ups for the designated team will be 8 minutes followed by a 7 minute open warm up. At the conclusion of the 6th rotation there will be a 15 minute open warm up to complete last minute details.

Time	Rotation	FX	PH	SR	V	PB	HB
4:00 – 4:15	1	1	3	4	5	7	8
		2	Bye	Bye	6	Bye	Bye
4:15 – 4:30	2	8	1	3	4	5	7
		Bye	2	Bye	Bye	6	Bye
4:30 – 4:45	3	7	8	1	3	4	5
		Bye	Bye	2	Bye	Bye	6
4:45 – 5:00	4	5	7	8	1	3	4
		6	Bye	Bye	2	Bye	Bye
5:00 – 5:15	5	4	5	7	8	1	3
		Bye	6	Bye	Bye	2	Bye
5:15 – 5:30	6	3	4	5	7	8	1
		Bye	Bye	6	Bye	Bye	2

5:30 Competitors assemble for Opening Ceremonies
 5:40 Parade of Champions
 6:00 State Final Team Meet Begins

State Meet Warm Up Schedules Individuals

Session 2

Individual Competition

A maximum of 15 minutes for each rotation will be provided if necessary. When a Bye is listed this will be an open warm up. Time will be reduced depending on the number of sectional qualifiers.

Session 3

Individual Competition - Finals

An open warm up will be established by the State Final Meet Manager.

warmup



Financial Reports Must Be Filed Online

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

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



SAMPLE FORM

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 seven (7) 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: Regional Sectional Super-Sectional

Your School:

The top seven (7) are allowed to have one (1) guest.

Administration

1.	<input type="text"/>	Guest	<input type="text"/>
2.	<input type="text"/>	Guest	<input type="text"/>
3.	<input type="text"/>	Guest	<input type="text"/>
4.	<input type="text"/>	Guest	<input type="text"/>
5.	<input type="text"/>	Guest	<input type="text"/>
6. Head Varsity Coach	<input type="text"/>	Guest	<input type="text"/>
7. Assistant Coach	<input type="text"/>	Guest	<input type="text"/>
Assistant Coach	<input type="text"/>		
Assistant Coach	<input type="text"/>		
Assistant Coach	<input type="text"/>		
8. Manager	<input type="text"/>		
9. Scorekeeper	<input type="text"/>		
10. Video/Camera Operator	<input type="text"/>		
11. Bus Driver	<input type="text"/>		
12. Athletic Trainer	<input type="text"/>		
13. 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:	<input type="text"/>	Contact Person:	<input type="text"/>
Cell Phone:	<input type="text"/>	Cell Phone:	<input type="text"/>
Email:	<input type="text"/>	Email:	<input type="text"/>