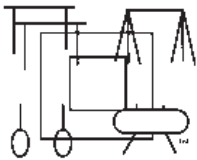


2013-14

Boys Gymnastics

**Manual for
Schools**





Boys Gymnastics



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

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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 individual 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 Online 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:

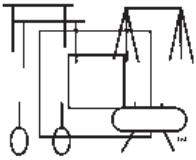
Twelve (12) officials shall be assigned to each Sectional. Two (2) officials shall be assigned to each event, with one serving as the Superior Judge. The Superior Judge will be the same at each sectional. Sectional officials will be paid a flat fee of \$143.00 per meet.

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.



Boys Gymnastics 2011-12



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

To: Schools Entered in Boys Gymnastics
From: Tracie Henry, Assistant Executive Director
Regarding: 2013-14 State Series Meet
Date: February, 2014

Enclosed in this manual are important items relative to your school's participation in the 2013-14 Boys Gymnastics State Meet.

Scoring

Sectional Managers will receive from the IHSA, via email, the computer scoring program operating instructions.

IHSA Web Page

All assignments and results will be posted on the IHSA web page. For immediate information you can access it through: www.ihsa.org. Under the left column *Sports & Activities* – Choose a Sport; *Boys Sports* – Gymnastics. All information on this page will be updated and available during the current season.

Terms and Conditions

The Boys Gymnastics Terms and Conditions govern the state series. The highlighted areas denote changes.

Seeding

On Tuesday, March 26, all schools that have *teams entered* will fax to the IHSA their seeding information using the downloadable form on the website. If your school is interested in hosting a sectional, a "*Sectional Host Consent Form*" must be faxed with your seeding. Refer to "Seeding Policies" in the Terms and Conditions for seeding information and sectional assignment procedures for teams and individuals.

Sectional Hosts

Sectional hosts will be assigned by the IHSA office following the April 1 seeding deadline. Sectional hosts will be eligible to host based on: 1) their seed and 2) receipt of *Sectional Host Consent Form* by April 1.

List of Participants

In order to be able to compete in the IHSA Boys Gymnastics State Series, there are specific online entry procedures a school must follow. For those schools who enter a team, there are two forms to complete. The first important form that all schools entered in the state series must complete is the *List of Participants*. This form must be completed no later than **Monday, April 21** and sets a school's roster for the state series and identifies which athletes will compete in which events. It can include alternates. But only those names listed on the *List of Participants* may compete in the state series. Any changes to that list must be made in compliance with the terms and conditions. Schools entering an individual(s) must also complete the *List of Participants*. Please see page 15 for instructions

State Final Program Information

The second important form is the State Final Program Information, which includes information about a school's team roster, coaches and season schedule. (See page 23 for instructions) Pictures of the Superintendent, Principal, Athletic Director, Head Coach and team picture will also be needed by **May 10**. (See page 24 for instructions). This information assists the IHSA in creating the state final program.

State Final Notification

Notification of team and individual qualifiers for the state final meet will be posted on the IHSA web page no later than 3 p.m. on Monday, May 12.

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.



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.



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.

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 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 can not 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 the IHSA's Return to Play (RTP) Policy 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>.

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 *List Of Participants*

Schools are required to complete the Boys' Gymnastics *List of Participants* online. Note: All head coaches have been given an ID and password. If you have questions regarding your ID and password, please contact the IHSA Office.

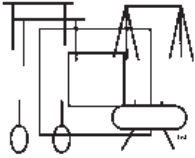
Log on to www.ihsa.org and click on the Schools Center Login. Enter your personal ID number and password. Go to the "Sports and Activity Tracker". Find Boys Gymnastics (may need to click on Spring Sports) and click on "LOP (*List of Participants*)" link under the "Required Data Forms" heading. Please follow the instructions shown on the screen as you fill in the necessary information. The deadline for submitting the *List of Participants* is Monday, April 21, 2014 at 4:00 p.m. Schools have the opportunity to make changes until Monday, April 21, 2014, at 4:00 p.m.

- A. List all eligible coaches that are in compliance with IHSA By-Law 2.070.
- B. A school may enter up to a maximum of five contestants per each individual event.

Regional managers will be able to access the *List of Participants* and listing of all eligible coaches for all entries in their regional through the school center on the IHSA website after April 21, 2014.

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

***LIST OF PARTICIPANTS DEADLINE:
Monday, April 21, 2014 – 4:00 p.m.***



Instructions for the Sectional Draw



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

Sectional

The Draw

- * Each sectional meet shall be conducted in a single session. All six events will be conducted concurrently. All school names shall be placed in a hat and mixed. Drawings will then be made to determine which school will be referred to as #1, #2 and #3, etc. First school drawn will be #1, second school drawn will be #2 etc. until all schools are drawn.

Placement of Competitors

* **Team**

The proper team rotation sheet will be selected based on the number of schools that qualify for team competition in the state tournament series. The team designated #1 from the draw on the "Rotation Sheet" as team #1, #2, #3, etc. will be appropriately listed. When the proper rotation sheet is completed, it should be faxed to the athletic director/coach of the represented school.

* **Individuals**

Individuals entered into the state competition that are not eligible for team competition will be assigned by the IHSAA and placed on the Team Rotation Sheet alphabetically by the school they represent in the Bye position as follows:

- 8 team rotation 3/Bye rotation slot
- 9 team rotation 3/Bye rotation slot
- 10 team rotation 5/Bye rotation slot

Sectional Warm Up Schedule

Warm ups will be conducted in 12 minute time periods for each rotation. Rotations will follow the selected team rotation sheet. On events where a Bye is listed and no individual representing a school are assigned, warm ups will only be 6 minutes followed by a 6 minute open warm up.

Evening Warm ups

Rotation	1	5:30-5:42
	2	5:42-5:54
	3	5:54-6:06
	4	6:06-6:18
	5	6:18-6:30
	6	6:30-6:42
Clear Floor		6:42
Meet Begins		7:00

Saturday Afternoon Meet

Rotation	1	12:30-12:42
	2	12:42-12:54
	3	12:54-1:06
	4	1:06-1:18
	5	1:18-1:30
	6	1:30-1:42
Clear Floor		1:42
Meet Begins		2:00

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

Schools are Required to Submit State Final Program Information Online

Dear Coach or Athletic Director:

As your team gets close to qualifying for the state final tournament, you will be required to complete the State Final Program Information online. This provides the IHSA with most of the information (everything except statistics) printed in the state final souvenir program. You are required to provide this information once you have qualified for the Boys' Gymnastics tournament.

The link to the State Final Program Information form is located in the IHSA Schools Center, a password-protected area of the IHSA Web site.

Log on to www.ihsa.org and click on the Schools Center Login. Enter your personal ID number and password. Go to the "Sports and Activity Tracker". Find Boys Gymnastics (may need to click on Spring Sports), and click on "State Qualifier Data Form" link under the "Required Data Forms" heading. Please follow the instructions shown on the screen as you fill in the necessary information.

The information you will provide online includes coaching staff, roster, contests, and coaching history.

State Final Information is due Saturday, May 10, 2014.

INSTRUCTIONS FOR SUBMITTING PHOTOS

Submit your photos by uploading them in the Schools Center.

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

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

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

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

The screenshot shows the 'State Program Photo Collection' interface. It has two main sections: 'Staff Photos' and 'Team Photos'. The 'Staff Photos' section has a table with columns for 'Staffer', 'Photo', and 'Edit Info'. A red circle highlights the 'Add a new administrator or coach' link. The 'Team Photos' section has a table with columns for 'Activity', 'Team Photo', 'Cutlines', 'Assigned Staffers', and 'Upload Photo'. A red circle highlights the 'Edit' button in the 'Upload Photo' column for 'Girls Softball'.

Activity	Team Photo	Cutlines	Assigned Staffers	Upload Photo Edit Cutlines Assign Staff
Boys Baseball	None	None		Edit
Boys Basketball	None	None		Edit
Girls Basketball	None	None		Edit
Base 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. Upload your team photo. Choose: The [Edit](#) button that corresponds with your sport/activity.

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

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

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

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

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

Photos are due by midnight Saturday, May 10, 2014.

Instructions for Submitting Boys Gymnastics Sectional Winner Reports

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

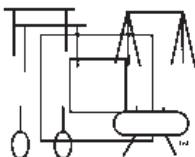
Tournament managers should use their personal ID and password to sign into the IHSA Schools Center. If you need assistance with passwords, please contact the IHSA Office.

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.)

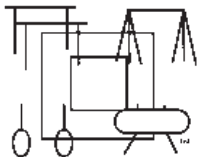


State Meet Information



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

1. **School Packets:** Head Coaches are to pick up their school packets at the pass gate entrance. School packets will include participant passes for the teams and coaches. (See Terms and Conditions for details.)
2. **Administrator Passes:** Issued at pass gate when school administrator arrives.
3. **Coaches Passes/Wristbands:** If a coach's name was not listed on the *List of Participants*, a pass/wristband was not issued for the state finals. That pass/wristband allows one coach on the floor at a time.
4. **Pass Gate:** Coaches and competitors that have been issued the appropriate credentials will be admitted to the building and to the State Final meet through the pass gate and team entrance.
5. **Trainer:** There will be a Certified Athletic Trainer on duty at Hinsdale Central High School during the State Final meet. Schools are required to provide their own training supplies. Team athletic trainers, as outlined in the Terms and Conditions, will be allowed access into the building, and will be required to show their IHSA credential at all times.
6. **Locker Rooms:** Participants are expected to bring a lock to lock up belongings in the locker room. Space is limited, so your cooperation is appreciated. Schools and competitors are responsible for their own VALUABLES.
7. **Parking:** Parking will be in the parking lots adjacent to the gym. Coaches and competitors should be dropped off in front of the gymnasium and enter through the pass gate.
8. **Tickets:** Purchasing tickets from Hinsdale Central High School in advance is recommended. Tickets may be purchased at the main entrance during the State Final competition.
9. **Contestant Seating:** An area has been designated for participating coaches and athletes. A participant pass is required for admittance into this area.
10. **Floor Privileges:** No one, other than necessary spotters, is to be on the floor during competition or warm-up periods. Only coaches with proper Participant Passes and uniformed contestants with Participant Passes will be allowed on the floor of the competition area.
11. **Warm-ups:** Warm-ups on the equipment used for competition will be held prior to each session and a schedule of warm-ups for this area will be included in your packet. The warm-up area will be located in the new gymnasium area.
12. **Photographers:** Since flash cameras sometimes interfere with contestants, no flash photography will be permitted. Press photographers with proper Press Passes may take flash pictures during warm-ups and after the sessions. No photographers will be allowed on the floor during the competition. (STROBE LIGHT PICTURES ARE PERMITTED.)



State Final Time Schedule



Boys Gymnastics Team/All-Around Championship

Friday, 5:30 p.m.

Time	Pre-Meet	Location
3:15 p.m.	Head coaches pick up school packets	Competitor's Entrance- Door #5
3:30 p.m.	Coaches Meeting with State Final personnel	Staff Café- Room 156
4:18 p.m.	Warm-Up for Session One	Main Gymnasium
5:00 p.m.	Doors open to general public	Spectator's Entrance- Door #3
5:00 p.m.	Judges Meeting with Meet Referee	Judges Room- 161
Time	Competition	Location
5:30 p.m.	Competitors assemble for Opening Ceremonies	Cafeteria
5:40 p.m.	Parade of Champions	Main Gymnasium
5:58 p.m.	National Anthem	Main Gymnasium
6:00 p.m.	IHSA State Team/All-Around Championship begins (all 6 events run concurrently)	Main Gymnasium
8:00 p.m. (approx.)	Team Awards presentation	Main Gymnasium

Boys Gymnastics Individual Championship

Saturday, 11:30 a.m. - Individual Preliminaries

Time	Pre-Meet	Location
9:00 a.m.	Head coaches pick up school packets	Competitor's Entrance- Door #5
9:15 a.m.	Coaches Meeting with State Final Personnel	Staff Café- Room 156
9:30 a.m.	IHSGCA Awards	Main Gymnasium
10:18 a.m.	Warm up for Session One	Main Gymnasium
10:30 a.m.	Doors open to general public	Spectator's Entrance- Door #3
11:00 a.m.	Judges Meeting with Meet Referee	Coaches' Office
Time	Competition	Location
11:30 a.m.	Competitors Assemble for opening ceremonies	Cafeteria
11:40 a.m.	Parade of Champions	Main Gymnasium
11:58 a.m.	National Anthem	Main Gymnasium
12:00 noon	IHSA State Individual Championship begins	Main Gymnasium

Saturday, 6:30 p.m. - Individual Finals

Time	Pre-Meet	Location
5:00 p.m.	Doors open for competitors	Competitor's Entrance- Door #5
5:18 p.m.	Warm up for Session Two	Main Gymnasium
5:30 p.m.	Doors open to general public	Spectator's Entrance- Door #3
6:00 p.m.	Judges Meeting	Judges Room- 161
Time	Competition	Location
6:30 p.m.	Competitors Assemble for Opening Ceremonies	Cafeteria
6:40 p.m.	Opening Ceremonies	Main Gymnasium
6:58 p.m.	National Anthem	Main Gymnasium
7:00 p.m.	IHSGCA Award Presentation	Main Gymnasium
	Floor Exercise and Pommel Horse Finals	
	All - Around, Floor Exercise and Pommel Horse Awards	
	Still Rings and Vault Finals	
	Still Rings and Vault Awards	
	Parallel Bars and Horizontal Bar Finals	
	Parallel Bars and Horizontal Bar Awards	

Directions to Hinsdale Central High School

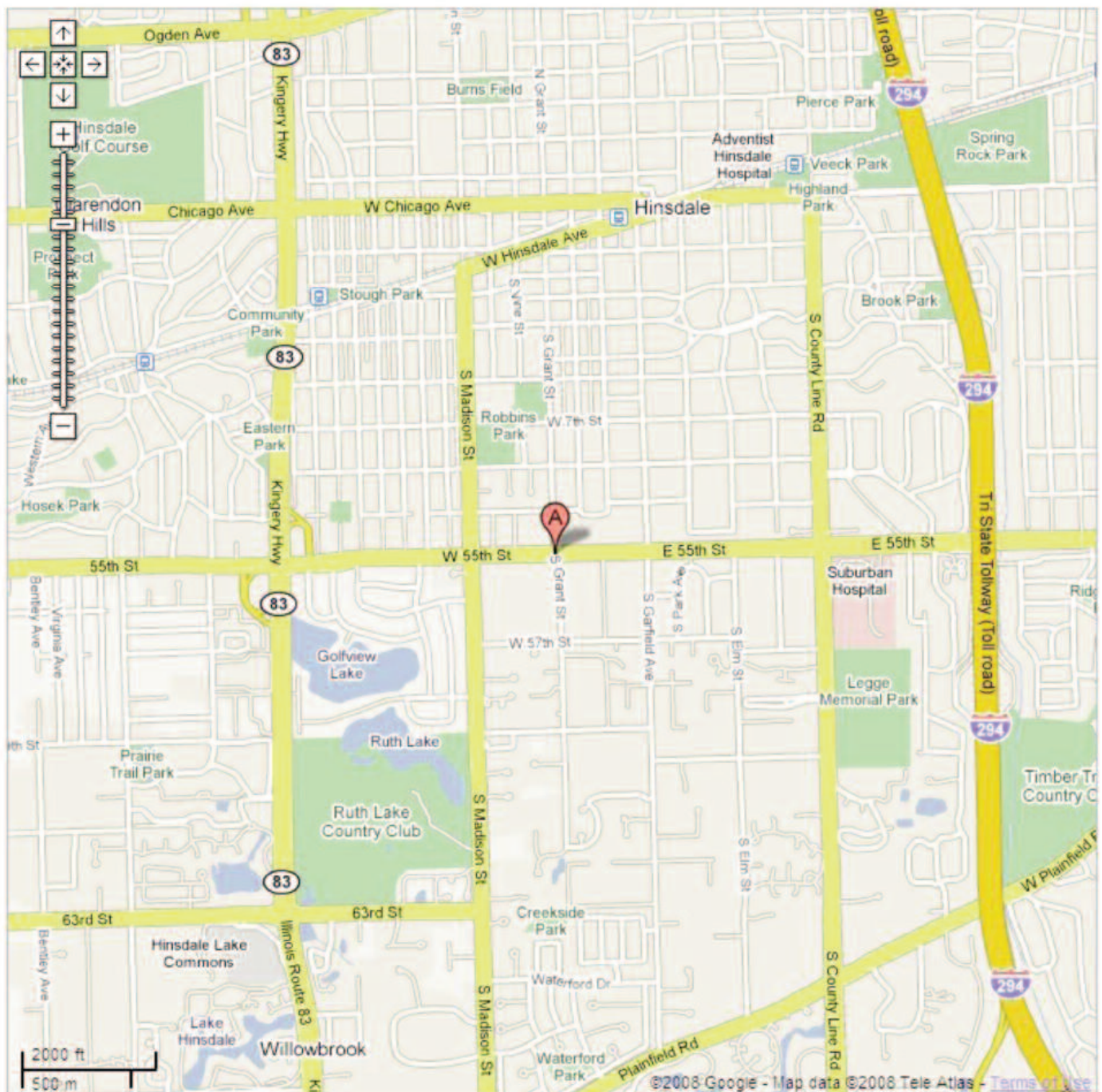
55th and Grant Streets

Hinsdale, IL 60521

630-570-8000



Click [here](#) for directions



2013-2014 IHSA Request To Purchase Additional/Replacement State Series Awards

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

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

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

Coop School
 Dual Campus
 Lost
 Broken

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

Classification		
___ 1A	___ 5A	___ Class A
___ 2A	___ 6A	___ Class AA
___ 3A	___ 7A	
___ 4A	___ 8A	

Gender:
___ Girls ___ Boys

Level of Competition:
___ Regional ___ Sectional ___ Super-Sectional ___ State

Type of Award:	
<input type="checkbox"/> Team Plaque <input type="checkbox"/> Team Trophy <input type="checkbox"/> Medal/Medallion <input type="checkbox"/> Replacement Trophy Part (check below): <input type="checkbox"/> Gold State Champion-top figure (#1) <input type="checkbox"/> Gold State Champion-side figure (#1) <input type="checkbox"/> Gold State Runner-Up-top figure (#1) <input type="checkbox"/> Gold State Runner-up-side figures (#1)	<input type="checkbox"/> Gold State 3rd/4th Place (#1)-top figure <input type="checkbox"/> State 3 rd /4 th Place Gold #2 side figure <input type="checkbox"/> Girls Soccer-Gold #3 size 3rd and 4th <input type="checkbox"/> Music Lyre – Gold #3 size 3rd Place <input type="checkbox"/> Badminton Gold shuttlecock and/or riser <input type="checkbox"/> Replacement Trophy Plate lasering <input type="checkbox"/> Bat, Tennis, Golf Club Replacement

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

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



**2013-2014 IHSA Request To Purchase
Additional/Replacement State Series Awards**

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

Extra Medal Pricing for Schools:

Qty:	Finish	State Medallion	Reg./Sect Medal	Shipping
1 – 5	Goldtone (1 st)	\$4.25	\$3.75	\$6.50
	Nickel Silver (2 nd)	\$4.75	\$4.25	
	Bronze (3 rd)	\$4.40	\$3.95	
6 – 12	Goldtone (1 st)	\$4.00	\$3.50	\$7.00
	Nickel Silver (2 nd)	\$4.50	\$4.00	
	Bronze (3 rd)	\$4.15	\$3.65	
13 – 24	Goldtone (1 st)	\$3.75	\$3.25	\$7.50
	Nickel Silver (2 nd)	\$4.25	\$3.75	
	Bronze (3 rd)	\$3.90	\$3.45	
25 or more	Goldtone (1 st)	\$3.50	\$3.00	\$8.00
	Nickel Silver (2 nd)	\$4.00	\$3.50	
	Bronze (3 rd)	\$3.65	\$3.20	

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

Regional Champion Plaque	\$48.00
Sectional and Super-Sectional Champion Plaque	\$64.00
Third/Fourth place trophy	\$255.00
Champion/Runner-Up	\$285.00

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

(\$61.00 for oxidized bronze finish pre 2008-09 school year, if available)

Gold State Champion-top figure (#1)	\$47.00
Gold State Champion-side figure (#1)	\$47.00
Gold State Runner-Up-top figure (#1)	\$47.00
Gold State Runner-up-side figures (#1)	\$47.00
Gold State 3rd/4th Place (#1)-top figure	\$47.00

Gold side figures and lasered plate replacement pricing

(\$40.00 for oxidized bronze finish pre 2008-09 school year, if available)

State 3 rd /4 th Place Gold #2 size-side figure	\$27.00, plus \$10.00 shipping
Girls Soccer – Gold #3 size 3rd and 4th Place	\$27.00, plus @10.00 shipping
Music Lyre – Gold #3 size 3rd Place	\$24.50, plus \$10.00 shipping
Badminton Gold shuttlecock and/or riser	\$27.00, plus \$10.00 shipping
Repl. Trophy Plate lasering	\$30.00, plus \$10.00 shipping
Bat, Tennis, Golf Club Replacement for All Figurine	\$ 8.50, includes shipping

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



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:

Cell Phone:

Email:

Contact Person:

Cell Phone:

Email: