

**2013-14**

***Journalism***

**Rules Book**



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## REVISION HISTORY

Apr. 3 Corrected dates in Standardized Calendar

# Board Approved Terms and Conditions Changes for Journalism for 2013-14

## 1. Item VIII-A – 2 – Broadcast News

**Recommendation:** Change the event name from Broadcast News Writing to Broadcast News.

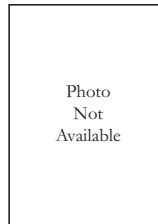
**Rationale:** Since this category involved news writing and production the new category name better reflects the actually competition event.

## **Meet the Journalism Advisory Committee**

**Staff Administrator:  
Susan Knoblauch**



**PATRICK LEVINS**  
Adviser  
Chicago (Taft)  
Term Expires 2015  
Division 1



**MARC ECKMANN**  
Principal  
Belvidere (North)  
Term Expires 2016  
Division 2



**ALISSA PRENDERGAST**  
Adviser  
Elk Grove Village (E.G.)  
Term Expires 2016  
Division 2



**KEITH CARLSON**  
Adviser  
Naperville (Central)  
Term Expires 2016  
Division 3



**BRITTANY GLIDDEN**  
Adviser  
Rockford (East)  
Term Expires 2015  
Division 4



**TIMOTHY LEE**  
Activities Director  
Fithian (Oakwood)  
Term Expires 2014  
Division 5



**MICHAEL GUDWIEN**  
Adviser  
Williamsville  
Term Expires 2016  
Division 6



**DANA DONOVAN**  
Adviser  
Okawville  
Term Expires 2016  
Division 7



## Instructions for Submitting List of Participants

Schools should complete their online *List of Participants* to enter their team or individual(s) and coaches. IHSA will provide this data to your regional/sectional manager. Any changes to the original entry must be made online prior to midnight on Monday, March 31, 2014.

### NEW INSTRUCTIONS TO COMPLETE THE ONLINE LIST OF PARTICIPANTS

**Go to [www.ihsa.org](http://www.ihsa.org)** – Click on “Schools & Officials Center login” – Enter your “User ID” (5 digits, a letter followed by 4 numbers) and the password issued to you by your school. All of this information was emailed to you by your school. Coaches must have a valid email on file in the School’s Center to be issued a password. **PASSWORDS ARE NOW ASSIGNED TO EVERY COACH.** Click on “Journalism List of Participants” – Type in requested information and save your page(s) as you proceed.

**Confirmation of receipt of Online List of Participants:** Once you have completed the Online List of Participants link will say completed (if you checked the box indicating you are finished with the report when completing the Online List of Participants). If it doesn’t indicate “Completed”, then you must go back into your schools List of Participants and check the button on the Online List of Participants indicating you are finished.

After completing and submitting the *Online List of Participants* to the IHSA Office, print out a copy of the completed *List of Participants* for your records. **Once the deadline passes you will no longer be able to access the List of Participants to print a copy.** Once the deadline passes, the Activity Tracker will indicate so. It does not indicate that you failed to complete the List of Participants. It does mean the deadline has expired and IHSA is now importing your information for your regional/sectional manager to use to score their meet.

(If you experience any problems, please call the IHSA Office and ask for Carol Carr.)

**LIST OF PARTICIPANTS DEADLINE:  
Monday, March 31, 2014**

# Division 4 — 4.000 Activity Eligibility By-laws

**Note: A special Division of the Illinois High School Association By-laws is devoted to Activities. Those pertaining to Music activities are reprinted here. They relate directly to the eligibility of students wishing to participate in interscholastic competition.**

Students in member schools shall be eligible to participate in interscholastic activity contests as representatives of their schools provided:

## 4.010 ATTENDANCE

**4.011** A student must attend a member school and may only represent in interscholastic competition the member school the student attends. For purposes of this by-law, the term "attend" shall mean that the student is enrolled at the member school and is taking at, or under arrangements approved by, the member school, a minimum of twenty (20) credit hours of work for which credit toward high school graduation will be granted by the member school upon the student's completing and passing the courses. The school which enrolls the student shall be exclusively responsible to verify the student's compliance with all of the eligibility requirements of the by-laws.

The Board of Directors shall have discretion to waive this requirement of this by-law for the Illinois schools for the deaf or blind. In unit systems having a 6-3-3 or 6-4-2 type of organization, ninth grade students may participate on senior high school teams at the member high school in the district designated by the Board of Education, provided:

- (a) such participation is approved by the district's superintendent of schools;
- (b) the senior high school principal shall certify that the ninth grade students:
  - (1) are eligible under the requirements of these By-laws;
  - (2) are students at a junior high school located in the district which supports the senior high school; and
  - (3) are not members of a grade or junior high school team in the same activity; and
- (c) the senior high school principal assumes full responsibility for the conduct of these students during all contests in which they represent the senior high school.

**4.012** They shall have been enrolled and in attendance not later than the beginning of the eleventh school day of the semester. Exception may be considered only if written verification that delay in enrollment or attendance is caused by illness of the students or their immediate family or by other circumstances deemed acceptable by the Board of Directors which are submitted to the Executive Director for presentation to the Board of Directors.

**4.013** Including a student's name on school attendance records for a period of ten (10) or more school days during any given semester, beginning with the date of the student's first physical attendance and ending with the date of the student's official withdrawal from school, shall constitute a semester of attendance for the student.

**4.014** If a student does not attend school for ten (10) days in a semester, as defined in Section 4.013, but participates in any interscholastic activity, the student shall be considered to have completed a semester of attendance, unless withdrawal from school occurs prior to completion of ten (10) days attendance and is necessitated by disabling illness or injury which is certified by a physician.

**4.015** They shall not have any lapse of school connection during any given semester of greater than ten consecutive school days. Lapse of school connection for greater than ten consecutive school days shall render them ineligible for the remainder of the entire semester. Exceptions may be considered only if written verification that lapse in school connection is caused by illness of the students or their immediate family or by other circumstances deemed acceptable to the Board of Directors which are submitted to the Executive Director for presentation to the Board of Directors.

**4.016** Absence of students required by military service to state or nation in the time of any state of national emergency shall not affect students' eligibility.

**4.017** Bona fide pupils of grade schools or junior high schools in the district of a member school may participate with the high school musical organizations and ensembles in interscholastic music activities.

**4.018** Students in member schools which maintain a joint music curricular program with one or more other member schools may participate in interscholastic music activities as members of groups composed of students from the schools involved in the joint curricular program.

## 4.020 SCHOLASTIC STANDING

**4.021** They shall be doing passing work in at least twenty (20) credit hours of high school work per week.

**4.022** They shall, unless they are entering high school for the first time, have credit on the school records for twenty (20) credit hours of high school work for the previous semester. Such work shall have been completed in the semester for which credit is granted or in a recognized summer school program which has been approved by the Board of Education and for which graduation credit is received.

**4.023** They shall not have graduated from any four-year high school or its equivalent.

**4.024** Passing work shall be defined as work of such a grade that if on any given date a student would transfer to another school, passing grades for the course would immediately be certified on the student's transcript to the school to which they transfer.

**4.025** Work taken in junior college, college, university, or by correspondence may be accepted toward meeting the requirements of this Section provided it is granted credit toward graduation from high school by the local Board of Education.

## 4.030 PARTICIPATION LIMITATIONS

**4.031** After they enroll in the ninth grade, students shall be eligible for no more than eight (8) semesters. They shall not be eligible for more than the number of semesters for which their school is recognized by the Illinois State Board of Education.

**4.032** After they enroll in the ninth grade, they shall not be eligible for more than four (4) school years of competition in any non-athletic activity.

## 4.040 AGE

**4.041** A student shall be eligible through age nineteen (19).

## 4.050 USE OF ASSUMED NAME

**4.051** After entering a member school, students shall not compete under any name other than their own.

## 4.060 MISBEHAVIOR DURING ACTIVITIES

**4.061** Students participating in interscholastic activities in violation of the By-laws, or other persons found to be in gross violation of the ethics of competition or the principles of good sportsmanship, may be barred by the Board of Directors from interscholastic activities.

## 4.070 USE OF PARTICIPANTS

**4.071** Only students who are currently eligible to participate in an activity shall appear at the site as representatives of their school.

## 4.080 SPIRIT LIMITATIONS

**4.081** All cheers, performances, routines, or other activities conducted by a school's spirit squads (i.e. cheerleaders, pom poms, flags, drill team) shall be conducted in accordance with the Spirit Rules published by the National Federation of State High School Associations.



# 2013-2014 IHSA Journalism Terms and Conditions

In accordance with Section 1.450 of the IHSA Constitution, the Board of Directors has approved the Terms and Conditions governing the 2013-2014 IHSA Journalism Tournament Series.

## I. SCHOOL CLASSIFICATION

Competition in the Journalism series will be held for all member schools without classification.

## II. DATES AND SITES

### A. Dates for contests are:

Sectional: Saturday of IHSA Week 42 - Saturday, April 26, 2014

**State Final: Friday of IHSA Week 43- Friday, May 2, 2014**

**B.** The state shall be divided into sectionals. The number of competing schools, travel distance, geographical location, and the number of entries shall be the primary factor in the determination of number and boundary lines for these sectionals. Sites for sectional contests and assignments shall be posted on the IHSA website. The State Final Contest will be held at Eastern Illinois University in Charleston, Illinois.

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

The policy for Original Entry Deadlines, Late Entries, and Late Withdrawals shall be the policies and procedures regarding entry for all IHSA-sponsored sport/activities included in the 2013-2014 Entry Policies and Procedures which can be found in the Schools Center on the IHSA website.

### 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](http://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 online after the established deadlines will be denied. Schools that wish to enter after the deadline will be considered late. To be considered for late entry, the Principal/Official Representative must contact the IHSA adminis-

trator in charge of that sport/activity. The penalty for late entry shall be a payment of \$100.00.

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

1. To withdraw without penalty, the school principal must notify the IHSA office, in writing, of a school's team withdrawal from the Journalism State Series prior to **March 31, 2014.**

2. Withdrawal after **March 31, 2014** will result in a school being liable for payment of its Event Fees (*\$10.00 per event originally entered*) plus a \$100.00 late withdrawal penalty.

3. If a school withdraws one or more categories after **March 31, 2014**, the school shall be liable for all event fees (*\$10*) for each category(s) withdrawn and shall be assessed additional penalties in the amount of \$25.00 per category withdrawn.

4. If a school does not officially withdraw and/or does not show up for competition, the school will be assessed the penalties in "2" and "3" above and if applicable, the school may be charged for any additional financial loss sustained by the offended schools or the Association as a result of such breach (*Judges' fees if applicable*). **The school shall also be considered in Breach of Contract under the terms of the IHSA By-law 6.040, and the matter shall be reported to the IHSA Board of Directors for disposition.**

### D. Eligibility

All member schools in good standing may enter an individual(s) or a team under the provisions of IHSA By-law 4.071. The principal is the official representative of his/her school in all interscholastic activities, and the responsibility for seeing that all students from his/her school entered in Journalism contests are eligible under the rules shall rest with the principal. All correspondence with the IHSA Office must be conducted through the principal.

In each contest in which a school is represented, the principal shall have present an adult, preferably a member of the faculty, who shall supervise and be responsible for the conduct of the participants and other persons from the school. A school's failure to comply with this provision shall result in disqualification of its students.

### E. On-Line List of Participants

List of Participants Deadline: Each school must complete the On-line List of Participants by the deadline date of **March 31, 2014.** The entry is submitted online at [IHSA.org](http://IHSA.org) through the Schools Center. School's online entries will be released to the Sectional Managers prior to

the Sectional Contest. It is recommended that each school print a copy of its online entry to bring to the sectional site. If a school does not submit the On-line List of Participants by the deadline, coaches/advisers and/or participants from the school are subject to penalties that could include, but are not limited to, being ruled ineligible to compete in the State Series **and/or charged \$100.00.** Schools shall be permitted one entry in each category. The same student may enter one category in Block A and one category in Block B (with the exclusion of Photography). **Confirmation of receipt of Online List of Participants:** Schools should login to their School Center site on the IHSA website and go to the Activity Tracker. The Activity Tracker will show "Completed", if you have checked the button indicating you have finished with your report. If it doesn't indicate "Completed", then you must go back into your schools List of Participants and check the button on the Online List of Participants indicating you are finished with your report.

### F. Substitutions

Changes in Sectional entries may be made until the competition begins provided:

1. the sectional manager is notified prior to the start of the contest
2. the principal attests in writing that the substitution(s) is approved due to illness or circumstances beyond the control of the student and that the bona fide student is academically eligible.

## IV. HOST FINANCIAL ARRANGEMENTS

### A. Sectional Event Fees:

For each Journalism Contest Event in which a school has participants in the Sectional Contest, an event fee of ten (\$10) dollars per event shall be paid at the sectional site during registration. All checks should be made payable to the host school. No contestant from a school will be permitted to participate in the Sectional contest if Event Fees (\$10 per event entered to sectional managers) are not paid.

### B. State Final Event Fees:

For each Journalism Contest event in which a school advances an entry from Sectional to State Final competition, an event fee of ten (\$10) dollars per event shall be paid at the State Final site for students advancing to the state competition. All checks should be made payable to Eastern Illinois University. No contestant from a school will be permitted to participate in the Sectional contest if Event Fees (\$10 per event entered to sectional managers) are not paid.

### C. Judges' Compensation:

#### Judges' Fees:

Judges' fees shall be paid as follows:

Sectional \$50.00 per category

State Final \$75.00 per category

Each group of entries for which a judge completes a scoring rubric will be considered a category.

Any judge who drives more than 70 miles round trip to the site of a Sectional or State Final Contest shall be reimbursed a travel allowance of \$.30 per mile in excess of 70 miles round trip. Reimbursement shall be directly from the IHSA office, upon the judges' submission of a travel report form to be provided by the IHSA through the contest managers.

### V. TOURNAMENT ASSIGNMENTS

Sectional Assignments can be found online at [www.ihsa.org](http://www.ihsa.org) after Feb. 1.

### VI. TOURNAMENT STRUCTURE AND TIME SCHEDULES

#### A. Events Dependent upon Entries:

1. Competition in individual categories shall be held at the Sectional contests in all events in which there are at least two entries.

2. At State Final contests there shall be competition in all events for which entries have been made.

#### B. Contest Management:

1. Designation of manager: In all cases in which a nearby university or member school is elected as a contest site, the IHSA designated manager at a college/university or the principal of the high school shall automatically assume entire responsibility for the contest. The principal or the IHSA designated manager at a college/university may delegate the authority to manage the contest to another staff member.

2. Sectional Contest Managers Meeting: A meeting may be held at the IHSA office for Sectional contest managers. Specific instructions for contest management shall be the subject of the meeting. Dates and times of the meeting will be sent to Sectional managers.

3. Authority of Contest Manager and Contest personnel:

##### a. Sectional Contests

The Contest manager shall be authorized to conduct the contest under the provisions of these Terms and Conditions. If a situation develops in which there is an apparent unfairness to a contestant, and which is determined to be the result of an administrative or judge's error, the manager shall consult with his Contest personnel and determine the manner in which the situation shall be resolved. However, managers shall not have the authority to advance students affected by unfairness to the succeeding contest. Resolution of such matters must be within the framework of each individual

contest. In addition, the manager shall be responsible to resolve questions of rules interpretation, to arbitrate disputes and to apply penalties for violations of contest rules. In all cases, the manager shall consult with the Contest personnel prior to making a decision in any such matter. Decisions of the contest manager in all cases herein described shall be final.

The authority and responsibility of the contest manager and his/her Contest personnel shall end when results are announced at the contest awards assembly. Any question relative to contest rules or any aspect of the contest, which arises following the announcement of results, shall be referred directly by the principal of the school involved to the IHSA Office. The IHSA Office will give consideration to questions relative to administrative and/or clerical matters only, and will do so only through the end of the first Monday following the completion of the contest involved. In compliance with IHSA By-law 6.033, protests or challenges relative to the decision of any judge will not be considered.

##### b. State Final Contest.

The State Final Contest personnel shall be authorized to conduct the contest under the provisions of these Terms and Conditions. If a situation develops in which there is an apparent unfairness to a contestant, and which is determined to be the result of an administrative or judge's error, the State Final Contest personnel shall determine the manner in which the situation shall be resolved. In addition, the State Final Contest personnel shall be responsible to resolve questions of rules interpretation, to arbitrate disputes and to apply penalties for violations of contest rules. Decisions of the State Final Contest Manager in all cases herein described shall be final.

#### C. Material:

1. Prompts for each category will be provided for competing students. Prompts will be similar at every Sectional contest. News Writing and Feature Writing shall receive both live and written informative. Mock press conferences will be simulated in these two categories.

2. The prompts will be compiled by the IHSA.

#### D. Time Schedule:

1. Entries will compete in two time blocks following the schedule below with the exception of the Photography and **Broadcast News** Categories, which will be held during both blocks.

2. Following is a suggested time schedule for Sectional contests. Local managers, with the majority approval of their contest committees, may alter this schedule to meet judging needs during the contest day.

3. The same order will apply to all Sectionals and to the State Final.

9:00-10:00

10:00-10:30

10:30-12:00

12:15-1:45

Registration

Opening Session

First Competition Block A

(\*Feature Photography, **Broadcast News**, News Writing, Review Writing, Advertising, Yearbook Theme Development (single or duo event) , \*Newspaper Design, Sports Writing, \*Info Graphics, Copy Editing)

Second Competition Block B

(\*Feature Photography, **Broadcast News**, Feature Writing, \*Headline Writing, Yearbook Copy Writing, \*Yearbook Layout: Double Page Spread, Editorial Cartooning, Editorial Writing) Team Awards will be held at approximately 3:00 p.m.

\* Computer lab will be used for event

#### E. Timekeeping

Contest managers will engage a proctor for each category. The proctor will be responsible for time keeping and ensuring that students adhere to the guidelines for their individual contest.

### VII. ADVANCEMENT OF WINNERS

A. The winners of first, second and third places in each Journalism Contest Event Category shall be advanced from the Sectional to the State Final.

#### B. Determination of Winners

##### 1. Tabulation procedure

Following the completion of the contest, ballots from the judges shall be returned to contest headquarters. Contest managers shall cross check ballot cards with critique forms to ensure the accuracy of rankings and to identify the student to whom the identification numbers on the winning entries belong. In the event any error or other question is identified, the judge(s) involved shall be contacted immediately to resolve the matter.

##### 2. Individual Winners

a. Sectional: After the judges' ballots have been registered a ranking of each contestant must be made. The contestant with the first ranking in each Journalism Contest Event Category is the winner. The contestant with the second ranking is second, and the contestant with the third ranking is third, etc.

##### b. State Final:

After the judges' ballots have been registered and the rankings for each student in each contest have been processed, a summation of the rankings must be made.



### 3. Team Scoring

At both the Sectional and State Final a team champion will also be declared. Points shall be awarded on the basis of the following scale for each Journalism Contest Event Category: First: 6 points, Second: 5 points, Third: 4 points, Fourth: 3 points, Fifth: 2 points, Sixth: 1 point. The team with the highest number of points will be declared the champion; the team with the second largest number of points the runner-up and the team with the third largest total receiving third.

#### C. Alternate Qualifier Advancement:

In the event a qualified student is, for any reason, unable to advance to the State Final, and provided the IHSA office is notified in writing by the principal of the qualifier's school at least one day prior to the State Final, the next advancing student from the sectional site shall be notified by the IHSA and permitted to advance.

## VIII. TOURNAMENT RULES

**A. Categories:** Contests will be held in the following individual categories:

### Block A Events

#### \*1. Feature Photography (Block A and B)

Using a digital camera, students will complete a photo assignment on a given topic. All cameras are to be checked to ensure that no pre-existing photos are stored in the memory. After completing their assignment, students will return to the computer lab to download and enhance their three best photos for judging. Students will gather the appropriate cut line information. Judging will be done on the computer screen. Only cameras that do not require special software for downloading may be used in the contest. Participants must remain on foot at the tournament site to take competition photos.

#### 2. Broadcast News (Block A and B)

Students will provide their own equipment to create an audio MP3 clip of a 75 second news broadcast with a minimum of two sound bites using live and written information received at a press conference. Students shall be judged on news value, news judgment and convergence.

#### 3. News Writing

Students shall receive both live and written interview information and then write a story based on the information provided. The word limit will be 400 words. Stories will be judged on leads, clarity and accuracy of details, and proper style and mechanics in addition to writing and organization. Students are permitted to use an AP Stylebook and dictionaries.

#### 4. Review Writing

Students will write a review suitable for publication in their high school newspaper. The word limit will be 350 words. Advisers will be notified on the IHSA website of the genre of material to be reviewed one (1) week prior to sectionals/state. Students are permitted to use an AP Stylebook and dictionaries.

### 5. Advertising

Students will be given two business sheets from which they will design ads to fit certain sizes on provided 8 1/2 x 11" sheets. Students may bring rulers, pens, pencils or black felt-tipped pens. They will not be allowed to use color. All artwork in the ad must be original. Entries will be judged based on originality, readability, and the use of a dominant element that grabs attention and sells the product or service.

#### 6. Yearbook Theme Development (Duo or Single Event)

Students will be given a theme provided at the contest site from which they will develop a colored cover page and black and white title page (not a divider page) with graphics for a high school yearbook. Students competing in Yearbook Theme Development may use the following materials: magazines, markers, colored pencils, scissors, glue/glue sticks. Information regarding the platform and available programs will be posted on the IHSA website. Entries will be judged based on basic design principles and creativity.

#### \*7. Newspaper Design

Students will design a **front page of a 16-inch tabloid newspaper**. Elements will be provided at the contest site. Entries will be judged on a well-balanced design that is appealing to the eye and incorporates basic design rules such as multiple points of entry and good use of headline size. Stories chosen should reflect good news judgment. Information regarding the platform and available programs will be posted on the IHSA website.

#### 8. Sports Writing

Students who compete in the sports writing contest will have interview information on a person who is involved in sports and then write a story based on the material. The word limit will be 400 words. In addition to well-written and organized articles, judges will be looking for the use of an interesting lead that pulls the reader into the story, accurate details about the information given by the subject, and proper style and mechanics. Students are permitted to use an AP Stylebook and dictionaries.

#### \*9. Info Graphics

Students will be required to create a graphic to illustrate a given set of statistics for a story that will be provided to them. Entries will be judged on originality, readability, clarity, and adherence to aesthetic control principles. Information regarding the platform and available programs will be posted on the IHSA website.

#### 10. Copy Editing

Students will be provided a newspaper story that they will edit for AP style, accuracy, attribution, correct paragraphing, grammar, spelling and redundancy. Students will be asked to locate and correct all errors. Students may use a current AP Stylebook and dictionary for this contest.

\* Computer lab will be used for these events.

## Block B Events

### 11. Feature Writing

Students shall receive both live and written interview information and then write a feature story based on the information provided. The word limit will be 500 words. In addition to well written and organized articles, judges will look for the use of an interesting lead, accurate details about the information provided by the subject, and proper style and mechanics. Students are permitted to use an AP Stylebook and dictionaries.

#### \*12. Headline Writing

Students will be provided with news and feature stories in which to write **six (6) headlines**. Dummy sheet will be provided. Students will determine the font size and number of lines. Students will be judged on headline rules, creativity, and accuracy.

#### 13. Yearbook Copy Writing

Students will be provided a fact sheet from which they will write a copy block suitable for a high school yearbook. The word limit will be 350 words. In addition to a well-written and organized copy, judges will look for accurate details, and proper style and mechanics. Students are permitted to use an AP Stylebook and dictionaries.

#### \*14. Yearbook Layout: Double Page Spread

Students will create a layout for a double-page spread using elements supplied at the contest site. Entries will be judged on good use of and variety of sizes and shapes of all elements, a design that is appropriate for the theme and audience, and use of dominant element and readability of text. Information regarding the platform and available programs will be found on the IHSA website.

#### 15. Editorial Cartooning

Students will be given information on a topic of general interest. After reading the material, students will be asked to design an editorial cartoon supporting or opposing the proposition. Judges will look at a simple and clear editorial statement as well as evidence of artistic ability and a creative approach. Students may bring rulers, pens, pencils or black felt-tipped pens, but **final entries must be submitted in black ink** and all artwork must be original.

#### 16. Editorial Writing

Students will be given information on a topic of general interest. After reading the material, students will write an editorial on the topic using their ideas to support or oppose the proposition. The word limit will be 350 words. Entries will be judged on the quality of the arguments and writing, organization, and proper style and mechanics. Students are permitted to use an AP Stylebook and dictionaries.

**AP Stylebook and dictionary may be used for all writing categories during the contest.**



## **B. Timekeeping**

Students will have ninety (90) minutes to complete their category (with the exception of Photography). Contest managers will engage a proctor for each category. The proctor will be responsible for time keeping and ensuring that students adhere to the guidelines for their individual contest.

## **C. Special Rules and Limitations**

1. Violations of these Terms and Conditions are subject to penalty by the Board of Directors under the provisions of IHSA By-laws and any special provisions contained therein.

2. Protests and challenges may be filed with the contest manager by any adviser or judge. Other persons wishing to file such a protest or challenge shall do so through an adviser or judge at the contest.

3. General Penalty for Violations by Students: Unless otherwise specified in the rules, the penalty for violations in any round of competition throughout the entire contest series shall be that the student's ranking in the round where the violation occurs be changed to last and the ranks of other students will be adjusted as necessary.

4. Absence or Tardiness: Students must be present when the contest is scheduled to begin as printed in the program prepared and provided by the contest manager. In the event a student cannot for any reason comply with the printed schedule, he or she must personally consult the contest manager to be excused. Only if the manager or a member of the Contest Event Committee gives the student written permission may any student enter a contest area after the contest has begun. Students failing to comply with the printed schedule without written excuse shall be disqualified.

5. Feature Photography Event: Students participating in the photography category may only compete exclusively in photography.

6. Equipment: Students may bring only the supplies and equipment specified in the category descriptions. Students may provide their own current AP stylebook and dictionary for use during all writing categories at the contest. Students competing in Yearbook Theme Development may use the following materials: magazines, markers, colored pencils, scissors, glue/glue sticks. Students whose materials are not in compliance with the guidelines will be disqualified.

7. Late Discovery of Violation: If a violation is not discovered until after the close of the contest in which the violation occurred, the following procedure shall be followed:

a. The student shall be disqualified and advancement to the State Final denied if the violation is reported to the IHSA Office by Tuesday preceding the State Final. If the violation is not reported until after Tuesday, no action shall be taken and the matter shall be considered closed.

b. The rankings of other students in the event shall be revised upward.

c. The students shall be advanced on the basis of the revised rankings.

d. If the disqualified individual or school has won any awards, such awards shall be returned to the IHSA Office. An attempt will then be made to redistribute these awards on the basis of the revised rankings.

## **IX. TOURNAMENT POLICIES**

### **A. Damage to Property or Equipment**

If students or people from any school entered in a state series are found guilty of carelessness or maliciously breaking, damaging or destroying property or equipment belonging to the host school, such school shall be held responsible for costs incurred in replacing or repairing such property or equipment.

### **B. Tobacco Products:**

No coach, student or any other person connected with a school shall be permitted to use tobacco products during the contest, either during preparation times or performances.

### **C. Use of Inhalers:**

A student with asthma may possess and use his or her medication during an IHSA competition, while under the supervision of school personnel, provided the school meets the outlined procedure of self-administration in the Illinois School Code.

### **D. Alcoholic Beverages and IHSA State Series Events:**

The possession, distribution, sale and or consumption of alcoholic beverages are prohibited at the site and on any affiliated property of any IHSA state series contest. State series hosts are required to make all state series contest sites and any affiliated property, including parking lots, fan accommodation areas, and other school or event venue property, alcohol free zones on the date or dates of any IHSA event being held at the site. Violation of this policy by an event host will subject the host to a penalty for violation of IHSA By-law 2.020. Such penalty may include but not necessarily be limited to prohibition against subsequent event hosting assignments. Violation of this policy by a non-hosting member school will subject the school to penalty for violation of IHSA By-law 2.020. Patrons of any IHSA state series contest determined to be in violation of this policy will be removed from the premise, and law enforcement officials will be called as warranted.

### **E. Special Report Forms and SAWA Reports:**

Special report forms have been developed to facilitate schools reporting any matter concerning High School programs that merit the attention of the high school principal. These forms can be used for reporting any incidents or problems with a competitor, adviser, director or

spectator. The forms may also be used to report errors in applying rules or any phase of judging in which a judge should immediately attempt to improve. The SAWA Report form should be used for reporting any instances where an adviser, director, participant, judge or spectator has done an exemplary job of Sporting A Winning Attitude. These forms may be found on-line at the IHSA Web Site ([www.ihsa.org](http://www.ihsa.org)). Under downloadable forms click Special Report Forms.

### **F. Responsibility for theft or other losses:**

The IHSA will not be responsible for loss or theft of any personal or school property during the course of a contest.

### **G. Prayer at IHSA State Series Contest:**

Prayer at an IHSA state series contest that takes place over the public address system is prohibited.

## **X. AWARDS**

**A. Sectionals:** Medals shall be given to first, second and third place winners in each Journalism Contest Event Category. A plaque shall be given to the team that represents the school with the most points.

**B. State Final:** In the state final tournament, the top six finalists in each Journalism Contest Event Category shall receive medallions. First, second and third place team awards will be presented to the winning schools along with individual medallions for the qualifying state competitors of the top three teams. In addition, one superintendent's medallion, one Principal's medallion and one Adviser's medallion for each of the top three teams will be awarded.

**C.** The school winners will be determined in accordance with the ranking system.

## **XI. JUDGING**

**A. Selection:** Local managers shall select experienced judges to employ who are located as near the contest site as possible. Contest personnel assigned to work with the tabulation of results should not be used as judges except in emergency situations, and with the approval of the Contest Manager.

Judges may be media professionals, college journalism professors, former high school advisers or collegiate journalists.

### **B. Duties of Judges**

1. It shall be the duty of the judges to collectively rank all students in their category. Judges may not award the same ranking to more than one (1) individual.

2. Judges shall confer with no one other than tournament officials prior to the submission of the ballot to the contest manager. A

judge shall not change or revise the ballot after it has been signed and placed in the hands of the contest manager. Judges shall not reveal their decisions to anyone prior to the announcement of results by the contest manager. No one may question a judge's ballot or confer with a judge concerning decisions unless it is necessary to do so because the ballot is not intelligible or the decisions or ranking were not made in conformity with the rules.

3. In all events, at all contests, judges will use a scoring rubric provided by the IHSA that indicates areas of strength and weakness. These rubrics will be made available to advisers following the announcement of winners.

4. The same judge(s) will rank all students within a category during a given contest. There shall be no ties.

### **C. Number**

1. In Sectional contests, two (2) judges shall be used in each Journalism Contest Event Category.

2. In the State Final, two (2) judges shall be used in each Journalism Contest Event Category.

3. The number of hired judges will be determined by the contest manager within the framework of the budget for the contest approved by the IHSA office. Advisers may provide names of potential judges to the contest manager.

### **D. Judges' Compensation:**

Judges' Fees:

Judges' fees shall be paid as follows:

Sectional \$50.00 per category

State Final \$75.00 per category

Each group of entries for which a judge completes a score sheet will be considered a category.

Any judge who drives more than 70 miles round trip to the site of a Sectional or State Final Contest shall be reimbursed a travel allowance of \$.30 per mile in excess of 70 miles round trip. Reimbursement shall be directly from the IHSA office, upon the judges' submission of a travel report form to be provided by the IHSA through the contest manager.

# IHSA Standardized Calendar

IHSA-sponsored State Tournament Series and IHSA Sport Seasons shall be conducted on dates established in accordance with the Associates Standardized Calendar. This calendar shall number the weeks of the year, with week one (No. 1) being the first full week of July (Sunday through Saturday).

<b>Journalism</b>	<b>2013-14</b>	<b>2014-15</b>	<b>2015-16</b>	<b>2016-17</b>	<b>2017-18</b>
List of Participants Due On-Line (Mon.)	Mar. 31	Mar. 30	Mar. 28	Mar. 27	Mar. 26
Sectionals (Sat.)	Apr 26	Apr. 25	Apr. 23	Apr. 22	Apr. 21
State Final (Fri.)	May 2	May 1	Apr. 29	Apr. 28	Apr. 27

## Future Standardized Dates

<b>2014-2015</b>	Wk. No.	S M T W T F S	Wk. No.	S M T W T F S	Wk. No.	S M T W T F S	Wk. No.	S M T W T F S	Wk. No.	S M T W T F S	Wk. No.	S M T W T F S
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	1	6 7 8 9 10 11 12	5	3 4 5 6 7 8 9	10	7 8 9 10 11 12 13	14	5 6 7 8 9 10 11	18	2 3 4 5 6 7 8	22	1 2 3 4 5 6
	2	13 14 15 16 17 18 19	6	10 11 12 13 14 15 16	11	14 15 16 17 18 19 20	15	12 13 14 15 16 17 18	19	9 10 11 12 13 14 15	23	7 8 9 10 11 12 13
	3	20 21 22 23 24 25 26	7	17 18 19 20 21 22 23	12	21 22 23 24 25 26 27	16	19 20 21 22 23 24 25	20	16 17 18 19 20 21 22	24	14 15 16 17 18 19 20
	4	27 28 29 30 31	8	24 25 26 27 28 29 30	13	28 29 30	17	26 27 28 29 30 31	21	23 24 25 26 27 28 29	25	21 22 23 24 25 26 27
	Note: Easter Sunday is boxed.	S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S
	26		31		35		39		43		47	
	27	4 5 6 7 8 9 10	32	8 9 10 11 12 13 14	36	8 9 10 11 12 13 14	40	5 6 7 8 9 10 11	44	3 4 5 6 7 8 9	48	1 2 3 4 5 6
	28	11 12 13 14 15 16 17	33	15 16 17 18 19 20 21	37	15 16 17 18 19 20 21	41	12 13 14 15 16 17 18	45	10 11 12 13 14 15 16	49	7 8 9 10 11 12 13
29	18 19 20 21 22 23 24	34	22 23 24 25 26 27 28	38	22 23 24 25 26 27 28	42	19 20 21 22 23 24 25	46	17 18 19 20 21 22 23	50	14 15 16 17 18 19 20	
30	25 26 27 28 29 30 31	35	29 30 31	39	29 30 31	43	26 27 28 29 30	48	31	51	21 22 23 24 25 26 27	
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