

PLAY SMART.  **PLAY HARD.**

2017-18
Scholastic Bowl
Manual for Managers





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Scholastic Bowl Manual for Managers

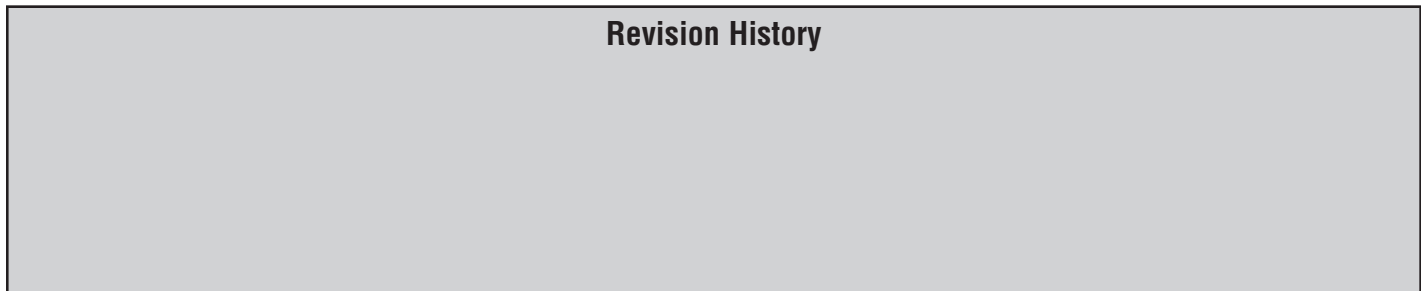
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- Kraig Garber, Assistant Executive Director (309) 663•6377 kgarber@ihsa.org
 - 1. Rules regarding Scholastic Bowl
 - 2. Regional or Sectional Problems

—Or—

- Cheryl Lowery, Scholastic Bowl Administrative Asst. (309) 663•6377 clowery@ihsa.org
 - 1. Team Record Report Form Questions or Problems
 - 2. Regional or Sectional Winner Report Questions or Problems
 - 3. Regional or Sectional errors in results posted on the IHSA Web Site

Revision History





2017-2018 Scholastic Bowl Series Terms and Conditions

In accordance with Section 1.450 of the IHSA Constitution, the Terms and Conditions governing the IHSA Class 1A and 2A Scholastic Bowl State Tournament Series have been approved by the Board of Directors.

I. Competition in the IHSA Scholastic Bowl Tournament Series will be determined on an enrollment basis and will operate under the two class system.

A. The classification of a school shall be determined on the basis of its total student enrollment figure reported to the Illinois State Board of Education in its Fall Housing Report on September 30 of the preceding school year.

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

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

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

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

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

C. A multiplier of 1.65 will be added to all non-boundaried schools.

D. Schools participating in sports and activities operating under the two-class system shall be classified as follows:

1. Schools with enrollments of 505.0 and below will be Class 1A (50% of the membership).

2. Schools with enrollments of 505.01 and above will be Class 2A (50% of the membership).

II. DATES AND SITES

A. Seeding Meeting: The seeding meeting will be hosted at the Sectional Tournament site on Wednesday, February 7, 2018. Information regarding this meeting will be sent by the Local Sectional Manager in advance of this meeting.

B. Regionals: Class 1A and 2A Regional tournaments will be held on Monday, March 5, 2018, at sites to be announced after the seed-

ing meetings. Regional sites will be determined by the schools at the seeding meetings.

C. Sectionals: Class 1A and 2A Sectional tournaments will be held on Saturday, March 10, 2018, at sites to be announced.

D. State: The Class 1A and Class 2A State Final Tournament will be held on FRIDAY, March 16, 2018, at the Peoria Civic Center, Peoria, Illinois.

E. Changes to Dates, Sites and Times: No local manager is authorized to change the date or order of matches as determined and announced by the IHSA. Matches must be played as listed from top to bottom on the official pairings unless otherwise changed and approved by the Illinois High School Association.

III. ON-LINE ENTRIES, WITHDRAWAL PROCEDURES, ELIGIBILITY, AFFIRMATIVE ACTION, RULES MEETING PRESENTATION AND TEAM RECORD REPORT FORM

The policy for Original School Entry Deadlines, Late Entries, and Late Withdrawals shall be the policies and procedures regarding entry for all IHSA-sponsored sport/activities. Directions: go to www.ihsa.org; click on Schools & Officials Center login (an administrative password is required to access this area and perform this task), Enter your User ID and Password (5 digits, a letter followed by 4 letters), go to the activity tracker and click the button to add sports/activities for the upcoming year. Sports/Activity Entry Deadlines are Sept. 8 (fall), Nov. 1 (winter) and Feb. 1 (spring).

A. On-Line School Entries: All member schools must enter their school into the State Scholastic Bowl competition through the IHSA School Center on the IHSA Website at www.ihsa.org to compete at the Regional level. On-Line School Entries are used to enter your school into State Series Competition in order for IHSA to assign your school to a Regional Meet. The deadline for school entry is November 1.

B. Online Rules Video Presentation: All schools entering Scholastic Bowl should take time to review changes pertaining to the Scholastic Bowl state series this year. Since this is not currently a requirement, you will not receive credit for viewing the Rules Presentation through the IHSA Schools Center.

These changes were suggested by the Scholastic Bowl Advisory Committee and the IHSA Board of Directors adopted the changes at the end of last school term. This brief presentation will remind coaches of important dates and rule changes for this school term to help coaches keep their teams eligible to compete in the 2018 Scholastic Bowl State Series. The Rules Meeting presentation will be available mid-September by following the instructions below:

1) Go to www.ihsa.org
2) Click on "School & Officials Center Login"
3) Enter your User ID (5 digit ID, a letter followed by 4 digits) and your Scholastic Bowl Coaches password.

4) Click on "Rules Video" next to Scholastic Bowl

5) View the online Rules Video.
Viewing the video is not currently a requirement, so no credit will be given. However, we strongly suggest all coaches take the time to view the video to ensure they are prepared for the upcoming school term.

C. Late On-Line School 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 administrative officer in charge of that sport or activity. The penalty for late entry shall be a payment of \$100.00 for that sport/activity by the school.

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

To withdraw without penalty, the Principal must send an email to Tammy Craig (tcraig@ihsa.org), notifying IHSA of the school's withdrawal from Scholastic Bowl prior to February 5, 2018.

If a school withdraws after the Seeding Meeting 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.

E. Eligibility: Only students who are eligible in accordance with IHSA By-laws may participate in the IHSA Scholastic Bowl Tournament Series. A school may enter one (1) team in the IHSA Scholastic Bowl State Tournament Series. A maximum of fifteen (15) competitors will be allowed to participate for a school in the Regional, Sectional and/or State Final tournaments. Four or Five (4 or 5) team

members must start the match. However, fewer than four (4) players may continue in the day's competition, if there are extenuating circumstances. A coach must designate one of the participating players as captain.

F. Team Record Report Form: All schools must submit their On-line Team Record Report Form via the Internet through the IHSA Schools Center Web Site to the IHSA Office. This document provides the sectional host your win/loss record for the purpose of seeding the top 8 teams in each sectional at the seeding meeting. The On-Line Team Record Report Form must be received in the IHSA Office by noon on Friday, February 2, 2018. You may go back online to make adjustments to your Team Record Report Form until noon on Monday, February 5, 2018, but you must have sent it originally by February 2nd in order to meet the deadline. The Team Record Report Form will only indicate any team's win/loss record. Coaches are encouraged to bring their season score book to document their record to the seeding meeting, indicating who they competed against and match scores. Again, please note that all participating schools are required to submit their Team Record Report Form on-line to the IHSA. If a school does not submit the On-Line Team Record Report Form by the deadline, coaches and participants from that school are subject to sanctions, which could include but not be limited to being ruled ineligible to compete in the State Series. Schools which do not submit their school's On-Line Team Record Report Form and are consequently ruled ineligible for the State Final Series must formally withdraw (see Withdrawal Procedures/Breach of Contract above in section III-C).

NOTE: Each coach will provide a team roster to the manager at each Regional and Sectional Tournament in which they compete. A typed list is preferred by tournament managers.

The IHSA will post all of the Team Record Report Forms from schools assigned to their Sectional Tournament in the IHSA Schools Center on the afternoon of Tuesday, February 6, 2018. This file will allow managers to pre-seed the teams assigned to their sectional prior to coaches arrival at the seeding meeting. Adjustments to records can be made at the seeding meeting with proper documentation. All schools are encouraged to attend the seeding meeting, but it is not required. Coaches need to remember they cannot contest the seeding meeting results, if they do not attend the seeding meeting. **REMEMBER YOU MUST COMPLETE THE ON-LINE TEAM RECORD REPORT FORM BY NOON, FRIDAY FEBRUARY 2, 2018.**

Confirmation: Schools can login to their School Center site on the IHSA website and select Activity Tracker to verify that their On-Line Team Record Report form has been received by the IHSA Office.

F. State Final Program Information: All sectional champions are REQUIRED to go on-line and complete the State Final Program Information located in their school center by 8:00 a.m. the Monday following sectional tournaments, (March 12, 2018). The IHSA will utilize the name spellings and year in school data from the State Final Program Information submitted on-line by Sectional Tournament winners for publication in the State Final Program. Failure to provide this information by the deadline will result in your team page in the State Final Program being blank. If you experience difficulties with this process, please email (clowery@ihsa.org) or contact Cheryl Lowery at (309) 663-6377 at the IHSA Office. This link will not be activated until the day following Regional contests, Tuesday, March 6, 2018.

IV. HOST FINANCIAL ARRANGEMENTS

A. Regional Host Allowance: The host school shall pay all local tournament expenses and issue checks to tournament workers. The host school shall receive a \$200.00 guarantee plus the cost of the moderators and scorers.

B. Sectional Host Allowance: The host school shall pay all local tournament expenses and issue checks to tournament workers. The host school shall receive a \$250.00 guarantee plus 40.00 for hosting a seeding meeting and reimbursement for the moderators and scorers.

C. Team Tournament Expense: Neither the State Association nor local meet management will assume responsibility for any team expenses for any tournament.

D. Admission Prices: There shall be no admission price for the Regional, Sectional or State Final tournaments.

E. 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. Regional Tournament = No charge
- b. Sectional Tournament = No charge
- c. 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. Assignment Structure: All schools entered in the IHSA Class 1A and Class 2A State Scholastic Bowl Tournament Series will be assigned to thirty-two (32) regionals and eight (8) Sectional tournaments for each class on a geographical basis by the IHSA Office.

B. Seeding Meeting

1. The Sectional Manager will conduct a Seeding Meeting Wednesday, February 7, 2018 for the purpose of seeding teams and determining the four (4) Regional host schools. The meeting shall be held after school hours. The time shall be designated by the Sectional Manager. Sectional Managers should take into consideration the travel time of competing schools when establishing this meeting time. While highly recommended, attendance is not required.

2. The Sectional Manager should cover the following points of emphasis at the Seeding Meeting:

a. Matching tops are required (Tops must be similar, not necessarily identical).

b. Name Plates (no nicknames)

c. Sportsmanship (at all times)

d. Reminder to review the Scholastic Bowl School and Manager Manuals

e. A team is required to have four or five (4 or 5) members to begin a match. Fewer than four (4) may continue in the day's competition, if there are extenuating circumstances.

3. The top eight (8) teams in each Sectional will be seeded.

4. Before a seeding vote begins, each team's weighted winning percentage should be displayed. The weighted winning percentage is calculated in the following manner: (winning percentage) + (total number of matches ÷ 100). For example; 6 wins and 2 losses $6(6+2) + (6+2)/100 = .83$ compared to 25 wins and 15 losses $25/(25+15) + (25+15)/100 = 1.025$. The following criteria should be applied when determining seeds:

a. Head to Head common opponent or record

b. Number of Matches Played

c. Win/Loss Record

d. Quality of Competition

e. Returning players

5. Each school's representative should bring a record of season's matches. They should also bring enough copies to distribute to each school in the sectional. These sheets will be used by coaches in attendance to help guide their voting.

6. Any school who fails complete their On-Line Team Record Report by the deadline, are subject to sanctions, which could include but not be limited to being ruled ineligible to compete in the State Series. As a courtesy to your seeding meeting host, please contact them to indicate whether you plan to attend the seeding meeting.

7. Each school's representative will have three (3) minutes to present their case as to where their team should be seeded. This time may not be used to raise other issues, and this time may not be used to speak about other teams. Coaches may waive their time.

8. Coaches will then rank the top eight (8) teams in their Sectional. Each coach will complete a ballot listing all teams. Each coach will rank the top 8 teams. The best team will be given the number 8, next best 7, etc. Total each team's points and calculate an average by dividing the team's total points by the number of teams eligible to vote for them. This would be one (1) less than the total number of teams present at the seeding meeting for any school that is in attendance at the seeding meeting. All ballots must be made public. No school may vote for itself (this is the reason we use one (1) less than the total number of schools present at the seeding meeting when calculating the average). The team with the highest average will be the number one (1) seed. Continue with this process until eight (8) teams are ranked.

9. Coaches should consider the following when voting: weighted winning percentage, head-to-head records, records against common opponents, placing in tournaments, and strength of schedule.

10. For purposes of seeding, no school should include its own "B", "C" or "D" team's record on the Sectional Seeding Team Information Report sheet.

11. The IHSA will assign Sectional Hosts (any participating school is invited to host a Sectional Tournament, simply contact Kraig Garber). Regional sites will be filled at the seeding meeting. The opportunity to host a regional will be offered first to the top four (4) teams in each Sectional. If the top team is unwilling to host a Regional, the hosting opportunity will pass to the next highest seed until all teams are given an opportunity to host.

Geography shall be considered when selecting Regional host sites.

12. Regionals that do not have a host will be cancelled. Do not leave the Seeding Meeting without identifying four (4) hosts. Coaches must know that their school administration has or will approve their school as a host. Coaches must discuss the possibility of hosting prior to offering their school as a host.

13. After the meeting, the Local Sectional Manager will email or fax the Seeding Report Form results to Kraig Garber at the IHSA. This form will be e-mailed to each Sectional manager prior to the seeding meeting. Upon receipt of all results from the Sectional Seeding Meetings, the IHSA will assign each school into a Regional Tournament based on the geography of the Regional hosts identified at the Sectional Seeding Meeting. Every effort will be made to separate the top 4 seeds in each Sectional, but this is not guaranteed (this can be impacted by who volunteers to host, and the geography involved). The Regional pairings will be posted on the IHSA Scholastic Bowl; State Series Information and Results; assignments web page.

VI. TOURNAMENT STRUCTURE AND TIME SCHEDULES

A. Regional Pairings: The bracketing and pairings of teams for each Regional will be completed in the IHSA Office on the basis of a combination of volunteering host schools, geography and seed. The pairing announcements will be posted on the IHSA Scholastic Bowl; State Series Information and Results; assignments web page.

B. Sectional Pairings: At the Sectional Tournament the Regional Winners will compete in a pool play format. The teams will play three (3) matches. The team with the most wins will advance to the State Finals.

Within the Sectional, Regionals will be identified as A B, C and D. Regionals A and B will contain the number 1 & 2 seeds respectively from their sectional. Regionals C & D will contain the number 3 & 4 seeds respectively from their sectional.

The sectional round robin component of the State Series will be assigned as follows:

Round 1: A vs. C
B vs. D

Round 2: A vs. D
B vs. C

Round 3: A vs. B
C vs. D

1. If two teams are tied with identical records in a pool, the head-to-head result in pool play will break the tie, and determine advancement.

2. If three teams are tied with identical records in a pool, the total points scored in pool play (against the tied teams) will be used to break the tie, and determine advancement (regardless of head to head records in that pool).

3. In the event that three teams are tied with identical records, and two of those three teams have identical total points scored in pool play (against the tied teams), the head-to-head result in pool play will break the tie between those two teams, and determine advancement.

4. If three teams are tied with identical records in a pool, and all three teams have identical total points scored in pool play (against the tied teams), the team with the larger number of toss-up questions answered correctly will break the tie, with the head-to-head result in pool play used to break any remaining ties.

5. If the above methods cannot break a tie between three teams, teams will be drawn by lot to determine advancement among tied teams.

C. Regional Rounds: Each Regional Tournament will consist of three (3) rounds of single-elimination matches. At some Regionals, additional preliminary rounds may be necessary depending on the number of teams assigned to the regional.

D. Number of Rounds: Each Sectional Tournament will consist of three (3) rounds of pool play.

E. Recommended Time Schedule: The following are the recommended Time Schedules for the Regional and Sectional tournaments. These schedules may be adjusted to meet the needs of the host school:

Regional Time Schedule, Including a Preliminary Round (4 Round Regional)

No later than 3:00 p.m. Moderators' meeting starts
 4:00 p.m. – 4:30 p.m. Coaches' Meeting
 4:30 p.m. – 5:20 p.m. Preliminary Round
 5:20 p.m. – 6:10 p.m. Round One
 6:10 p.m. – 7:00 p.m. Round Two
 7:00 p.m. – 7:50 p.m. Round Three
 7:50 p.m. Awards Ceremony

All rounds may begin earlier if both teams are ready.

Regional Time Schedule, Without a Preliminary Round (3 Round Regional)

No later than 3:00 p.m. Moderators' meeting starts
 4:00 p.m. – 4:30 p.m. Coaches' Meeting
 4:30 p.m. – 5:20 p.m. Round One
 5:20 p.m. – 6:10 p.m. Round Two
 6:10 p.m. – 7:00 p.m. Round Three
 7:00 p.m. Awards Ceremony

All rounds may begin earlier if both teams are ready.

Class 1A and Class 2A Sectional Time Schedule

8:30 a.m. – 9:30 a.m. Moderators' Meeting
 9:30 a.m. – 9:45 a.m. Coaches' Meeting
 10:00 a.m. – 10:50 a.m. Round One
 10:50 a.m. – 11:40 a.m. Round Two
 11:40 a.m. – 12:30 p.m. Round Three
 12:30 p.m. Awards Ceremony

All rounds may begin earlier if both teams are ready.

Immediately following the conclusion of the Regional or Sectional tournament, the tournament manager must scan and email a copy of the scoresheets for each match played in the tournament to Kraig Garber (kgarber@ihsa.org).

VII. ADVANCEMENT OF WINNERS

A. Regional to Sectional Advancement:

The winner from each Class 1A and Class 2A Regional tournament will advance to compete in their respective Sectional.

B. Sectional to State Advancement:

The winning team from each Class 1A and Class 2A Sectional tournament will advance to compete in their respective Class State Final tournament. The winning teams from the eight (8) Class 1A and eight (8) Class 2A Sectional tournaments will compete in the State Final tournament for first, second, third, and fourth places in their class.

C. State Final Format

1. Eight (8) teams from Class 1A and Class 2A will compete in Pool Play at the State Finals. The eight (8) teams in each class will be divided by blind draw into two separate pools of four (4) teams each. The teams will play a round-robin format in which each team will

play three (3) matches. The winner of each pool will advance to the Championship match in their class. The runner-up in each pool will compete in the Consolation match in each class.

2. If two teams are tied with identical records in a pool, the head-to-head result in pool play will break the tie, and determine advancement.

3. If three teams are tied with identical records in a pool, the total points scored in pool play (against the tied teams) will be used to break the tie, and determine advancement (regardless of head to head records in that pool).

4. In the event that three teams are tied with identical records, and two of those three teams have identical total points scored in pool play (against the tied teams), the head-to-head result in pool play will break the tie between those two teams, and determine advancement.

5. If three teams are tied with identical records in a pool, and all three teams have identical total points scored in pool play (against the tied teams), the team with the larger number of toss-up questions answered correctly will break the tie, with the head-to-head result in pool play used to break any remaining ties.

Class 1A and Class 2A State Final Time Schedule (Any round may begin earlier, if the event manager determines that the tournament is ahead of schedule).

8:00 a.m.	Schools may begin to Check-In
9:15 a.m.	Coaches/Captains/Moderators Meeting (optional)
9:30 a.m.	Opening Ceremonies
10:00 a.m. – 10:50 a.m.	First Round of Preliminary Pool Play
11:00 a.m. – 11:50 a.m.	Second Round of Preliminary Pool Play
11:50 a.m. – 12:50 p.m.	Break
1:00 p.m. – 1:50 p.m.	Third Round of Preliminary Pool Play
2:10 p.m. – 3:00 p.m.	Championship and Consolation Rounds
3:00 p.m. – 3:45 p.m.	Awards Ceremony

Class 1A and Class 2A (Pairings Determined By Blind Draw To Determine Which Qualifying School Will Be A, B etc.)

	Pool 1	Pool 2
Round 1	Team A vs. Team B Team C vs. Team D	Team E vs. Team F Team G vs. Team H
Round 2	Team A vs. Team C Team B vs. Team D	Team E vs. Team G Team F vs. Team H
Round 3	Team A vs. Team D Team B vs. Team C	Team E vs. Team H Team F vs. Team G
Championship	Pool #1 Winner vs. Pool #2 Winner	
Consolation	Pool #1 Runner-up vs. Pool #2 Runner-up	

6. If the above methods cannot break a tie between three teams, teams will be drawn by lot to determine advancement among tied teams.

VIII. TOURNAMENT RULES

A. Official Rules: The official rules governing competition in the State series tournaments shall be those included in the IHSA Scholastic Bowl School Terms and Conditions, IHSA Scholastic Bowl Rules Book, and the IHSA Scholastic Bowl Case Manual. All of these resources can be found at www.ihsa.org; click on Sports & Activities; click on Scholastic Bowl. Local tournament managers are responsible for making sure the competition is conducted in accordance with these official rules.

B. Moderator's Authority: The moderator has the final authority and shall decide all matters arising during the match that are not specifically covered in the current IHSA Scholastic Bowl School Terms and Conditions, IHSA Scholastic Bowl Rules Book, and the IHSA Scholastic Bowl Case Manual.

C. Local Manager's Authority: The Local Manager shall be authorized to make all administrative decisions based on the enforcement of the current IHSA Scholastic Bowl

School Terms and Conditions, IHSA Scholastic Bowl Rules Book, and the IHSA Scholastic Bowl Case Manual. All of these resources can be found at www.ihsa.org; click on Sports & Activities; click on Scholastic Bowl; under Resources, click on the appropriate link. Situations not stipulated in any of the IHSA rules are administrative in nature and shall be made by the local manager. The Local Manager's decision is final.

D. Appeals to the IHSA: The decisions of match moderators and Local Managers shall be final and cannot be appealed. The IHSA Board of Directors will not review decisions of the contest officials, whether an alleged error is due to faulty judgment, misinterpretations of the rules, or acceptability of the competition questions.

E. Number of Players: A team shall consist of a maximum of fifteen (15) players. A minimum of Four (4) team players must start the match. A coach must designate one of the five participating players as captain. Fewer than four (4) may continue in the day's competition, if there are extenuating circumstances.

F. On-Line Team Record Report Form: All schools entered in the Scholastic Bowl State Series must go on-line to submit their team's "Team Record Report Form" before noon on Friday, February 2, 2018. If a school does not submit the On-line Team Record Report Form by the deadline, coaches and participants from that school are subject to sanctions, which could include but not be limited to being ruled ineligible to compete in the State Series. Schools which do not submit their school's On-Line Team Record Report Form and are consequently ruled ineligible for the State Final Series must formally withdraw (see Withdrawal Procedures/Breach of Contract III-C).

1. Regional, Sectional, State Final Rosters: At the Regional, Sectional and State Final, the coach or faculty representative must bring a copy of their School's Team Roster indicating which fifteen (15) players will compete in the respective level of competition before his/her team competes in the first round of competition in those tournaments. The fifteen (15) players for each level of competition (Regional, Sectional and State Final) can change as long as the players are in all aspects eligible to compete in IHSA activities.

G. Coaches

1. Each team shall be accompanied by at least one faculty member or other adult who has been designated as coach by the principal of the high school.

2. Each school should designate to the moderator before the match begins the name of one (1) adult who will act as head coach. This head coach will be the only person permitted to approach the moderator and be

involved in consultations with the moderator without being specifically requested to do so by the moderator.

3. A school using "co-coaches" must designate a single head coach for a match, but may change head coaches for different matches in the same tournament.

H. Team Seating: The competitors within each team will be seated side-by-side and facing in the same direction. The moderator will be positioned so as to see the faces, name plates, and responder lights of all competitors, and as close as possible to halfway between the two teams. Coaches and reserve players should be physically separated from the competitors and may be behind or in front of the teams depending on room constraints. Only coaches, school officials, and substitute players may sit at the coaches table. When there are a large number of spectators watching a match the preferred setup is to have the teams positioned in a chevron (V-shape), with moderator at the point of the V, all facing the coaches, reserve players, and spectators.

I. Dress: All Scholastic Bowl teams must wear appropriate matching tops for competing in the state series. Matching tops shall be defined as being similar in style, color, and markings. Members of the same gender must have similar tops, though males may wear slightly different tops than females.

1. Team competitors and coaches will appear in appropriate attire. Acceptable apparel will include, but not be limited to: slacks, turtle-necks, sport shirts with collars, sport coats, T-shirts, sweatshirts, sweaters, nice jeans, skirts and dresses.

2. Unacceptable apparel will include, but not be limited to: tank tops, cut-offs, short-shorts, clothing that advertise alcohol, drugs, or explicit material, jeans with holes or patches, hats or non-religious head gear, boxer-type shorts, spandex tights, hooded sweatshirts or pants worn below the hips.

3. A student or coach may wear apparel that bears the trademark or logo of a manufacturer or distributor during competition provided that the student or coach's apparel bears only a single manufacturer's or distributors normal label or trademark, not to exceed a one and one-half inch by one and one-half inch square.

J. Illegal uniform

1. When a team cannot begin a match with at least 4 players wearing legal, matching uniform tops, 30 points shall be awarded the opponents. The penalty will be assessed at the beginning of each match of the state series that the team is in violation. The moderator will notify the IHSA of non-compliance.

2. If it is discovered that a player with an illegal uniform started or entered the match, and at least one toss-up has been read while

that player was in the match, the moderator will call a time out. The player must leave the match, and a substitute player with a legal uniform, if available, may enter in his/her place. The player with the illegal uniform may not re-enter the match until he/she has a legal uniform and the coach has called a time out. If a substitute player with a legal uniform is not available; 30 points shall be awarded the opponents and the player with the illegal uniform may re-enter the match immediately.

K. Nameplates:

1. Each individual playing in the game must display their name on a legible placard that will be displayed in front of the player at all times so that the moderator can read the name on the placard. At the state final nameplates will be supplied.

2. The name printed on the placard must match the first name of the player on the team roster given to the tournament manager before the tournament began. Diminutive forms of names (i.e. Mary for Maria; John or Jack for Jonathan) are acceptable. Nicknames are unacceptable.

3. Players attempting to enter the game will not be permitted to enter the game until they are in compliance with this rule.

4. State Final Tournament nameplates will be supplied by IHSA. They will be issued to every person listed on the team in the data submitted by each participating school in their State Final Program Information.

L. Forfeit(s):

1. Time: Each team present at the host site should be at their match location at least five (5) minutes before the match is scheduled to begin. A team that is not present when the round is scheduled to begin shall forfeit its match. A team arriving at a host site and their match location after the scheduled start time for the match, without calling ahead, shall forfeit all its matches that day. If a team calls ahead to notify the host of the delay, the start time can be moved to accommodate the delay, but never by more than 45 minutes. Note: When entering a forfeit in the IHSA ScoreZone managers must select the "forfeit" option. In addition, they must enter a score of 1 to 0 to indicate to the computer software which team received the forfeit and the win.

2. School representative: Each team shall be accompanied by at least one faculty member or other adult who has been designated as coach by the principal of the high school. Failure to have such a representative will call for the team to forfeit.

3. Number of players: A minimum of four (4) team players must start the match. Failure to start the match with at least four (4) team players will cause the team to forfeit. However, fewer than four (4) team players may continue in the day's competition, if there are extenuating circumstances.

Note: Any team which forfeits a match in pool play, will be excluded for the remainder of that competition and all matches played to that point in that pool play will become void. This will eliminate all points scored for and against for the forfeiting team and all of the teams they have competed against.

4. To Record a Forfeit: When reporting scores in the IHSA ScoreZone, forfeits must be recorded as a forfeit. In the appropriate box, click on "Forfeit." In the score box area you must enter a score of 1 to 0 so the computer knows who received the forfeit, and consequently won the match.

M. Question formats:

1. Match questions will be a combination of toss-up and bonus. Toss-ups are worth ten (10) points each. Bonus questions are three (3) parts worth ten (10) points each and are rebounding. Rebounding refers to the fact that the team to which the bonus is NOT awarded has the opportunity to answer any part(s) not answered correctly by the team to which the bonus was originally awarded.

2. No true-false or other types of two-option questions will be permitted.

3. Multiple choice toss-up questions will not be permitted. Multiple choice bonus questions will not be permitted except in the case where the setup enumerates a list of potential word-choice answers (in order to limit the range of possible answers) and there is not a one-for-one matching correspondence between the choices and bonus parts.

4. Audio and visual material in questions may be used.

5. If a handout is to be used for a question, a copy of the handout must be provided to each playing member of both teams.

6. Bonus parts will be read, and rebounded if necessary, one part at a time. As such, succeeding parts of bonus questions (parts 2 and 3) may reveal, or refer back to, the answer to previous parts of the same bonus question.

7. The topic of the toss-up should be different from its bonus. Question category in a round should be ordered in a non-predictable, apparently random way but with some balance between halves. The last three (3) toss-up questions and the last three (3) bonus questions in each match may not be from the miscellaneous category.

8. Bonus parts should be related in some way and tied together with a setup that helps focus players' thoughts.

9. For non-computational toss-ups, the preferred style is multi-clue, starting with a more challenging clue and ending with a clue that most teams should reasonably be expected to answer correctly. Question writers and editors should exercise restraint and use their best judgment to limit the number of, and length of, clues so that toss-ups are of a reasonable length.

10. For all bonus questions, the preferred style for each part is straightforward or single-clue, with brevity a consideration. This guideline is not intended to stifle creativity, limit necessary information, or require that all bonus parts be easy. Each bonus should be constructed with one easy part, one moderately difficult part, and one difficult part.

11. For computational bonus questions, each part should be answerable by a competent player within 10 seconds. While the bonus parts should be in some way related, having all parts use the same exact formula, pattern, or algorithm is discouraged.

12. Question writers and/or editors are encouraged to consider and research alternative correct answers and/or common, similar, or related incorrect answers and to list them with instructions to the moderator to "accept also", "do not accept", or "prompt on."

13. Questions should be pristine to all competing teams – writers may not re-use questions from previously written competition sets or practice sets heard by Illinois teams. Questions reused from tournaments not heard by Illinois teams must not have been released publicly in practice sets and must not have been used in competition prior to the start of that academic year. Word-for-word plagiarism from copyrighted sources or previously used question sets is not permitted. Writers may consult printed or online sources for facts or definitions to use in creating fresh questions. If a source is paraphrased or quoted verbatim, the source must be cited in a note or as part of the question; no citation is needed for information that is generally known or that can be found in many different sources. Short excerpts from primary sources such as literature, poetry, music, film, and other media are permitted, especially when the intent of the question is to identify the source, author, era, or other information for which the excerpt is a clue.

14. The vast majority of questions should be academic in nature and relevant to topics typically taught in Illinois High Schools, including Advanced Placement courses, as per the sub-categories listed in VIII-O. Each round should contain questions from a variety of places and eras, and no one place or era should dominate any category or the series as a whole. While there should be some basic questions and some challenging questions in every round, the general trend and flow of the series should be increasing in difficulty from Regionals to Sectionals to the State Finals.

15. Within the first few words or within the first clue, toss-up questions should uniquely identify what is being asked (by using a pronoun, or a phrase such as "identify the person" or "name the book"). Avoid starting toss-up questions with statements containing superfluous information that will cue a knowledgeable player to buzz in early with an applicable, germane, but incorrect answer. In no case should a toss-up begin by heading in one

direction, then change direction and ask a completely different question.

N. Lockout System: A ten-position electronic lockout response system will be used for all matches in the State Scholastic Bowl Series. Lockout systems will be provided by IHSA for use during the State Final matches.

O. Tournament Rules, Categories and Sub-categories for Toss-up and Bonus Questions (X/Y =# of Tossups/Number of Bonuses)

SCIENCE 4/4

A. 3/3 Drawn from a mix of:

Biology, Chemistry, Physics

B. 1/1 Drawn from other sciences such as but not limited to:

a. Astronomy, Earth Science, Environmental Science, Health Science, Archaeology/Paleontology and not requiring all subcategories to be represented equally or at all.

MATH 4/4

A. 4/4 Drawn from a mix of:

Algebra, Geometry, Trigonometry, Calculus, Probability, Statistics and not requiring all subcategories to be represented equally or at all.

SOCIAL STUDIES 7/7

A. 4/4 History, Drawn from a mix of:

US History, European History, World History from a variety of cultures, Ancient History

B. 1/0 or 0/1 Geography:

C. 0/1 or 1/0 Religion:

D. 2/2 Social Sciences, Drawn from a mix of:

Current Events, US Government, Comparative Government, Psychology, Sociology, Economics, Philosophy, Political Science and not requiring all subcategories to be represented equally or at all.

LITERATURE 5/5

A. 2/2 US Literature

B. 1/1 Mythology

C. 2/2 Drawn from a mix of;

Language Arts, British Literature, other European Literature, World Literature from a variety of cultures and time periods, and not requiring all subcategories to be represented equally or at all.

FINE ARTS 3/3

A. 1/1 Visual Arts, composed of:

a. At least 1/1 History of Art
b. No more than 1/1 Theory and Technique

B. 1/1 Music, composed of:

a. At least 1/1 Classical Music and Opera
b. No more than 1/1 drawn from other Music including but not limited to: Jazz, Musical Theatre, Theory, Composers of the Modern Era, and not requiring all subcate-

gories to be represented equally or at all.

C. 1/1 Other: Chosen from any of the categories in A or B.

MISCELLANEOUS 1/1 Drawn from the different categories below:

Interdisciplinary, Journalism, Sports, Technology, Agriculture, Family Consumer Science, Drivers Education, Industrial Arts, Pop Culture, Consumer Education and not requiring all subcategories to be represented equally or at all.

P. Breakdown of Questions at all levels of the IHSA State Final Series: The forty -eight (48) questions, twenty-four (24) toss-up and twenty-four (24) bonus questions, for each match throughout the state series will consist of the following specific number of questions in each category:

1. Science: Four (4) toss-up and four (4) bonus questions per match.
2. Mathematics: Four (4) toss-up and four (4) bonus questions per match.
3. Social Studies: Seven (7) toss-up and seven (7) bonus questions per match.
4. Literature: Five (5) toss-up and five (5) bonus questions per match.
5. Fine Arts: Three (3) toss-up and three (3) bonus questions per match.
6. Miscellaneous: One (1) toss-up and one (1) bonus questions per match.
7. All toss-up questions involving calculation must be labeled.
8. There will be no more than two (2) computational math toss-ups per round. All computational toss-up questions will be from the math category, and need not be multi-clue.

Note: There will be two (2) toss-up and two (2) bonus replacement questions for each level of competition.

Note: Questions should be prefaced by a mention of the major category only, with no specification of sub-category.

Q. Sets of Questions

1. Class 1A and Class 2A will use the same sets of questions for each round of play in the State Series.
2. Three (3) different sets of questions will be used at each Class 1A and Class 2A Regional Tournament. At some Regional tournaments, it will be necessary to use four (4) different sets of questions.
3. Three (3) different sets of questions will be used at each Class 1A and Class 2A Sectional Tournament.
4. Four (4) different sets of questions will be used at each Class 1A and Class 2A State Final Tournament.
5. Questions used at Regional and Sectional competition are the property of the IHSA and must be destroyed by the host school immediately following the tournament. Questions should not be returned to the IHSA office, nor kept by the host school for use in the future.

R. Moderators' Meeting

1. Regional and Sectional Managers may allow the moderators to view the questions starting one (1) week prior to the round of competition and to bring their findings to the Moderators' Meeting. Regional and Sectional moderators may communicate with each other for purposes of reviewing the questions as soon as they are able to.

2. Before each round of the State Scholastic Bowl Series, the local manager will arrange for a moderators' meeting to be held at least one hour before the beginning of the first round of play for that tournament (or as soon as possible before the start of the first round if the school day intrudes).

3. No coach should be present at the moderators' meeting. No coach should at any time prior to the conclusion of the competition view the questions in any round(s) in which their team will compete.

4. Moderators should have access to all question sets in use at the tournament, and copies of the IHSA Scholastic Bowl School and Manager Manual.

5. The moderators should open the sets of questions and examine them for completeness, accuracy, and pronunciation.

6. Moderators may consult printed material to confirm answers and pronunciation.

7. Moderators should review the rules among themselves, review procedures in conducting the match, and consult the Local Manager to confirm room assignments and the procedure for reporting results and obtaining new question sets, and prepare themselves to begin the match.

S. Tournament Personnel

1. At each Regional and Sectional tournament, moderator's and scorer's will be appointed by the Local Manager of that tournament. For the State Final tournament, ten (10) moderators and scorer's will be appointed by the IHSA.

2. The officials for each match in the State Series will include a moderator and a scorer. The adult scorer also serves as an assistant judge to the moderator.

3. The moderator must always be an adult, and it is highly advised that an experienced moderator be used in each match of the State Series.

T. Coaches' Meeting

1. At least one coach from each school participating in the tournament should be present at the Coaches' meeting. All moderators and the Local Manager should also be present.

2. Assistant coaches and scorers are also advised to attend, if they are able. It is understood that some of these people may need to supervise competition rooms while other adults are attending the Coaches' meeting.

3. The Local manager should review times and locations of facilities and all events for the tournament.

4. The Local Manager may have the most experienced moderator discuss specific rules, or may conduct that part of the meeting himself/herself.

5. Allow the meeting to end so that coaches and personnel have time to arrive at the competition rooms and begin the initial round on time.

U. End of Match, Overtime Procedures

3-G. End of Match

3-G-1. The team that scores the greatest number of points during a match wins the match.

3-G-2. If there is a tie at the end of regulation, overtime will be played.

3-G-2a. Overtime will consist of one or more readings of a toss-up question and a bonus, drawn from the set of replacement questions provided for the tournament at each venue.

3-G-2b. Select the first available (not previously used as a replacement) toss-up, and pair it with the first available (not previously used as a replacement) bonus from a different category.

3-G-2c. If the toss-up question is answered correctly, the winner of the match shall be the team leading after the accompanying bonus question is attempted and completed.

3-G-2d. If there is still a tie after a toss-up question is answered correctly and a bonus is attempted and completed; or the toss-up question is not answered correctly, the moderator will once again randomly select a toss-up question and bonus question and continue.

V. Technology Use During Competition

1. Coaches, officials, and spectators shall have cell phones, smart phones, and pagers turned off or silenced during matches. Players, in particular, must have any and all communication devices turned off and stored in inaccessible places (pockets, purses, held by non-players or coaches, etc.) while playing. Any use of technology that appears to be allowing illegal communication to the current players is prohibited and will result in a team's disqualification. This does not include the use of technology, internet-capable or otherwise, for doing research during an appeal.

IX. TOURNAMENT POLICIES

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

B. Qualified Coaches: In accordance with IHSA By-laws 2.020 and 2.030, all schools are required to have a coach or faculty representative who has been appointed by the high school principal to be present at the tournament site during tournament play. If a school does not have a duly appointed coach or faculty representative present at the tournament site during tournament play, the school's competitors shall not be permitted to participate.

C. Signs, Banners, Balloons and Mechanical Noisemakers

1. The display of signs, banners, posters or similar items at IHSA state series events is permitted, provided:

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

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

c. They are not displayed on the field of play or in a manner that interferes with play;

d. They do not obstruct the view of participants or spectators; and,

e. They are not safety hazards.

2. All mechanical noisemaking devices, including balloons, shall be excluded from the Scholastic Bowl facilities.

D. Media Requirements

1. Providing Space: Space shall be set aside to provide for news media representatives covering the state series (newspapers, radio stations, commercial television stations and/or cable television stations).

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 originations, according to the IHSA Television and/or IHSA Radio Broadcast Policy.

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

b. Radio Broadcast Rights Fees are not required for any level of competition in this series except the State Final. Local managers shall permit radio play-by-play originations of the competition.

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

3. Administrative Details: Reporting information to the news media and/or the IHSA Office, as stipulated in instructions to Local Managers, shall be the responsibility of each Local Manager and is required.

4. Sessions at the Sectional and State Final may be videotaped

E. Video Replay and Television Monitoring Equipment:

Use of video replay or television monitoring equipment other than the official equipment approved by the IHSA shall not be used to make decisions related to the tournament. Only IHSA state meet officials, will have the authority to review official video results.

F. Flash Photography: Flash photography is not allowed by anyone except the photographers from V.I.P. These photographers are contracted by the IHSA and have been trained in the appropriate uses of flash photography during events.

G. Tobacco/Liquid Nicotine Products:

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

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

I. Alcoholic Beverages and IHSA State Series 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.

X. AWARDS

A. Regional: A plaque will be distributed to the winning team. No individual awards.

B. Sectional: A plaque will be distributed to the winning team. No individual awards.

C. State Final:

1. Individual: Fifteen (15) individual medallions will be presented to the members of the first, second, third, and fourth place teams at the State Final Tournament. Two (2) coaches medals will be provided to the coaches of the first, second, third, and fourth place teams at the State Final Tournament. In addition, one medal for the Superintendent, Principal and Activities Director will be provided for each team finishing 1st – 4th.

2. Team: Trophies will be presented to the first, second, third, and fourth place teams.

XI. OFFICIALS

A. Regional Appointment and Fees:

Local Managers are responsible for hiring the Moderator and Scorer. The host school shall issue payment to each official which will be reimbursed by the IHSA Office upon receipt of the Financial Report Form.

Moderator: \$15.00 per match

Scorer: \$10.00 per match

B. Sectional Appointment and Fees:

Local Managers are responsible for hiring the Moderator and Scorer. The host school shall issue payment to each official which will be reimbursed by the IHSA Office upon receipt of the Financial Report Form.

Moderator: \$15.00 per match

Scorer: \$10.00 per match

C. State Final Appointment and Fees:

State Final Officials will be paid and appointed by the IHSA Office.

Moderator: \$100.00 per day.

Scorer: \$10.00 per match worked

D. Mileage Reimbursement Policy:

The official's appointed by the IHSA will be paid mileage from the IHSA Office upon receipt of a mileage voucher submitted by the appointed official to the IHSA Office within 30 days of the contest. Appointed officials will receive 30 cents per mile for every mile over 70 miles for each round trip. Mileage vouchers can be printed from the IHSA Web Site through the IHSA Officials Center. Note: Mileage is determined to and from the official's home to the site of the competition, unless prior approval has been given from the administrator in charge of the sport/activity.



2017-2018 Important Dates and Times

STATE FINALS WILL BE CONDUCTED ON FRIDAY, MARCH 20



- www.ihsa.org • kgarber@ihsa.org or clowery@ihsa.org •
- Phone: 309-663-6377 • Fax: 309-663-7479 •

December 1	All schools entering Scholastic Bowl should take time to refresh themselves by viewing the Rules Meeting Presentation to be kept up-to-date on the changes for Scholastic Bowl this school term.						
February 2	All competing schools must complete the On-Line Team Record Report Form by noon Friday, February 2. Please note: It must include all completed matches you wish to be included to determine seed. If a school does not submit the On-line Team Record Report Form, coaches and participants from that school are subject to sanctions, which could include but not be limited to being ruled ineligible to compete in the State Series.						
February 5	An Excel File with the Team Records will be emailed to Sectional Managers by 3:30 p.m.						
February 7	Sectional Seed Meeting. Sectional Manager must fax results to IHSA Office immediately. Schools have the option to attend the seeding meeting, but are encouraged to do so. Please be courteous and notify your Sectional Manager if you will not attend.						
March 5	<p>Regional Time Schedule Including a Preliminary Round (4 Round Regional)</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; vertical-align: top;"> No later than 3:00 p.m. 4:00 p.m. – 4:30 p.m. 4:30 p.m. – 5:20 p.m. 5:20 p.m. – 6:10 p.m. 6:10 p.m. – 7:00 p.m. 7:00 p.m. – 7:50 p.m. 7:50 p.m. </td> <td style="width: 50%; vertical-align: top;"> Moderators' meeting starts Coaches' Meeting Preliminary Round Round One Round Two Round Three Awards Ceremony </td> </tr> </table> <p>All rounds may begin earlier if both teams are ready.</p> <p>Regional Time Schedule Without a Preliminary Round (3 Round Regional)</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; vertical-align: top;"> No later than 3:00 p.m. 4:00 p.m. – 4:30 p.m. 4:30 p.m. – 5:20 p.m. 5:20 p.m. – 6:10 p.m. 6:10 p.m. – 7:00 p.m. 7:00 p.m. </td> <td style="width: 50%; vertical-align: top;"> Moderators' meeting starts Coaches' Meeting Round One Round Two Round Three Awards Ceremony </td> </tr> </table> <p>All rounds may begin earlier if both teams are ready.</p>		No later than 3:00 p.m. 4:00 p.m. – 4:30 p.m. 4:30 p.m. – 5:20 p.m. 5:20 p.m. – 6:10 p.m. 6:10 p.m. – 7:00 p.m. 7:00 p.m. – 7:50 p.m. 7:50 p.m.	Moderators' meeting starts Coaches' Meeting Preliminary Round Round One Round Two Round Three Awards Ceremony	No later than 3:00 p.m. 4:00 p.m. – 4:30 p.m. 4:30 p.m. – 5:20 p.m. 5:20 p.m. – 6:10 p.m. 6:10 p.m. – 7:00 p.m. 7:00 p.m.	Moderators' meeting starts Coaches' Meeting Round One Round Two Round Three Awards Ceremony	
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March 10	<p>Class 1A and Class 2A Sectional Time Schedule</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; vertical-align: top;"> 8:30 a.m. – 9:30 a.m. 9:30 a.m. – 9:45 a.m. 10:00 a.m. – 10:50 a.m. 10:50 a.m. – 11:40 a.m. 11:40 p.m. – 12:30 p.m. 12:30 p.m. </td> <td style="width: 50%; vertical-align: top;"> Moderators' Meeting Coaches' Meeting Round One Round Two Round Three Awards Ceremony </td> </tr> </table> <p>All rounds may begin earlier if both teams are ready.</p>		8:30 a.m. – 9:30 a.m. 9:30 a.m. – 9:45 a.m. 10:00 a.m. – 10:50 a.m. 10:50 a.m. – 11:40 a.m. 11:40 p.m. – 12:30 p.m. 12:30 p.m.	Moderators' Meeting Coaches' Meeting Round One Round Two Round Three Awards Ceremony			
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March 10	Sectional Manager must report the results of their Sectional Tournament to the IHSA Score Zone (located in the IHSA Schools Center).						
March 12	State Final Teams deadline to place food order with Savor at Peoria Civic Center. An order form will be distributed by your Sectional Manager to State Final Qualifying Schools at the conclusion of your Sectional tournament						
March 12	Sectional Winner photographs, cut-lines & school logos due in the IHSA Office.						
March 16	State Final Moderators meeting at 4:00 p.m. - Holiday Inn & Suites, East Peoria						
FRIDAY !!! March 16	<p>State Final Tournaments at Peoria Civic Center, Peoria</p> <p>Class 1A and Class 2A State Final Time Schedule (Any round may begin earlier if determined by the IHSA)</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; vertical-align: top;"> 8:00 a.m. 9:15 a.m. 9:30 a.m. 10:00 a.m. – 10:50 a.m. 11:00 a.m. – 11:50 a.m. 11:50 a.m. – 12:50 p.m. 1:00 p.m. – 1:50 p.m. 2:10 p.m. – 3:00 p.m. 3:00 p.m. – 3:45 p.m. </td> <td style="width: 50%; vertical-align: top;"> Schools may begin to Check-In Coaches/Captains/Moderators Meeting (optional) Opening Ceremonies First Round of Preliminary Pool Play Second Round of Preliminary Pool Play Break Third Round of Preliminary Pool Play Championship and Consolation Rounds Awards Ceremony </td> </tr> </table> <p>Class 1A and Class 2A Pairings by blind draw (qualifying schools are drawn into this schedule)</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; vertical-align: top;"> Round Round 1 Round 2 Round 3 Championship Consolation </td> <td style="width: 33%; vertical-align: top;"> Pool 1 Team A vs. Team B Team C vs. Team D Team A vs. Team C Team B vs. Team D Team A vs. Team D Team B vs. Team C Pool 1 Winner vs. Pool 2 Winner Pool 1 Runner-Up vs. Pool 2 Runner-Up </td> <td style="width: 33%; vertical-align: top;"> Pool 2 Team E vs. Team F Team G vs. Team H Team E vs. Team G Team F vs. Team H Team E vs. Team H Team F vs. Team G </td> </tr> </table>		8:00 a.m. 9:15 a.m. 9:30 a.m. 10:00 a.m. – 10:50 a.m. 11:00 a.m. – 11:50 a.m. 11:50 a.m. – 12:50 p.m. 1:00 p.m. – 1:50 p.m. 2:10 p.m. – 3:00 p.m. 3:00 p.m. – 3:45 p.m.	Schools may begin to Check-In Coaches/Captains/Moderators Meeting (optional) Opening Ceremonies First Round of Preliminary Pool Play Second Round of Preliminary Pool Play Break Third Round of Preliminary Pool Play Championship and Consolation Rounds Awards Ceremony	Round Round 1 Round 2 Round 3 Championship Consolation	Pool 1 Team A vs. Team B Team C vs. Team D Team A vs. Team C Team B vs. Team D Team A vs. Team D Team B vs. Team C Pool 1 Winner vs. Pool 2 Winner Pool 1 Runner-Up vs. Pool 2 Runner-Up	Pool 2 Team E vs. Team F Team G vs. Team H Team E vs. Team G Team F vs. Team H Team E vs. Team H Team F vs. Team G
8:00 a.m. 9:15 a.m. 9:30 a.m. 10:00 a.m. – 10:50 a.m. 11:00 a.m. – 11:50 a.m. 11:50 a.m. – 12:50 p.m. 1:00 p.m. – 1:50 p.m. 2:10 p.m. – 3:00 p.m. 3:00 p.m. – 3:45 p.m.	Schools may begin to Check-In Coaches/Captains/Moderators Meeting (optional) Opening Ceremonies First Round of Preliminary Pool Play Second Round of Preliminary Pool Play Break Third Round of Preliminary Pool Play Championship and Consolation Rounds Awards Ceremony						
Round Round 1 Round 2 Round 3 Championship Consolation	Pool 1 Team A vs. Team B Team C vs. Team D Team A vs. Team C Team B vs. Team D Team A vs. Team D Team B vs. Team C Pool 1 Winner vs. Pool 2 Winner Pool 1 Runner-Up vs. Pool 2 Runner-Up	Pool 2 Team E vs. Team F Team G vs. Team H Team E vs. Team G Team F vs. Team H Team E vs. Team H Team F vs. Team G					

Do What's Right!

Sportsmanship

DWR! EXPECTATIONS

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

Acceptable Behavior...

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

Unacceptable Behavior...

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





Scholastic Bowl



- www.ihsa.org • kgarber@ihsa.org or clowery@ihsa.org •
- Phone: 309-663-6377 • Fax: 309-663-7479 •

To: Regional and Sectional Managers

From: Kraig Garber, Assistant Executive Director

This manual has been created for Regional and Sectional Managers. This manual, has been prepared to assist you in the conduct of the Scholastic Bowl tournament. Please review this section and begin planning accordingly. Your attention is called to the following online items on the Scholastic Bowl Activity Webpage. Please review them carefully:

1. **Terms and Conditions:** The Terms and Conditions govern the IHSA State Scholastic Bowl Tournament Series (included in this manual).
2. **Coaches Informational Rules Presentation:** This brief Rules Presentation is provided to coaches for the purpose of supplying information regarding participation in the Scholastic Bowl State Series. The Rules presentation may be viewed on the Scholastic Bowl Activity page. Coaches will not receive credit after viewing the Rules Presentation due to the Rules Presentation not being a requirement.
3. **Rule Book:** The IHSA has published a Scholastic Bowl Rules Book, this book is intended to assist coaches and moderators with regular season contest(s), and offer greater detail than available in the Terms and Conditions.
4. **Case Book:** The Case Book is a supplement to the Terms and Conditions and Rule Book. The Cases contain illustrations on how the IHSA requires the Terms and Conditions and Rule Book to be interpreted and applied.
5. **Downloadable Forms and Graphics:** Some forms are included in this manual. All interactive forms necessary to participate and host a Scholastic Bowl event can be found in the IHSA Schools Center by logging in with your User ID and Password (Principal, Activity Director, Athletic Director or Official Representative or Tournament Manager).
6. **Assignments:** Entering schools have been assigned to 32 Class 1A and 32 Class 2A sites. Unless schools officially withdraw through the IHSA Office by the deadline date indicated in the Terms and Conditions, they will be included in the assignments. **The final pairings will be posted on our Scholastic Bowl website:**
<http://www.ihsa.org/SportsActivities/ScholasticBowl/StateSeriesInformationResults.aspx> The list of Schools assigned may change due to withdrawals prior to your Regional/Sectional Tournament. The eligible list of schools will be submitted to managers once we have received the Team Record Report Forms for schools. If they don't appear in the list we provide to you, they have withdrawn. If a school is provided in the list and they don't participate in competition, you must provide the names of those schools on the Financial Report after your tournament.
7. **Facilities and Equipment:** You are responsible for designating a "Tournament Central" room or area and four rooms for competition. Contest rooms need appropriate tables and chairs; a moderator's podium; chalkboard, chalk, eraser (or equivalent); scratch paper and sharpened pencils; copies of the tournament schedule; and bonus grid cards. Contest rooms should be free of any displayed instructional material which may aid competitors. Encourage participating schools to bring fully functioning lockout systems. Additional stopwatches should be available if timers are not built into the lockout system.
8. **Tournament Personnel:** Managers are responsible for recruiting (and possibly training) all personnel needed to run the tournament. Each match needs a paid adult moderator and Scorekeeper. **For Regional Tournaments only**, the Scorekeeper may be an experienced student, if adults aren't available. A Check-in Manager is also helpful. Door security and an announcer are optional personnel. You may recruit these personnel from participating schools. Timekeeper/Lockout System Operator position has been eliminated).
9. **Programs:** While optional, you are encouraged to prepare programs for participants and spectators. Programs should contain pertinent information about participating schools. You may request this information from your competing schools. They have been instructed to cooperate with your requests.

10. **Contacting Schools in your SECTIONAL (Sectional Manager):** As soon as you receive notification of the schools in your sectional, fax them a letter to inform them of the Sectional Seeding Meeting Time and Location. The IHSA Office will obtain all Team Record Report Forms and distribute them to each Sectional Manager to conduct their Seed Meeting. **On or about 3:30 p.m., February 6,** the IHSA will release a file that will be available through the IHSA Schools Center to be printed by the Sectional Manager. It will contain Team Record Report Forms for each school that is eligible to compete in their respective sectional. Schools that entered to participate in the Scholastic Bowl State Series, but failed to complete the Team Record Report Form by the deadline are ineligible and will not be included. Managers are required to use the Team Record Report Forms distributed by the IHSA Office and cannot accept team Record Report Forms faxed by schools directly to the Sectional hosts. The Team Record Reports Forms distributed by the IHSA Office are the Official Team Record Report Forms and are the only Team Record Report Forms to be used in Seeding teams in their Sectional (schools that meet the deadline are permitted to contact the host school if they have updates for their win/lost record). We have asked schools who will not send a representative to the Seed meeting to contact their Sectional Host prior to the meeting to inform them of their intention.
11. **At the Seed Meeting** please review with all Coaches and Regional Managers the following items:
- The Weighted Winning Percentage is calculated as follows: (winning percentage) + (total number of matches / 100) For example: 6 wins and 2 losses $6/(6+2) + (6+2)/100 = .83$ compared to 25 wins and 15 losses $25/(25+15) + (25+15)/100 = 1.025$ **For purposes of ranking, the best team shall be designated with the #8 (in other words, 8 points), the second best team shall receive the number 7 (7 points), etc., until the top 8 teams are identified. Obviously in this system the team receiving the most points is the number one seed.**
 - Matching Tops (Required – See Terms and Conditions Item VIII Tournament Rules/I. Dress & J. Illegal Uniform)
 - Name Plates (No nicknames – See Terms and Conditions Item VIII Tournament Rules/K. Nameplates)
 - Sportsmanship (At all times)
 - Reminder to review online materials: Rules Presentation, School Manual, Rule Book, Casebook, etc.
 - Four or Five Players are REQUIRED to start each match
 - Coaches must submit a team roster to the tournament manager prior to the beginning of each tournament.
12. **After the Sectional Seeding Meeting (Sectional Manager):** Email the top 8 Seeds to kgarber@ihsa.org at the IHSA immediately following your seed meeting. This form is included within this manual. Please rank the top 8 teams from your sectional during the seeding process.
13. **Contacting Schools in your Regional (Regional Manager):** As soon as you receive notification of the schools in your regional, fax them a Regional Tournament Announcement. This announcement will serve as a reminder of where teams need to go, when they need to arrive, and what they need to bring. You may also request information about the school and team for a program at this time.
14. **Team Roster:** A team roster must be presented to both the Regional and Sectional Tournament Manager no later than end of the Coaches' Meeting before competition. School must present a Team Roster to the Regional and Sectional Hosts. The Team Roster can be a printed list, a handwritten list, etc. You must designate 15 students you plan to use in each tournament. You may use different combinations at each level of competition. However, all participants to be used at any level must be eligible to compete. The head coach must designate one of the four or five players to be "captain".
15. **Competition Questions:** Questions will be posted in the IHSA Schools Center under the tournament section for Tournament Managers, Official Representatives or Activities Director at least one week in advance of the tournament date. Password: You must utilize the Activities Director; Official Representative, Principal, Tournament Manager password to access this area of the Schools Center. The principal or official building representative must keep these questions secure until the moderator's meeting before competition. **NO ONE** but the Moderator is to view the questions at any time. The moderators are allowed to review the questions for the purpose of identifying possible errors. **No coach will be allowed to view the questions for any reason. Do not return the questions to the IHSA Office after your tournament. Instead you are directed to destroy the questions. The questions remain the property of the IHSA and must not be kept by the host school, nor given to anyone else.**

Regional Managers: Regional rounds of questions will be posted in the hosting sectional of the Schools Center. The copies of questions you will need for your tournament will be located within this Manual for Managers (Regional Managers Checklist). The tournament assignments will be posted at: <http://www.ihsa.org/SportsActivities/ScholasticBowl/StateSeriesInformationResults.aspx> Final tournament assignments will be posted after the team record report deadline. At this time all schools who withdraw from the tournament will be finalized.

16. **Awards:** Plaques for the Regional and Sectional Champions are provided by the IHSA. They will be sent directly (from A & M Products, Princeton) to host schools at least one week in advance of their tournament. Please inspect the awards for damage prior to your tournament, so that replacements can be shipped in time for your tournament.
17. **After the Regional Tournament (Regional Manager) - Reporting scores and Financial Report Instructions:** Regional Managers must go to their Schools Center located at IHSA.org. **Using your User ID and either the Tournament Manager, ScoreZone or Activity Director Password. Click on “H-IHSA Hosting and ScoreZone”;** **click on the ScoreZone Link to post your scores.** Managers will report the results of their tournament here in the ScoreZone (when entering a forfeit in the ScoreZone please select the Forfeit feature provided and enter a score of 1 to 0, this is so the software knows which team receives credit for the forfeit). **This must be completed no later than Midnight the day of the Regional Tournament.** You must also submit a Report of Unofficial Withdrawals (found on the Financial Report Form), a Financial Report, and a Royalty Report (if merchandise was sold) to the IHSA Office within 10 days of the Regional (or within 4 days to qualify for the Honor Roll of Managers).
- Each Regional Host** will receive a \$200.00 guarantee upon submission of the Regional Financial Report. The IHSA will reimburse the host school at the rate of \$10 for each match worked for Scorekeeper. Moderators will be reimbursed at the rate of \$15 per match worked. Only the champion from each regional will advance to the Sectional Tournament.
18. **Regional and Sectional Managers:** Create a copy of the final Scoresheets (included in this manual) from your tournament and email a copy to kgarber@ihsa.org.
19. **Sectional Managers:** Sectional rounds of questions will be posted in the hosting sectional of the Schools Center. The copies of questions you will need for your tournament will be located within this Manual for Managers (Sectional Managers Checklist). The tournament assignments will be posted at:
<http://www.ihsa.org/SportsActivities/ScholasticBowl/StateSeriesInformationResults.aspx> Final tournament assignments will be posted after the team record report deadline. At this time all schools who withdraw from the tournament will be finalized.
20. **After the Sectional Tournament (Sectional Manager) - Reporting scores and Financial Report Instructions:** Sectional Managers must go to their Schools Center located at IHSA.org. **Using your User ID and either the Tournament Manager, ScoreZone or Activity Director Password. Click on “H-IHSA Hosting and ScoreZone”;** **click on the ScoreZone Link to post your scores.** Managers will report the results of their tournament here in the Score Zone. This must be **completed no later than Midnight** the day of the Sectional Tournament. You must also submit a Report of Unofficial Withdrawals (found on the Financial Report Form), a Financial Report, and a Royalty Report (if merchandise was sold) to the IHSA Office within 10 days of the Regional (or within 4 days to qualify for the Honor Roll of Managers).
- Each Sectional Host** will receive a \$250 guarantee upon submission of the Sectional Financial Report. The IHSA will reimburse the host school at the rate of \$10 for each match worked for Scorekeeper. Moderators will be reimbursed at the rate of \$15 per match worked. The host school will also receive \$40.00 for hosting the seeding meeting. Only the champion from each sectional will advance to the State Final Tournament in Peoria.
21. **State Final Tournament:** Both Class 1A and 2A State Final Scholastic Tournament will be held in Peoria. In each Class, each Sectional champion will be randomly placed into a pool of four teams (parings by blind draw). Each team will play each other team in that pool (three matches). The winner of each pool will play for the State Championship. The runner-up in each pool will play for Third and Fourth place.
22. **Commercialism:** No commercial advertising or sales will be approved unless authorized by the IHSA. In addition, exhibition by performers or other groups are not permitted. Managers should be familiar with the Royalty Policy and the Royalty Reports that must be filed in the event merchandise is sold. Any questions regarding merchandise or royalty should be directed to Brandi Waters at the IHSA.
23. No local manager is authorized to change the dates or order of matches as determined and announced by the IHSA. Matches must be played as listed from top to bottom on the official pairings unless otherwise changed and approved by the IHSA.

The IHSA wishes to extend its appreciation to all the members of your faculty, staff and student body who help in the conduct of the tournament. Your hard work and commitment to Scholastic Bowl is not only appreciated by this office, but by the competitors, their parents, coaches, schools and communities who have the opportunity to be a part of the IHSA Scholastic Bowl Tournament. Have A Good Competition!

School Information:

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

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

Vendor Information:

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

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

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

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

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

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

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

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



Seeding Instructions



- www.ihsa.org • kgarber@ihsa.org or clowery@ihsa.org •
- Phone: 309-663-6377 • Fax: 309-663-7479 •

Seeding Meeting Date and Times

Sectional Tournament Managers will conduct a seeding meeting on Wednesday, February 7. The seeding meeting may not be held on school time. The Sectional Manager shall determine the specific time of the meeting. The purpose of the meeting will be to seed the top 8 teams in the Sectional and to determine the 4 regional hosts.

Purpose of Seeding

The objective of seeding is to pair teams in the Sectional so that, absent upsets, the two (2) strongest teams should meet in the final round of the Sectional.

Factors for Seeding

1. Only coaches present at the meeting may be involved in the ranking of teams.
2. One representative from each school shall vote.
3. Each team will be given the opportunity to compare their teams' strength by discussing head-to-head competition, indirect victories, season records, strength of returning team members.
4. Before a seeding vote begins, each team's weighted winning percentage should be displayed. The weighted winning percentage is calculated in the following manner: $(\text{winning percentage}) + (\text{total number of matches} \div 100)$. For example; 6 wins and 2 losses $6/(6+2) + (6+2)/100 = .83$ compared to 25 wins and 15 losses $25/(25+15) + (25+15)/100 = 1.025$ The following criteria should be applied when determining seeds:
 - a.) Head to Head common opponent or record
 - b.) Number of Matches Played
 - c.) Won/Lost Record
 - d.) Quality of Competition
 - e.) Returning players
5. Each representative will be given three (3) minutes to speak on behalf of their team, and why they should be ranked favorably. Representatives may use this time ONLY to speak on behalf of their team. No team is to be denied their opportunity to speak, though a school may give up their time if they choose to. (Sectional Managers may choose to set a time limit.)
6. **For purposes of ranking, the best team shall be designated with the #8 (in other words, 8 points), the second best team shall receive the number 7 (7 points), etc., until the top 8 teams are identified. Obviously in this system the team receiving the most points is the number one seed.**
7. Ties will be broken by a coin toss.
8. Coaches are not to seed their own team.

Tournament Pairings

Regional Assignment of Schools: Following the seeding meeting, the seeds shall be faxed by the Sectional Manager to the IHSA where the remaining schools will be assigned geographically to a regional. When the IHSA develops the Regional brackets every effort will be made to separate the top four (4) seeds (and 5-8 if possible). However this can be impacted by who volunteers to host the Regionals and the relative geography involved.

Pairings: The bracketing and pairings of teams for each Regional (and State Final tournament) will be completed in the IHSA Office based upon their seed as determined at the seeding meetings. Pairings for the Sectional Round Robin Tournament will be predetermined by seed. The tournament will not be re-seeded at the Sectional level of competition. The pairing announcements will be posted on the IHSA website.

Regional Hosts: All Regional hosts will be assigned at the seeding meetings. The Regionals must be offered to the top seeds first (however, schools should keep geography in mind as the hosts are selected). If no school is willing to host the regional, then that regional will be cancelled.

REGIONAL SEEDING PROCEDURES

1. At each seed meeting, attending schools will seed **the top 8 teams**. Use the seeding instructions provided in this manual (the best team will be assigned the #8).
2. Four (4) Regional hosts must be selected at the seed meeting. The opportunity to host must be offered to the top seeds first. After this anyone can offer to host a Regional. Schools should keep the geography of the Regional in mind as they select Regional sites. Regionals without hosts will be cancelled.
3. When the IHSA develops the Regional brackets every effort will be made to separate the top four (4) seeds (and 5-8 if possible). However this can be impacted by who volunteers to host the Regionals and the relative geography involved.
4. Place all other schools in the 4 regional brackets according to the best geography.

Sectional

Regional A	1

Regional B	2

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8

7

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Regional C	4

Regional D	3

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6

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ASSIGNMENT OF SECTIONAL QUALIFIERS INTO THE SECTIONAL ROUND ROBIN TOURNAMENT

Regional winners will be assigned to the sectional round robin tournament in the following manner:

Round 1 A vs. D
B vs. C

Round 2 A vs. C
B vs. D

Round 3 A vs. B
C vs. D

As with all other bracketed tournaments, this format provides for the opportunity for the two regionals with the number 1 seeds to meet in the final round. However, as with all other sports/activities there is no guarantee that the number 1 seeds from those regionals will advance to the sectional level of competition. It only provides for the opportunity for them to meet. The only level of competition allowed to be seeded is the lowest level.



Instructions for Scorekeepers & Moderators



- www.ihsa.org • kgarber@ihsa.org or clowery@ihsa.org •
- Phone: 309-663-6377 • Fax: 309-663-7479 •

Instructions for Scorekeepers

Note: Be sure to read the current "Rules for Illinois Scholastic Bowl." This is only a summary of duties.

Pick up a Score Sheet from the local manager prior to each match.

Discuss timekeeping duties with the Moderator. Be prepared to assist with the timing of 30-second calculation toss-ups, time outs, halftime, and appeals. Moderators typically handle their own 10-second and 3-second timing. If you are not able to assist with timekeeping duties, ask to have a volunteer appointed.

Enter the team rosters and other requested information on the Score Sheet. List the starters first, in the order they are seated. The roster is also needed by the Moderator to verify that nameplates are legal.

Record toss-up and bonus points earned for each question. Experienced scorekeepers may also be able to record the question categories and the number or name of the player attempting each toss-up.

Keep the running score for each team by calculating a new total after each question. Each toss-up is worth 10 points. Each of the three bonus parts is worth 10 points, for a total of 30 points per bonus. Consult with the moderator if you are unsure how many points to award; it is critical that your Score Sheet be 100% accurate.

Point out any errors to the Student Scorekeeper who is keeping score on the blackboard. Blackboard results are unofficial.

If a coach asks for a score check, report the score. Resolve any discrepancies by working back through the Score Sheet.

Act as an official for the match. If you catch an error on the part of the Moderator or the person keeping time, notify the Moderator immediately. If there is an appeal, the Moderator may ask for your help in reaching a decision on the matter. (Adults Only)

At the end of the match report the final score to the Moderator. In the event of a tie there will be an overtime period with one or more toss-up/bonus questions; record the results on the Score Sheet. Sign the Score Sheet, and have each coach initial the Score Sheet next to their name.

Return the Score Sheet and Team Roster to the local manager following the completion of the match.

Instructions for Moderators

Note: Be sure to read the current "Rules for Illinois Scholastic Bowl." This is only a summary of duties.

Be prepared for the match to begin. Pick up two question sets from the secure location and give one set to the Scorekeeper (if they are an adult). **Verify that you have the appropriate question set.** Verify seating, equipment, nameplates, and uniforms. Teams must be in the room when the match is scheduled to begin. Consult with the Local Manager on potential uniform violations or possible forfeits.

Familiarize yourself with the equipment before the match begins. Understand the operation of the reset button and how to "clear" the system. Note that there are some models which clear *themselves* after a short period of time. If the lockout system has a built-in timer, familiarize yourself with its operation and check that it is working correctly.

Be sure that all cables are safely and tightly connected. Conduct a pre-test of the system if you are the first to use equipment that has just been set up in the room. Players will also test the system during introductions for each match.

Greet everyone and conduct the introductions. State your own name and introduce all tournament personnel in the room. Verify captains. Ask each captain to introduce their team and coaches; the lockout system is tested during introductions. Identify/Verify the head coach for each team; only the head coach may call a time-out, and only the head coach or a competing player may initiate an appeal. Clarify the pronunciation of any names that are not spelled the way they sound. Speak loudly, enunciate clearly, and request that all players do the same. If any nameplates are blocking your view of the indicator lights, adjust their positions. Players must begin the match with blank papers or empty bonus grids, and may not begin writing until introductions are over.

Be firm, and in control, at all times. You are in charge! The Moderator should not be tentative in any way. It should be clear to everyone in the room that you are running the match. If there are spectators, remind them that they need to be silent during the match. The moderator has the authority to eject unruly persons during the match.

Clarify how you will be recognizing players who ring in to answer a toss-up. Recognition by name prior to answering is the historical preferred style, but there is no penalty for answering without being recognized.

Remind players that they may stand up, huddle, and confer quietly during bonus questions, and that there is no penalty if players continue to confer, write, or hold writing implements, even while players are answering.

Shield the questions. The student keeping score on the board and/or the students sitting around you may be ones who will later be subbed into the game. In cramped quarters, the current players may be able to see answers. Do not leave questions exposed during time-outs or halftime when students and coaches are allowed to stand up or move around the room.

Do not read too fast or too slow. Reading too fast creates a frenetic feeling that is inappropriate for high school Scholastic Bowl. Reading too slow makes it difficult for players to remember the beginning of the question by the time you get to the end; furthermore, reading too slow will delay the match and throw off the schedule for the entire tournament. Use a natural rhythm not unlike what you might hear from a television newscaster.

Be sure that the system is reset before each toss-up is read. Players or coaches will probably say the word "Clear!" if you forget to reset before reading a toss-up. This is not illegal talking; it is *your* error. **Do not reset the system until after you recognize the player who rings in and the player has begun speaking.** Clear the system as soon as possible after that so the second team can ring in if the answer from the first team is ruled as incorrect.

Say the question number; pause; category; pause; indicate if it's a computation; then begin reading the question. A buzzer is considered inadvertent prior to the first word of the question; there is no penalty. An appeal must be requested before the first word of the next toss-up or bonus. Time-outs must be called before the category is stated.

Do not favor one team or the other. Be careful to direct the reading of questions to each team, not one side or the other.

Time 10 seconds (or 30 seconds in the case of questions involving computation) from the completion of the reading of each toss-up and if neither team rings in, call "time" when this time expires. Remember that the second team always has at least a three second grace period (and at most the remainder of the 10 or 30 seconds) in which to respond if the first team's answer is ruled incorrect. If the first team responds before the toss-up question is fully read, time does not start; start the time after the toss-up question has been completely read for the second team. If you need assistance with timekeeping duties, ask the Scorekeeper, or ask for a volunteer to be appointed.

Time the three seconds (typically with a silent count or hand gesture count).

Apply the Rules on Communication (4-A), Penalties (4-G), Answering (4-B) and Completeness (4-C) fairly and to the best of your ability. Here are a few important points:

Players must begin answering within three seconds of being recognized. Words such as "uh", used as a delay tactic does not constitute answering. Use hand swipes to count this out visually. If a player pauses in mid answer, start counting immediately. The three second limit is cumulative for all hesitations and pauses. Computations are not treated differently; the usual three second rule applies.

If a player gives additional correct information, that pertains to the correct answer, without pause, up to a total of two pieces of information, the answer will be ruled correct. If a player gives additional information that is incorrect, or additional information that is correct but unrelated, the answer will be ruled incorrect. This rule may apply to, but is not limited to, creator/creation situations such as author/title.

Prompt whenever necessary. Moderators must ask for additional information to be given ("prompt") if the answer given is correct but is ambiguous.

Be the best possible judge. Moderators have the authority and the responsibility to accept or reject alternative answers and different forms of answers, using their best judgment. A correct answer should be ruled as correct regardless of what is printed on the page.

Here are a few of the major points from the Rules on Toss-Up Questions (4-D) and Bonus Questions (4-E):

Stop reading the toss-up question immediately if a player buzzes in before you finish. Good players are waiting for you to get to the *key word* that will finally narrow their mental list down to the one answer that fits, and will buzz in as you open your mouth to say the key word. If you blurt out that word or more, you give an advantage to a team using this strategy.

If you are interrupted during the first reading of a toss-up, and the answer given is incorrect, resume reading at a natural point in the question's wording. Although it behooves the second team to wait for you to finish the entire question, teams are not required to do so. Coaches and players may use the "Wait" gesture without penalty at this, or any time during the match.

Discard and replace any "hoses". If a moderator believes that a toss-up has misled the listener by clearly changing intent or direction and that has resulted in a wrong answer on an early buzz by one or both teams, the toss-up should be discarded and replaced.

During the reading of the bonus, time 10 seconds for each part.

After reading the bonus lead-in, bonus parts are read one at a time. Players on both teams may stand, huddle, confer, write, and/or hold writing implements during reading or answering with no penalty. The controlling team has up to ten seconds to begin their answer; prompt them after eight seconds with the phrase, "answer please." If the controlling team says "pass" or if their answer is incorrect, turn towards the rebounding team and give them just three seconds to begin their answer or "pass". If neither team gives a correct answer, read the correct answer and proceed to the next bonus part. When the bonus is complete, announce the number of points earned by each team.

It is recommended that the captain give answers to bonus parts, but the moderator should take the first answer that is unambiguously directed at him or her. If conflicting answers are directed at the moderator, ask the captain to choose which one to consider. The determination of whether an answer is directed at the moderator is not protest able.

Bonus lead-in's or parts may not be repeated unless, in the moderator's opinion, the question may not have been understood because of moderator error, wording error, or an environmental condition in the room.

Consider the player's entire answer and rule it as either correct or incorrect with those words only. You must never use body language, visual cues, or other wordings that may give clues to the other team.

If neither team gives the correct answer, state the correct answer without undue editorial comment. In some cases the printed answer includes helpful information you can give.

Apply the Rules on Equipment Malfunctions (4-F), Moderator and Timekeeper Errors (4-H), and Replacement Questions (4-J) fairly and to the best of your ability. Unread bonus questions can be used later in the match to replace a bonus question.

Apply the Rules on Appeals (4-I) and Moderator's Authority (4-K) fairly and to the best of your ability. Understand the limitations on appeals: Appeals must be reasonable and civil; no arguments are allowed; no more than ten minutes total; and only the moderator may leave the room. The Moderator always has the right to refuse to hear an appeal on a matter of correctness of an answer.

Declare half time after the 12th toss-up question. Teams will need to change sides if either coach requests it.

Time the time-outs, halftime, and appeals. Time-outs can be either 30 or 60 seconds; the coach will state which he or she wants. Halftime is 5 minutes, although it may end sooner if both Coaches agree. An appeal (which does not count as a time-out) may last no more than 10 minutes, but is often resolved within a few minutes.

After time-outs and halftime, verify captains and ask if there have been any substitutions. Allow subs to test buzzers, and then test all buzzers quickly if appropriate. Verify nameplates and uniforms for subs before resuming; subs must enter the match with blank papers or blank bonus grids and may not begin writing until after all introductions are completed.

End the match. After the final question declare the match over. Verify the score. If there is a tie, conduct overtime using replacement toss-up and bonus questions. Thank everyone involved, congratulate the winning team, and urge that good sportsmanship be exhibited by all. Collect the question set from the Scorekeeper and return both sets to the secure location. Tell the local manager who won the match.

Scholastic Bowl Tournament Manager's Checklist

Important: Please provide the current email address to Cheryl Lowery at the IHSA Office for your schools tournament manager. This will be the way we can communicate effectively with each of our schools/managers.

8 Weeks Prior to Tournament

- _____ Clear date with school authorities & all departments within school who schedule other events
- _____ Reserve "important" rooms that may be needed such as Library, Gym, Cafeteria, Auditorium
- _____ Issue initial plea to faculty & staff within school asking for potential tournament personnel
- _____ Preliminary courtesy alert to Custodial &/or Cafeteria staff notifying them of potential services needed
- _____ Make merchandise arrangements if desired. See IHSA Royalty Policy & consult list of approved vendors — OPTIONAL

7 Weeks Prior to Tournament

- _____ Identify Tournament Manager
- _____ Identify Assistant Tournament Manager, if Tournament Manager is also a Coach
- _____ Identify Check-in Manager
- _____ Identify Check-in Announcer
- _____ Issue follow-up plea to faculty & staff within school asking for potential tournament personnel
- _____ Confirm availability of Principal or other Administrator who will be present & willing to conduct the Awards Ceremony
- _____ Prepare or locate map of local area &/or floor plan of building if you plan to issue these to participating schools
- _____ Tour building & designate rooms you will be using. Identify four contest rooms:
_____, _____, _____, _____
- _____ Identify Check-in Area near school entrance
- _____ Identify Tournament Central (needed for entire time)
- _____ Identify Meeting Rooms for:
Coaches: _____ Moderators: _____
Timers: _____ Student Helpers: _____
- _____ Identify eight "homerooms" for visiting teams if possible:
_____, _____, _____, _____, _____, _____,
_____, _____

6 Weeks Prior to Tournament (note: The TIMEKEEPER/LOCKOUT SYSTEM OPERATOR Position has been eliminated)

- _____ Identify Moderators, Scorekeepers, Timekeeper, Lockout System Operators & notify them to "Save the Date"
- _____ Set dates & times for training sessions (necessary for all rookie workers!) & notify your tournament personnel
- _____ Distribute Moderator, Scorekeepers, Timekeeper, Lockout System Operator Instructions (included in this manual)
- _____ Sketch out preliminary plan of which personnel will work together in which rooms, during which hours or rounds

5 Weeks Prior to Tournament

- _____ Issue formal request to Custodial &/or Cafeteria staff notifying them of potential services needed
- _____ Finalize all maps you will be distributing: How to get to your school, parking if problematic, restaurants, floor plans
- _____ Rent lockout systems if necessary
- _____ Note: Rentals cost \$50-\$75 per system plus UPS & are not reimbursed by the IHSA. Consider as a last option.

4 Weeks Prior to Tournament (Day of Seeding Meeting)

- _____ Tuesday, week of the seeding meeting - Login to the IHSA Schools Center to download the Team Record Reports for the schools assigned to your site (**approximately 3:30 p.m.**)
- _____ Print the Top 8 Seeds Report Form (included in this manual).
- _____ Email/Fax the Top 8 Seeds Report Form report of the pairings to the IHSA office following the Seeding Meeting.
- _____ Collect all materials that you plan to use in your Regional or Sectional program (if desired). Final calls to any schools that have not sent rosters
- _____ Consider including information about your school, your team, the state series, & Scholastic Bowl rules/procedures
- _____ Run training session(s) for tournament personnel – possibly multiple sessions scheduled over several days or weeks
- _____ Locate or purchase materials such as scratch paper, pencils, masking tape, markers, poster paper, & name tags

3 Weeks Prior to Tournament

- _____ Regional pairings will be posted on Scholastic Bowl State Series Information website.
- _____ Identify Room Organizers & Door Security Personnel
- _____ Check existing signage & prepare supplementary signs for Tournament Central, restrooms, & hard-to-find rooms
- _____ Obtain from Business Office whatever forms you will need to use to get paychecks for tournament personnel
- _____ Receive awards from A & M Products. Follow the instructions provided in this manual, if there are problems

2 Weeks Prior to EACH Tournament

- _____ All materials for Regional/Sectional program ready to go except specific team rosters in the case of Sectionals & State Finals.
- _____ (Regionals) Receive draw sheet from IHSA with pairings for preliminary (if needed) & Round One contests.
- _____ (Regionals) Adjust plans for personnel, room usage, & schedule if necessary based pairings on final draw sheet
- _____ (Regionals) email coaches at participating schools with all necessary information. Here are some suggestions: *Maps of how to get to your school; map of area with notes on parking situation if problematic. Final schedule, including times for arrival, meetings, competition rounds, & awards ceremony. Reminders to those schools you are counting on to bring lockout systems & adult judges. Phone numbers where you can be reached in the days before, night before, & day of the event*
- _____ Press release alerting media of date, times, & participating schools in an IHSA state series tournament

HANDLING OF IHSA SCHOLASTIC BOWL QUESTIONS

- _____ Go to www.ihsa.org
 - Click on IHSA Schools Center
 - Type in your School's User ID Number (5 digits, a letter followed by 4 numbers).
 - **YOU MUST USE/Type in the Principal, Official Representative, Activity/Athletic Director or Tournament Manager Password**, otherwise the questions will not appear
- _____ Coaches passwords **WILL NOT WORK**
- _____ Scholastic Bowl Regional and follow the row to the right.
- Click on the Link that states "Officials Info". At this point you can download the .pdfs; or print them for the Moderator to review. The **SECURITY OF QUESTIONS** is critical to the success of your IHSA Scholastic Bowl Tournament. The Illinois High School Association needs your cooperation in making sure the questions are protected prior to the tournament.
- _____ Send an E-Mail to Cheryl Lowery (clowery@ihsa.org) verifying you have successfully accessed the Sets of Questions through the IHSA Schools Center.
- _____ Secure the questions in a safe location.
- _____ The moderators should meet prior to the tournament to discuss the questions.
- _____ **Print Score Sheets from IHSA web site (instructions in Handbook for Schools and Managers) and make enough copies for your tournament.**

1 Week Prior to Tournament MODERATORS MEETING

In selecting the room for the moderators meeting, provide a meeting room that is equipped with some basic reference books. The moderators' meeting room should be equipped with computer access to the internet.

Follow this checklist in the handling of the questions at the moderators meeting:

- _____ The moderator coordinator should verify that all moderators are in possession of the questions.
- _____ Have moderator coordinator inspect the questions and verify that you have the appropriate (CD's or printed sets) of questions for your tournament.
- _____ Moderators assigned to the matches in a round are to review the set of questions for the rounds they are assigned.
- _____ Moderators review their round of questions and make necessary corrections. Any changes must be agreed upon by all moderators prior to competition.

OTHER TOURNAMENT DUTIES

Photocopy materials for handout to coaches upon arrival. Here are some suggestions:

- _____ *Floor plan of building; list of teams & homerooms; spare "Official Entry Form – Team Roster" sheets; Reminder memo about security, building rules, hospitality locations, meeting locations, & name plates*
- _____ Send reminders to all adult & student workers regarding meetings, times working, & dress suggestions
- _____ Prepare poster-sized bracket for display or ongoing results during tournament outside Tournament Central
- _____ Questions will be posted in the IHSA Schools Center
- _____ Receive awards package. Follow instructions in this manual if there are problems

- _____ Photocopy programs & prepare packets of appropriate materials for each team upon arrival
- _____ Print Download IHSA Score Sheets & Bonus Grid Cards (included in this manual) & prepare packets for each room
- _____ Locate stopwatches or watches with sweep second hands for rooms whose lockout systems have none built in

Day BEFORE Seeding Meeting

- _____ **Tuesday, week of the seeding meeting - An Excel File with the Team Records of the schools assigned to your Sectional will be emailed to Sectional Managers by 3:30 p.m.**

Day of Tournament

- _____ Set up rooms as needed (furniture & materials) & post direction signs around building as planned
- _____ Set up Tournament Central & Check-in Area (furniture & materials). Display Awards at Check-in Area.
- _____ Tournament Manager runs Coaches meeting: *Welcome, sportsmanship, questions on Terms & Conditions, awards*
- _____ Experienced Moderator runs Moderators meeting.
- _____ Check-in Manager handles any last minute instructions for Door Security Personnel

AFTER COMPETITION

- _____ Distribute Regional and Sectional Champion Plaques to the winner of your Regional or Sectional.
- _____ Submit Scores of your Scholastic Bowl match(es) in the IHSA ScoreZone. We would like you to post score(s) immediately following each match, **no later than Midnight** the day of your meet. Complete instructions on how to submit scores in the IHSA ScoreZone, included in this manual.
- _____ Create a copy of all the final scoresheets from your level of tournament and email them to kgarber@ihsa.org
- _____ Following competition, collect and destroy all copies of the rounds. **Do not return questions to the IHSA Office. Submit Financial report to the IHSA Office.**
- _____ **(Sectionals) Give State Final Qualifier Information pages from IHSA email to Sectional Winning School.**
- _____ Photocopy & distribute sets of Score Sheets to all coaches (may need to be done by mail for teams that left early)
- _____ **(Regionals)** Record scores from each match on the IHSA ScoreZone. Complete Instructions included in this manual. You must use an Activity Directors or Tournament Managers User ID and password (5 digits, a letter followed by 4 numbers) to access the ScoreZone area.
- _____ **(Sectionals)** Record scores from each match on the IHSA ScoreZone. Complete Instructions included in this manual. You must use an Activity Directors password and School User ID Number (5 digits, a letter followed by 4 numbers) to access the ScoreZone area.
- _____ Send in the Report of Unofficial Withdrawals (on the Financial Report Form), the Financial Report, & the Royalty Report to the IHSA Office
- _____ **Destroy all questions.** Do not mail the question sets back to IHSA office. The questions are the property of the IHSA. Schools are not allowed to keep them for use at a later time.
- _____ Distribute the Sectional winner packet and plaque to the team winning the sectional tournament.



To: Regional Scholastic Bowl Managers
From: Kraig Garber, Assistant Executive Director
Re: IHSA Scholastic Bowl Competition Questions

The date of the Scholastic Bowl regional is Monday, March 5, 2018. Regionals must be conducted on that day to protect the integrity of the Scholastic Bowl Questions.

Regional Scholastic Bowl Questions will be posted on February 24, 2018 in the IHSA Schools Center. Download access will only be available by using the following User ID and password: Tournament Manager, Principal, Official Representative, Activity/Athletic Director.

Follow this checklist in the handling of the questions.

- 1. Go to www.ihsa.org
Click on Schools Center
Type in your User ID and Password. YOU MUST USE the Official Representative, Principal, Activities/Athletic Director or Tournament Manager User ID and Password.
Click on "H IHSA State Series Hosting & ScoreZone Information"
Click on the Link that states "Moderator Information".
If you hosted last year, your Schools Center may still have the questions from a previous year.
2. Send an E-Mail to Cheryl Lowery (clowery@ihsa.org)
3. Secure the questions in a safe location.
4. The moderators should meet prior to the tournament to discuss the questions.
5. Print Score Sheets from IHSA web site

Regional Managers: All rounds of Questions will be posted in the IHSA Schools Center. Depending upon how many teams are assigned to your tournament, you may not have to use all rounds. See chart below: (1 set per room)

5 TEAM BRACKET

- Round 1 = 1
Round 2 = 2
Round 3 = 1
Replacement Sets = 2

6 TEAM BRACKET

- Round 1 = 2
Round 2 = 2
Round 3 = 1
Replacement Sets = 2

7 TEAM BRACKET

- Round 1 = 3
Round 2 = 2
Round 3 = 1
Replacement Sets = 3

8 TEAM BRACKET

- Round 1 = 4
Round 2 = 2
Round 3 = 1
Replacement Sets = 4

9 TEAM BRACKET

- Round 0 = 1
Round 1 = 4
Round 2 = 2
Round 3 = 1
Replacement Sets = 4

10 TEAM BRACKET

- Round 0 = 2
Round 1 = 4
Round 2 = 2
Round 3 = 1
Replacement Sets = 4

11 TEAM BRACKET

- Round 0 = 3
Round 1 = 4
Round 2 = 2
Round 3 = 1
Replacement Sets = 4

Awards: A plaque for the Regional and/or Sectional Champion are provided by the IHSA. A plaque will be sent directly from A & M Products, Princeton, to host schools at least one week in advance of their tournament. Please inspect the plaque for damage prior to the tournament, so that a replacement can be shipped (if needed) in time for your tournament.

Instructions for adding Tournament Manager:

Login to the IHSA Schools Center
Click on Staff Responsibilities and Logins
Click on Staff Logins & Roster
Click on “Jobs” next to the person’s name who will be serving as Tournament Manager
Under the Link for IHSA State Series Managers, Click on Scholastic Bowl Tournament Manager. When done correctly a check mark will appear and the box will turn green indicating you have selected that person as the tournament Manager.

Facilities and Equipment: You are responsible for designating a “Tournament Central” room or area and four rooms for competition. Contest rooms need appropriate tables and chairs; a moderator’s podium; chalkboard, chalk, eraser (or equivalent); scratch paper and sharpened pencils; copies of the tournament schedule; and bonus grid cards. Contest rooms should be free of any displayed instructional material which may aid competitors. Encourage participating schools to bring fully functioning lockout systems. Additional stopwatches should be available if timers are not built into the lockout system. **Room Requirements:** Round 1 = 4 rooms; Round 2 = 2 rooms; Round 3 = 1 room; Replacement Sets = Each room.

Tournament Personnel: Managers are responsible for recruiting (and possibly training) all personnel needed to run the tournament. Each match needs a paid adult moderator and Scorekeeper. **For Regional Tournaments only**, the Scorekeeper may be an experienced student, if adults aren’t available. A Check-in Manager is also helpful. Door security and an announcer are optional personnel. You may recruit these personnel from participating schools.

After the Regional Tournament (Regional Manager) - Reporting scores and Financial Report Instructions: Regional Managers must go to their Schools Center located at IHSA.org. **Using your User ID and either the Tournament Manager, ScoreZone or Activity Director Password. Click on “H-IHSA Hosting and ScoreZone”;** **click on the ScoreZone Link to post your scores.** Managers will report the results of their tournament here in the ScoreZone (when entering a forfeit in the ScoreZone please select the Forfeit feature provided and enter a score of 1 to 0, this is so the software knows which team receives credit for the forfeit). This must be completed before 10:00 a.m. on the day following the Regional Tournament. You must also submit a Report of Unofficial Withdrawals (found on the Financial Report Form), a Financial Report, and a Royalty Report (if merchandise was sold) to the IHSA Office within 10 days of the Regional (or within 4 days to qualify for the Honor Roll of Managers).

Moderator’s Meeting: In selecting the room for the moderators meeting, provide a meeting room that is equipped with some basic reference books. The moderators’ meeting room should be equipped with computer access to the internet. Follow this checklist in the handling of the questions at the moderators meeting:

- _____ 1. The moderator coordinator should verify that all moderators are in possession of the questions.
- _____ 2. Have moderator coordinator inspect the questions and verify they have the appropriate questions for the tournament.
- _____ 3. The moderators assigned to the matches in a round are to review the set of questions for the rounds they are assigned and make necessary corrections. Any changes must be agreed upon by all moderators prior to competition.

It is a violation to reproduce/distribute copies of IHSA questions, unless it is for use for a regional match. Scholastic Bowl Questions are property of the IHSA and must be collected from the moderator(s) and destroyed at the conclusion of the match.

CHECKLIST FOR MANAGERS AFTER COMPETITION

- _____ 1. Distribute Regional Plaque to the winner.
- _____ 2. Submit Scores of your Scholastic Bowl match(es) on the IHSA ScoreZone. We would like you to post score(s) immediately following each match but if you don’t have access to the web site, please complete this task no later than 10:00 a.m. on the day following your meet. Complete instructions on how to submit scores on the IHSA ScoreZone (see above).
- _____ 3. Following competition, collect and destroy all copies of the rounds of questions. **Do not return questions to the IHSA Office.**
- _____ 4. **Submit Financial report to the IHSA Office. Each Regional Host** will receive a \$200.00 guarantee upon submission of the Regional Financial Report. The IHSA will reimburse the host school at the rate of \$10 for each match worked for Scorekeeper. Moderators will be reimbursed at the rate of \$15 per match worked. Only the champion from each regional will advance to the Sectional Tournament.
- _____ 5. **Final Scoresheets:** Create a copy of the Final Scoresheets for each round in your tournament and email them to kgarber@ihsa.org



To: Sectional Scholastic Bowl Managers
From: Kraig Garber, Assistant Executive Director
Re: IHSA Scholastic Bowl Competition Questions

Scholastic Bowl Questions are posted in the IHSA Schools Center. The only password and User ID's that will give you access to download the questions are: Tournament Manager, Official Representative, Activity/Athletic Director. If your coach or other staff member will act as the Tournament Manager, you must designate them in their job profile section in your Schools Center as Tournament Manager. The success of the tournament depends on the security of the questions you will be printing. It is imperative that these questions are protected from viewing by anyone other than the Tournament manager and school appointed moderators.

Follow this checklist in the handling of the questions.

- 1. Go to www.ihsa.org
Click on Schools Center
Type in your User ID and Password. YOU MUST USE the Official Representative, Principal, Activities/Athletic Director or Tournament Manager User ID and Password.
Click on "H IHSA State Series Hosting & ScoreZone Information"
Click on the Link that states "Moderator Information". At this point you can download the .pdfs; or print them for the Moderator to review. The SECURITY OF QUESTIONS is critical to the success of your IHSA Scholastic Bowl Tournament. The Illinois High School Association needs your cooperation in making sure the questions are protected prior to the tournament. Important: Coaches User ID and password will not give access to the questions. This is to protect the coach from being accused of seeing the questions prior to the tournament. The above people at your school should download the questions and forward them to the moderators who you have hired for your tournament.
If you hosted last year, your Schools Center may still have the questions from a previous year. Of course these are not the files we will use for this year's regionals. Be certain you download and copy the current Question set files for the 2017-2018 tournament.
2. Send an E-Mail to Cheryl Lowery (clowery@ihsa.org) verifying you have successfully downloaded/printed the Sets of Questions through the IHSA Schools Center.
3. Secure the questions in a safe location.
4. The moderators should meet prior to the tournament to discuss the questions.
5. Print Score Sheets from IHSA web site (included in the Manual for Schools and Managers) and make enough copies for your tournament.

Sectional Managers/Hosts: You will find Question files for Round 4, Round 5 and Round 6, replacement questions (one copy per room) posted in the IHSA Schools Center one week prior to your tournament. Important: You must login as the Official Representative, Athletic/Activities Director or Tournament Manager to be able to access the question sets. If the person designated as Tournament Manager is not your Official Representative, Athletic/Activities Director then you must login to the IHSA Schools Center and add Tournament Manager to the person's job profile (who will be serving as the Tournament Manager).

Room Requirements:

- Round 4 = 2 rooms
Round 5 = 2 rooms
Round 6 = 2 rooms
Replacement Sets = 2 rooms

After the Sectional Tournament (Sectional Manager) - Reporting scores and Financial Report Instructions: Sectional Managers must go to their Schools Center located at IHSA.org. Using your User ID and either the Tournament Manager, ScoreZone or Activity Director Password. Click on "H-IHSA Hosting and ScoreZone"; click on the ScoreZone Link to post your scores. Managers will report the results of their tournament here in the ScoreZone (when entering a forfeit in the ScoreZone please select the Forfeit feature provided and enter a score of 1 to 0, this is so the software knows which team receives credit for the forfeit). This must be completed before 10:00 a.m. on the day following the Sectional Tournament. You must also submit a Report of Unofficial Withdrawals (found on the Financial Report Form), a Financial Report, and a Royalty Report (if merchandise was sold) to the IHSA Office within 10 days of the Sectional (or within 4 days to qualify for the Honor Roll of Managers).

Instructions for adding Tournament Manager:

Login to the IHSA Schools Center

Click on Staff Responsibilities and Logins

Click on Staff Logins & Roster

Click on “Jobs” next to the person’s name who will be serving as Tournament Manager

Under the Link for IHSA State Series Managers, Click on Scholastic Bowl Tournament Manager. When done correctly a check mark will appear and the box will turn green indicating you have selected that person as the tournament Manager.

Important: At the conclusion of the tournament moderators must return the questions to the tournament manager. After collecting all question sets, the **tournament manager must destroy them**. It is not permissible to keep them or give them away and they are **not to be duplicated or returned to the IHSA Office**.

Moderator’s Meeting: In selecting the room for the moderators meeting, provide a meeting room that is equipped with some basic reference books. The moderators’ meeting room should be equipped with computer access to the internet.

CHECKLIST FOR MANAGERS DURING MODERATORS MEETING

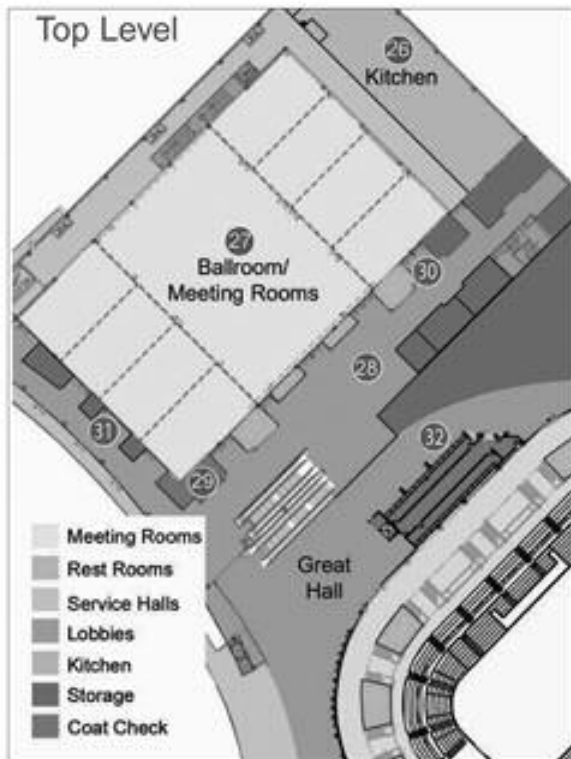
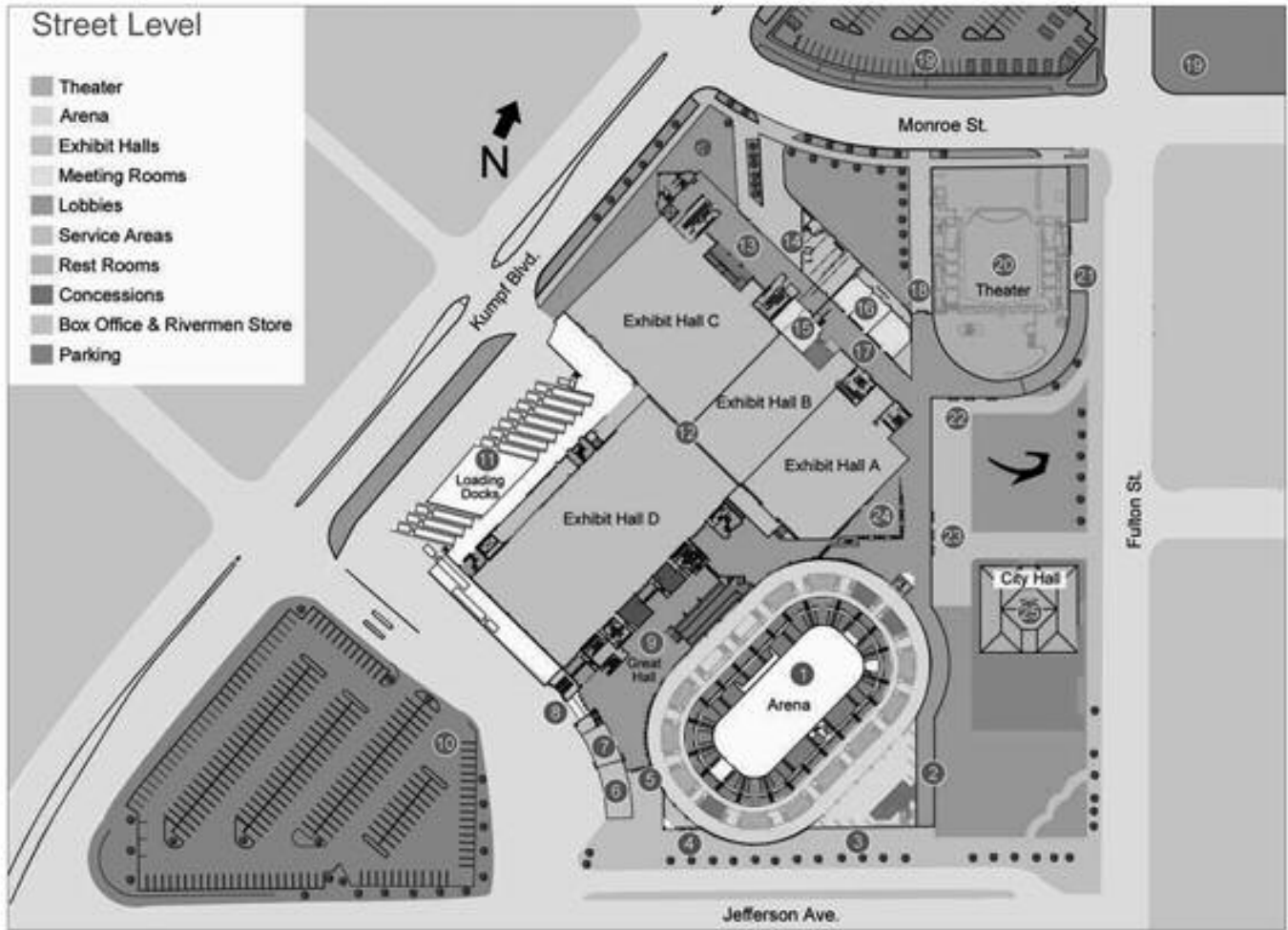
Follow this checklist in the handling of the questions at the moderators meeting:

- _____ 1. The moderator coordinator should verify that all moderators are in possession of the questions.
- _____ 2. Have moderator coordinator inspect the questions and verify that you have the appropriate questions for your tournament.
- _____ 3. The moderators assigned to the matches in a round are to review the set of questions for the rounds they are assigned.
- _____ 4. Moderators review their round of questions and make necessary corrections any changes must be agreed upon by all moderators prior to competition.

It is a violation to reproduce/distribute copies of IHSA questions, unless it is for use during a Sectional match. Scholastic Bowl Questions are property of the IHSA and must be collected from the moderator(s) and destroyed at the conclusion of the match.

CHECKLIST FOR MANAGERS AFTER COMPETITION

- _____ 1. Distribute the following State Final Information pages & Sectional Champion Plaques to the winner of your Sectional. We suggest you attach the instructions to the Sectional plaque so you don’t forget.
- _____ 2. Submit Scores of your Scholastic Bowl match(es) on the IHSA ScoreZone. We would like you to post score(s) immediately following each match but if you don’t have access to the web site, please complete this task no later than 10:00 a.m. on the day following your meet. Complete instructions on how to submit scores on the IHSA ScoreZone. (see above)
- _____ 3. Following competition, collect and destroy all copies of the rounds. **Do not return questions to the IHSA Office.**
- _____ 4. **Submit Financial report to the IHSA Office.**
- _____ 5. **Final Scoresheets:** Create a copy of the Final Scoresheets for each round in your tournament and email them to kgarber@ihsa.org



FINDING YOUR WAY

Street Level

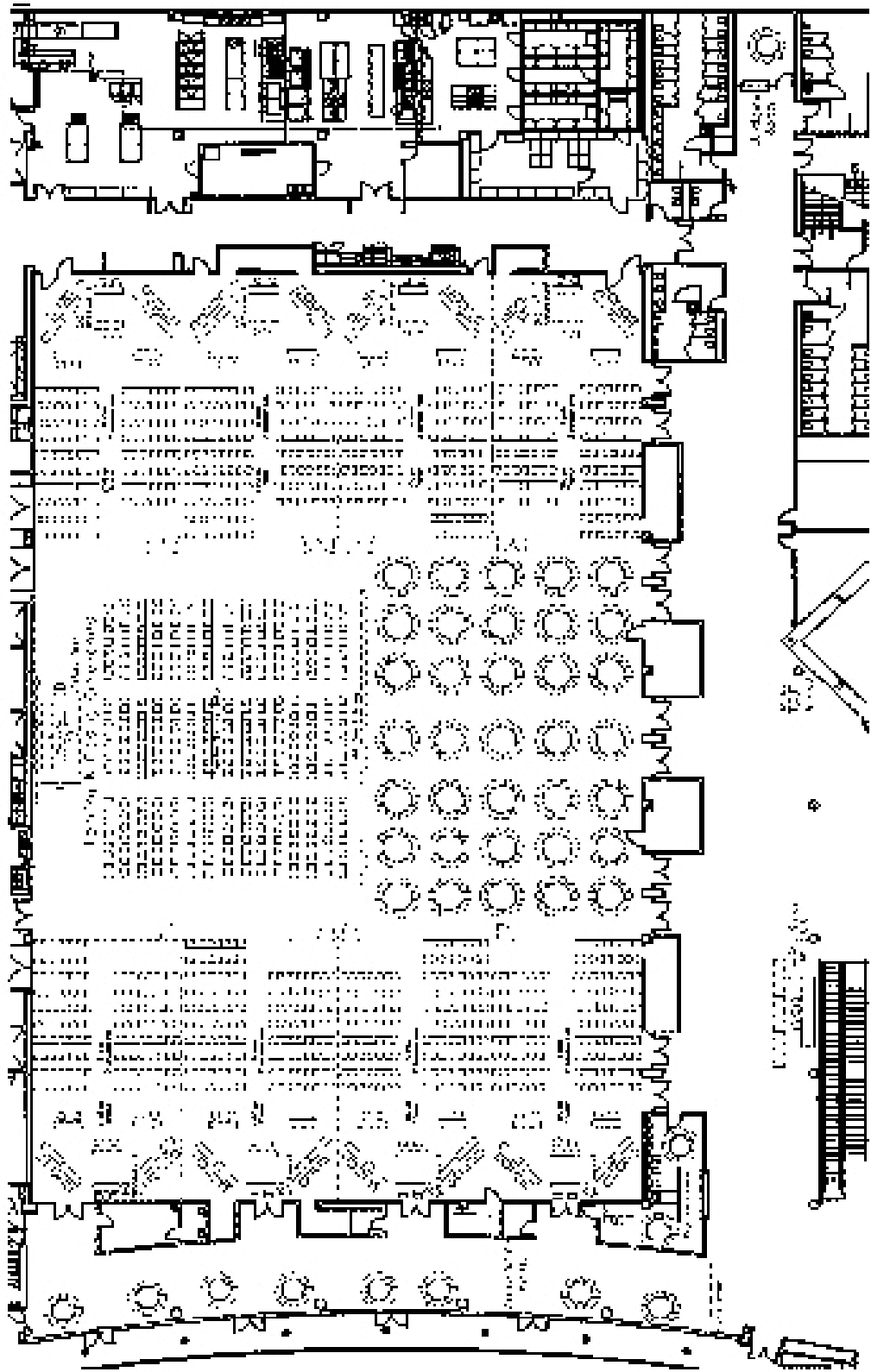
- 1 Arena
- 2 Arena Entrance
- 3 Arena Entrance
- 4 Arena VIP Entrance
- 5 Great Hall Entrance
- 6 Peoria Rivermen Hockey Team Store
- 7 Box Office
- 8 Box Office Entrance
- 9 Great Hall
- 10 Marquee Parking Lot
- 11 Loading Docks
- 12 Exhibit Halls
- 13 Terrazzo Lobby
- 14 Terrazzo Entrance

15 Business Center

- 16 Meeting Rooms
- 17 Skylight Lobby
- 18 Monroe Theater Entrance
- 19 Fulton Parking Lot
- 20 Theater
- 21 Fulton Theater Entrance
- 22 Skylight Lobby Entrance
- 23 Triangle Lobby Entrance
- 24 Triangle Lobby
- 25 City Hall

Top Level

- 26 Kitchen
- 27 Ballroom / Meeting Rooms
- 28 Pre-function Space
- 29 Coat Check
- 30 Restrooms
- 31 Skyline Lounge
- 32 Club Room



ScoreZone Reporting Procedures for 2017-18

Managers: Please read the following page carefully. If you have any questions, please call Scott Johnson at the IHSA Office (309-663-6377).

How to Submit ScoreZone Final Scores

1. Log on to the IHSA Schools Center using your Login ID and password (www.ihsa.org).
2. Look for the "IHSA State Series Hosting & ScoreZone" icon. Click on the "ScoreZone" link. You will be shown a list of state series contests hosted by your school.
3. Find the game you want and click on "Edit".
4. Fill out the score and other appropriate information and click the button labeled "FINAL" to submit.

Please note: Your score must be submitted online. It will appear on the ScoreZone page moments after you submit it.



Interactive ScoreZone	
Return to Interactive ScoreZone Index	
Competing Teams	Score
DuQuoin (H.S.)	<input type="text"/>
Elkville (Elverado)	<input type="text"/>

To send your score to the Web, please click the status of this contest:

NOTE: Your update will appear in the [IHSA ScoreZone](#) area within 60 seconds.

A sample of the page in the IHSA Schools Center where you will submit Scholastic Bowl scores. Forfeit score is 1-0.

It is the responsibility of each tournament manager to:

- Submit the final score of each contest you host.
- Submit the final score as soon as possible after the conclusion of each contest.

For more information, check out the ScoreZone page at www.ihsa.org/scores

Interactive ScoreZone means live updates!

Submitting scores online means being able to submit scores during the contest. Imagine being able to track scores from dozens of hot games around the state — as they happen. The technology is here. All we need now is your help.

How to Submit "Live Updates"

1. Log on to the IHSA Schools Center and find the contest you want to report (as outlined above).
2. Submit the score and the status of the contest.
3. Submit the score as often as you like (including, of course, the final score).

Think it's a great idea, but need help? Remember, you can give the ScoreZone password to a trusted student or adult. The ScoreZone password gives access only to the ScoreZone area of the Schools Center. Live updates can be posted from the site of the contest, or even from home while listening to the radio.

No obligation: You are not required to submit "live updates" — but you just might want to!



Tournament Personnel Job Descriptions



- www.ihsa.org • kgarber@ihsa.org or clowery@ihsa.org •
- Phone: 309-663-6377 • Fax: 309-663-7479 •

Local Manager – The Local Manager is the organizer at the tournament site. The Local Manager performs all the duties expressed or implied in the Terms and Conditions including, but not limited to, recruiting and training the personnel needed to run the tournament; communicating with the participating schools; preparing a program; maintaining the security of the tournament questions; coordinating all necessary meetings; posting results on the IHSA's ScoreZone website; and destroying printed question sets after the event. The Local Manager makes final decisions in accordance with the Terms and Conditions in all matters regarding the conduct of the meet. If the Local Manager is also a Coach of a participating team, he or she should appoint a capable assistant who can be free to roam the building and help solve any minor problems that come up during the tournament.

Judges: Moderators and Scorekeepers – Each match in the state series needs an adult Moderator and a Scorekeeper. They are the recognized judges, with the Moderator making final decisions. If possible, Judges should be assigned on the basis of different academic backgrounds. Judges can be recruited from among the participating schools if the Local Manager so desires. For Regionals only, a Scorekeeper may be a student, but only if it is impossible to staff the room with enough adults. Student workers are not used as judges. Also at Regionals, one of the Coaches may serve as the Scorekeeper for the match, but in that case is not used as a Judge.

Moderators (must be adults) – During the week prior to the event, Moderators are permitted to review the question sets, typically in PDF format; to consult with one another and/or with outside experts; and to share significant findings with other sites – all in a secure manner. Moderators conduct the introductions, read the questions, recognize the players who respond, and indicate whether the answers given are correct or incorrect. For Sectionals and State Finals, moderators attend a scheduled meeting to review the questions and answers before the tournament. For Regionals, there may or may not be time for this review session. The Moderator sets the tone, atmosphere, and pace of the match, and is responsible for ejecting any unruly persons. Moderators pick up two copies of the question set from Tournament Central; give one to the scorekeeper; and return both copies to Tournament Central after the match is over. Local Managers are permitted to offer Moderators the option to read from laptops or tablets. Moderators have the final authority for the match they are running. They consider appeals and consult with the other judges on interpretation of answers if necessary. The Moderator typically keeps time and operates the lock-out system; if the Moderator needs help with either, she/he may ask the Scorekeeper to assist, or a volunteer can be appointed.

Scorekeepers – Scorekeepers use IHSA Score Sheets to score the match. They enter the team rosters, note every attempted answer, note every correct answer, keep track of time-outs, record the running score, declare a winner, sign the Score Sheet, and ask each Head Coach to initial the Score Sheet. Scorekeepers act as assistant judges for consultation on appeals and interpretation of answers. Scorekeepers pick up Score Sheets and rosters from Tournament Central and return them there after the match is over. The Moderator may ask the Scorekeeper to assist with keeping time or operating the lockout system.

Check-in Manager (may be a student) – The Check-in Manager collects the entry forms from each coach and gives them any materials prepared for the day, such as building maps, schedules, name tags, or information regarding telephones, vending machines, rest rooms, or first aid. The Check-in Manager turns the team rosters over to Tournament Central for distribution to Scorekeepers during the match.

Announcer (may be a student) – The Announcer gives PA announcements prior to the start of each match. A sample script is included in this manual.

Door Security (may be students) – Door Security personnel make sure that there is no traffic during competition – only at half-time or between matches.

Student Scorekeeper/Room Organizers – The Student Scorekeeper posts the running score on a blackboard or equivalent during the match, checking periodically with the official Scorekeeper. As the Room Organizer, this person straightens the furniture and equipment between matches, discards used scratch paper, supplies clean scratch paper, sharpens pencils used by the teams, and erases the board. Student Scorekeepers may be drawn from the pool of non-competing players; if this is the case, and if she/he is a potential competitor in the match, she/he should stand where she/he can't see the question sets that the Moderator and/or Scorekeeper are using.



Awards Presentation Procedures



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Suggested Script for Announcer

1. Welcome spectators to your school and the level (Regional/Sectional).
2. Explain that your tournament is being conducted under the sponsorship of the IHSA, and that it is being conducted according to the official Terms and Conditions for Scholastic Bowl as published by the IHSA.
3. Explain how Regionals and/or Sectionals work – single elimination, with a Regional Champion. Only the champion will advance to the Sectional (give location, date, and starting time).
4. Briefly explain the schedule for the day.
5. List the expectations for spectators: Please do not enter or leave the room during a match, except at half-time. Remain silent during the match; comments from spectators may result in unfair consequences to both teams. Applause will be appreciated at the end of the match.
6. Each match consists of two halves, each with 15 toss-up questions and a possible 15 bonus questions. Questions are supplied by the IHSA and are the same for all tournaments in both classes throughout the state today. Each match contains questions in the areas of science, math, social studies, literature, arts, and miscellaneous.
7. National Anthem played, followed by the start of the first match.
8. At the beginning of the final match, thank the host school and personnel for conducting the tournament. Invite spectators to remain for the awards ceremony. Announce the date, time, and place for the upcoming state series tournaments.



Awards Delivery Information

To Managers of All IHSA Tournaments:

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

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

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

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

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

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

Thank you very much for your cooperation.

Kraig Garber
Asst. Executive Director



Financial Reports Must Be Filed Online

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

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



To: Kraig Garber

From: _____ Sectional Manager at _____ Sectional
 (Enter Sectional Managers Name) (Enter Name of Sectional School)

RE: Top Eight (8) Seeds Report Form for Class _____ 1A _____ 2A
 (Please Check Correct Class)

Please Print Legibly or Type the TOP 8 SEEDS from your Sectional Seed Meeting. Email or Fax this form to the IHSA office at (309) 663-7479 immediately after your meeting if possible, but not later than 9 AM the day immediately following your seed meeting. As per Terms and Conditions V.B.13: Every effort will be made to separate the top 4 seeds, but this is not guaranteed (this can be impacted by who volunteers to host and the geography involved).

Seeding Meeting Results

School Name	School City	Coaches Name	Coaches Email
1.)			
2.)			
3.)			
4.)			
5.)			
6.)			
7.)			
8.)			

Regional Host Contact Information (obtained at Sectional Seeding Meeting)

Regional Host School Name	School & City	Regional Managers Name	Regional Manager Email Address
1.)			
2.)			
3.)			
4.)			

SECTIONAL MANAGERS MUST LIST FOUR REGIONAL SITES OR A REGIONAL FROM THIS SECTIONAL WILL BE CANCELLED

PLEASE EMAIL THE ABOVE INFORMATION TO kgarber@IHSA.ORG -OR-- FAX THIS FORM TO (309) 663-7479 LISTING ALL TOP EIGHT (8) SEEDS AND FOUR (4) REGIONAL HOSTS TO THE IHSA IMMEDIATELY FOLLOWING YOUR MEETING IF POSSIBLE, BUT NO LATER THAN 9 AM THE DAY IMMEDIATELY FOLLOWING YOUR SEED MEETING.

IHSA Scholastic Bowl State Series Score Sheet

Venue: _____

Round: _____ Room: _____ Start: _____ End: _____

Date: _____ Scorekeeper: _____

Team 1: _____
Head Coach: _____

vs Team 2: _____
Head Coach: _____

Players (1-5 starters)	TH*	8		
1		9		
2		10		
3		11		
4		12		
5		13		
6		14		
7		15		

Players (1-5 starters)	TH*	8		
1		9		
2		10		
3		11		
4		12		
5		13		
6		14		
7		15		

	Tossup Pts:		Bonus Pts: 10 or —			Running Total
	Player 10 or Player —		Part 1	Part 2	Part 3	
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
TB						

	Tossup Pts:		Bonus Pts: 10 or —			Running Total
	Player 10 or Player —		Part 1	Part 2	Part 3	
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
TB						

Coach of Team 1 initial here to accept Final Score:

Coach of Team 2 initial here to accept Final Score:

* TH = Tossups Heard – ask coach to verify numbers – total for all players should be 120, plus 5 for each Tie Breaker question used

Time Outs: 1st Half 30s 60s 2nd Half 30s 60s

Time Outs: 1st Half 30s 60s 2nd Half 30s 60s

**2017-2018 IHSA Regional/Sectional Manager
Individual Event Duplicate Awards Order Form for Ties**

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

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

Print Tournament Manager's Name: _____

Tournament Manager's Phone Number: _____

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

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

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

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

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

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

TM=Team Plaque: () check here

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

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

I=Ind. Medal/Event Name* _____

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

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

I=Ind. Medal/Event Name* _____

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

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

I=Ind. Medal/Event Name* _____

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

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

I=Ind. Medal/Event Name* _____

