



The IHSA governs the equitable participation in interscholastic athletics and activities that enrich the educational experience.

## 2018 IHSA Scholastic Bowl State Final Qualifying Team Information

**First Order Of Business: Food:** Schools must order and make payment arrangements for the Nacho Bar available for their team for the State Meet. The order form for the Nacho Bar within this document must be received by SAVOR, no later than noon, Monday, March 12.

Schools are encouraged to order their lunches in advance (Information included in this document). With only 1 hour for lunch, pre-ordering lunches is the best option. Concessions will be available, however, concession lines may be congested and teams may not have enough time to wait and eat within the 1-hour timeframe.

**Note:** People who have a food tolerance issue with the Nacho Bar should email Carol Cook to make prior arrangements.

**Second Order of Business: Submit your Superintendent, Principal, Athletic Director, Head Coach and Team Photos for the State Final Program Information. Deadline:** Noon, Monday March 12 (Instructions included in this document).

**Housing:** Sectional champions advancing to the State Final tournament need to make their own hotel/motel arrangements, if they plan to stay in Peoria on Thursday night. It is our suggestion you make reservations immediately upon completion of the Sectional. You can contact the Peoria Convention and Visitors Bureau at 1-800-747-0302 for help in securing lodging options, they will be happy to assist you.

**Maps:** Enclosed are maps of the downtown Peoria area as well as the layout for the Scholastic Bowl State Final.

**Parking:** The Civic Center Marquee parking lot (fee \$8.00) lot is the best lot to park in. The lot is located off of Kumpf Boulevard. Entrance to the new Scholastic Bowl State Final Meet is located directly off the parking lot. Once inside the building take the escalators to the top floor.

**Lock-out/buzzer Systems:** IHSA will provide lock-out/buzzer systems. Schools do not need to bring their own.

**Nameplates:** IHSA will provide nameplates for every person listed in the State Final program. Teams do not need to bring their own.

**Coaches Meeting:** A voluntary meeting of coaches/captains/moderators will occur at 9:15 a.m. in room 404.

**Opening Ceremonies:** Opening ceremonies and competition will take place on the upper level in the ballroom area. Teams should sit together in the first 6 rows. Teams will be called alphabetically according to their city. The announcer will announce all the teams alternating between Class 1A and Class 2A. The National Anthem will be played, followed by room assignments and a review of the time schedule.

**Participant Pass/Coaches Pass:** Not needed for access to Scholastic Bowl area.

**Concessions:** Concessions will be available on the lower level below the Scholastic Bowl floor.

**Policy for Outside Food/Beverages:** Scholastic Bowl Teams are **NOT** permitted to bring coolers/food into the Peoria Civic Center or Scholastic Bowl Area.

**Questions:** An independent team of writers as well as the state final tournament moderators have reviewed all state series questions.

**Results:** Results of the state finals, members of the advisory committee and additional scholastic bowl information can be found on the IHSA web page [www.ihsa.org](http://www.ihsa.org). Click on Sports & Activities; click on Scholastic Bowl; click on State Series Information and results.

**Security:** Coaches there are no lockers or locker rooms in the Civic Center for the Scholastic Bowl competitors. Please use common sense. The Peoria Civic Center or the IHSA is not responsible for loss of property. Bring only what you need. There will be thousands of people in and out during the March Madness weekend. Make sure items are not left unattended.

**State Final Tournament:** The Scholastic Bowl Tournament will be held at the Peoria Civic Center on Friday, March 16. Eight teams will compete in each State Final Tournament. Each tournament will consist of 3 matches in a pool play format.



The IHSA governs the equitable participation in interscholastic athletics and activities that enrich the educational experience.

### Time Schedule

#### Class 1A and Class 2A State Final Time Schedule (Any round may begin earlier if determined by the IHSA).

8:00 a.m.	Schools may begin to Check-In
9:00 a.m.	Scorers, Timers, Volunteer Meeting with Coordinator of Officials in Volunteer Area
9:15 a.m.	Coaches/Captains/Moderators Meeting (optional)—Room 404
9:30 a.m.	Opening Ceremonies (Main Ballroom)
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

**Uniforms:** 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, turtlenecks, 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 normal label or trademark, not to exceed a one and one-half inch by one and one-half inch square.

#### Illegal uniform:

1.) When a team cannot begin a match with 5 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.

1Q. Your team has 2 members wearing a white short sleeve collared shirt and 3 team members wearing a white short sleeve shirt with no collar. Is your team matching?

1A. No. In this case, the team members must all wear either a collared shirt or a no collared shirt.

2Q. Your team is wearing white short sleeve T-shirts but each shirt has different designs on the shirt. Are you matching?

2A. No. All designs must be the same as well as the color of the T-shirts.

3Q. If the boys on your team wear a white long sleeve collared shirt with a tie and the girls on the team wear a white long sleeve collared shirt with no tie, are you matching?

3A. Yes. Ties are not considered tops.

4Q. If all team members wear black long sleeve turtleneck tops but they are not the same brand, are they considered matching?

4A. Yes, as long as the color of the shirt and the style of the shirt is duplicated, the brand does not have to be the same.



The IHSA governs the equitable participation in interscholastic athletics and activities that enrich the educational experience.

# SAVOR...Peoria

## at Peoria Civic Center

### Scholastic Bowl State Final Lunch Order Form

**Due: 3/12/2018 @ Noon**

SAVOR, the exclusive caterer at the Peoria Civic Center, is offering a **Nacho Bar** for the 2018 IHSA Scholastic Bowl State Final. SAVOR & the IHSA encourage school participation in this program and appreciate your understanding and cooperation in prohibiting any and all outside food or beverages from being brought into the Peoria Civic Center. The **Nacho Bar** will be available during the Scholastic Bowl lunch break (located on the 4<sup>th</sup> floor) between the hours of 11:50 A.M. – 12:50 PM.

**Nacho Bar Includes: Tortilla Chips, Seasoned Beef, Jalapeno Peppers, Shredded Lettuce, Nacho Cheese, Sour Cream & Salsa. Lemonade or Fruit Punch included.**

Schools orders must be pre-ordered, pre-paid or secured with a school purchase order. Pre-payment with Credit Card payment is preferred. Concession stands will be available in the March Madness Experience in the lower concourse of the Peoria Civic Center, but keep in mind the Class 3A/4A Boys Basketball tournament will also be in progress and food lines could be long and not accommodate the Scholastic Bowl lunch hour.

Walk-Up Nacho Bar Orders: For Spectators will be available for \$9.00 (tax included)

**(Checks should be made payable to SAVOR)**

# of Nacho Bars @ 8.50 each (tax exempt):	
Total Amount Due:	
School Name:	
Contact Name:	
Phone Number/Email Address:	
Credit Card Number:	
Expiration Date & CVV #:	
Billing Address for Credit Card:	
Purchase Order # (Email with this form)	

Payment in full will be due upon distribution of meal tickets at Team Check-In. Please email order form to Carol Cook [cook@peoriaciviccenter.com](mailto:cook@peoriaciviccenter.com).

-----



The IHSAA governs the equitable participation in interscholastic athletics and activities that enrich the educational experience.

## Sectional Winners:

Congratulations! Your team won its Sectional, and has qualified for the State Final Tournament next weekend. You are required to complete the State Final Program Information form online and submit photographs for your Superintendent, Principal, Athletic/Activity Director, Scholastic Bowl Team and Scholastic Bowl Head Coach.

**State Final Program Information:** This online program provides the IHSAA with current information to be printed in the state final souvenir program. We have a quick turn-around time to create, print and deliver the State Final program to the Civic Center, prior to your arrival on Friday morning. You are required to provide this information by Monday, March 12 at noon.

Please login to the IHSAA Schools Center to complete this information. If you do not have a User ID and Password, please contact your Athletic/Activities Director for help locating this information (it is the same information you used to enter your team record report form earlier this year for the Sectional Seeding Meeting).

### To log in the Schools Center:

- 1.) go to the main IHSAA Web page ([www.ihsaa.org](http://www.ihsaa.org))
- 2.) click on the Schools & Official Center Login button
- 3.) **Enter your User ID and password.**
- 4.) The next page is the main menu of the Schools Center, click "Sport & Activity Tracker".
- 5.) Follow the row across until you find "State Qualifier Data Form" (it is in the column labeled "Online Forms").
- 6.) Click on "State Qualifier Data Form" and complete each page.
- 7.) Click on Save Changes at the end of each page and proceed to each page until complete.

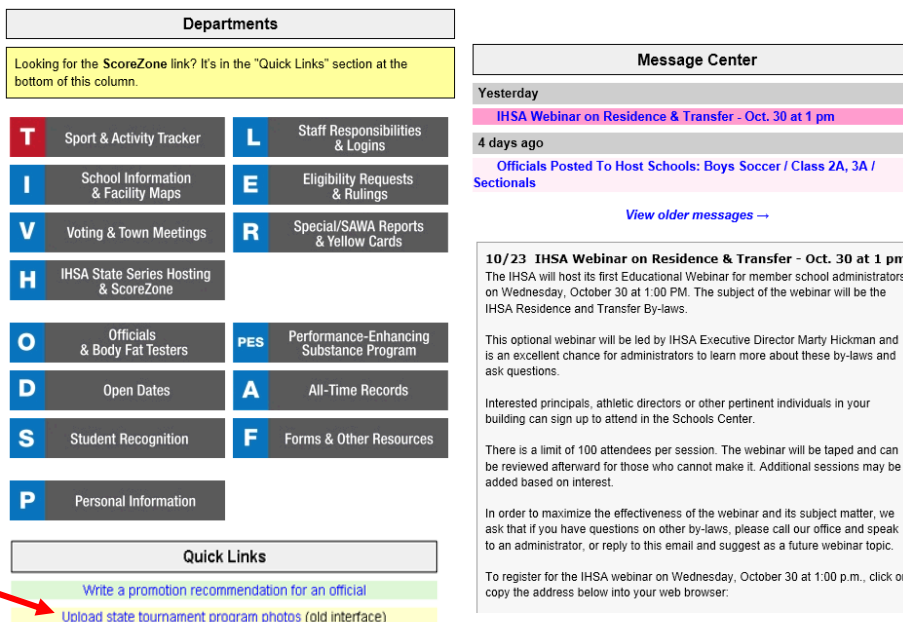
**Complete instructions to Upload Photos (as outlined in the first paragraph) are provided on the next page.**

The IHSA governs the equitable participation in interscholastic athletics and activities that enrich the educational experience.

## Submit your photos by uploading them in the Schools Center.

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

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



The screenshot shows the Schools Center interface. On the left, there are two main navigation sections: 'Departments' and 'Quick Links'. The 'Departments' section contains a grid of buttons for various functions like 'Sport & Activity Tracker', 'Staff Responsibilities & Logins', 'School Information & Facility Maps', etc. The 'Quick Links' section has buttons for 'Write a promotion recommendation for an official' and 'Upload state tournament program photos (old interface)'. A red arrow points to the 'Upload state tournament program photos' link. On the right, the 'Message Center' displays a message titled '10/23 IHSA Webinar on Residence & Transfer - Oct. 30 at 1 pm' with details about the webinar.

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

3. Upload your team photo. Choose: The [Edit](#) button that corresponds with your sport/activity.

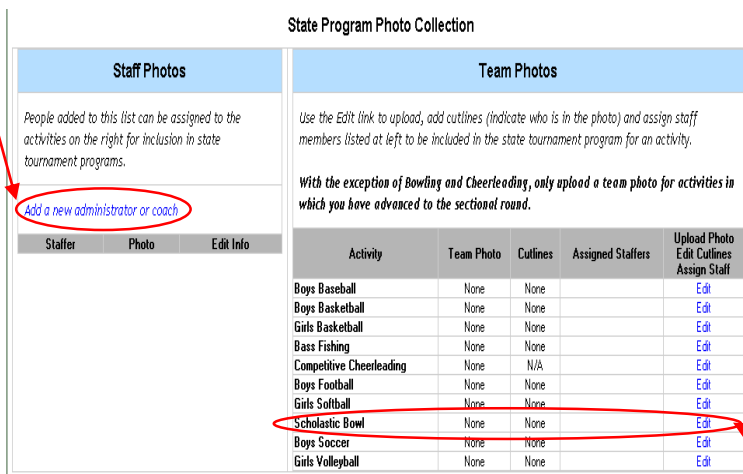
- a. Following the instructions upload your team photo. **Save changes.**
- b. Assign staff members. Use the pull

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

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

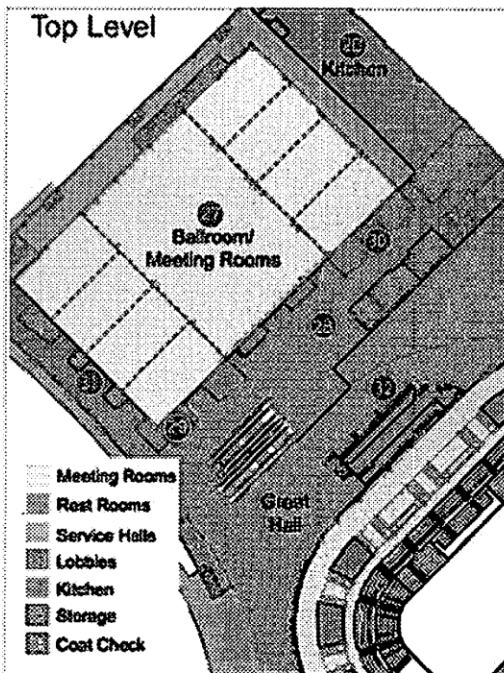
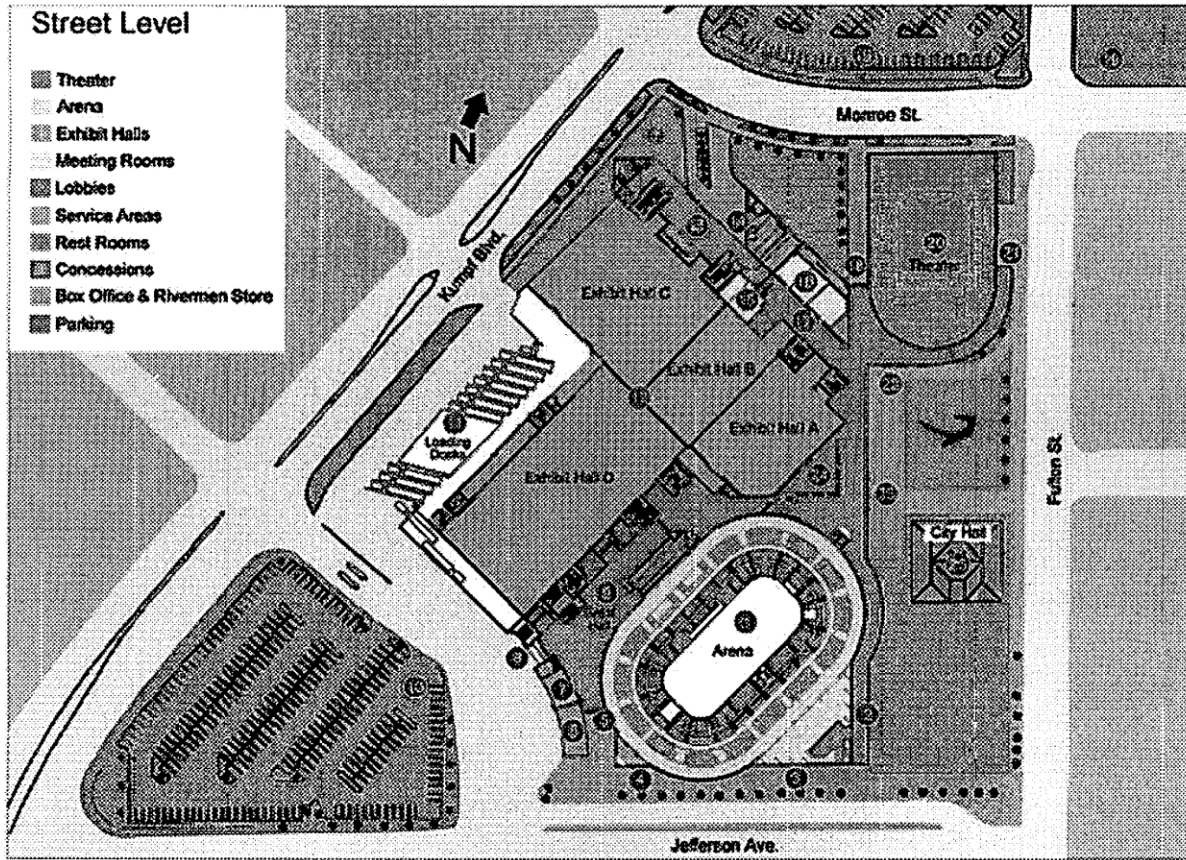
4. Go to School Photos Menu. Check to make sure you have included all photos and cutlines for this sport/activity. If everything is correct, you can exit the Schools Center. Make sure that you have completed all other state final information for the program.

If you have any questions, please call Cheryl Lowery – 309-663-6377 or email [clowery@ihsa.org](mailto:clowery@ihsa.org).



The screenshot shows the 'State Program Photo Collection' interface. It is divided into two main sections: 'Staff Photos' and 'Team Photos'. The 'Staff Photos' section has a table with columns for 'Staffer', 'Photo', and 'Edit Info'. A red circle highlights the 'Add a new administrator or coach' link. The 'Team Photos' section has a table with columns for 'Activity', 'Team Photo', 'Cutlines', 'Assigned Staffers', and 'Upload Photo Edit Cutlines Assign Staff'. A red circle highlights the 'Scholastic Bowl' row in the table. A red arrow points from the 'Scholastic Bowl' row to the 'Upload Photo Edit Cutlines Assign Staff' column.

The IHSA governs the equitable participation in interscholastic athletics and activities that enrich the educational experience.



## FINDING YOUR WAY

### Street Level

- Arena
- Arena Entrance
- Arena Entrance
- Arena VIP Entrance
- Great Hall Entrance
- Peoria Rivermen Hockey Team Store
- Box Office
- Box Office Entrance
- Great Hall
- Marquee Parking Lot
- Loading Docks
- Exhibit Halls
- Terrazzo Lobby
- Terrazzo Entrance

### 15 Business Center

- Meeting Rooms
- Skylight Lobby
- Monroe Theater Entrance
- Fulton Parking Lot
- Theater
- Fulton Theater Entrance
- Skylight Lobby Entrance
- Triangle Lobby Entrance
- Triangle Lobby
- City Hall

### Top Level

- Kitchen
- Ballroom / Meeting Rooms
- Pre-function Space
- Coat Check
- Restrooms
- Skyline Lounge
- Club Room