

2013-14

Boys Volleyball

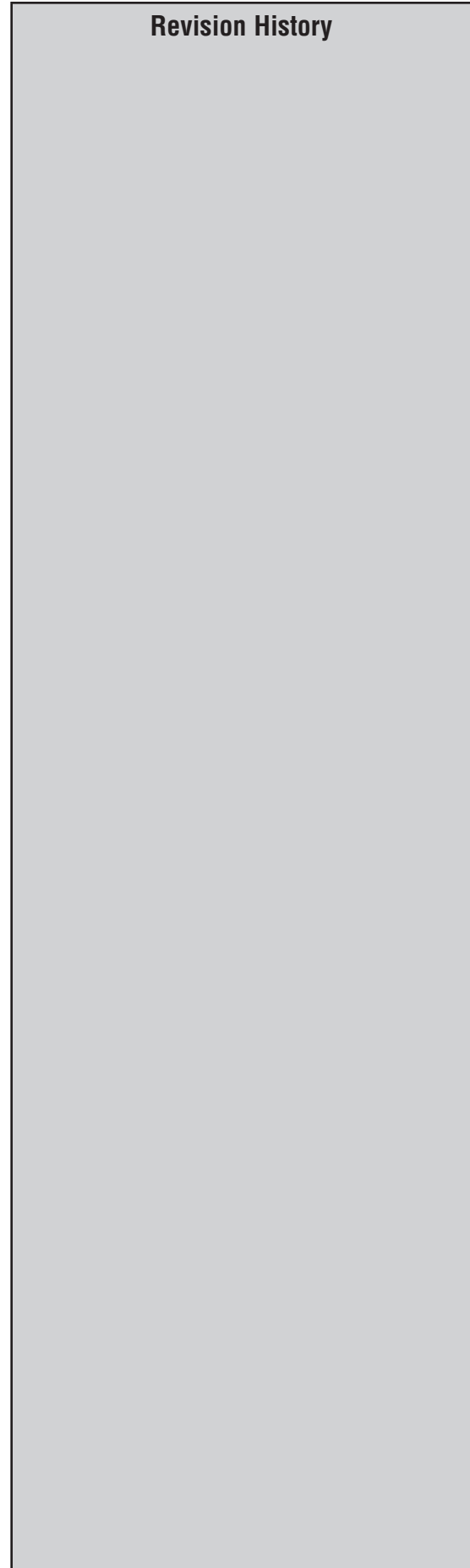
**Manual for
Managers**



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Revision History





2013-14 IHSA Boys Volleyball Series Terms and Conditions

In accordance with Section 1.450 of the IHSA Constitution, the Board of Directors has approved the Terms and Conditions governing the 2013-14 IHSA Boys Volleyball Tournament Series.

I. SCHOOL CLASSIFICATION

Competition in the IHSA Boys State Volleyball Tournament Series will be held for all member schools without classification.

II. DATES AND SITES

A. Regional preliminary matches shall begin on Monday, May 26, 2014. Regional semifinals shall be held on Tuesday, May 27, 2014. The regional finals shall be held on Wednesday, May 28, 2014.

B. The sectional semifinal matches shall be held on Friday, May 30, 2014. The Sectional Final match shall be held on Tuesday, June 3, 2014.

C. The State Final Tournament shall be held on Friday June 6, 2014 and Saturday, June 7, 2014, at Hoffman Estates High School, 1100 W. Higgins Road, Hoffman Estates. Mr. Steve Lacni, Athletic Director, will serve as the State Final Manager.

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

The policy for Original Entry Deadlines, Late Entries, and Late Withdrawals shall be the policies and procedures regarding entry for all IHSA-sponsored sport/activities included in the 2013-14 Entry Policies and Procedures.

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

B. Late Entries: Any attempt to enter a sport or activity on-line after the established deadlines will be denied. Schools that wish to enter after the deadline will be considered late. To be considered for late entry, the Principal/Official Representative must contact the IHSA administrative officer in charge of the

sport or activity. The penalty for late entry shall be a payment of \$100.00 for that sport/activity by the school.

C. Breach of Contract By-law 6.041 (Withdrawal Procedure): To withdraw without penalty, the Principal must notify the IHSA Office, in writing, of the school's withdrawal from the respective sport prior to the seeding meeting date and/or the date the List of Participants is due for that sport.

If a school withdraws after the seeding meeting due date but before the first competition, the school will be charged a \$100 penalty and, if applicable, the cost of game officials and the host school guarantee provided for in the Terms & Conditions.

If a school does not officially withdraw prior to the first competition and/or does not show up for competition, the school will be charged a \$100 penalty, the cost of game officials and the host school guarantee according to the Terms & Conditions for the respective sport.

D. Eligibility: All member schools in good standing may enter one team under the provisions of IHSA By-law 3.054.

E. Affirmative Action: Only boys shall be permitted to participate in the state series except as provided in the IHSA Affirmative Action Policy.

F. On-Line List of Participants: On-line List of Participants does not apply to team sports.

IV. HOST FINANCIAL ARRANGEMENTS

A. Regional Host: Host school shall pay for all local expenses and issue checks to game officials and line judges. Each host shall receive a guarantee of \$230.00 per night of competition and shall be reimbursed the cost of officials and line judges. The host shall retain 20% of net income and submit the remainder to the IHSA. In the event of a negative balance, the host school will be reimbursed the entire deficit.

B. Sectional Host: The host shall pay for all local expenses and issue checks to game officials and line judges. Each host shall receive a guarantee of \$540.00 and shall be reimbursed for the cost of officials and line judges. The host shall retain 20% of the net income and submit the remainder to the IHSA. In the event of a negative balance, the host school shall be reimbursed for the entire

deficit. If admission is not charged, the host shall forfeit the guarantee.

C. Admission Prices: The IHSA Board of Directors has set the following ticket prices. "In Advance" or "At the Door."

Regionals - \$4.00 per session

Sectionals - \$5.00 per session

State Final - \$8.00 per session

Baby in Arms - No Charge at any level

Under no circumstances shall there be a refund of ticket money for tickets sold.

D. Rights Fees for TV and Radio: See the IHSA web site (www.ihsa.org) for the fees to be charged by Local Managers and/or the IHSA for television and cable broadcasts and radio originations.

V. TOURNAMENT ASSIGNMENTS AND SEEDING MEETINGS

A. Sectional Complex Assignments for Schools: All sectionals that have teams outside the Chicago suburban area will be assigned directly to one (1) of four (4) regional tournaments. All sectionals that have assigned teams from exclusively the Chicago suburban area will be assigned to a sectional complex. Generally, the Chicago suburban area will be defined as the following counties – Cook, Northern Will, DuPage, Kane, and Lake.

B. Regional Assignment for Schools: The sectional(s) with teams assigned from outside the suburban area will have all the teams assigned directly to one of four regionals.

C. Tournament Series: The successive tournament series shall be designated respectively as regional, sectional and state final. The IHSA Office will select all regional and sectional host sites. All schools, including the Chicago Public Schools, entered in the state series will be assigned to either a regional or sectional complex based on geography.

D. Seed Meetings: All seeding meetings shall be conducted on-line through the IHSA School Center. Schools competing in the state series whose teams are assigned to a sectional complex shall seed the teams in their sectional. All schools assigned to a regional shall seed all schools assigned to their regional. Information regarding the on-line seeding process will be made available to participating schools in *the IHSA Boys Volleyball Manual for Schools*.

E. Season Summary Sheet: Schools entered into the state series will be required to submit a *Season Summary Sheet* on-line in the IHSA School Center. Failure to do so by the required date and time will result in a school forfeiting its opportunity to participate in the seeding process. The *Season Summary Sheet* can be found in the IHSA School Center.

F. Pairings: Schools assigned to the regional tournaments will utilize true seeds within their regional for determining the regional bracket. The sectional pairings for this group shall have the two regional winners from the south playing each other and the two regional winners from the suburban area playing each other. Teams assigned to a sectional complex will utilize true seeds for determining the regional and sectional brackets unless conflicts arise from the seeds of the pre-determined host.

VI. TOURNAMENT STRUCTURE AND TIME SCHEDULES

A. Playing Order: No local manager is authorized to change the order matches are to be played as determined by the system adopted and announced by the IHSA Office. Matches must be played as listed from top to bottom on the official schedule unless otherwise specifically approved by the IHSA office. Any request for changes must be based on mutual agreement of the participating schools and officials. All such requests must be made through the Sectional Manager to the IHSA.

B. Time Schedule:

1. Regional matches shall start no earlier than 5:30 pm with the regional championship starting no earlier than 6:00pm.

2. Sectionals with 2 matches in one night shall start no earlier than 5:30 pm; sectionals with 1 match shall start no earlier than 6:00 pm.

3. State Final Time:

Friday, June 6

Session 1 (Quarterfinals)
Match 1 1:00 p.m.
Match 2 2:00 p.m.

Session 2 (Quarterfinals)
Match 3 5:00 p.m.
Match 4 6:00 p.m.

Saturday, June 7

Session 3 (Semifinals)
Match 5 10:00 a.m.
Match 6 11:00 a.m.

Session 4 (Consolation and Championship Matches)
Match 7 4:00 p.m.
Match 8 5:15 p.m.

VII. ADVANCEMENT OF WINNERS

The winners of 32 regional tournaments shall advance to 8 sectional tournaments consisting of 4 teams each. The winners of the 8 sectionals shall advance to the state final tournament.

VIII. TOURNAMENT RULES

A. Rules of Play: The current NFHS Volleyball Rules published by the National Federation of State High School Associations are the official rules for all tournament matches except as state in these Terms and Condition or in printed instructions from the IHSA Office.

B. Rally Scoring: By state association adoption, matches will consist of the best 2 out of 3 games (no cap). Each game including the deciding game will be played to 25 points (no cap).

C. Players in Team Uniform: In each of the tournament matches, a participating school shall not have more than fifteen (15) eligible participants in uniform for a match or for warm-ups. The roster of players may change from match to match in the state series.

D. Warm-up Time: When taking the floor for a contest, teams should take the shortest path to their own side of the court and not run through the area occupied by the opposing team, where their opponents are warming up, or split into two lines and circle their opponents. Where possible, teams should only enter, jog, or warm-up on their own half of the court.

If a team arrives early, ball handling is permitted on the court prior to the timed warm ups. If both teams are present, each team shall be restricted to their side of the playing court. The warm-up time for each match will be 2-6-6 with both teams sharing the first 2 minutes, the first 6 minutes will be the home team on the entire court, the second 6 minutes will be the visiting team on the entire court. When teams are off the court ball handling is allowed if space allows. If space is limited teams shall be restricted to ball handling behind the end line.

The team listed on the top of the bracket shall be the home team. Teams listed on the bottom of the bracket shall be the visiting team. Teams shall occupy the bench adjacent to their playing court.

During timed warm-ups, players must be in game uniforms or warm-ups tops that display the player's number.

E. Official Baden Volleyballs: In the state series a Red/White/Blue Baden Perfection Elite VX5EM volleyball with the NFHS logo. The host school will choose the ball for regular season match (white is still an option).

F. Team Roster: At least one-half hour before the match a roster of the 15 eligible boys must be submitted to the official scorer. After having designated these 15 players, a school will be limited in that tournament match to the use of the 15 boys thus named. Rosters may change at each level of state series and each day.

G. Practice: In the Sectional and State Final Tournament matches, the host school shall not make its gymnasium available to the visiting teams for practice sessions prior to day of competition.

H. Host Schools: For regionals and sectionals, only, the gym (and the net system) need to be available and ready 45 minutes prior to the start of the match.

IX. TOURNAMENT POLICIES

A. State Final Passes: For the State Final Tournament matches, each sectional winner will receive 22 passes for its 15 players and other team personnel for the State Final tournament. One additional pass for a competing team specifically for the school's Athletic Trainer may be issued if requested by the school Principal in writing to the IHSA.

B. Bands: A host school may provide a school pep band. Members of the band will be admitted free of charge. Instruments should not be used for cheering purposes. No other band other than the one from the host school shall be admitted as an organization except by special permission of the Executive Director who will act only on a local manager's request.

C. Artificial Noisemakers: All artificial noisemaking devices shall be prohibited. The local manager has the authority to exclude noise making devices that distract from the competition including megaphones and drums. The playing of music/sound effects shall only be permitted prior to start of sets, during warm ups, time outs, between sets, and following competition.

D. Signs and Banners: The display of signs, banners, placards or similar items at IHSA state series events is permitted, provided they are in good taste, reflect good sportsmanship in their message, they reflect identification and encouragement to participants and their school/community, they are not displayed on the field of play or in a manner which interferes with play, they do not obstruct the view of participants or spectators, and they are safe.

E. Cheerleaders and Mascots: Participating schools may use their school's cheerleaders. A maximum of twelve cheerleaders in school uniforms may be on the floor.

F. 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.

G. Media Requirements:

1. Provide Space: Space shall be set aside to provide for news media representatives covering the state series whether they are for 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 payments (where required) and make cancellation refunds for television and/or radio play-by-play originations, according to 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 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. All media requirements for the State Final tournament shall be handled through the IHSA Office.

4. Local tournament managers shall be responsible for reporting tournament information and results to the IHSA Office and the news media as stipulated in printed instructions received from the IHSA Office.

H. Videotaping by Schools or Spectators: Videotaping will be allowed provided the local manager has a comparable area for both competing schools to videotape. When one school requests the video space, then the local manager shall provide similar space to both competing schools. Non-competing schools and spectators will be allowed to videotape matches in the stands, provided

they do not obstruct the view of participants and spectators.

I. Flash Photography: The use of flash cameras is prohibited by fans during the match. News media is allowed the use of strobe lighting or electronic flashes provided the local manager agrees that the flashes are not causing interference with the conduct of the contest. The local manager can require at any time, the photographer to cease use of the flash. The manager's decision is final.

J. Tobacco Products: No coach, player or any other person connected with a team shall be permitted to use tobacco products in the competition area, either during practice or while a contest is in progress.

K. 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.

L. 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. No ticket refunds will be granted in such cases.

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

N. State Final Team Reimbursements: In the State Final tournament, the participating teams shall be allowed transportation expenses at the rate of \$2.00 per mile per team for one round-trip to and from the center where the State Final tournament is played. In addition, each team that participates in the State Final tournament shall receive a flat team expense allowance. Teams traveling 0-150 miles round

trip to the state final site shall receive a \$500.00 reimbursement. Teams traveling 151-300 miles round trip to the state final site shall receive a \$1,000.00 reimbursement. Teams traveling over 300 miles round trip to the state final site shall receive a \$1,500.00 reimbursement.

Neither the State Association nor the local tournament manager will assume responsibility for any other team expenses of any kind except those expenses specified above. Individual schools entering the tournament series must be ready to assume responsibility for unusual expenses due to accident, inclement weather, fire, theft or any other extraordinary cause.

O. Regional and Sectional Pass Gate: Five (5) schools administrators, head and assistant coaches will be admitted free to the regional and sectional tournament. In addition, they will also be allowed one guest each. Additionally, the manager, scorekeeper, video/camera operator, bus driver, athletic trainer and all rostered players will be admitted free to the contest on the days their team is playing. They will not be allowed a guest. Rostered players will only be admitted into the regional and sectional tournament if accompanied by the coach. All other representatives from a school must pay to attend a state series tournament. Participating schools must complete the IHSA Pass Gate Form and return it to the Tournament Manager prior to the start of the regional and/or sectional event.

X. AWARDS

A. Regional and Sectional: The IHSA will furnish a team plaque for the winners of the regional and sectional tournaments.

B. State Final:
1. Team: Trophies will be presented to the first, second, third and fourth place teams at the state finals.

2. Individual: A total of 26 medallions will be presented to the schools of the first four placing teams at the state Final Tournament. This includes the superintendent, principal, athletic director and athletic trainer (if working at the state final) will be presented with a medallion.

C. No other trophies or awards of any kind may be presented in the tournament series. Only 15 players, coaches, managers, trainer plus if present a Superintendent, Principal and/or the Athletic director may participate in the awards presentation. These awards will be furnished by the State Association and are not an expense charged upon the individual tournament.

XI. OFFICIALS

A. Appointment and Fees

1. Tournament Officials: The R1 and R2 for all tournament series matches including the preliminary match will be assigned by the IHSA Office. In all tournaments, the decision of the officials shall be final. The Board of Directors will not review decisions of officials, whether alleged error are due to faulty judgment or misinterpretation of the rules.

Detailed information regarding assignment of officials will be posted on the IHSA Schools Center to all schools that are hosting a tournament by Tuesday, May 20, 2014.

a. Regional Fee: In the preliminary, quarterfinal and semi-final and final regional tournaments, each Referee and Umpire shall receive a fee of \$57.50 per match. Line Judges shall receive a fee of \$10.00 per match worked.

b. Sectional Fee: In the sectional tournaments, each Referee and Umpire appointed by the IHSA shall receive a fee of \$71.50 per match worked. Line Judges shall receive a fee of \$10.00 per match worked.

c. State Final Fee: In the state final tournament each appointed Referee and Umpire should receive a flat fee of \$510.00. Each Line Judge shall receive a flat fee of \$97.50. In addition, each Official and Line Judge who actually incurs an overnight lodging expense, shall receive a \$60.00 lodging allowance for each of the three (3) nights lodging upon receipt and approval from the IHSA Administrator.

d. State Final Officials Coordinator: The Coordinator shall receive \$125.00 a day. In addition, the Coordinator shall receive an overnight lodging expense of \$60.00 per night for a maximum of three (3) nights upon receipt and approval from the IHSA Administrator.

B. Scorers and Timers: The local manager will hire scorers and timers. Experienced adults are recommended as scorers and times. The host school shall pay all local workers including the scorers and times from the host school allowance.

C. Line Judges: Local Tournament Managers will provide (2) two line judges, scorer, libero tracker, and timer for each regional, sectional, and super-sectional match. Line Judges must be at least 18 years of age and may not be a member of a competing boys' volleyball team. It is recommended that the Line Judges be adults and wear a white, short-sleeve polo shirt, dark slacks and black or white shoes and socks. Line judges **may** use flags.

D. Mileage Fee: In the state series, to assist officials for out-of-pocket expenses, a voucher system will be used to compensate officials when they actually drive in excess of 70 miles round trip per contest. Payment will be made through the IHSA Office, after completion of the tournament series, at a rate of thirty cents (\$.30) per mile for all mileage in excess of 70 miles round trip. No compensation will be permitted for trips of less than 70 miles round trip per contest.



III. IHSA Managers Cover Letter

It is the goal of the IHSA staff and the Board of Directors to conduct an outstanding state series in boys' volleyball. We thank you for your contribution this year in making this an exciting state series.

Communication to Schools: The local manager should make up a tournament schedule beginning from the time the competing teams will enter his/her tournament up to and including the next level contacts for advancing teams. When providing instructions to the teams competing in the tournament please make sure to include when the gymnasium will be available for warm-ups, dressing room arrangements, IHSA pass gate policies, parking areas and team entrance as well as the pairings. Be sure to give team's tournament adequate notice of when they play, directions to your school, what time doors open to fans and teams, ticket prices and other local information.

Unexpected Situations: There is always the possibility that situations may arise outside anyone's control. An official may become sick, a team bus may be stuck in a traffic jam, line judge fails to appear, the electricity is shut off.... For that reason, be sure to give and get from coaches contact cell number in case of unexpected delays while getting to the match. This will eliminate managers and officials doing any second guessing of whether a team is delayed or just not showing up. The local manager is given the full authority to make decision and act.

Officials: The IHSA will post the assigned officials in the manager's school center on or before the deadline. Managers are responsible to hire the two line judges along with bench personnel for a match. Official fees can be found in the Terms and Conditions. Make sure that if you are assigned both a male and female official that there are dressing rooms for both of them.

Bench Officials and Line Judges: Be extremely careful in your selection of the bench officials and line judges. One of the most important responsibilities of the local manager is to select experienced efficient adult workers. Avoid putting inexperienced people in these spots. A mistake may lead to a controversy and an unpleasant situation which in the eyes of the coach, teams and spectators will determine whether your tournament was well managed.

Press: Local or neighboring radio and television may want to broadcast events. Be prepared to have space available for them. The complete IHSA Policies regarding News and Media Credentials and Working Assignments for IHSA State Series can be found in the IHSA Handbook. A working press box can consist of tables and chairs at courtside or any other type of arrangements in which the facility can accommodate.

Video taping by Competing School: Video taping will be allowed provided the local manager has a comparable area for both competing schools to video tape. When one school requests the video space, then the local manager shall provide a comparable space to both schools. Non-competing schools and spectators will be allowed to video tape from the bleachers provided they do not obstruct the view of participants.

Awards and Volleyballs: Awards and volleyballs will be shipped directly to your school. Please inspect them immediately. If the shipment has not arrived 2 days before your tournament or the shipment has arrived damaged, contact the IHSA.

Promptness throughout the Tournament: Make the starting time definite and that if a match ends early you stick with the posted time.

ScoreZone: Immediately and even during the contest managers should/can post the results of the tournament. It is always exciting to see game results in closely contested matches. Managers also have the ability to make comments. This is the place where managers should post any forfeits.

2013-14 Boys Volleyball Season Calendar

Boys Volleyball	2013-14
Season Starts (Mon.)	March 10
1st Contest May be Held (Mon.)	March 24
Online Season Summary Form Due (Wed. @ 10:00 a.m.)	May 7
Online Team Seeding Mtg. Deadline (Thur.@ Noon))	May 8
Regional Preliminaries (Mon.)	May 26
Regional Semifinals (Tues.)	May 27
Regional Finals (Wed.)	May 28
Sectional Semifinals (Fri.)	May 30
Sectional Finals (Tues.)	June 3
State Finals (Fri & Sat)	June 6-7
Online Seeding Time Table	2013-14
Season Summary Sheet Open to Coaches (Mon.)	March 25
Season Summary Sheet Closed (Wed.)	10:00 am, May 7
All Season Summary Sheets available to coaches to view in from their regional/sectional complex (Wed.-Thurs.)	11:00 am, May 7 to 12:01 pm, May 8
Coaches Seed Teams (Wed.-Thurs.)	11:00 am, May 7 to 12:01 pm, May 8
Administrative Review of Seeds (Thurs.)	12:02 – 4:00 pm, May 8
All Seeds posted Online (Thurs.)	4:00 pm, May 8
Final Pairings Posted (Fri.)	1:00 pm, May 9
Official Assignments Released to Managers (Tues.)	May 20
Team Data and Pictures due to IHSA (Sat.)	May 31

IV. COACHES' AND MANAGERS' SAFETY INFORMATION

Healthy Volleyball Environment

School administrators, coaches and officials share a very important responsibility to the student-athletes that are participating in the state series matches, to provide equipment, facilities and an environment that is as free of risk as possible. The concern for the health of our high school volleyball players in our programs should be primary.

Responsibility

Crowd supervision is critical. Administrators and other supervisors should observe the crowd and react quickly and reasonably when conduct becomes negative and drops below the level of expected behavior. To ignore inappropriate behavior by any spectator will only enable a person or people to continue in the same fashion.

The role of an official in this regard is with the game. The role of the host school management is outside the lines. Any act dangerous to others, is an unsafe behavior, incites participants or spectators to violent or abusive action, exhibits obscene gestures, or yells profanity and/or provocative type language toward an official, student-athlete, coach, spectator, bench and/or score table personnel is considered unsportsmanlike. Such undesirable behavior requires immediate attention by the officials and/or the host school.

Procedure

If a situation occurs outside the lines, therefore outside the jurisdiction of the rulebook, the official shall instruct the host manager to take care of the problem. If possible this should be done without stopping the match. (i.e. between a game or during a time out) If not possible, the official should stop play until the host management takes care of the situation. If the Manager, Athletic Director and/or local school Principal is not in the gym, it becomes the responsibility of the host school coach to handle if her/his team is playing.

The posting of the expected behavior at the gymnasium entrance clarifies to everyone the IHSA's expectation of all participants.

Preventative

Host School: Whenever possible, the competing teams should be seated so that the crowd is not behind them. If that is not possible and fans must be seated behind a bench, that area should be carefully monitored. In situations of this kind, the IHSA suggests the first couple rows can be reserved for senior citizen, handicapped seating, press or other teams.

Officials: Officials should use the pre-game conference to do preventative officiating and make sure the line judges and scorers are trained. In addition, the official should consider any negative history between schools or teams, coaches, or fans. If there is, then the officials should discuss with her/his partner and choose a plan of action. Whenever possible, cover the expectation and consequences at the pre-game conference with captains and coaches.

Do What's Right!

Sportsmanship

DWR! EXPECTATIONS

- ❖ *Represents their school and community well with positive interaction with opposing fans and players.*
- ❖ *Uses positive yells, chants, songs or gestures.*
- ❖ *Display modesty in victory and graciousness in defeat*
- ❖ *Respect and acknowledge the integrity/judgment of officials.*
- ❖ *Exhibit positive behavior with opponents and fans before, during and after the contest.*

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.
- Booing 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.



IV. Manager's Checklist

MANAGERS

- Check web site for pairings _____
- Contact schools with final information _____
- Check school site for officials assigned to your contest (2 weeks prior to meet) _____
- Hire line judges/bench officials _____
- Report results on Scorezone (School Center) _____
- Complete online Financial Report _____
- If a vendor is being used, ensure they are licensed _____

SAFETY

- Enough seats to accommodate fans _____
- All entrances and exits controlled _____
- Plan for teams going in and out of gym and school _____
- Plan for fans going in and out of gym and school _____
- Parking adequate for fans _____
- All handicap and safety areas reserved and not blocked off _____
- Adequate lighting in parking lot _____
- Parking lot patrolled _____
- Check nets and standards _____
- If fans must be seated behind players' benches, monitor carefully. IHSA recommends that the first couple rows be reserved for press, administrators, handicap and/or senior citizens _____

SUPERVISORY STAFF

- Hire enough people to cover the event _____
- Train workers and assign specific sections of the gymnasium to workers _____
- Workers are easily identifiable _____
- Key people with walkie-talkies, mobile phones _____
- Athletic trainer available _____

PARTICIPANT INFORMATION

- Determine if there are any long standing rivalries of teams playing in your contest _____
- Determine if there are any past incidents between teams _____
- Identify supervisors from the visitors who will be present _____
- Determine if a school mascot or cheerleaders will be brought _____
- Note level of importance of match _____
- Note reputation of the competing team's crowd _____
- Note reputation of the competing team's student body _____

SPORTS INFORMATION

- Set up area for reporting, making copies and interviews _____
- Photographer Area _____

GAME DAY

- Court and Gymnasium _____
- Baden Volleyballs _____
- Net _____
- Antennae _____
- Standards _____
- Team bench _____
- Scorers' bench _____
- Home court rules (playable and non-playable areas) _____
- Score books _____
- Libero Tracking Sheets _____
- Stop Watch _____
- PA materials _____
- Scoreboard operating _____
- Bleachers and handicap seating identified _____
- Water for teams and officials _____
- Set up for ticket takers and sellers _____
- Welcome Officials escort officials to locker rooms _____
- *Officials:* Determine if officials will be announced _____
- *Officials:* One person assigned to officials to get on and off the court _____
- *Officials:* Let the officials know who is the administrator in charge of the match _____

SCHOOL'S RESPONSIBILITY TO AN OFFICIAL PRIOR TO THE SEASON

1. Send a reminder card or email to the officials after you have them scheduled.
2. Reminder should include date of contest, time, level, location and sport.

Even though many schools and conferences have assignment chairpersons, sending a reminder is highly recommended. When an official does not show, people in your community won't know who the assignment chairperson is, but they do know the athletic director. **Avoid embarrassment.**

3. Have a standard wage scale set for your different sports and levels and a method in place to raise the pay periodically.
4. If possible, let the working officials know who their partner(s) will be.
5. Hire police and security along with medical assistant or athletic trainer coverage for events whenever possible.
6. Set a policy with your school board on fan, coach and player behavior.
7. Make sure all officials have a contract that is signed by your school—preferably by the principal or IHSA Official Representative.

SCHOOL'S RESPONSIBILITY TO AN OFFICIAL PRIOR TO THE CONTEST

1. Prior to the contest, provide the officials with directions and inform them of any special activities that might be occurring (i.e., Homecoming, Senior Night, etc.)
2. Give the official a number they can call in case of an emergency or postponement due to weather.
3. Have competent workers assigned at all contests (scorers, announcers, chain crew, etc.). These people are of great assistance to the official during the contest.
4. Have a host assigned to meet the officials as they arrive. The host should do the following for the officials:
 - A) Provide a reserved parking space.
 - B) Meet officials and take them to the dressing room.
 - C) Have refreshments available for halftime and postgame.
 - D) Ask for any additional needs.
 - E) Introduce the officials to those game workers pertinent to the contest (i.e., scorer, announcer, chain gang, etc.).
 - F) Get the proper pronunciation of officials' names so they are correct when given by the public address announcer.
5. Athletic director should discuss with the officials any special events, conference rules, national anthem time, etc. that would affect the game.
6. Provide the officials with the name of the adult supervisor for that contest and where that person can be found in the event a challenging situation should occur.
7. Make officials aware of location of an athletic trainer or other first responders during the contest. Have a doctor on site when possible (especially at football contests).
8. Make sure all bench personnel are properly attired.
9. Do a check on game scoreboards and lighting systems prior to the game or contest.
10. Make sure the playing area is properly marked and meets National Federation guidelines for that contest.
11. Provide appropriate secured dressing area and hot water showering facilities.



SCHOOL'S RESPONSIBILITY TO AN OFFICIAL DURING THE CONTEST

1. Insist coaches display good sportsmanship and are proper examples for your players and crowd.
2. Have your public address announcer or cheerleader read the IHSA sportsmanship statement and remain unbiased during contest.
3. Make sure the event supervisor understands the duties and responsibilities pertinent to that contest.
4. Make sure the playing area is maintained during halftime of each contest. For wrestling, make sure the mat is properly cleaned and washed.
5. Help with adverse weather conditions; monitor accordingly.
6. Make sure proper crowd control is visible and in place. Good administrative control can prevent difficult situations.
7. Observe the crowd during the contest and prevent any disturbances that may occur.
8. Work with the official during the game regarding crowd control.
9. Retrieve the game ball at the end of the contest.
10. Escort the officials back to the dressing room at halftime and at the conclusion of the contest.

SCHOOL'S RESPONSIBILITY TO AN OFFICIAL AFTER THE CONTEST

1. Escort the officials safely back to the dressing room and parking lot.
2. Do not allow unauthorized persons in the dressing room after the game. This includes coaches.
3. Have refreshments available for the officials after the contest.
4. Be sure to thank the officials for their time and effort, regardless of the outcome of the game.
5. Make sure arrangements for paying the officials have been completed. It is preferable to pay the official the day of contest.
6. Ensure that officials are not confronted by anyone after the contest.





Boys Volleyball Required Public Address Announcements

The following announcements are required to be made over your public address system during the volleyball state series competition hosted by your school.

ATTENTION: PA and Bench personnel shall be responsible to remain unbiased and non-partial towards participating teams.

- 1) **Sportsmanship:** Your school is constantly in the “Public Eye”. The school, its athletes and its fans are always being judged by the opposition’s fans, players and by all who come to see your team perform. Make certain your school and its programs are the type that brings praise and admiration. Sports are a vital part of your school’s image....makes it a good one.
- 2) **IHSA Web Page:** www (dot) IHSA (dot) org is the address for the IHSA Web Page on the Internet. Check it out anytime you want to find out immediately what’s happening with high school activities throughout Illinois. In fact, all the results of the boy’s volleyball state series, including tonight’s match(es), will be there when you get home.
- 3) **Captains’:** Captains are a key component to a healthy successful season and IHSA wants to applaud the captains of the boys volleyball teams for their positive leadership.
- 4) **IHSA Sports and Activities:** IHSA offers more state championships for boys and girls than any state in the nation. Long a leader in high school athletics and activities, the IHSA invites your attendance; not only at the boy’s volleyball state tournament, but at boys and girls’ events throughout the school year... you’ll enjoy the excitement, the fan support and the quality of play...boy’s volleyball... another IHSA marquee program.
- 5) **IHSA Boys’ State Volleyball Tournament:** The 23rd Annual IHSA Boys’ Volleyball State Finals will be held at Hoffman Estates High School on Friday and Saturday, June 6th and 7th, 2014. High school boys’ volleyball is fun, exciting, unpredictable and affordable. The state final offers top-flight competition, excitement and enthusiasm. Return to your roots and discover why a lot of folks select high school Boy’s volleyball as their favorite. IHSA Boy’s Volleyball...is where the action is.
- 6) **All-State Academic Team:** All 26 members of the 21st annual Illinois High School Association All-State Academic Team were honored in April during a recognition banquet at the Double Tree Hotel in Bloomington. The evening was a wonderful recognition of America’s future leaders. Ask your school Principal for more information about the program. The IHSA Activities Foundation underwrites the cost of the scholarships for these student athletes.
- 7) **Official Recruitment:** If you are a former athlete...male or female...why not get back in the game? Get in shape, stay in shape, become an IHSA Official. Chances are the game gave you a lot. Now you can give something back to it. Applications are online through the IHSA website.

Libero Tracking Sheet

TEAM	L	
GAME	Serving Order	SP
	I	
	II	
	III	
	IV	
	V	
	VI	

TEAM	L	
Serving Order	SP	
I		
II		
III		
IV		
V		
VI		

TEAM	L	
GAME	Serving Order	SP
	I	
	II	
	III	
	IV	
	V	
	VI	

TEAM	L	
Serving Order	SP	
I		
II		
III		
IV		
V		
VI		

Enter the Libero's number next to the L. Enter the jersey number of the starting player for each position under SP. When the Libero enters, slash the player number and enter L. When the Libero leaves, slash the L and enter the returning player number. If a regular sub occurs, slash the player number and enter the new number.

I	14	14	14	7
---	---------------	---------------	---------------	--------------

Prevention of Heat Illness Guidelines

Athletes participating outdoors in hot, humid weather or indoors, in non-air conditioned or poorly ventilated gyms are susceptible to heat related illness. While it is the responsibility of each school participating in an IHSA contest to allow adequate acclimatization to the heat prior to the contest, it is the authority of the local manager to adjust or alter a contest based on the environment. Managers should check the environment one-hour before the scheduled contest.

If a high risk is present, the manager has the authority to alter game conditions. Athletes should drink one to two cups of water in the hour preceding competition and continue drinking during the activity every 15-20 minutes. If conditions become severe the manager may suspend or alter the contest. Altering the contest may include stoppage of play for a mandatory drink period, stopping play for a rest period where gear and clothing may be loosened to allow heat loss, stopping play to allow for removal of outer clothing, socks and or shoes or even postponing the contest.

Local Managers should refer to the Heat Index Table below if the host school does not have a plan or means to assess both the temperature and humidity prior to the contest. This heat index can be used to define caution, extreme caution, danger and extreme danger risk conditions. Additional heat and hydration information can be found by accessing the Sports Medicine link on the IHSA web site at www.ihsa.org.

Heat Index Chart

Heat Index in °F (°C)

Temp in °F/°C	Relative Humidity (%)												
	40	45	50	55	60	65	70	75	80	85	90	95	100
110 (47)	136 (58)												
108 (43)	130 (54)	137 (58)											
106 (41)	124 (51)	130 (54)	137 (58)										
104 (40)	119 (48)	124 (51)	131 (55)	137 (58)									
102 (39)	114 (46)	119 (48)	124 (51)	130 (54)	137 (58)								
100 (38)	109 (43)	114 (46)	118 (48)	124 (51)	129 (54)	136 (58)							
98 (37)	105 (41)	109 (43)	113 (45)	117 (47)	123 (51)	128 (53)	134 (57)						
96 (36)	101 (38)	104 (40)	108 (42)	112 (44)	116 (47)	121 (49)	126 (52)	132 (56)					
94 (34)	97 (36)	100 (38)	103 (39)	106 (41)	110 (43)	114 (46)	119 (48)	124 (51)	129 (54)	135 (57)			
92 (33)	94 (34)	96 (36)	99 (37)	101 (38)	105 (41)	108 (42)	112 (44)	116 (47)	121 (49)	126 (52)	131 (55)		
90 (32)	91 (33)	93 (34)	95 (35)	97 (36)	100 (38)	103 (39)	106 (41)	109 (43)	113 (45)	117 (47)	122 (50)	127 (53)	132 (56)
88 (31)	88 (31)	89 (32)	91 (33)	93 (34)	95 (35)	98 (37)	100 (38)	103 (39)	106 (41)	110 (43)	113 (45)	117 (47)	121 (49)
86 (30)	85 (29)	87 (31)	88 (31)	89 (32)	91 (33)	93 (34)	95 (35)	97 (36)	100 (38)	102 (39)	105 (41)	108 (42)	112 (44)
84 (29)	83 (28)	84 (29)	85 (29)	86 (30)	88 (31)	89 (32)	90 (32)	92 (33)	94 (34)	96 (36)	98 (37)	100 (38)	103 (39)
82 (28)	81 (27)	82 (28)	83 (28)	84 (29)	84 (29)	85 (29)	86 (30)	88 (31)	89 (32)	90 (32)	91 (33)	93 (34)	95 (35)
80 (27)	80 (27)	80 (27)	81 (27)	81 (27)	82 (28)	82 (28)	83 (28)	84 (29)	84 (29)	85 (29)	86 (30)	86 (30)	87 (31)

Category	Heat Index	Possible heat disorders
Extreme Danger	130° F or higher (54° C or higher)	Heat stroke or sunstroke likely
Danger	105°-129° F (41°-54° C)	"Sunstroke, muscle cramps, and/or heat exhaustion likely. Heatstroke possible with prolonged exposure and/or physical activity.
Extreme Caution	90°-105° F (32°-41° C)	"Sunstroke, muscle cramps, and/or heat exhaustion possible with prolonged exposure and/or physical activity.
Caution	80°-90° F (27°-32° C)	Fatigue possible with prolonged exposure and/or physical activity.

• reproduced from NWS, Birmingham, AL



V. SEEDING MEETING INFORMATION

Seeding Instructions

The following is intended to provide an explanation of the process that coaches will follow in seeding the first level tournament assignment for their school.

Coaches are expected to take part in the seeding process with the highest standard of integrity and to ensure fairness and equity for all participants. One coach or an official representative from each school who has completed the *IHSA Season Summary Sheet* online will be allowed to vote. *Schools who have not submitted the Season Summary Sheet will not vote or participate in the seeding process. The Season Summary Sheet can be found in the Activity Tracker section of the IHSA Schools Center under the 'Required Data Forms' column for volleyball.*

Coaches will not be allowed to vote for their own team. Coaches will determine their seeds based on these factors:

- Head to head victories against teams assigned to the first level tournament
- Record against common opponents
- The total win/loss record of schools in the tournament, and
- Team evaluation based on narrative provided by coaches
- These factors have not been prioritized. The IHSA reserves the right to review all submitted seeds and throw out ballots and adjust the seeds accordingly should the seeds be significantly out of the average range. In which case, the entire seeds of the out of range school will not be used.

Coaches will be allowed to indicate what range of seeds they think their team belongs: 1-4, 5-8, 9-12, 13-16, or 17-22 or in case of regional teams 1-2, 3-4, 5-6.

In the event that schools tie for a seed, the IHSA will use the following criteria to break the tie:

- Head to head competition between the tied schools
- Random draw (if more than 2 schools are tied for a seed)
- Coin flip (if 2 schools are tied for a seed and head to head competition can't break the tie)

Schools will be able to access all the seeds made by other schools assigned to their seeding meeting prior to the seeds being posted on-line through the IHSA website. Tournament assignments will then be posted by the end of the week during which seeding occurs.

Therefore the online seeding process is:

- Coaches complete the *Season Summary Sheet*
- Coaches review all the *Season Summary Sheets* from teams assigned to their sectional complex/or regional level
- Coaches seed teams
- Coaches review all seeds submitted
- IHSA reviews seeds
- Seeds posted online
- Final pairings posted online



Boys' Volleyball Online Seeding

Coaches, part of this seeding process is conducted through the IHSA School Center. Please see your athletic director for your school's password. The other part is conducted through the boy's volleyball webpage which is open to the general public. (www.ihsa.org click on boy's volleyball)

Coaches, here is the basic process for completing the online seeding:

1. Coaches go online (to their school center) and complete their season summary sheet.
2. Coaches go online (to their school center) and view everyone's season summary sheet
3. Coaches seed the teams in their tournament
4. IHSA posts all seeds on the boys' volleyball web page
5. Final pairings are posted on the boys' volleyball web page.
(Coaches and fans should double check these pairings later on before their contest as times have a tendency to change while our managers work through graduation conflicts)

Actual Deadlines for Online Seeding

Now – Wednesday, Morning, May 7 (STEP ONE)

During this time the Season Summary Sheets are available to coaches through the IHSA School Center. They must be completed no later than 10:00 am on Wednesday, May 7.

11:00 am – Wednesday, May 7 to 12:01 pm — Thursday, May 8 (STEPS TWO AND THREE)

Beginning at 11:00 am on Wednesday, May 7 coaches will have a day and a half to review the Season Summary and also seed teams. Therefore coaches should study the Season Summary Sheets of the teams assigned to their tournament and prepare their seeds. Once the coach is confident in the seeds, s/he can then go to the school center and place the seeds online. Coaches will have up to 12:01pm on Thursday, May 8 to review the season summary sheets and seed the teams.

12:02 – 4:00 pm — Thursday, May 8

For the remaining part of Thursday, the IHSA will review all seeds

4:00 pm — May 8 (STEP FOUR)

At the end of the day on Thursday, the IHSA will post all the seeds on the boys' volleyball website.

1:00 pm — May 9 (STEP FIVE)

On Friday afternoon, IHSA will post the boys' volleyball pairings.

VIII. OFFICIAL BALL DISTRIBUTION

Required Use of the Baden Volleyball

The Baden ball is required to be used in all girls and boys state series volleyball games. There can be no substitution of a ball manufactured by another company, nor can a different brand of a Baden ball be substituted.

Red/White/Blue Baden Perfection Elite VX5EM Volleyball with NFHS Logo

Sectional Managers: You will receive two Baden volleyballs. The winning school of the sectional will receive the game ball following the tournament.

Regional Managers: You will receive two Baden volleyballs. The winning school of the regional will receive the game ball following the tournament.



ScoreZone Reporting Procedures for 2013-14

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.

Score is NOT final **FINAL Score** 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 Volleyball scores.

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 (the inning, or the time remaining in the quarter or the half).
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!

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

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

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

Print Tournament Manager's Name: _____

Tournament Manager's Phone Number: _____

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

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

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

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

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

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

I=Individual Medal/Event Name* _____

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

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

I=Individual Medal/Event Name* _____

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

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

I=Individual Medal/Event Name* _____

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

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

I=Individual Medal/Event Name* _____

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

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

I=Individual Medal/Event Name* _____





Awards Delivery Information

To Managers of All IHSA Tournaments:

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

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

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

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

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

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

Thank you very much for your cooperation.

Ron McGraw
Asst. Executive Director

Assembly Instructions for IHSA State Series Trophies

(please use caution when assembling the trophies)

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

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

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

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

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

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

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

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

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

IHSA Licensed Vendor



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

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



SAMPLE FORM

IHSA Pass Gate List

Illinois High School Association
 2715 McGraw Dr., Bloomington, IL 61704
 Phone: 309-663-6377
 Fax: 309-663-7479

The fields in this form will accept a cursor and can be filled out prior to printing.

The following are the only persons representing a member school to be admitted free to this contest. The top seven (7) categories will be admitted for the entire tournament. Rostered players will only be admitted accompanied by the coach.

Participating schools must complete this form and return it to the tournament manager prior to the start of the event.

Sport/Activity:

Host School:

Level: Regional Sectional Super-Sectional

Your School:

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

Administration

1.	<input type="text"/>	Guest	<input type="text"/>
2.	<input type="text"/>	Guest	<input type="text"/>
3.	<input type="text"/>	Guest	<input type="text"/>
4.	<input type="text"/>	Guest	<input type="text"/>
5.	<input type="text"/>	Guest	<input type="text"/>
6. Head Varsity Coach	<input type="text"/>	Guest	<input type="text"/>
7. Assistant Coach	<input type="text"/>	Guest	<input type="text"/>
Assistant Coach	<input type="text"/>		
Assistant Coach	<input type="text"/>		
Assistant Coach	<input type="text"/>		
8. Manager	<input type="text"/>		
9. Scorekeeper	<input type="text"/>		
10. Video/Camera Operator	<input type="text"/>		
11. Bus Driver	<input type="text"/>		
12. Athletic Trainer	<input type="text"/>		
13. All rostered players according to the terms and conditions.			

All other representatives from your school must pay to attend an IHSA tournament.

In case of emergency or need to communicate changes to your school:

Contact Person:	<input type="text"/>	Contact Person:	<input type="text"/>
Cell Phone:	<input type="text"/>	Cell Phone:	<input type="text"/>
Email:	<input type="text"/>	Email:	<input type="text"/>



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.