

PLAY SMART.  **PLAY HARD.**

2017-18

**Boys & Girls
Water Polo**

Manual for Managers



Boys/Girls Water Polo Managers Manual and Forms

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Revision History



2017-18 Boys and Girls State Water Polo Series Terms and Conditions

In accordance with Section 1.450 of the Constitution, the Terms and Conditions governing the 2017-18 IHSA Boys and Girls Water Polo Tournament Series have been approved by the Board of Directors.

I. SCHOOL CLASSIFICATION

Competition in the IHSA Boys/Girls Water Polo Tournament Series will be held for all member schools without classification.

II. DATES AND SITES

A. Game Sites: Eight sites shall be selected by the IHSA Office to host the Sectional series. The winners of the eight Sectional sites will automatically advance to the Quarterfinals of the State Tournament.

B. Sectional Game Dates: May 11-12, 2018

C. State Final Tournament: The State Final Tournament on **May 17-19, 2018** will be hosted by Stevenson High School in Lincolnshire, Illinois. Tricia Betthausser, Athletic Director, will serve as State Final Tournament Manager.

III. ONLINE ENTRIES, WITHDRAWL PROCEDURES, ELIGIBILITY, AFFIRMATIVE ACTION AND ONLINE 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 2017-18 Entry Policies and Procedures.

A. Online Entries: All member schools must enter their school into the state series competition through the IHSA School Center on the IHSA Website at www.ihsa.org. The deadline for entry is (February 1, 2018). The 2017-18 Entry Policy and Procedures outlining the online entry procedures for all IHSA-sponsored tournaments can be found in the Schools Center on the IHSA website.

B. Late Entries: Any attempt to enter a sport or activity online after the established deadlines will be denied. Schools that wish to enter after the deadline will be considered late. To be considered for late entry, the Principal/Official Representative must contact

the IHSA 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.

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 by 2:00 p.m. on the Monday prior to the Wednesday Season Summary Form deadline.

If a school withdraws after the Seeding Date/List of Participants 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. (By-law 4.071 for activities)

E. Affirmative Action: Boys and girls shall be permitted to participate in the state series except as provided in the IHSA Affirmative Action Policy.

IV. HOST FINANCIAL ARRANGEMENTS

A. Preliminary Games: The host school shall pay for all local expenses and issue the checks to goal judges and game officials. The host shall receive a guarantee of \$250, reimbursement of goal judges and game officials and retain 20% of net income. If admission is not charged, the host school shall forfeit the guarantee.

B. Quarterfinal Games: The host school shall pay for all local expenses, the cost of goal judges and the cost of officials. The host shall receive a guarantee of \$300 and retain 20% of net income. If admission is not charged, the host school shall forfeit the guarantee.

C. Sectional Semifinal: Host school shall pay for all local expenses and issue the

checks to goal judges and game officials. Host shall receive a guarantee of \$300, reimbursement of goal judges and game officials and retain 20% of net income. If admission is not charged, the host school shall forfeit the guarantee.

D. Sectional Final: Host school shall pay for all local expenses and issue the checks to goal judges and game officials. Host shall receive a guarantee of \$300, reimbursement of goal judges and game officials and retain 20% of net income. If admission is not charged, the host school shall forfeit the guarantee.

The host school guarantee for each IHSA State series event has been calculated on the premise that certain expense components will most likely be incurred by the host school.

E. Admission Prices: The following ticket prices have been set by the IHSA Board of Directors, "In Advance" or "At the Door".

Preliminary Rounds	\$5.00 per day
Quarterfinal Rounds	\$5.00 per day
Sectional Semifinals	\$5.00 per day
Sectional Finals	\$5.00 per day
State Final	\$8.00 per session
Baby in Arms	No Charge at any level

F. State Final Team Expenses: In the State Final Tournament, the teams participating in the tournament shall be allowed transportation expenses at the rate of \$2.00 per mile per team for one round trip to and from the site where the tournament will be played. In addition, each school will receive a flat expense reimbursement to cover some of the costs incurred by schools at the State Final. The IHSA will reserve a block of rooms for teams competing at the state finals for their use if they so choose. Any expenses or costs associated or charged to the rooms will be at each schools' expense.

Round Trip Mileage to State Final Site	Flat Rate Reimbursement
0-150 miles	\$500.00
151-300 miles	\$1,000.00
301-over miles	\$1,500.00

G. Rights Fees for TV and Radio:
1) Television Rights Fees to be charged by Local Managers and/or the IHSA are contained in the IHSA Television Policy.

2) Radio Fees, which shall be charged, are:

a. Sectional Contest = No Charge

b. State Final = \$50.00

3) Policy regarding media requirements for each Local Manager is contained in the current News Media Directory and IHSA Official Handbook.

V. TOURNAMENT ASSIGNMENTS AND SEEDING

A. Sectional Assignment: All teams will be assigned to a Sectional complex on a geographic basis. If possible, an equal number of teams shall be assigned to each of the eight (8) Sectional tournament complexes.

B. Season Summary Form: Schools entered into the Boys and Girls Water Polo state series will be required to submit a Season Summary Form online in the IHSA Schools Center. Contest results shall be entered onto the MaxPreps website. The deadline to enter your scores and complete the Season Summary is **10:00 a.m.** on Wednesday, April 25.

C. Seeding: All seeding will be conducted online through the IHSA Schools Center. Each school shall have one (1) vote in the seeding process. No school shall vote for their own team. The link to seed the teams is located in the IHSA Schools Center and will be activated at **11:00 a.m.** on Wednesday, April 25. The deadline to seed teams is 12:00 Noon on Thursday, April 26. Seeding will only occur at the Sectional tournament level.

D. State Final pairings will be made by chance drawing in the IHSA Office.

VI. TOURNAMENT STRUCTURE AND TIME SCHEDULES:

A. Playing Schedules: Sectionals

Boys:

Sectional Preliminary Round (if needed):

Monday, May 7, 2018

Sectional Quarterfinals: **Wednesday, May 9, 2018**

Sectional Semi-Finals: **Friday, May 11, 2018**

Sectional Finals: **Saturday, May 12, 2018**

Girls:

Sectional Preliminary Round (if needed):

Tuesday, May 8, 2018

Sectional Quarterfinals: **Thursday, May 10, 2018**

Sectional Semi-Finals: **Friday, May 11, 2018**

Sectional Finals: **Saturday, May 12, 2018**

1) Starting Times: 5:00 p.m., 6:00 p.m., 7:00 p.m. and 8:00 p.m. on school days. The Saturday Sectional Final games are to begin no earlier than 10:00 a.m. and no later than 4:00 p.m. Sites with three (3) games to play in a night must play at 5:00 p.m., 6:00 p.m., and 7:00 p.m.

2) Warm-up time is 15 minutes prior to each game in competition pool if an auxiliary pool or swim lanes are not available for teams to use. If an auxiliary pool or lanes are available at a Sectional site, then warm-up time is 10 minutes prior to each game in the competition pool

3) In the event of a tie at the end of regulation play in tournament games, the overtime procedures in the National Federation Rules Book will be followed.

4) Preliminary Round games shall be held at the highest seeded school if facilities meet NFHS specifications. If not, a mutually agreed site shall be chosen.

5) In Even numbered years Boys will play M-W-F-S and Girls will play T-TH-F-S

6) In Odd numbered years Girls will play M-W-F-S and Boys will play T-TH-F-S

7) No local manager is authorized to change the order of games which are to be played as determined by the system adopted and announced by the IHSA Office.

State Final:

Thursday, May 17, Boys Quarterfinals

Game 1 4:30 p.m.

Game 2 5:45 p.m.

Game 3 7:00 p.m.

Game 4 8:15 p.m.

Friday, May 18, Girls Quarterfinals

Game 5 4:30 p.m.

Game 6 5:45 p.m.

Game 7 7:00 p.m.

Game 8 8:15 p.m.

Saturday, May 19, Boys Semifinals

Game 9 9:00 a.m. - Winner Game 1 vs. Winner Game 2

Game 10 10:15 a.m. - Winner Game 3 vs. Winner Game 4

Saturday, May 19, Girls Semifinals

Game 11 11:30 a.m. - Winner Game 5 vs. Winner Game 6

Game 12 12:45 p.m. - Winner Game 7 vs. Winner Game 8

Saturday, May 19, 3rd Place and Championship

Game 13 3:30 p.m. - Loser Game 9 vs. Loser Game 10 (Boys Third Place)

Game 14 5:00 p.m. - Loser Game 11 vs. Loser Game 12 (Girls Third Place)

Game 15 6:30 p.m. - Winner Game 9 vs. Winner Game 10 (Boys Championship)

Game 16 8:00 p.m. - Winner Game 11 vs. Winner Game 12 (Girls Championship)

1) A third place game shall be played at the State Final Tournament between the losers of the two semifinal games.

2) In the event of a tie at the end of regulation play in tournament games, the overtime procedures in the National Federation rules book will be followed.

3) In Even numbered years Boys will play TH-S and Girls will play F-S

4) In Odd numbered years Girls will play TH-S and Boys will play F-S

VII. ADVANCEMENT OF WINNERS

The eight (8) Sectional winners shall be advanced to the State Final Tournament.

VIII. TOURNAMENT RULES

A. Rules of Play: The 2017-18 National Federation Water Polo Rules as published by the National Federation of State High School Associations are adopted as the official playing rules for all tournament matches.

1) Each game in the tournament series will be played in four seven-minute periods.

2) A game shall not remain in a tie. Overtime procedures in the NFHS are to be followed.

B. Warm-up time is 15 minutes prior to each game in the competition pool if an auxiliary pool or swim lanes are not available for teams to warm up during the preceding game. If an auxiliary pool is available at the Sectional site, competing teams will warm up after half time of the preceding game. The host manager will determine if swimming and passing drills may be practiced during this warm up or just swimming drills based upon the configuration of the pool. Warm-up time in the competition pool is then reduced to 10 minutes prior to each game in the competition pool when an auxiliary pool or swim lanes are available for teams to use.

C. Home Team: Throughout the tournament series, the teams listed on the top line or the team listed first of a single game playing bracket shall wear dark colored caps and will be considered the home team. The team listed on the bottom line shall wear white caps and will be considered the visiting team.

D. Balls: The KAP7 International, Inc. KAP 105 is the Official Game Ball of the IHSA Boys Water Polo State Tournament. The KAP7

International, Inc. KAP 104 is the Official Game Ball of the IHSA Girls Water Polo State Tournament. Each Sectional Manager will receive three (3) balls to be used in the games at the site. The Manager shall give one ball to the Sectional winner upon completion of the Sectional Tournament.

E. Team Roster: The coach of each competing team must indicate the names of a maximum twenty-one (21) team players who will constitute the squad, prior to each game of the tournament series.

F. Players in Team Uniform: In each of the tournaments, a school shall have a maximum of twenty-one (21) participants in uniform. The twenty-one (21) players shall be the ones designated in E above. A maximum total of twenty-five (25) persons from a school may be on the team bench.

G. Player Uniforms:

1) All players shall wear regulation caps. Please refer to the NFHS Water Polo Rules Book Rule 4, Sections 1-6 regarding cap specifications. **NOTE:** new cap specifications will be in effect July 1, 2015.

2) The color of the ear guards on the field players' caps must match the color of the caps as closely as possible. Ear guards on the cap of the home goalkeeper must be dark; the ear guards on the caps of the visiting goalkeeper must be white.

3) Players shall wear non-transparent, one-piece swim suits. The suits shall contain only one visible manufacturer's logo/trademark/reference not exceeding 2 ¼ square inches in area and not exceeding 2 ¼ inches in any dimension. The suits may also include the name of the school or mascot.

4) Players shall remove any articles likely to cause injury including the following: jewelry, medical or religious medals, watches and swim goggles.

H. Scorers and Timers: Adults are recommended.

I. Goal Judges: Goal judges will be hired by the local manager. It is recommended that you use an IHSA licensed official. If a licensed IHSA official is not available, adults at least 21 years of age are recommended. Goal judges must be at least 21 years of age and may not be a member of the girls or boys water polo teams competing. It is recommended to secure adult goal judges. All goal judges should wear a plain white shirt and khakis while working the games.

J. Assignment of Officials: IHSA will hire four officials for all state series matches prior to the State Final. Host schools will be notified of those assigned officials. The IHSA will hire a total of eight officials for the Boys and Girls State Finals.

K. Conduct of Coaches and Players:

1) No coach, player or any other person connected with the team shall be permitted to use tobacco products on the bench or playing area either during practice or while a game is in progress.

2) The captain and the head coach shall be the official spokesmen and the sole representatives of their team in all communications with the officials.

3) Abusive remarks to game officials by coaches or players shall be regarded as unsportsmanlike conduct and shall be punishable under the provisions of By-law 3.151, 6.011, and 6.012.

IX. TOURNAMENT POLICIES

A. All-Star Teams: No tournament personnel, game officials or anyone serving under the supervision of the Illinois High School Association may cooperate in any way in the selection of an all-star tournament team.

B. Consolation Games: In the Sectional tournaments, consolation matches to determine third place winners will not be permitted.

C. State Final Passes: Teams shall not be given passes to any Sectionals. For the State Final Tournament games, each Sectional winner will receive up to 25 deck passes for its 21 players and other team personnel for the State Final tournament. Three (3) additional passes for the Superintendent, Principal and Athletic Director will be given to gain entry to the tournament, but not on the deck.

D. Bands: Musical Instruments and bands shall be excluded from the natatorium.

E. Signs and Noisemakers: 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.

All mechanical and artificial noisemaking devices shall be excluded from the natatoriums. The local manager has the authority to exclude other noise making

devices that distract from the competition including megaphones.

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. Practice Sessions: For the Sectional and State Final Tournament games, teams will not be permitted to practice in the pool, unless it is their home school.

H. 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 origination's, 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.

I. Videotaping by Schools or Spectators: Videotaping is allowed under the following conditions:

1) Local managers should be ready to provide an area for a competing school to videotape, if requested. When one school requests video space, then the local manager should provide similar space to both competing schools.

2) Non-competing schools and spectators will be allowed to videotape matches in the stands provided they do not obstruct the view of participants or spectators.

J. Flash Photography: The use of flash cameras is prohibited by fans during any 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.

K. 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.

L. 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.

M. Alcoholic Beverages and IHSA State Series: 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.

N. Prayer at IHSA State Series Contests:

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

X. AWARDS

A. Sectional:

1) Team awards will be provided by the IHSA for the winning team at each Sectional tournament.

B. State Final:

1) Team awards and individual medallions will be presented to the first, second, third and fourth placing teams at the State Final.

2) A medallion will also be presented to the Superintendent, Principal, Athletic Director and Athletic Trainer of the first, second, third and fourth placing teams at the State Final.

XI. OFFICIALS

A. Appointment and Fees:

1. Sectional:

a) Four (4) officials will be appointed by the IHSA Office for each Sectional game. Each official will be paid a fee of \$35.00 per game worked. Goal Judges will be paid a flat fee of \$10.00 per game worked.

2. State Final:

a) Eight (8) officials will be appointed by the IHSA Office for the State Final games. Officials will be paid a flat fee of \$49.00 per game worked plus up to three nights lodging at a hotel designated by the IHSA Administrator.

b) Goal Judges will be paid a flat fee of \$10.00 per game worked plus up to three nights lodging at a hotel designated by the IHSA Administrator.

c) One (1) Head Official will be appointed by the IHSA Office for the State Final games. The Head Official will be paid \$125.00 per day plus up to three nights lodging at a hotel designated by the IHSA Administrator.

B. Mileage Reimbursement Policy:

1) Each of the appointed officials, who actually incurs the expense, will receive 30 cents per mile for each mile over 70 miles for one round trip to the site provided the official submits a mileage reimbursement form to the IHSA office.

Manager Checklist



ILLINOIS HIGH SCHOOL ASSOCIATION

2715 McGraw Drive • Bloomington, IL 61704

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

_____ Immediately following each Sectional game, an official will reconcile the official game results and oversee the inputting of the results into the IHSA ScoreZone.

_____ Until the State Final is completed, you are asked to keep all score sheets and a copy of all official game results from your Sectional Meet in the event that the IHSA Office has any questions regarding the meet.

_____ **Warm-up time** is 15 minutes prior to each game in the competition pool if an auxiliary pool or swim lanes are not available for teams to warm up during the preceding game.
Warm-up time in the competition pool is reduced to 10 minutes prior to each game in the competition pool when an auxiliary pool or swim lanes are available for teams to use.
Note: If a separate warm-up area is available, then each team must have equal access.

_____ Teams will not be permitted to practice in the pool where the Sectional tournament will be played once the tournament series has begun, unless it is their home facility.

Thank you for hosting a Boys and Girls Water Polo Sectional Tournament.

Sincerely,

Beth A. Sauser
Assistant Executive Director

Manager information Letter



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Sectional Manager Information

1. **Terms and Conditions:** Review the Terms and Conditions for the 2018 IHSA Boys and Girls Water Polo Tournament Series which are available online on the Boys and Girls Water Polo web pages.
2. **Sectional Seeding:** All Seeding will be conducted online in the IHSA Schools Center. Refer to the Season Summary Form Instructions and Seeding Information located in this manual.
3. **Official Rules:** The National Federation Edition of the 2018 Water Polo Rules will govern the competition unless otherwise specifically indicated in the Terms and Conditions or printed instructions.
4. **Financial Reports:** Please see Item IV of the Terms and Conditions for the financial terms for Sectional meets. Following completion of tournament, Financial Reports are to be completed online in the Schools Center under [IHSA State Series Hosting & ScoreZone](#). (Box H) This form is an interactive form.
5. **Admission Prices:** All state series events prior to the State Final will have an admission price of **\$5.00** per day for students and adults. (Item IV-E in the Terms & Conditions) The price of admission at the State Final is **\$8.00** per session. Please give **free** admission to a “baby in arms”.
6. **Assignment of Officials:** The IHSA will hire 4 officials for all state series matches prior to the State Final. Host schools will be notified of those assigned officials. The IHSA will hire a total of 8 officials for the Boys and Girls State Finals.
7. **Goal Judges:** Goal judges will be hired by the local manager. It is recommended that you use IHSA licensed officials as goal judges. If a licensed IHSA official is not available, adults at least 21 years of age are recommended. All goal judges should wear a plain white shirt and khakis while working the games.
8. **Officials’ Decisions:** In accordance with By-law 6.033, the decisions of game officials shall be final.
9. **ScoreZone Reporting:** Immediately following the conclusion of each match, report the score through the Schools Center under [IHSA State Series Hosting & ScoreZone](#). Click on the ScoreZone link, fill out the score and other appropriate information and click the button labeled “FINAL” to submit.
10. **Players on Team Bench:** In each of the tournaments, a school shall have in uniform a maximum of twenty-one (21) participants. The twenty-one (21) players shall be the participants designated on the tournament roster. A maximum of twenty-five (25) persons from a school may be on the team bench.
11. **Awards:** Awards will be presented at your Sectional meet in accordance with Item X-A of the Terms and Conditions.
12. **No Children Allowed on Deck:** No Children will be allowed on deck at the Sectionals or State Finals. Only authorized meet personnel, coaches, and participants are permitted on deck. **NO EXCEPTIONS!**

13. **Videotaping:** Videotaping is allowed under the following conditions: Local managers should be ready to provide an area for a competing school to videotape, if requested. When one school requests video space, then the local manager should provide similar space to both competing schools.
14. **Checklist:** Refer to the enclosed "Sectional Meet Manager Checklist" to assist you in completion of hosting responsibilities.
15. **Inquiries:** Any inquiries about the IHSA Boys and Girls Water Polo Tournament Series should be directed to Beth Sauser, Asst. Executive Director of IHSA, (309) 663-6377.

The Illinois High School Association sincerely appreciates your willingness to serve as a local manager of a Boys and Girls Sectional Water Polo Sectional Tournament.

IMPORTANT DEADLINES AND STATE SERIES DATES

Boys/Girls Water Polo

April 25	Schools Must Complete their MaxPrep entries, and Submit the On-Line Season Summary Form by 10:00 a.m. on Wed., April 25
April 25	View and/or Print Season Summary Forms
April 25-26 (Wed.-Thurs.)	Submit Seeds On-Line in IHSA Schools Center by 12:00 Noon on Thurs. April 26
May 7-10 (Mon.-Thurs.)	Sectional Preliminaries and Quarterfinals
May 11 (Fri.)	Sectional Semifinals
May 12 (Sat.)	Sectional Finals
May 12 (Sat.)	State Final Program Information Due in School Center and Program Pictures uploaded
May 14 (Mon.)	Up-To-Date Statistics due to IHSA Office by 10:00 a.m.
May 17 (Thurs.)	State Final (Girls Quarterfinal Games)
May 18 (Fri.)	State Final (Boys Quarterfinal Games)
May 19 (Sat.)	State Final (Boys/Girls Semifinal Games)
May 19 (Sat.)	State Final (Boys/Girls Consolation & Title Games)

Desk Functions for all Water Polo Games



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Shot Timer

Each team receives 30 seconds to take a shot. If they do not take a shot within this time, the desk official sounds a horn and the other team takes a “free throw” at the spot where the ball was located when time expired.

The key to working the shot clock well is accurately timing a team’s possession and re-setting on a turnover. In order to accurately time a possession, the timer needs to understand the phrase “dead time”. “Dead time” is the period of time beginning when the referee blows his/her whistle and ending when the player takes a “free throw”. During this entire period, the clock should be stopped. It is easy to understand when to stop the clock, because you can hear the whistle. The problem lies in determining when the player puts the ball back into play. The method of putting the ball back into play is called a “free throw”. A player can take a “free throw” by throwing the ball into the air a few inches to himself, or by swimming with it. The desk official must be aware of where the official is requiring the “free throw” to be taken, in order to accurately judge whether the player has put the ball back into play.

The other function of a 30 second timer is to reset the clock for any of the following circumstances:

- The offense takes a shot.
- The defense regains possession and is clearly in control of the ball (having the ball tipped by the defense with the offense retaining the ball does not reset the clock).
- The referee calls a “face-off” where he throws the ball to neutral water.
- The 30-second clock expires on the offensive team.
- The referee calls a major foul.

If the ball goes out-of-bounds from a pass and is last touched by the defensive team, the clock does not reset.

The timer should start the clock only when the player taking the “free throw” has put the ball back in play, not when the incident occurs. In other words, the timer should reset the clock when the player takes his “free throw” or the ball is clearly in the possession of a player. The timer does not reset the clock when the foul is called or when the shot is taken. The most common mistake occurs when the timer resets the clock when the ball is shot. The clock should be reset when the rebound is controlled.

Game/Ejection Timer

A water polo game consists of four, seven-minute quarters, unless otherwise dictated by tournament constraints.

The primary job of the game timer is to start and stop the game time according to the flow of the game. As with the shot clock, the game clock stops at each whistle and does not start again until the “free throw” is taken.

The secondary job is to keep score, either by using the scoreboard or flip chart. Make sure that the scoreboard always reflects the actual score according to the scorebook.

The third job of this timer is to monitor ejection time. There are two types of major fouls, penalty shots and ejections. Each foul has its own penalty. However, only the ejection foul causes a player to sit out for 20 seconds. When this

happens, the game timer must keep track of his penalty time and if necessary, let him know when to re-enter. The timer does this by writing down when the ejection occurred according to the game time (the scorer writes the same time down in the scorebook). The timer can record the ejection on scratch paper. The timer either adds or subtracts 20 seconds, depending on whether the game clock counts up or down. The result is the time the player should re-enter. The only exception to this procedure occurs when the offensive team scores, or the defensive team regains possession. In these cases, the player may re-enter immediately.

All re-entries during “live-time” must occur from the designated re-entry areas, which are on the opposite side of the pool from the table at each corner of the pool.

If the other team scores, or if 20 seconds expire on the game clock, the game timer is responsible to let the player know. The timer does this by lifting the appropriate colored flag up until the player has re-entered the pool.

If any player receives a third major foul according to the scorer, the game timer should begin waving a red flag as soon as the foul is called. If the third foul was an ejection type foul, simply continue to show the flag until the team and player at fault see the flag. If you have been displaying the red flag and the player still re-enters, you need to let the referee know immediately by using the horn, unless the opposing team has an immediate and likely chance to score. In this instance, wait until the first available moment to use the horn, rather than take away their chance to score. If the player re-enters under a red flag, it is a penalty shot for the other team, so make sure he has three.

If an athlete commits a third foul resulting in a penalty shot, let the referee know before the shot is taken, so he can remove the defensive player from the pool. You may need to use the horn to get his attention.

Scorer

The scorer’s job is a little more complex than either of the timers. This individual is providing a minute-by-minute description of the game and is ultimately responsible for all information regarding the contest. A properly scored game can be easily reconstructed to determine who officiated, which teams and individuals played, when it took place and where, and how each individual and team performed.

The scorer must record everything that happens in the game that produces a statistic. This includes everything from scores and attempts to fouls and steals. The statistical portion is extremely valuable for coaches, players, and the media.

The first step to scoring is to record the incidental information thoroughly. You should use a No.2 pencil. This makes dark enough marks for photocopying and yet allows you to erase a mistake to keep the sheet neat.

Recording incidental information includes writing the names of the referees, timers, scorer, players, and coaches, as well as the location, date, and time of the game. Make sure you get the full name of each player spelled correctly. This is extremely important for statistics. Do not accept less than a full roster. Additionally, this should be done before the game begins. You may use the program as a guide and ask the teams if they have any changes. However, **TEAMS MUST USE THE SAME NUMBERS AS LISTED IN THE PROGRAM! No Exceptions.** In other words, if the athlete is playing, he must use the cap number listed in the program. If he is not in attendance and the team has another athlete to take his place, the new athlete may use that number.

Once the game starts, follow everything that happens in chronological order. In viewing the scoresheet, it is best to think of the top portion as a summary of what happens during the game and the bottom portion as the actual progress of the game. If the two do not agree, the bottom portion is the one you must abide by, so make sure it is accurate.

The symbols used to describe what takes place in the remarks column are as follows:
E = ejection foul, P = penalty shot foul, S = score

Each incident that takes place is marked by writing the time, cap number, team color, remark code, and change of score when necessary. Make sure you record the white team’s score on the left, followed by a hyphen and then the blue team’s score. If you get them switched, you will be headed towards major problems. The beginning of the game starts at the top left side and continues over to the next column, until the game is completed.

In recording the summary information at the top, each area has its own column, beginning at the left with the roster that you have already completed, and continuing with columns for attempts and scores by quarter. These areas can also be used to record the incidental statistics (steals, assists, kickouts drawn).

Moving further to your right you see the column for personal fouls. Here you should write in the type of major foul in the top triangle and the quarter it was committed in the bottom triangle. For example, e/3 would indicate an ejection occurred in the third period.

Incidental Statistics

Beginning with the first column and each thereafter, you should record a statistic by making a slash in the appropriate column. Every fifth slash should be made diagonally across a group of four.

Attempt: A shot is recorded in the attempt column (ATT) whenever a player shoots the ball and it does not score, regardless of whether a field player or goalie blocks it, or whether it missed the cage completely. Attempts do not include scores. Total shots for each player are therefore the sum of scores plus attempts.

Assist: an assist occurs when one player makes a pass to another player, which results in an immediate goal. To do so, the ball must remain dry and the shooter must not fake.

Kickout Drawn: occurs when an offensive player, through his own efforts, gets his defender ejected for 20 seconds (penalty shot fouls drawn are also counted in this column). Although difficult to determine, generally the player who was fouled should receive the stat. For example, the team's two-meter set gets fouled by his defender too aggressively, and the defender is ejected.

The center receives a kickout drawn.

Steal: a steal occurs when the player takes clear possession of the ball from the other team. It is not a steal when the player wins a face-off or retrieves a neutral ball. It is also not a steal for a player to be in the way of a bad pass. He must be doing something active to produce the turnover. However, a player that forces the ball underwater when guarding an opponent does receive a steal for forcing the turnover. Likewise a blocked shot that returns to his team is recorded as a steal.

Sprint: At the beginning of each quarter, the players line up at the ends and swim to the middle to get the ball. Record the winner of the two players sprinting.

Goalie Save: a goalie save is recorded any time the goalie touches a ball that would have scored, had he not intervened. It is therefore not a save if the shot would not have scored or the goalie did not touch the ball. A shot can be taken without a save recorded.

Penalty Shots Blocked (PSB): These are shots blocked by the goalie that are the result of a major foul being committed within four meters of the goal.

Quarters Played: Since goalies may alternate during the game, you should record how many quarters each goalie played. This will allow you to give the goals scored by the other team to the appropriate goalie.

Timeouts: All timeouts must be recorded on the scoresheet at the time they occur. The scorer must also update a visible record or tally board that both coaches can see from their benches, indicating how many timeouts remain for each team.

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.



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.





Unmanned Aerial Vehicle (Drone) Policy

For IHSA Tournaments

Effective February 18, 2015

The use of unmanned aerial vehicles (“UAV”), also known as drones, is prohibited for any purpose by any persons at IHSA tournament venues. Tournament management shall refuse admission or entry to anyone attempting to use a UAV; and if necessary, tournament management shall remove anyone attempting to use a UAV and/or confiscate the UAV until the event has been completed.

For purposes of this policy, a UAV is any aircraft without a human pilot aboard the device.

An exception to this policy may be made in specific cases for IHSA broadcast partners, provided the management of the tournament facility permits the presence of UAVs for broadcast purposes under the control of the IHSA.

****IMPORTANT****

SEASON SUMMARY FORM INSTRUCTIONS/SEEDING INFORMATION

Schools entered into the IHSA State Series will be required to complete a *Season Summary Form* in the Schools Center.

SEASON SUMMARY INSTRUCTIONS:

- Coaches will submit their contest results online using MaxPreps ONLY. (this can be updated throughout the season)
- Coaches will log into their School Center to *complete* the Season Summary form.
- On the “Coaches” link, please indicate your head and assistant coaches.
- On the “Comments” link, please list your team’s W-L record, and submit any comments you would like to make regarding your season or seeding placement. Click on SAVE.

SEEDING INSTRUCTIONS:

- The seed link opens up at **11:00 a.m.** on April 25.
- Log into your School Center, and access the “Seeding Form” in your Sport/Activity Tracker.
- Follow the instructions to seed your Sectional.
- A school shall not vote for their own team.
- The seeding deadline is **12:00 noon** on April 26. Results will be posted by 4:00 p.m.

SEASON SUMMARY FORM DEADLINE:

10:00 A.M. - WEDNESDAY, APRIL 25

ONLINE SEEDING DEADLINE:

12:00 Noon – THURSDAY, APRIL 26

Required “Official Ball” Use



ILLINOIS HIGH SCHOOL ASSOCIATION

2715 McGraw Drive • Bloomington, IL 61704

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

To: Girls/Boys Water Polo Managers

Subject: Required “Official Ball” Use

This memorandum acknowledges the “official ball” to be used in the tournament competition hosted by your school. It has been manufactured for the Illinois High School Association by **KAP7 International, Inc.**

The KAP7 ball is required to be used in all girls and boys state Water Polo tournament series games. There can be no substitution of a ball manufactured by another company, nor can you substitute a different KAP7 ball for this one.

The IHSA official ball game plan for girls and boys Water Polo is reproduced below.

If you have any questions regarding “official ball” use, please contact the IHSA office.

Girls Water Polo Model: KAP 104

Note: Each manager is required to use the KAP7 ball supplied by the IHSA for all games in the tournament series hosted by the local manager’s school.

1) **Each Sectional Manager** will receive **three (3)** balls to be used in the games at the site, and the manager will give one (1) ball to the Sectional winner upon completion of the Sectional tournament.

Boys Water Polo Model: KAP 105

Note: Each manager is required to use the KAP7 ball supplied by the IHSA for all games in the tournament series hosted by the local manager’s school.

1) **Each Sectional Manager** will receive **three (3)** balls to be used in the games at the site, and the manager will give one (1) ball to the Sectional winner upon completion of the Sectional tournament.

Delivery System: KAP7 ships all balls to the IHSA office. Site allocations will be shipped from the IHSA Office by IHSA staff. The Administrator in charge of the sport is responsible for delivery of the State Final allocation.

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.

The screenshot shows the 'ScoreZone Report' interface. It includes a table for 'Competing Teams' with columns for 'Score' and 'Status'. Below the table are input fields for 'Time remaining' and 'Period'. A 'Highlights' section contains a text area for player names. An 'Unusual Circumstances' section has radio buttons for various delay reasons. At the bottom, there are two buttons: 'Score is NOT final' and 'FINAL Score'. A large grey arrow points from the instructions to the 'FINAL Score' button.

A sample of the page in the IHSA Schools Center where you will submit Water Polo 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!



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.

Kraig Garber
Asst. Executive Director

**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* _____





2018 Water Polo Sectional PA Announcements

The following announcements are required to be made over your public address system each day/night of competition in the state Boys/Girls water polo tournament series hosted by your school. Thank you!

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

1. (Announce before the start of each game, each session)

Good people make good sports. Sport A Winning Attitude Today. Welcome to this I-H-S-A Girls' Basketball Tournament Game. Interscholastic athletics are an extension of the educational process, and the athletic arena is the coach's classroom. Be smart, Do What's Right! Remember, Add A. Tude is for everyone.

2. (Announce before the start of each game)

Player safety is the IHSA's top priority, and the Play Smart. Play Hard.™ initiative is focused on further improving the safety of Illinois' student-athletes. For more information, please visit Play Smart Play Hard Dot Org

3. (Announce before the start of each game)

Did you know that the IHSA annually honors 26 of the best and brightest students in the state with its All-State Academic Team presented by Caterpillar? The event not only provides recognition through a celebratory banquet, but it is also a great accolade for students when applying for college scholarships and jobs. Contact the IHSA for more information on how to nominate a current high school senior.

4. (Announce before start of each game & at halftime)

KAP7 International, Inc. is the Official Ball of the IHSA Boys/Girls Water Polo State Series. So if you want the best in the water and on deck, sprint to the markers, palm the assist and score with KAP7.

5. (Announce before start of each game & at the end of each game)

The 17th year of the IHSA Boys and Girls Water Polo State Finals, will be held at Stevenson High School in Lincolnshire. High School Boys and Girls Water Polo is fun, exciting and unpredictable.

6. (Announce before start of each game & at half time & at the end of each game)

If you are a former athlete, why not get back in the game? Get in shape, stay in shape: become an IHSA Official. The game gave a lot to you—now you can give something back. Contact your local officials' association or call the IHSA to get started.

7. (Announce before the start of each game & at half time)

To help insure the safest and most comfortable atmosphere for this IHSA State series event, local management will diligently maintain established security procedures and activities. This will require complete cooperation by all competing teams, contest officials and fans. Security will always have priority over convenience; therefore, if you are requested to cooperate with event personnel in any manner, please do so promptly. Your assistance will enable event staff to fulfill its responsibilities efficiently.

8. (Announce before the start of each game & at half time)

The possession, distribution, and consumption of alcoholic beverages and other illegal substances are prohibited at the site and on any affiliated property of the 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. Event staff will enforce this policy rigorously.

9. (Announce before the start of each game & at half time)

Participation in interscholastic activities generates values that make the athletes better citizens. Here's a challenge for all of you here. Parents, coaches, officials and others can reinforce the development of these students by expressing, supporting and displaying those positive values gained by participating and competing. Challenge our young people not just to go to school, but to go beyond. . . with the IHSA.

10. (Announce once during 1st & 2nd half of each game)

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 bring praise and admiration. Sports are a vital part of your school's image... makes it a good one.

11. (Announce throughout each game)

www.ihsa.org is the address for the IHSA web site on the Internet. Check it out anytime you want to find out immediately what's happening with high school activities throughout Illinois. You can also follow the IHSA on Facebook & Twitter by clicking on the Facebook and Twitter links located on the IHSA homepage. All the results of the Boys and Girls Water Polo state series, including this match, will be online in the ScoreZone.

12. (Announce at the end of each game)

The IHSA and the Illinois State Police wish to remind you to "Click it or Ticket", seat belts save lives!! Please buckle up on your way home from the game.

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

Internet Video Broadcasting Information



Contact: Matt Troha • mtroha@ihsa.org • Phone: 309-663-6377 • Fax: 309-663-7479

IHSA Tournament Managers/Hosts,

The advent of greater broadcasting technology over the past few years has brought about many new potential broadcasters and many new broadcasting platforms and mediums, especially as it pertains to broadcasting video over on the internet. It is important to remember that most internet video streams of IHSA State Series (Regionals, Sectionals, Super-Sectionals, Football Playoffs) events will require that a broadcast rights fee be paid by the broadcasting individual/company. A new internet video broadcasting fee schedule has been developed and is located below, but first please read these reminders on how to determine if a fee is necessary should you be approached about a video webcast of the State Series event you are hosting. If at any time you ever have questions on the fees or any other matters related to broadcasting or media, please call Matt Troha at the IHSA office (309-663-6377).

BROADCAST RIGHTS FEE PAYMENT REQUIRED

There is an IHSA broadcast rights fee required with the broadcast if any one of the options below is applicable...

- 1) The internet video webcast is originated and accessible to viewers on any third-party website (i.e. media website, IHIGH, UStream, High School Cube, fan site, etc.).
- 2) If the crew producing the internet video webcast is not affiliated with the high school or not composed entirely of high school students and/or high school personnel.

BROADCAST RIGHTS FEE PAYMENT *NOT* REQUIRED

There is no IHSA broadcast rights fee required if both guidelines below are met...

- 1) The internet video webcast is produced and the crew populated entirely by high school students and high school personnel as a part of a high school tv station, AV Club, etc.
and
- 2) The internet video webcast is originated on and accessed by viewers on the high school website, the website of the city or on the school's IHSA.tv website (www.IHSA.tv/schoolname).

Internet Video Broadcast Rights Fee Schedule

BOYS BASKETBALL

Per Regional Game-\$125
Per Sectional Game-\$150
Per Super-Sectional Game-\$225

GIRLS BASKETBALL

Per Regional Game-\$125
Per Sectional Game-\$150
Per Super-Sectional Game-\$225

FOOTBALL

Per 1st Round Playoff Game-\$250
Per 2nd Round Playoff Game-\$325
Per Quarterfinal Playoff Game-\$400
Per Semifinal Playoff Game-\$475

ALL OTHER SPORTS

Per Regional Game/Meet-\$75
Per Sectional Game/Meet-\$100
Per Super-Sectional Game/Meet-\$150

Water Polo Tournament Series Time Schedule

Thursday, May 17, 2018

Boys Quarterfinals

Ticket Booth and Doors Open	3:30 p.m.
Game 1	4:30 p.m.
Game 2	5:45 p.m.
Game 3	7:00 p.m.
Game 4	8:15 p.m.

Friday, May 18, 2018

Girls Quarterfinals

Ticket Booth and Doors Open	3:30 p.m.
Game 5	4:30 p.m.
Game 6	5:45 p.m.
Game 7	7:00 p.m.
Game 8	8:15 p.m.

Saturday, May 19, 2018

Boys Semifinals

Ticket Booth and Doors Open	8:00 a.m.
Game 9	9:00 a.m. - Winner Game 1 vs. Winner Game 2
Game 10	10:15 a.m. - Winner Game 3 vs. Winner Game 4

Girls Semifinals

Game 11	11:30 a.m. - Winner Game 5 vs. Winner Game 6
Game 12	12:45 p.m. - Winner Game 7 vs. Winner Game 8

Saturday, May 19, 2018

3rd Place and Championship

Ticket Booth and Doors Open	3:00 p.m.
Game 13	3:30 p.m. - Loser Game 9 vs. Loser Game 10 (Boys Third Place)
Game 14	5:00 p.m. - Loser Game 11 vs. Loser Game 12 (Girls Third Place)
Game 15	6:30 p.m. - Winner Game 9 vs. Winner Game 10 (Boys Championship)
Game 16	8:00 p.m. - Winner Game 11 vs. Winner Game 12 (Girls Championship)



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 eight (8) 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 of Contest:	
Your School:	

The top four (4) are allowed to have one (1) guest. Guests 1-3 must arrive with administrator. Guest 4 may arrive late.

Administration

1.			
2.			
3.			
4. Head Varsity Coach		Guest	

The remaining coaches, etc. are allowed entry into the tournament but are not permitted a guest.

5. Assistant Coach	
6. Assistant Coach	
7. Assistant Coach	
8. Assistant Coach	
9. Manager	
10. Scorekeeper	
11. Video/Camera Operator	
12. Bus Driver	
13. Athletic Trainer	
14. 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:		Contact Person:	
Cell Phone:		Cell Phone:	
Email:		Email:	



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.