

**2023-2024**

# **Bass Fishing**

**IHSA Manual for  
Schools & Managers**





# 2023-2024 Bass Fishing Manual

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Revision History:



# School Information

**IHSA Manual for  
Schools & Managers**





# 2023-24 Bass Fishing Series Term and Conditions

In accordance with Section 1.450 of the IHSA Constitution, the Board of Directors has approved the Terms and Conditions governing the 2023-24 IHSA Bass Fishing Tournament Series.

## I. SCHOOL CLASSIFICATION

Competition in the IHSA Bass Fishing Tournament Series will be a one class tournament.

## II. DATES AND SITES

### A. Individual Tournament Series Dates and Sites:

1) The sectional tournament shall be on Thursday, May 2, 2024 (Thursday of Week 44 in the IHSA Standardized Calendar). Tournament sites and team assignments will be posted online.

**Note:** All Sectional tournaments shall be a one-day tournament.

In the event of cancellation due to weather, the next Monday, May 6th (Monday of Week 45 in the IHSA Standardized Calendar), shall be the make-up date.

2) State Final: May 17 and 18, 2024, Friday and Saturday, Week 46 IHSA Standardized Calendar.

## III. ONLINE ENTRIES, WITHDRAWAL PROCEDURES, AND ELIGIBILITY

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 2023-24 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](http://www.ihsa.org). The deadline for entry is February 1, 2024. The 2023-24 Entry Policies and Procedures outlining the online entry procedures for all IHSA-sponsored tournaments can be found in the Schools Center on the IHSA website.

### B. Late Entries

Any attempt to enter a sport or activity online after the established deadlines will be denied. Schools that wish to enter after the deadline will be considered late. To be considered for late entry, the Principal/Official Representative must contact the IHSA 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 Bass Fishing 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 date/List of Participants due date and/or does not show up for competition, the school will be

charged a \$100 penalty. If applicable, the school may be charged for any additional financial loss sustained by the offended school(s) or the Association as a result of such breach.

### D. Eligibility

All member schools in good standing may enter a team. This is open to male or female students in your school.

**All students must meet the eligibility requirements as outlined in Section 4.000 in the IHSA by-laws.**

## IV. HOST FINANCIAL ARRANGEMENTS

### A. Sectional Host Allowance:

Sectional hosts shall pay all local expenses and shall receive a guarantee of \$200.00.

### B. Admission Fees:

1) In the State Tournament Series, ticket prices have been established by the IHSA Board of Directors.

### C. Rights Fees for TV and Radio:

See the IHSA web site ([www.ihsa.org](http://www.ihsa.org)) for the fees to be charged by Local Managers and/or the IHSA for television and cable broadcasts and radio originations. The Policy regarding media requirements for each Local Manager is contained in these Terms and Conditions.

## V. TOURNAMENT ASSIGNMENTS

Schools will be assigned geographically to one of 25 IHSA sectional tournaments. The state final will have up to three (3) qualifying boats from each of the sectional tournaments. The fourth-place boat from each sectional will serve as the alternate qualifier from the sectional. If one of the three advancing boats cannot participate at the state finals, the alternate boat will replace the originally qualified boat. Boats that cannot participate at the state finals have until Wednesday following the sectional tournament to notify the IHSA of its decision to not participate.

## VI. TOURNAMENT STRUCTURE AND TIME SCHEDULES

### A. Sectional Tournaments

Sectional time schedules will be announced by the local tournament managers. Early weigh-ins at the sectional are at the discretion of the local manager. If allowed, participants are then finished from further participation at the sectional.

### B. State Final Schedule

#### Time Schedule for the State Final Tournament:

A safety meeting for all coaches will be conducted prior to May 16, 2024. The IHSA will announce the actual day/time no later than May 10, 2024.



**Thursday, May 16, 2024**

7:00-9:30 a.m. Safety checks for boats with pre-fishing starting immediately after the boat has been safety checked. Safety checks will be done on a first come, first serve basis.

Based on the Pre-tournament draw for release, competing boats will be placed in one of the three flights for the purposes of the boat's return in each day of the tournament. Each flight will consist of approximately one-third of the total number of boats participating in the state finals. Boats will be released in order of the pre-tournament draw on day 1 of the tournament and in reverse order of the draw on day 2.

**Friday, May 17, 2024**

5:30 to 6:45 a.m. Check in  
 7:00 a.m. Release of boats  
 3:00 p.m. Boats 1-25 and all Unified Boats return to docks for weigh in  
 3:15 p.m. Boats 26-50 return to docks  
 3:30 p.m. Boats 51-75 return to docks

**Saturday, May 18, 2024**

5:30 to 6:45 a.m. Check in  
 7:00 a.m. Release of boats  
 3:00 p.m. Boats 51-75 and all Unified Teams return to docks for weigh in  
 3:15 p.m. Boats 26-50 return to docks  
 3:30 p.m. Boats 1-25 return to docks  
 4:30 p.m. Awards

**VII. ADVANCEMENT OF WINNERS**

**A. Advancements:**

1) **Sectional:** A maximum of three (3) boats from each sectional will advance to the state finals. The three advancing boats will be those boats with the most amount of total weight of caught fish. If fewer than three (3) boats catch fish in a sectional tournament, only those boats that catch fish will be able to advance to the state finals.

**VIII. TOURNAMENT RULES**

**A.** Fishing is defined as having a lure attached to a line and a rod and reel with the rod in hand. All bass must be caught alive in a conventional sporting manner. All lures must adhere to state regulations. All bass must be caught on artificial bait by casting only. Only one fishing rod may be used at a time. All fishing must be conducted from the boat.

**B.** In all state series events, only largemouth, spotted, and smallmouth bass are accepted species.

**C.** All sectionals will be set for at least 5 hours of fishing and cannot exceed 8 hours on the water. A sectional tournament is considered to be complete if half of the minimum possible scheduled tournament time has been fished (2.5 hours). If the tournament is postponed until the next Monday, no fish will count towards the next day weigh-ins.

**D.** If weather shuts down the Sectional once it has been rescheduled for Monday, the winner will be determined by the fish caught during the time allotted for that sectional on the second day.

**E.** State final will consist of two days of fishing with a maximum of eight (8) hours of fishing each day, when possible.

**F.** If weather shuts down either day of the state final once it has started, that day's weight will be determined by the fish caught during the time allotted for that day.

**G.** In the state final, if one of the days is completed and the other day is not able to be fished because of weather, the winner(s) will be determined by the one-day weigh-in.

**H.** All participants must be back in for weigh-in by their designated time at both the sectional and state final tournaments. This would vary only if a weather alert has been issued which might shorten that day's tournament. It is the participant(s) responsibility to make sure the boat is back to the weigh-in site by the designated time.

**I.** At the state finals, the state finals manager can allow boats to exit the water at a location other than the pre-determined return site in the event severe weather occurs/may occur that may shorten a day of the state finals. The state finals manager will notify schools if he/she invokes this option. If used, a boat may only leave the water when tournament personnel are present and have checked the boat's live well. Once a boat has left the water, it may not re-enter the water to fish any more for that day and must report to the weigh-in area for weigh-ins. Any fish caught and brought to weigh-ins will not be weighed until the established start time for weigh-ins. The state finals manager will be responsible for identifying any other exit locations for the state finals lake and notifying schools of those in advance of the state finals.

**J.** There will be a one-pound deduction for every minute a participant is late getting back for weigh-ins up to 15 minutes. After 15 minutes, no weight will be allowed for that day. It is the participant's responsibility to notify the tournament manger in advance of the designated return/closing time of any problems that may have occurred.

**K.** There will be a five fish limit per boat. Fish may be culled if a participant(s) has five fish (5) in the live well. No more than five (5) fish can be in the live well at any time.

**L.** Ties will be broken, if the poundage is equal, in the following manner: First criteria will be the largest fish caught; the second criteria will be the number of fish caught.

**M.** All participants must wear a coast guard approved life jacket the entire time they are on the water. If they do not, disqualification will occur.

**N.** Participants must only use the gear that is in the boat when the boat leaves the dock at the start of the day. They may use their own gear or the gear of the captain in the boat. If an alternate is used in the tournament, the gear of the alternate



must be secured in an area and can be added once the alternate is picked up.

**O.** Every boat must have an adult captain for driving purposes, and only that captain can drive when the outboard motor is in use.

**P. Coaching:** The captain/coach of the boat may make suggestions but may not fish in any respect, including tying lures, netting fish, and handling fish or gear. However, if a team has only one participant on the boat, the captain/coach may net the fish if asked by the participant. The captain/coach or team participants can operate the electric motor. A boat captain must be an employee of the district or be a board-approved bass fishing captain.

**Q.** All fish will be released immediately after weigh-in. All fish that are put in the live well must be kept alive. Dead fish will have a ½ pound deduction and cannot count as the large fish for that boat. Dead fish may not be culled.

**R.** There will be a speed limit enforced at all sectional and state final tournaments. The speed limit will be no faster than 35 mph, or the lake requirement will be enforced if slower than 35 mph.

**S.** Teams up to four participants per boat may be entered by each school. No later than one (1) week prior to the first level state series tournament, each entered school will complete an online Team Roster form in the IHSA Schools Center. Only students, coaches, and boat captains who appear on this roster will be eligible to represent the school during the state series. A school will be required to present a boat roster to the appropriate tournament manager prior to any state series event. Schools may change boat rosters from one round of the state series to the next, again using only those students, coaches, and boat captains who are listed on the original Team Roster. At the first level tournament, a school may enter up to two (2) boats and only two of the four students entered for that boat may fish at any one time. At all levels of the state series, only two students may be in the boat at any one time. The total weight for each of the five (5) fish limited to that boat will count for the team total of that tournament.

**T.** The total weight for each of the five (5) fish limited to that boat will count for the team total of that tournament. Individual weight will also be recorded for the top fish designated by each boat. The largest fish award will be given at each tournament to all participants of the boat that weighs in the largest fish of that tournament.

**U.** No live bait or trolling is allowed in the sectional or state final.

**V.** Participants must stay completely in the boat unless they are using an authorized rest room facility, are back at the dock switching participants, or due to some other emergency or malfunction. If an emergency or malfunction occurs, the boat must contact the local manager or his/her designee prior to leaving the boat.

**W.** Any transfer of fish from one live well to a different live well in another boat due to malfunction must be made in the presence of the local manager or his/her designee.

**X.** On the day of competition at either the sectional or state finals tournaments, schools will be limited to putting into the water the number of boats entered, or, in the case of the state finals, the number of boats the school qualified. No additional boats containing coaches or other competitors from a school can be put into the water on days of competition. On the pre-fish day for the state finals, schools can only put into the water boats that are captained by a district employee or board-approved coach/captain. **For the pre-fish day at the state finals, schools can put a maximum of 1 boat for each qualified roster on the water.** Contestants may not obtain fishing patterns or locations from non-competitors, follow a non-competitor's boat or participate in the practice of "hole sitting", a practice wherein a non-competitor sits on a fishing spot, holding it for a contestant. In addition, non-competitors may not place markers for contestants. All of these acts are prohibited and will result in the immediate disqualification of the boat. Three days prior to the official practice date for the state finals tournament, no coaches, boat captains, or team members of any qualifying school may be on the water at the state finals site.

**Y.** School uniforms must be worn during competition. School uniforms can only have the school's name and/or logo and the student's name on them. Any sponsorship the school has secured cannot be displayed on the uniforms or on the coach/driver of the boat. Sponsorship logos may be displayed on the boats that are in the tournament.

**Z.** Each tournament manager shall appoint (in addition to him/herself) a tournament committee of at least three (3) participating coaches or school administrators. Competing schools can only bring to the tournament committee potential violations of these Terms and Conditions for consideration. Potential violations must be reported prior to the conclusion of weigh-ins on the day in question and must be made in writing. The decision(s) of the tournament committee shall be final in matters pertaining to the IHSA Bass Fishing Terms and Conditions. Neither the IHSA Office nor the Board of Directors will review tournament committee decisions, whether alleged errors are due to faulty judgment or misinterpretation of the rules.

#### **AA. Unsportsmanlike Conduct:**

Managers and officials have the strictest instructions to disqualify any participant, coach and/or other person guilty of profane or indecent language or of gross unsportsmanlike conduct. IHSA By-laws 2.040, 3.141, 6.011 and 6.012 give the Board of Directors complete authority to penalize a school for any unsportsmanlike conduct on the part of the principal, the coach, athletes, or any member of the faculty or Board of Education or any other official representative of any participating school. This authority will definitely be exercised by the Board of Directors.

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



**AC. AED:** Host schools must have an AED available and on site at all IHSA post season contests.

**IX. TOURNAMENT POLICIES**

**A. State Final Passes:** Each school will receive passes for all qualifiers, a pass for the coach, and a captain’s pass to drive the boat. Only people with passes will be allowed on boats.

**B. 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 site, such school shall be held responsible for costs incurred in replacing or repairing such property or equipment.

**C. Media Requirements:**

1) Provide Space:

Space shall be set aside to provide for news media representatives covering the state series whether they are from newspapers, internet sites, radio stations, commercial television stations and/or cable television stations, according to the IHSA Policies regarding News Media credentials and working assignments for IHSA state series.

2) Radio and TV:

It is the responsibility of the Local Manager to accept applications, approve requests to originate, collect proper rights fees payment (where required) and make cancellation refund for television and/or radio play-by-play originations, according to the IHSA Television and/or IHSA Radio Broadcast Policy.

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

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

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

3) Administrative Detail:

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

**D. 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.

**E. 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.

**F. 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.

**X. AWARDS**

**A.** In all Sectional Tournaments, medals will be awarded to the first, second, third and fourth place boats. A plaque will be awarded to the school winner in the Sectional Bass Fishing Tournament. Individual medallions will be given to the team participants in the boat catching the largest fish.

**B.** In the Bass Fishing State Final Tournament, individual medallions will be given to the team participants in the boat catching the largest fish.

**C.** First, second and third place trophies will be awarded to the school boat winners in the State Final Bass Fishing Team Tournaments. In addition, medallions will be presented to the first, second and third place team participants. The Coach, Superintendent, Principal, and Activities Director of the first, second and third place teams will also receive medallions.

**D. Awards Ceremonies:** At all tournaments when participants are receiving awards, they shall wear their school’s official uniform. No extra clothing, hats, caps, signs, or other adornment shall be worn or carried at the awards ceremony. If a contestant fails to wear his/her official school warm-up or uniform, he/she shall not be allowed to participate in the awards ceremony.

**XI. OFFICIALS**

Official weigh-in supervisors will be assigned by the IHSA for all sectional tournaments and the state final.



# 2023-24 BASS FISHING STATE TOURNAMENT IMPORTANT DEADLINES AND STATE SERIES DATES

## SCHEDULE

April 1 Managers Mail Information Sheet to All Schools in Your Sectional

May 2 **Sectional Tournament**

8:00 a.m. to 3:00 p.m.\*  
(approximately)

- Schools Need to Turn in Boat Roster at this Time
- Boats Need to be Safety Checked Prior to Start
- Check for Life Jackets and Eye Protection

3:00 p.m.

- Conduct Weigh-Ins - Release Fish as Directed
- Present Awards to Top Four Teams and for Largest Fish
- Enter Results on the IHSA Winner Report on the IHSA Website (Use Codes Provided if Not a Member School)

\*Sectional managers will announce the specific tournament time to assigned schools

May 10 Team photos submitted online.

### State Final Tournament

A Virtual Safety Meeting for all State Final Coaches and Participants will be conducted prior to the state finals. The IHSA will announce the day/time of the meeting no later than May 10, 2024.

Based on the Pre-tournament draw for release, competing boats will be placed in one of the three flights for the purposes of the boat's return on each day of the tournament. Each flight will consist of approximately one-third of the total number of boats participating in the state finals. Boats will be released in order of the pre-tournament draw on day 1 of the tournament and in reverse order of the draw on day 2.

May 17	5:30 to 6:45 a.m.	Boat Safety Checks
	7:00 a.m.	Start State Final - Day One
	3:00 p.m.	Boats 1-25 and all Unified Boats return to docks for weigh in
	3:15 p.m.	Boats 26-50 return to docks
	3:30 p.m.	Boats 51-75 return to docks

May 18	6:00 to 6:30 a.m.	Check In
	7:00 a.m.	Start State Final - Day Two
	3:00 p.m.	Boats 51-75 and all Unified Teams return to docks for weigh in
	3:15 p.m.	Boats 26-50 return to docks
	3:30 p.m.	Boats 1-25 return to docks
	4:30 p.m.	Awards





# Illinois High School State Tournament Boat Safety Check

School Name \_\_\_\_\_

Boat (Please circle) 1 or 2

Vessel Registration No. \_\_\_\_\_

Tournament Date: \_\_\_\_\_

Number of Occupants \_\_\_\_\_

Inspector: \_\_\_\_\_

Vessel Owner: \_\_\_\_\_

Boat Dismissal # \_\_\_\_\_

Name of adult boat captain: \_\_\_\_\_

Cell Phone # \_\_\_\_\_

**Safety Inspection: (Teams should have everything ready and out in the boat)**

PFDs (1 per occupant) \_\_\_\_\_

Throwable PFD device (boats 16 feet and over) \_\_\_\_\_

Fire Extinguisher \_\_\_\_\_

Sounding Device \_\_\_\_\_

Battery cover \_\_\_\_\_

Anchor \_\_\_\_\_

First Aid Kit \_\_\_\_\_

Flash Light \_\_\_\_\_

Protective eye cover for each occupant \_\_\_\_\_

Visually check all boat compartments/livewells \_\_\_\_\_

Navigation lights (if after dark) \_\_\_\_\_ NA all tournaments end at 3:00 pm

**Please give to tournament manager when completed.**



# 2024 IHSA Bass Fishing State Tournament Team Roster

Town/School: \_\_\_\_\_ Boat No. 1 or 2  
(circle one)

Coach: \_\_\_\_\_ Assistant Coach: \_\_\_\_\_

## **Student Roster**

Schools may enter one, two, three or four-person team rosters for any boat, but schools are limited to entering a maximum of two boats.

<b>Name</b>	<b>Age</b>	<b>Year in School</b>	<b>Fishing License No.</b> <small>(required for students age 16 and older)</small>
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____

Name of coach in boat: \_\_\_\_\_

Name of adult captain/driver: \_\_\_\_\_  
*(If other than coach)*

Cell Phone # \_\_\_\_\_

**Note:** All participants and boat drivers must wear a coast guard approved life jacket the entire time they are on the water. Protective eye wear is mandated for all participants in the boat, including the driver. All boats must go through a safety check prior to the start of the tournament.

**By signing below you certify that the students listed above are covered by catastrophic insurance.**

\_\_\_\_\_  
Coach's Signature

\_\_\_\_\_  
Principal's Signature

### **Manager's use only**

# Fish \_\_\_\_\_

Total Weight \_\_\_\_\_

Place \_\_\_\_\_

Largest Bass \_\_\_\_\_



## IHSA Bass Fishing Appeal Form

School making appeal \_\_\_\_\_

Individual completing form \_\_\_\_\_

School/Boat # being reported \_\_\_\_\_

Terms and Condition Violation \_\_\_\_\_

**THIS FORM MUST BE SUBMITTED TO THE TOURNAMENT MANAGER  
BEFORE THE CONCLUSION OF THE WEIGH IN**

Description of violation:

Date: \_\_\_\_\_

Person receiving form: \_\_\_\_\_

# INSTRUCTIONS FOR SUBMITTING PHOTOS

Submit your photos by uploading them in the Schools Center.

1. Sign into the Schools Center. Choose: [Upload state tournament program photos here](#).  
NOTE: Only your administrative staff has access to this link.

The screenshot shows the Schools Center interface. On the left is a 'Departments' menu with various options like 'Sport & Activity Tracker', 'Staff Responsibilities & Logins', etc. Below it is a 'Quick Links' section with a red arrow pointing to the link 'Upload state tournament program photos (old interface)'. On the right is a 'Message Center' showing a message from '10/23 IHSA Webinar on Residence & Transfer - Oct. 30 at 1 pm'.

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

The screenshot shows the 'State Program Photo Collection' interface. It has two main sections: 'Staff Photos' and 'Team Photos'. The 'Staff Photos' section has a table with columns for 'Staffer', 'Photo', and 'Edit Info'. A red circle highlights the 'Add a new administrator or coach' link. The 'Team Photos' section has a table with columns for 'Activity', 'Team Photo', 'Cutlines', 'Assigned Staffers', and 'Upload Photo Edit Cutlines Assign Staff'. A red circle highlights the 'Edit' button for 'Boys Basketball'.

3. Upload your team photo. Choose: The [Edit](#) button that corresponds with your sport/activity.
  - a. Following the instructions upload your team photo. **Save changes.**
  - b. Assign staff members. Use the pull down menus to assign staff members to be included in this program. **Save changes to staff assignments.** (If no administrators or coaches are included in the program, you can skip this step.)
  - c. Add your cutlines. List individuals (first and last name) in each row. Do not use all capital letters. Do not include numbers, year in school, etc. Please use the following to designate supervisors in the photo: Head Coach John Smith, Asst. Coach Billy Bob, Mgr. Jane Doe. **Save changes to cutlines.**
4. Go to School Photos Menu. Check to make sure you have included all photos and cutlines for this sport/activity. If everything is correct, you can exit the Schools Center. Make sure that you have completed all other state final information for the program.

If you have any questions, please call Emma Carstens - 309-663-6377 or email [ecarstens@ihsa.org](mailto:ecarstens@ihsa.org).

**Photos are due by midnight Friday, May 10, 2024.**

## 2023-2024 IHSA Replacement Pricing and Order Form For Additional State Series Awards

**TOURNAMENT HOSTS: DO NOT USE THIS FORM.** An order form for STATE SERIES TIES is provided in the Manual for Schools for each sport.

- 1.) Please print and complete this form with Official Representative Signature.
- 2.) Please fax or email completed form to Cheryl Lowery @ 309-663-7479 (clowery@ihsa.org).
- 3.) From this form, an invoice will be generated and emailed back to the school email address supplied

This form is to be used only if the school is purchasing awards for one of the following reasons (check one):

<input type="checkbox"/> Team Roster Exceeds the number allowed in the T&C's <input type="checkbox"/> Dual Campus <input type="checkbox"/> Broken-Replacement	<input type="checkbox"/> Coop School <input type="checkbox"/> Lost-Replacement <input type="checkbox"/> State Awards: Music Sweepstakes
---	---

Sport or Activity: \_\_\_\_\_ Year: \_\_\_\_\_ Qty.: \_\_\_\_\_ Place: \_\_\_\_\_

Gender:     Girls     Boys     Co-Ed

Classification:

1A    2A    3A    4A    5A    6A    7A    8A    No Classification  
 A    AA    MUSIC SWEEPSTAKES ONLY (Indicate Classification: AA, A, B, C, D)

Level of Competition:     Regional     Sectional     Super-Sectional     State

1-5 (\$6.00)     6-12 (\$9.00)     13-24 (\$12.00)     25-above (\$14.00)

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**Type of Award:**

<input type="checkbox"/> Team Plaque <input type="checkbox"/> Team Trophy <input type="checkbox"/> Medal/Medallion <input type="checkbox"/> Sweepstakes Medallion	<input type="checkbox"/> Badminton Gold Shuttlecock and/or Riser <input type="checkbox"/> Laser Trophy Plate <input type="checkbox"/> Replacement Trophy Plate w/o lasering <input type="checkbox"/> Bat, Tennis, Golf Club Replacement
--	--

**Ind. Event Medals** (indicate Event name): \_\_\_\_\_  
(ie: Pole Vault, Long Jump, Diving, 100-yd. Butterfly, Single, Doubles, 102lb., Speech: IE, etc.)

**Ordered By (Print):** \_\_\_\_\_

**Job Title:**     Principal     A.D.     Off. Rep.     Coach

**School Name:** \_\_\_\_\_

**School Address:** \_\_\_\_\_

**City, Zip:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Official Representative Name (Printed):** \_\_\_\_\_

**Official Representative Signature:** \_\_\_\_\_



## 2023-2024 IHSA Replacement Pricing and Order Form For Additional State Series Awards

**TOURNAMENT HOSTS: DO NOT USE THIS FORM.** An order form for STATE SERIES TIES is provided in the Manual for Schools for each sport.

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- ◆ Once this form is completed and returned to the IHSA, an invoice attached will be provided to the email provided.
- ◆ **Invoice must accompany payment!** The awards company refers to the invoice to process IHSA approved orders.
- ◆ Duplicate/Replacement Awards will only be shipped to the school.
- ◆ Duplicate Awards Orders must be approved by the School's Official Representative
- ◆ **Trophy Letters & Figurine Replacement:** Schools who need replacement letters or figurine(s) for older model trophies, please contact A & M Products direct at 815-875-2667.

### Contact A&M direct for pricing and availability: 2008-2017 Figure and Plate Replacement Pricing:

- |   |   |
|---|---|
| ◆ Gold State Champion-top figure (#1)   | ◆ Gold State 3rd/4th Place-top figure (#1)                            |
| ◆ Gold State Champion-side figure (#1)  | ◆ State 3 <sup>rd</sup> /4 <sup>th</sup> Place Gold-side figure (#2)  |
| ◆ Gold State Runner-up-top figure (#1)  | ◆ Gold Girls Soccer-side figure 3 <sup>rd</sup> /4 <sup>th</sup> (#3) |
| ◆ Gold State Runner-up-side figure (#1) | ◆ Gold Music Lyre-side figure 3rd (#3)                                |

### Pricing for Schools (*INCLUDING MUSIC SWEEPSTAKES*) *Shipping not included:*

<b>Finish</b>	<b>State Medallion</b>	<b>Reg./Sect Medal</b>
Goldtone (1 <sup>st</sup> )	\$4.50	\$3.75
Nickel Silver (2 <sup>nd</sup> )	\$4.50	\$3.75
Copper (3 <sup>rd</sup> & 4 <sup>th</sup> )	\$4.50	\$3.75

### State Medallions and Reg./Sect. Medal Shipping Costs:

1-5 = **\$6.00**  
 6-12 = **\$9.00**  
 13-24 = **\$12.00**  
 25-above = **\$14.00**

### Plaque/Trophy Pricing for Schools (Shipping included):

Regional Champion Plaque (AM-260)	\$85.00
Sectional and Super-Sectional Champion Plaque (AM-261)	\$110.00
Third/Fourth place trophy (AM-558)	\$210.00
Champion/Runner-Up (AM-557/AM-557-1)	\$220.00

### Plate Replacement Pricing:

Lasering charge for State Final Trophy Plate	\$30.00, plus \$15.00 shipping
Replacement Black Plate for SF Trophy w/o lasering	\$12.00, plus \$15.00 shipping
Bat, Tennis, Golf Club Replacement for All Figurines	\$16.00, plus \$15.00 shipping



# IHSA State Final Miniature Replica Trophy Order Form

Remit Payment payable to A&M Products with this completed order Form.

Price includes UPS shipping the total order to one address.

*Trophy Dimensions: 11" High x 8" wide. White Lasered Acrylic sport inset, Lasered IHSA Seal & Sport Plate*



**Sport** \_\_\_\_\_

**School** \_\_\_\_\_

**Off. Rep./A.D.** \_\_\_\_\_

**Phone** \_\_\_\_\_ **Email** \_\_\_\_\_

**Address** \_\_\_\_\_ **City/Zip** \_\_\_\_\_

**Method of Payment:** **Check Number:** \_\_\_\_\_ **Purchase Order No. (if necessary):** \_\_\_\_\_

Description	Gender (check one)		Place: Champion; Runner-up; Third; Fourth Place	Year Trophy Was Won	Qty.	Price per Item	Amount
	Girls	Boys					
11"x8" Walnut Trophy						\$75.00 ea.	
Number of Name Personalization's	Use Spaces Below for each name personalization					\$ 5.00 ea.	
						<b>Order Total</b>	

**A&M Products**  
**Contact:** Andy Austin  
**Address:** 575 Elm Place, P.O. Box 266  
 Princeton, IL 61356  
**Phone:** (815) 875-2667  
**Fax:** (815) 879-0400

Please make copies of the second page for additional personalization's.

# IHSA State Final Miniature Replica Trophy Order Form

Remit Payment payable to A&M Products with this completed order Form.

Price includes UPS shipping the total order to one address.

*Trophy Dimensions: 11" High x 8" wide. White Lasered Acrylic sport inset, Lasered IHSA Seal & Sport Plate*



Name to Appear on Base Plate	
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 Princeton, IL 61356  
**Phone:** (815) 875-2667  
**Fax:** (815) 879-0400

Please make copies of the second page for additional personalization's.



# **Manager Information**

**IHSA Manual for  
Schools & Managers**





## Managers Checklist 2024

	Before the event
	Day of the event
	Immediately following the event

1.	Prepare and mail out information sheet for sectional tournament. (See attached copy)
2.	Secure help for check in - boat safety checks and equipment checks (life jackets and protective eyewear)
3.	Secure a method of tracking weather for the day in case of inclement weather.
4.	Secure scales for weigh in.
5.	Secure help to properly release fish according to DNR's instructions on that lake.
6.	Make sure that any sponsor signs sent to you by the IHSA are displayed near the weigh-in area.
7.	Make sure that you have one boat on the lake available to help in an emergency, if necessary.
8.	Contact local authorities and have numbers ready in case of an emergency arises.
9.	Secure an area to present the awards in a non-contact manner for your tournament. Many sites will use outdoor shelters as the awards area.
10.	Local managers will need to have one person on the shore during the tournament to supervise alternates who are waiting for their turn to fish. These alternates must be in a designated area until their team boat returns to switch partners. No alternate may fish from the bank.
11.	Secure an AED for your site.
12.	Remind all participants that teams are required to follow any mitigations established by the state of Illinois for fishing.
13.	Secure cell phone numbers from all captains on the boat. Each boat must have a cell phone.
14.	Collect all rosters of the boats and make sure all the information is properly completed.
15.	Review rules with all coaches and contestants.
16.	Review the terms and conditions relating to when a tournament is considered completed with all schools.
17.	Remind all participants that they may use nets to get the fish into the boats.
18.	Remind all participants that no trolling or the use of live baits is allowed.
19.	Live well additives are OK and recommended to keep fish alive.
20.	The captain/coach of the boat may make suggestions but may not fish in any respect, including tying lures, netting fish, and handling fish or gear. The captain/coach or team participants can operate the electric motor. If a team has only one student participant on the boat, the captain/coach may net the fish if asked by the participant. A boat captain must be an employee of the district or be a board-approved bass fishing captain.
21.	Adults must run the outboard motor - student participant or adult may operate the trolling motor.
22.	Remind all schools that qualify for the state final to sign into the Schools Center on the IHSA web site and upload a team photo and cutline. (Instructions are on previous page.)
23.	Remind all state qualifiers that the pre-fish will start immediately following your safety check on May 16.
24.	A safety meeting for all state final coaches will be held virtually prior to the state finals. IHSA will announce the day/time of the meeting no later than May 10, 2024.
25.	Lodging: Go to the IHSA website ( <a href="http://www.ihsa.org">www.ihsa.org</a> ) and click on the bass fishing link. Go to lodging for a list of rooms available.
26.	Sectional managers will need to complete the winner report located on the IHSA website and enter the results of your sectional as soon as you can after the tournament is completed.



# 2024 IHSA BASS FISHING STATE TOURNAMENT

## Sectional Tournament Information Sheet

**Site of tournament** \_\_\_\_\_  
(List the lake)

**Tournament Manager:** \_\_\_\_\_ **Name:** \_\_\_\_\_  
Phone: \_\_\_\_\_  
E-mail: \_\_\_\_\_

**Date:** May 4, 2024

**Schools entered:** (list all schools entered)

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**Check in time:** \_\_\_\_\_

**Exact fishing times:** (List the exact time they have on the water to fish, the time they must be back in the weigh in area and where the weigh in area is located.)  
All sectionals will be set for at least five (5) hours of fishing and cannot exceed eight (8) hours on the water. They might have to be varied because of weather. It is considered a complete tournament if 2 ½ hours of fishing occurred at the sectional tournament. If the tournament is postponed until the next Monday, no fish caught on the original date (Thursday) will count towards the tournament weigh-in on the make-up date. All boats must be back in the designated weigh in area by the appointed end of fishing time, or a boat may be penalized according to the Terms and Conditions.

**Rosters:** These are to be turned no later than check in - (send each school a Team Roster Form); **remind schools this form requires the principal's signature.**

**Safety check:** All boats must meet the safety check as designated by the DNR. (Provide this to each school in your sectional mailing.)

**Equipment check:** All coaches and participants must wear a coast guard approved life jacket and protective eye wear the entire time on the boat.

**Lake restrictions:** (List all lake restrictions that must be followed for this body of water)  
Motor restrictions, no fish areas, etc.

**Limits:** Each boat must have a bump board and no fish under 12 inches may be kept. Only five (5) fish may be in the live well at any one time in the boat. The five (5) fish limit applies to the team on that boat. The participants may release one fish to replace it with a larger one, if they have met the five (5) fish limit. All fish must be kept alive. Penalty will be assessed for any dead fish. (See Bass Fishing Terms and Conditions.)



- Communication:** All boats are required to have a cell phone and must provide the tournament manager the number of that cell phone in case of an emergency or bad weather conditions.
- Uniforms:** School uniforms can only have the school's name and/or logo and the student's name on them. Any sponsorship the school has secured cannot be displayed on the student's uniforms or on the coach/driver of the boat. Sponsorship logos may be displayed on the boats that are in the tournament.
- License:** All participants must have a current Illinois fishing license unless they are under the age of 16.
- Awards:** The top four boats will be provided medallions and there will be medallions for the largest bass presented to the team boat that caught the largest bass. A plaque will be presented to the winning team.
- State Finals:** The top three boats will advance to the state finals at Carlyle Lake on May 17-18, 2024. Those boats that advance can access state finals qualifying information on the IHSA Bass Fishing website.



## INSTRUCTIONS FOR SUBMITTING SECTIONAL WINNER REPORT

Managers are required to complete the Sectional WINNER REPORT online.

Host sectional managers will receive a user ID and Password specifically for the Bass Fishing, Sectional. Managers will sign into the IHSA Schools Center to enter the results from their sectional.

To enter the results: Log on to [www.ihsa.org](http://www.ihsa.org) and click on the Schools Center Login. Enter your ID number and password. Go to the "IHSA State Series Hosting & ScoreZone" link. Follow the instructions shown on the screen as you fill in the necessary information. Additionally, please confirm that all the information (records, year in school and spelling of names) is correct.

*If you experience any problems, please call the IHSA Office (309-663-6377) and ask for Kurt Gibson or Emma Carstens.*

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**THE WINNER REPORT IS DUE ONLINE NO LATER THAN  
ONE (1) HOUR AFTER THE CONCLUSION OF YOUR TOURNAMENT.**

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## State Series Awards Delivery Information For Tournament Managers

1. Tournament Plaques/Trophies/Medallions will be shipped to the school sites directly from A & M Products via United Parcel Service. Please inform whoever receives your UPS deliveries to expect awards to arrive up to two weeks prior to the tournament and ask them to deliver the awards to you upon receipt. This is key in case we need to replace any damaged awards prior to your tournament.

**STATE SERIES AWARDS WILL BE MARKED WITH A LIME GREEN LABEL SAYING "OPEN IMMEDIATELY"**



**UPON ARRIVAL** - Please OPEN and INSPECT the awards upon arrival. Contact Andy Austin **IMMEDIATELY** (aaustinaandmproducts.com) for awards damage. Most awards can be replaced prior to the level of competition, if inspected upon arrival. A&M will submit a "damages claim" against the shipping company and cannot do so if the school waits months to make a claim after the tournament for a replacement. Any claims due to damages after the tournament will result in the school being billed for the replacement.

2. Be advised that **IHSA Tournament**, 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!!**

3. It is very likely that some awards (particularly trophies) will arrive in two or more boxes. **They may not arrive on the same day but should be opened as they arrive.**

4. Please check all trophies, plaques, etc.,

- (1) Good condition and not damaged in any way.
- (2) Awards are engraved with the proper sport, tournament level, year, etc.
- (3) No missing medals/places

**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.

Kraig Garber  
Asst. Executive Director

Contact **IMMEDIATELY** for damaged or errors on awards  
Andy Austin (aaustinaandmproducts.com)  
(309) 875-2667

# Awards Order Form for Regional/Sectional Tournament Ties



**TOURNAMENT MANAGERS:** This form must be completed to order the ties awarded earned during your Regional/Sectional Tournament.

Please complete and fax this document at the conclusion of your tournament so medalists don't have to wait long for their award(s).

Please return UNUSED TOURNAMENT medals to A & M Products, 575 Elm Place, Princeton, IL 61356.

Tournament Location: \_\_\_\_\_ Competition Level: \_\_\_\_\_ Reg \_\_\_\_\_ Sect \_\_\_\_\_  
Sport/Activity: \_\_\_\_\_ Gender (check one)  Girls  Boys  Co-ed

Tournament Manager's Name: \_\_\_\_\_

Tournament Manager's Phone Number: \_\_\_\_\_

Tournament Manager's Email Address: \_\_\_\_\_

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

A&M Products will mail orders for "Ties" directly to the School(s) indicated below.

## TEAM PLAQUE

Place: \_\_\_\_\_ Recipient Town: \_\_\_\_\_

School (Must supply both): \_\_\_\_\_

## Individual Event Medal Tie Requests

(\*Pole Vault, Discus, Diving, 100 yd. Butterfly, Singles, Doubles, 102 lb.; Speech: IE, etc.)

◆ Recipient Town & School: \_\_\_\_\_  
Name of Recipient: \_\_\_\_\_ Place: \_\_\_\_\_  
Event Name\* \_\_\_\_\_

◆ Recipient Town & School: \_\_\_\_\_  
Name of Recipient: \_\_\_\_\_ Place: \_\_\_\_\_  
Event Name\* \_\_\_\_\_

◆ Recipient Town & School: \_\_\_\_\_  
Name of Recipient: \_\_\_\_\_ Place: \_\_\_\_\_  
Event Name\* \_\_\_\_\_

◆ Recipient Town & School: \_\_\_\_\_  
Name of Recipient: \_\_\_\_\_ Place: \_\_\_\_\_  
Event Name\* \_\_\_\_\_

Fax (815) 879-0400 or email ([OfficeAssistant@aandmproducts.com](mailto:OfficeAssistant@aandmproducts.com)) this completed form

# General Information

**IHSA Manual for  
Schools & Managers**





# Emergency Action Plan (EAP)

In accordance with By-law 2.150, a school shall have on file for each student that participates (including practice) in interscholastic athletics a certificate of physical fitness issued by a licensed physician, physician's assistant or nurse practitioner as set forth in the Illinois State Statutes not more than 395 days preceding any date of participation in any such practice, contest or activity. As this By-law addresses pre-participation certification only, there is not a guideline or By-law in place to address release to interscholastic activity following an injury, with the exception of head injury/concussion. With the understanding that schools throughout the state have different needs and services available to them, this document was produced to provide guidelines on an athlete's return to activity following an injury.

Each school should have a written Emergency Action Plan (EAP) in place to address medical emergencies among athletes, staff, officials, and spectators, regardless of severity, occurring during a practice or competition. The plan should also address severe weather, fire, electrical failure, bomb threat, criminal behavior, or other possible emergencies. This plan should be developed to address the unique needs of the individual sport and venue.

EAP's should consist of the following components:

- Personnel
- Communication
- Equipment
- Emergency Medical Care
- Player Medical Information
- Game-day Responsibilities (includes appropriate sideline preparedness)
- Catastrophic Incident Plan

While each school's sports medicine/medical service needs and availability are different, guidelines should also be developed to assist the coaching staff on what injuries should be allowed to return to competition without a medical release. It is not practical to identify every situation or injury; however the following guidelines should assist the school/coaching staff on determining if the athlete should be allowed to return to activity without a release.

1. No swelling or deformity.
2. No headache, nausea, blurred vision, tingling, numbness or sensory changes.
3. Symmetrical (equal to the other side) joint range on motion and strength.
4. Ability to bear weight, without a limp, if injury occurs to the lower body.
5. Ability to complete full functional sporting activities without compensation.

Please remember that the majority of high school athletes are a minor. If there is a question as to their injury and ability to participate, the parents/guardian should be consulted.

Athletes that are unable to meet the above criteria should be encouraged to seek medical treatment prior to return to inter-scholastic activity. Those athletes that seek medical treatment should be required to provide a written medical release indicating their ability to participate. Without obtaining this release, the school may assume legal liability if the athlete is allowed to participate in activities not permitted by their medical provider.

A proper plan establishes accountability, should be comprehensive, yet flexible, practical, and easily understood. The written EAP must be revised, approved, distributed, and should be rehearsed regularly prior to every athletic season. The athletic department, administration, and sports medicine team share the responsibility to establish, practice, and execute the EAP.

A sample venue-specific is included as a part of this document, which was developed from portions of the third and fourth editions of National Federation of State High School Associations Sports Medicine Handbook. Persons interested in purchasing this handbook can do so at the following location: <http://www.nfhs.org/resources/publications/>



## Venue-Specific Action Plan

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

### Venue

**Sport:**

**Location:**

### Emergency Personnel

**Present:**

**On-Call:**

### Emergency Equipment Location On-Site

**Nearest AED:**

**First Aid Kit:**

**Items for proper care of blood-borne pathogens:**

**Ice or chemical ice packs, water and towels:**

**Player Medical Information:**

**Other equipment as deemed necessary by local circumstances and qualifications of available personnel:**

### Communication

**Access to 911:**

**Access to on-call emergency medical personnel:**

### Role of First on the Scene:

1. Control scene (gain access to athlete)
2. Initial assessment (to determine breathing, consciousness, pulse status)
3. Detailed assessment (to determine extent of injury/illness)
4. Send designated coach to summon help if needed:
  - a. EMS: Call 911
  - b. Athletic Trainer: Call Athletic Training Room or Cell:
5. Initiate immediate care to the sick or injured athlete

### EMS Access:

If EMS is called provide directions/access to scene

**Directions to site/location:**

# IHSA Severe Weather Safety Guidelines

To be used during any IHSA state series contest

When thunder is heard, or a cloud-to-ground lightning bolt is seen, the thunderstorm is close enough to strike your location with lightning. Take shelter immediately.

Lightning is one of the most consistent and underrated causes of weather-related deaths or injury in the United States. Nearly all lightning-related injuries occur between the months of May and September and between the hours of 10:00 a.m. and 7:00 p.m. Therefore, the greatest concern for injuries in an outdoor contest appears to be during that time, though it can happen any time of year.

It is essential that local managers, competing schools, and contest officials establish dialogue in advance of contests or events to ensure that all involved are aware of what the plan will be in determining whether or when to suspend play. Local managers are encouraged to share their plan with competing schools and assigned contest officials prior to the start of the tournament/event.

If competing schools have portable devices they will be bringing to a contest/event and/or have specific policy or directions from their administration that they must follow, the school must communicate those to the tournament manager. Tournament managers must know the policies of each school assigned to their tournament or event prior to its start.

## PROACTIVE PLANNING

- 1) Assign staff to monitor local weather conditions before and during practices and contests
- 2) Develop an evacuation plan, including identification of appropriate nearby safer areas and determine the amount of time needed to get everyone to a designated safer area:
  - a. A designated safer place is a substantial building with plumbing and wiring where people live or work, such as a school, gymnasium or library. An alternate safer place from the threat of lightning is a fully enclosed (not convertible or soft top) metal car or school bus.
- 3) Develop criteria for suspension and resumption of play:
  - a. When thunder is heard, or lightning is seen\*, the leading edge of the thunderstorm is close enough to strike your location with lightning. Suspend play for at least 30 minutes and vacate the outdoor activity to the previously designated safer location immediately.
  - b. 30 minutes rule. Once play has been suspended, wait at least 30 minutes after the last thunder is heard or lightning is witnessed\* prior to resuming play.
  - c. Any subsequent thunder or lightning\* after the beginning of the 30-minute count will reset the clock and another 30-minute count should begin.
  - d. When lightning-detection devices or mobile phone apps are available, this technology could be used to assist in making a decision to suspend play if a lightning strike is noted to be within 10 miles of the event location. However, you should never depend on the reliability of these devices and, thus, hearing thunder or seeing lightning\* should always take precedence over information from a mobile app or lightning-detection device.  
\*- At night, under certain atmospheric conditions, lightning flashes may be seen from distant storms. In these cases, it may be safe to continue an event. If no thunder can be heard and the flashes are low on the horizon, the storm may not pose a threat. Independently verified lightning detection information would help eliminate any uncertainty.
- 4) Review the lightning safety policy annually with all administrators, coaches and game personnel and train all personnel.
- 5) Inform student-athletes and their parents of the lightning policy at start of the season.

## EVACUATION PLAN

**Safe Areas: All personnel, athletes and spectators should be clearly informed of available safe structures or shelters in the event a thunderstorm approaches. A safe structure is any fully enclosed building frequently used by people. In absence of that – athletes and spectators should go to any vehicle with a hard metal roof. Roll up the windows and do not touch the sides of the vehicle. If no safe structure or vehicle is available, find a thick grove of small trees surrounded by taller trees or a dry ditch. Assume a crouched position on the ground with only the balls of your feet touching the ground. Wrap your arms around your knees and lower your head. Minimize contact to the ground since lightning often travels through the ground.**

**Avoid:** Tall trees or objects like light poles or flagpoles, individual trees, standing pools of water and open fields. Also avoid being the highest object on the field. Do not take shelter under trees. Avoid bathrooms if another building is available, and do not use a land-line telephone. A cellular phone or portable phone is a safe alternative if in a secure shelter or vehicle.

**Resuming Activity:** The NSSL (National Severe Storms Laboratory) recommends that everyone should wait at least 30 minutes after the last flash of lightning or sound of thunder before returning to the field or activity.

# Wet Bulb Globe Temperature <sup>®</sup>

These requirements represent minimum standards that IHSA member schools must follow for all athletic activities and competitions, both outdoors and indoor facilities that are not airconditioned. Schools with more restrictive guidelines are not expected to modify any pre-existing guidelines in order to meet this policy. These guidelines will also be used by managers or their designees at all IHSA state series events when the Wet Bulb Globe Temperature (WBGT) is above 80 degrees Fahrenheit. Decisions to suspend and resume activity will be in accordance with these guidelines.

## Pre-Practice Preparation:

1. Thirty minutes prior to the start of an activity, and minimally every 30 minutes after the start of the activity, temperature and humidity readings will be taken at the site of the activity. Using a Wet Bulb Globe Thermometer is required.
- a. Record the readings in writing and maintain the information in files of the tournament manager and/or host school administration. Tournament managers may designate someone other than themselves to take these readings.
2. Provide cooling stations such as shade, ice towels, misting fans, etc. for before, during, and after activity.
3. Provide ample amounts of water. This means water should always be available and athletes should be able to take in as much water as they desire.

Use the Table 1 (see below) with an on-site WBGT reading for appropriate exercise modifications during exercising in the heat:

Cat 2	Activity Guidelines
< 79.9	Normal Activities – Provide at least three separate rest breaks each hour with a minimum duration of 3 min each during the workout.
80.0 - 84.5	Use discretion for intense or prolonged exercise; Provide at least three separate rest breaks each hour with a minimum duration of 5 min each. Cold Water Immersion must be available. (see below)
84.6- 87.5	Maximum practice time is 2 h. Contests may conclude if the temperature moves to orange mid-game with the required breaks provided. No new contests may be started if the temperature is in this range. <u>For Football:</u> players are restricted to helmet, shoulder pads, and shorts during practice. If the WBGT rises to this level during practice, players may continue to work out wearing football pants without changing to shorts. <u>For All Sports:</u> There must be 20 min of rest breaks distributed throughout each hour of practice. Cold Water Immersion must be available. (see below)
87.6 - 89.9	Maximum practice time is 1 h. <u>For Football:</u> No protective equipment may be worn during practice, and there may be no conditioning activities. <u>For All Sports:</u> There must be 20 min of rest breaks distributed throughout the hour of practice. Cold Water Immersion must be available. (see below) Consider postponing games or practices until a cooler time of day.
> 89.9	No outdoor workouts. Delay practice until a cooler WBGT is reached. Table 1 (all temperature readings as measured by WBGT devise)

## Treatment of Exertional Heat Stroke and Cold-Water Immersion:

In the event of potential Exertional Heat Stroke (EHS), each school participating in interscholastic sports shall be properly prepared and equipped to activate EMS and initiate rapid whole-body cooling using an evidence-based cooling modality. The current best practice for the treatment of exertional heat stroke is rapid whole-body cooling via Cold Water Immersion (CWI) on-site followed by transport to advanced medical care (Cool first transport second). If whole-body CWI is not readily available, alternate evidence-based whole-body cooling techniques can be utilized (e.g. TACO method). The best practices shall be carried out by a licensed athletic trainer, designated healthcare provider, or EMS provider. In the event that these medical providers are not available and heat illness is suspected, cooling should be initiated until advanced medical personnel arrives.

The cooling modality shall be ready for immediate use when WBGT is at or above 80F. At WBGT temperatures below 80F the cooling modality should be readily available.

# Cooling Methods Due to Heat Related Illness

Exertional heat stroke (EHS) is relatively uncommon among exercise associated medical conditions but is a frequent cause of exercise related death. The majority of evidence shows that early institution of body cooling is the most effective method of decreasing mortality in EHS. The following contains recommendations regarding the methods of body cooling, including tubs, ice bags, iced towels (towels with water that have been frozen) water, fans, and shade. The recommendations are classified as essential (foundational to the implementation of treatment, should have resources and personnel directed towards implementation), and desirable (important in maximal implementation, should have resources and personnel directed towards implementation as budget and resources allow). The recommendations are only guidelines, are not intended as a standard of care, and should not be considered as such. These guidelines should only be considered in the care of athletes who can be expected to be at risk of EHS due to the sport or the environmental situation of the activity. Sports especially at risk include football with and without equipment, soccer, and long distance track. Other sports and activities, such as cycling, golf, baseball, tennis, track and field, and band, may also be at risk due to long duration exposure to extreme environmental conditions.

It is essential that member schools and school administrators/officials:

- Establish a written plan coordinated with local EMS for emergency treatment of EHS that includes transport to a hospital and conduct drills in the implementation of the plan as practicable.
- Know how to assess environmental conditions and determine when extreme conditions exist.
- Identify a specific spot at the athletic facility that has shade.
- Have immediate access to ice and bags to contain ice.
- Have access to water, and provide water breaks as outlined in the IHSA Managing Heat and Humidity Policy.
- Know the most effective sites for application of ice to the body.
- Obtain and use, when environmental conditions are determined to be extreme, a tub or pool, filled with water and ice before activity begins, to be used in body immersion for maximal cooling, and have personnel trained in this technique.

It is desirable that member schools and school administrators/officials:

- Have a certified athletic trainer (ATC) on staff, as budget and resources allow, to develop and implement these guidelines.
- Have immediate access to water.
- Provide shade breaks.
- Provide fans when environmental conditions are determined to be extreme.
- Have close access to an air conditioned room.
- Have access to and use iced towels that can be rotated to appropriate areas of the body, including the axilla, groin, and back of the neck.

## Resources

1. *Procedure for Avoiding Heat Injury/Illness through Analysis of Heat Index and Restructuring of Activities and Recommendations for Cooling Methods Due to Heat Related Illness.* Kentucky Medical Association/Kentucky High School Athletic Association. 2010.
2. Binkley HM et al. NATA Position statement: *Exertional heat illness.* J Ath Training 2002; 37: 329-343.
3. Casa DJ et al. *Survival strategy: Acute treatment of exertional heat stroke.* J Strength Conditioning Res 2006; 20: 462.
4. Armstrong LE et al. *ACSM position stand: Exertional heat illness during training and competition.* Med Sci Sports Exerc 2007; 41: 556-572.
5. *Model Policy for Managing Heat & Humidity.* Michigan High School Athletic Association. 2013.

## IHSA Protocol for Implementation of NFHS Sports Playing Rule for Concussions

**“Any athlete who exhibits signs, symptoms, or behaviors consistent with a concussion (such as loss of consciousness, headache, dizziness, confusion, or balance problems) shall be immediately removed from the contest and shall not return to play until cleared by an appropriate health care professional.”**

The above language, which first appeared in all National Federation sports rule books for the 2010-11 school term, reflects a strengthening of rules regarding the safety of athletes suspected of having a concussion, but not a revision in primary responsibilities in these areas. Previous rules required officials to remove any athlete from play who was “unconscious or apparently unconscious.” This revised language reflects an increasing focus on safety, given that the vast majority of concussions do not involve a loss of consciousness. However, the revised language does not create a duty that officials are expected to perform a medical diagnosis. The change in rule simply calls for officials to be cognizant of athletes who display signs, symptoms, or behaviors of a concussion from the lists below and remove them from play.

**NOTE: The persons who should be alert for such signs, symptoms, or behaviors consistent with a concussion in an athlete include appropriate health-care professionals, coaches, officials, parents, teammates, and, if conscious, the athlete him/herself.**

### Definition of a Concussion

A concussion is a traumatic brain injury that interferes with normal brain function. An athlete does not have to lose consciousness (be “knocked out”) to have suffered a concussion.

### Behavior or signs observed indicative of a possible concussion

- Loss of consciousness
- Appears dazed or stunned
- Appears confused
- Forgets plays
- Unsure of game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Shows behavior or personality changes
- Can’t recall events prior to or after the injury

### Symptoms reported by a player indicative of a possible concussion

- Headache
- Nausea
- Balance problems or dizziness
- Double or fuzzy vision
- Sensitivity to light or noise
- Feeling sluggish
- Feeling foggy or groggy
- Concentration or memory problems
- Confusion

This protocol is intended to provide the mechanics to follow during the course of contests/matches/events when an athlete sustains an apparent concussion. For the purposes of this policy, appropriate health care professionals are defined as: physicians licensed to practice medicine in all its branches in Illinois and certified athletic trainers.

1. During the pre-game conference of coaches and officials, the official shall remind the head coaches that a school-approved appropriate health care professional (who meets the description above) will need to clear for return to play any athlete removed from a contest for an apparent head injury.
2. The officials will have no role in determining concussion other than the obvious situation where a player is unconscious or apparently unconscious as is provided for under the previous rule. Officials will merely point out to a coach that a player is apparently injured and advise the coach that the player should be examined by the school-approved health care provider.
3. If it is confirmed by the school’s approved health care professional that the student did not sustain a concussion, the head coach may so advise the officials during an appropriate stoppage of play and the athlete may re-enter competition pursuant to the contest rules.
4. Otherwise, if an athlete cannot be cleared to return to play by a school-approved health care professional as defined in this protocol, that athlete may not be returned to competition that day and is then subject to his or her school’s Return to Play (RTP) protocols before the student-athlete can return to practice or competition.
5. Following the contest, a Special Report shall be filed by the contest official(s) with the IHSA Office through the Officials Center.
6. In cases where an assigned IHSA state finals event medical professional is present, his/her decision to not allow an athlete to return to competition may not be over-ruled.

Additional information regarding concussion has been made available to IHSA member schools and licensed officials and can be accessed on the IHSA Sports Medicine website at <http://www.ihsa.org/Resources/SportsMedicine.aspx>.

# Sports Medicine



ILLINOIS HIGH SCHOOL ASSOCIATION. 2715 McGraw Drive • Bloomington, IL 61704  
• [www.ihsa.org](http://www.ihsa.org) • Phone: 309-663-6377 • Fax: 309-663-7479 •

## Concussion Information

### Return to Play (RTP) and Return to Learn (RTL)

**Background:** With the start of the 2010-11 school term, the National Federation of State High School Associations (NFHS) implemented a new national playing rule regarding potential head injuries. The rule requires “any player who exhibits signs, symptoms, or behaviors consistent with a concussion (such as loss of consciousness, headache, dizziness, confusion, or balance problems) shall be immediately removed from the game and shall not return to play until cleared by an appropriate health care professional.” In applying that rule in Illinois, it has been determined that only certified athletic trainers, advanced practice nurses (APN), physician’s assistants (PA) and physicians licensed to practice medicine in all its branches in Illinois can clear an athlete to return to play the day of a contest in which the athlete has been removed from the contest for a possible head injury.

*In 2015, the Illinois General Assembly passed the Youth Sports Concussion Safety Act, and this legislation, among other items, required schools to develop Concussion Oversight Teams and create Return to Play (RTP) and Return to Learn (RTL) protocols that student-athletes must meet prior to their full return to athletic or classroom activity*

### Mandatory Concussion Education

Required concussion education for all athletic coaches and marching band directors is another component of the Youth Sports Concussion Safety Act passed by the Illinois General Assembly in the fall of 2015.

The IHSA program includes two video presentations and other supplementary materials that ALL high school athletic coaches, marching band directors, and Concussion Oversight Team members need to review prior to taking a required exam over the curriculum. Individuals will be required to demonstrate proficiency on the exam by scoring at least 80% in order to serve as an athletic coach or marching band director at an IHSA member school.

The program offers training in the subject matter of concussions, including evaluation, prevention, symptoms, risks, and long-term effects. Coaches will be able to access the program after logging into the IHSA Schools Center and clicking on the “CON” tab, which will be located under the ‘Departments’ heading on the Schools Center homepage.

For more information on the Youth Sports Concussion Safety Act, including specific requirements of the law and other concussion education providers besides IHSA, individuals can access Sports Medicine resources on the IHSA website at <http://www.ihsa.org/Resources/SportsMedicine.aspx>.

*For those first adopters of this training, new curriculum from the IHSA/IESA is expected to be released in March of 2018 so those whose training will expire in 2018 will be able to remain in compliance with the law.*



# School's Responsibility: Sportsmanship



## 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 your 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.

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### 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.

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### 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.



Contact: Matt Troha • [mtroha@ihsa.org](mailto:mtroha@ihsa.org) • Phone: 309-663-6377 • Fax: 309-663-7479

### STUDENT MEDIA CREDENTIALS FOR PARTICIPATING SCHOOLS

Congratulations on qualifying for an IHSA state final in a team sport. In order to provide the best possible coverage of this event for your school newspaper, yearbook and AV club, etc. you are entitled to have up to three students receive credentials to cover this event as official media members. In the event that you have less than three students, an adult sponsor may be included on this list. To apply for student media credentials, please have your Athletic Director or an individual involved with the aforementioned programs email Matt Troha ([mtroha@ihsa.org](mailto:mtroha@ihsa.org)) at the IHSA with the following information:

- 1) The names of individuals attending
- 2) Whether they are students or adults
- 3) If the attending individuals will serve as reporters, photographers, videographers, etc.

Student media who are registering for credentials are expected to maintain a level of professionalism while covering this event. That includes no cheering while in the press box or game coverage area.

Proper attire is also required. Wearing school shirts and colors is acceptable, but students wearing face paint, costumes, carrying props, etc. will be required to change before receiving credential clearance.

The individual applying for student media credentials will receive specific information on credential pick-up and media regulations at the event via email in the days leading up to the state final.

Please note that student media credentials are only available for state final events in team sports. Due to the sheer volume of schools who qualify in individual sports, our press facilities would be unable to accommodate student media from all participating schools in individual sports. Student media are also welcome to cover IHSA state final activities. Credentials are not required for these events, but please have your students check-in with state final personnel upon arrival for media coverage regulations.

### VIDEO TAPING STATE FINALS FOR COACH FILM BREAKDOWN

Each school will be eligible to receive a pass for an individual attending the state final event to shoot game film that is for the sole purpose of being used by the coaching staff for postgame breakdown. Passes for videographers shooting highlight videos, documentaries, etc. should be included in student media application reference above. Additional passes for videotaping purposes will need to come from the allotment of state final passes given to school/head coach at or prior to the state final event.

To apply for a credential to shoot video, please have your Athletic Director email Matt Troha ([mtroha@ihsa.org](mailto:mtroha@ihsa.org)) at the IHSA with the name of the individual who will be taping and whether they are an adult or a student.

*Please contact Matt Troha (309-6336-377) at the IHSA or any questions related to this document.*

## Internet Video Broadcasting Information



Contact: Matt Troha • [mtroha@ihssa.org](mailto:mtroha@ihssa.org) • Phone: 309-663-6377 • Fax: 309-663-7479

IHSA Tournament Managers/Hosts,

The advent of greater broadcasting technology has brought about many new potential internet broadcasting partners who may contact you seeking to broadcast the postseason IHSA events you host.

The IHSA's official broadcast partner, the NFHS Network, has the first right to exclusively broadcast any postseason IHSA event. If your school streams on the NFHS Network, via either the School Broadcast Program or a fixed Pixellot camera system in your gym or stadium, then you are encouraged to exclusively stream any/all postseason games you host. Additionally, if an NFHS Network school competing in the postseason tournament you are hosting would like to broadcast on the NFHS Network, they should be given exclusivity to do so as well. The NFHS Network also partners with several third party media companies, who should be granted the same exclusivity to broadcast as a school.

If you as the postseason host are not an NFHS Network school, and no competing school contacts you about broadcasting on the NFHS Network, at that point, a third party can be granted the rights to broadcast the event on the internet. In this instance, a broadcast rights fee is due to the IHSA. The internet streaming fee schedule is listed below. Potential broadcasters should be directed to complete and submit the IHSA Broadcast Application form from the IHSA website (TV fee schedule also located in this application), which can be found here:

[www.ihssa.org/documents/media/Video%20Ap.pdf](http://www.ihssa.org/documents/media/Video%20Ap.pdf)

If at any time you ever have questions on the fees or any other matters related to broadcasting or media, please email/call Matt Troha at the IHSA office ([mtroha@ihssa.org](mailto:mtroha@ihssa.org) or 309-663-6377).

### ***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 1<sup>st</sup> Round Playoff Game-\$250  
Per 2<sup>nd</sup> 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

#### **VOLLEYBALL**

Per Regional Game-\$100  
Per Sectional Game-\$125  
Per Super-Sectional Game-\$150

#### **SWIMMING & DIVING**

Per Sectional Meet-\$250

#### **TRACK & FIELD**

Per Sectional Meet-\$250

#### **WRESTLING**

Per Regional meet-\$200  
Per Sectional meet-\$325



# **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.

# IHSA Licensed Vendor



• [www.ihsa.org](http://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 Tammy Craig at 309-663-6377, 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](http://www.ihsa.org/documents/forms/State_Tournament_Series_Royalty_Report.pdf)