

# Softball



**2024-25**

Manual for Schools and Managers



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# 2024-2025 Softball Manual

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**Revision History**





# 2024-25 Girls Softball Series Terms and Condition

In accordance with Section 1.450 of the IHSA Constitution, the Board of Directors has approved the Terms and Conditions governing the 2024-25 IHSA Class 1A, 2A, 3A, and 4A Girls Softball Tournament Series.

## I. SCHOOL CLASSIFICATION

Classifications in the IHSA Girls Softball State Series will be determined according to IHSA Policy 17 (Classification System).

## II. DATES AND SITES

**A. Class 1A/ 2A:** Regional play shall begin on Monday, May 19, 2025. All play will follow the schedule below, as determined by the number of teams in a respective bracket.

**\*Regional Quarterfinals:** Monday, May 19, 2025

**\*These games will be played at the site of the highest seed.**

**Regional Semifinals:** Tuesday, May 20, and Wednesday, May 21, 2025

**\*Regional Semifinal and Final will be played at the Regional host site.**

**\*Regional Finals:** Friday, May 23 or Saturday, May 24, 2025. Class 1A/2A Regionals will be played Week 46

The Sectional semifinal games may be played on Tuesday, May 27, and Wednesday, May 28. The Sectional Final (Championship) shall be played on Friday, May 30 or Saturday, May 31. The Super-Sectional games shall be played on Monday, June 2. Class 1A/2A Sectionals will be played Week 47. Regional and Sectional games cannot be played before 3:00 p.m. on weekdays.

Sites for Regional, Sectional, and Super-Sectional games shall be announced on the IHSA web site.

The Class 1A/2A Girls Softball State Final tournament will be held on Friday, June 6, and Saturday, June 7, 2025, at the Louisville Slugger Sports Complex, Peoria, Illinois.

**B. Class 3A/4A -** Regional play shall begin on Monday, May 26, 2025. All play will follow the schedule below, as determined by the number of teams in a respective bracket.

**Regional Quarterfinals\*:** Monday, May 26, 2025

**\*These games will be played at the site of the highest seed.**

**Regional Semifinals:** Tuesday, May 27, and Wednesday May 28, 2025.

**Regional Semifinal and Final will be played at the Regional host site.**

**Regional Finals:** Friday, May 30 or Saturday, May 31, 2025 Class 3A/4A Regionals will be played Week 47.

The Sectional semifinal games may be played on Tuesday, June 3, and Wednesday, June 4, 2025. The Sectional Final (Championship) shall be played on Friday, June 6 or Saturday, June 7. The Super-Sectional games shall be played on Monday, June 9. Class 3A/4A Sectionals will be played Week 48. Regional and Sectional games cannot be played before 3:00 p.m. on weekdays.

Sites for Regional, Sectional, and Super-Sectional games shall be announced on the IHSA web site.

The Class 3A/4A Girls Softball State Final tournament will be held on Friday, June 13, and Saturday, June 14 at the Louisville Slugger Sports Complex, Peoria, Illinois.

## III. ON-LINE ENTRIES, WITHDRAWAL PROCEDURES, ELIGIBILITY, AFFIRMATIVE ACTION

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 **2024-25 Entry Policies and Procedures**.

### A. On-line 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, 2025. **The 2024-25 Entry Policies and Procedures outlining the online entry procedures for all IHSA-sponsored tournaments can be found in the Schools Center on the IHSA website.**

### B. Late Entries:

Any attempt to enter a sport or activity on-line after the established deadlines will be denied. Schools that wish to enter after the deadline will be considered late. To be considered for late entry, the Principal/Official Representative must contact the IHSA administrative officer in charge of 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 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 but before the first competition, the school will be charged a \$500.00 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 \$100.00 penalty, the cost of game officials and the host school guarantee according to the Terms & Conditions for the respective sport.

### D. Eligibility

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

### E. Affirmative Action

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

## IV. HOST FINANCIAL ARRANGEMENTS

**A. All Quarterfinal Regional games (1A/2A and 3A/4A)** are financially independent from the IHSA. All local expenses will be paid by the host school. If admission is charged, the host school will receive 100 percent of the gate receipts. **In the Semifinal and Final Regional games**, the host school shall pay for all local expenses. The host school shall receive a guarantee of \$650.00. The IHSA will pay the officials through ArtiborPay. The host school shall retain 20% of net income and submit remainder to the IHSA. In the event of a negative balance, the host school shall be reimbursed for the entire deficit. If admission is not charged, the host school shall forfeit the guarantee.



**B. In the Sectional tournament,** the host school shall pay for all local expenses and issue checks to game officials from money generated by gate receipts. Each host school shall receive a host guarantee of \$650.00. The IHSA will pay the officials through ArbitorPay. The host school shall retain 20% of net income and submit remainder to the IHSA. In the event of a negative balance, the host school shall be reimbursed for the entire deficit. If admission is not charged, the host school shall forfeit the guarantee.

**C. In the Super-Sectional tournament,** the host school shall pay for all local expenses and issue checks to game officials from money generated by gate receipts. Each host school shall receive a guarantee of \$400.00. The IHSA will pay the officials through ArbitorPay. The host school shall retain 20% of net income and submit remainder to the IHSA. In the event of a negative balance, the host school shall be reimbursed for the entire deficit. If admission is not charged, the host school shall forfeit the guarantee.

**D. Digital Tickets:** Per IHSA Board Policy 22, GoFan Digital Tickets will be the exclusive ticket option available for this sport at the Sectional and Super-Sectional rounds of the State Series. Any exceptions must be approved by the IHSA office.

**E. Admission Prices:** The following State Series ticket prices have been set by the IHSA Board of Directors. A baby in arms is free at all rounds of the State Series. Pricing for all other individuals is as follows:

**REGIONAL**

Quarterfinals: \$6 per game  
Semifinals and Finals: \$6 per day  
Digital Ticket: \$6 per day  
Cash Ticket: \$7 per day

**SECTIONAL**

Digital Ticket: \$7  
Cash Ticket: \$8

**SUPER-SECTIONAL**

Digital Ticket: \$8  
Cash Ticket: \$9

**STATE FINAL**

Digital Ticket: \$10 per day  
Cash Ticket: \$11 per day

**F. 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 section of the current IHSA Handbook with Illustrations
2. Radio Rights Fees to be charged by Local Managers and/or the IHSA are contained in the IHSA Broadcast Policy section of the current IHSA Handbook with Illustrations.
3. Policy regarding the softball state series media requirements for each Local Manager is contained in these Terms and Conditions.

**B.** All state tournament series will begin with a sectional complex except where excessive travel is a factor. This is determined by the IHSA administration. Where this occurs the tournament series will begin with sub-sectionals. Each sub-sectional will contain 2 regional sites. Seeding for the tournament series will be done by sub-sectionals. Each sub-sectional will be seeded with the #1 and #4 assigned to one regional and #2 and #3 assigned to the other regional. The remaining teams will be assigned by geography.

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

**D. Seeding and Pairings:** The seeding shall be done on Tuesday, May 6, 2025, for Class 1A & 2A and on Tuesday, May 13, 2025, for Class 3A & 4A. The seeding will be done online in the Schools Center by all coaches. All coaches will be required to fill out the online data form which contains information about their team. Information on all schools in your tournament will be available for each coach to review prior to making their seeds online. Pairings will be released on the IHSA website. Pairings for the first round of games of the State Final Tournament(s) will be made by chance drawings at the Spring Sports Drawing. It is the responsibility of each competing school entered in the state series to complete the IHSA Season Summary Sheet prior to the seeding of schools. The school must complete their school form online in their Schools Center no later than 12:00 p.m. on the day that the online seeding is conducted. Non-compliance may result in IHSA review and possible sanctions imposed upon the school.

**VI. TOURNAMENT STRUCTURE AND TIME SCHEDULES**

**A. Time Schedule:**

1. Local managers will not be permitted to change the order in which games are played unless given permission by the IHSA Office. Regional or Sectional managers, upon consultation with the IHSA Office, may alter the playing schedule to accommodate the regularly scheduled graduation ceremonies of a competing school.
2. **Starting times for regional quarterfinal games will be 4:30 p.m., unless the contest host has requested, and been approved for a different start time from the IHSA Office.** Starting times for all games will be announced by the local manager, but in the Regional, Sectional and Super-sectional tournaments, games should not be played during school hours. The following starting times are recommended to the host schools: 4:30 p.m. for afternoon games, 6:30 p.m. for night games, and 11:00 a.m. for Saturday games.
3. If a Regional or Sectional host has the facilities, they may request to host the Regional or Sectional semifinals in a single session. The request must be made in advance of the start of the state series to the IHSA. If approved, the double-header must be played on the first scheduled day of semifinal play in the respective tournament.
4. Starting times for any State Series contests that fall on Memorial Day will be 11 a.m., unless the contest host has requested, and been approved for, a different start time from the IHSA Office.
5. All state final contests will be played on Stadium #1 at Louisville Slugger Sports Complex, unless conditions dictate moving a contest(s) to a different field, using the following time schedule:

**Friday**

Session 1	Game 1	10:00 a.m.
	Game 2	12:30 p.m. (approx.)
Session 2	Game 3	3:00 p.m.

**V. TOURNAMENT ASSIGNMENTS AND SEEDING MEETINGS**

**A. Class 1A and Class 2A:** In class 1A and 2A, all state tournament series will begin in Regionals with initial seeding done by sub-sectionals. Each sub-sectional will contain 2 regional sites. Seeding for the tournament series will be done by sub-sectionals. Each sub-sectional will be seeded with the #1 and #4 assigned to one regional and #2 and #3 assigned to the other regional. The remaining teams will be assigned by geography.



	Game 4	5:30 p.m. (approx.)
<b>Saturday</b>		
Session 3	Game 5	9:00 a.m. (3rd place game)
	Game 6	11:30 a.m. (approx.) (Championship)
Session 4		
	Game 7	2:00 p.m. (3rd place game)
	Game 8	4:30 p.m. (approx.) (Championship)

**NOTE:** At the discretion of the Tournament Manager and IHSA Softball Administrator, games on either day may be played simultaneously in an effort to ensure that the tournament is completed. The teams from the top bracket will play on Stadium #1 and the teams from the bottom bracket will play on Stadium #2. Please remind your fans to check the IHSA web site for up-to-date game information if inclement weather exists.

## VII. ADVANCEMENT OF WINNERS

**A.** The thirty-two (32) Regional champions shall advance to one of eight (8) Sectional tournaments.

**B.** The winners of the eight (8) Sectional tournaments shall be assigned to four (4) Super-Sectional games.

**C.** The winners of the four (4) Super-sectional games shall be entered in the State Final Tournament.

## VIII. TOURNAMENT RULES

**A. Determining Home Team:** The home team in tournament games shall be determined according to the following procedure:

1. In all Regional games, the highest seeded team is the home team. The Regional host school local management shall determine the team benches (dugout).

2. In Sectionals that feed from Regionals, the home team in each Sectional semifinal contest and the Sectional final game will be determined by a coin flip, which will be called by the team from the bottom of the bracket. The Sectional host school/local management shall determine the team benches (dugout).

3. In Sectional complexes, the home team in each Sectional semifinal contest and the Sectional final game will be determined by the highest seed. In the southernmost sectional in Class 4A, the home team in each sectional semi-final game will be determined by the highest seed. A coin flip will be used to determine the home team in the sectional championship. The Sectional host school/local management shall determine the team benches (dugout).

4. In Super-Sectional games, the home team in each contest will be determined by a coin flip, which will be called by the team from the bottom of the bracket. The host school/local management shall determine the team benches (dugout).

5. In the State Final tournament, at a meeting of the coaches of the teams participating in the State Final tournament, home team privileges shall be determined by a coin flip. Home team privileges for all State Final tournament games shall be determined at this meeting. The visiting team shall occupy the first base team bench (dugout) and the home team shall occupy the third base team bench (dugout). In the event the coach of the participating team(s) is not in attendance at this meeting, the State Final manager shall conduct the appropriate coin flip(s) to determine home team for all State Final tournament games. The team from the bottom of the bracket shall call the coin toss.

### B. Rules of Play:

1. The current edition of Official Softball Rules of the National Federation for 12- inch Fast Pitch are adopted as the official rules of play for the state series tournaments unless otherwise specifically indicated in these Terms and Conditions or in printed instructions.

2. The host school for all tournament games shall provide the official scorekeeper.

3. The decisions of the game umpires are final. The IHSA Board of Directors will not review decisions of umpires whether alleged errors are due to faulty judgment or misinterpretation of rules.

### C. Playing Regulations:

1. All Tournaments will be conducted on a single elimination basis.

2. Tournament games will be seven innings except games in which one team has a lead of ten or more runs at the end of the fifth inning (at the end of 4 ½ innings if the team in the lead is at bat in the last half of the inning) or at the end of any inning thereafter shall be terminated by the umpire. If a team is winning by 15 runs at the end of 4 innings (3½ if home team is winning) the game should be considered complete.

### D. Postponement of Games:

1. If a game in any tournament must be postponed because of rain or wet grounds, or if a game is called by the umpires because of rain, darkness, or other reasons that are in accordance with the National Federation Softball Rules, it is ruled a "suspended game and shall be continued from the point of suspension at a later time" unless provisions of Rule 4-2-3 have been met making it a regulation game. Any game that is not an official game will be considered a suspended game.

2. Postponed or called game(s) in opening round game(s) must be rescheduled for the next day, excluding Sundays.

3. If a coin toss has been made and the game does not begin and is rescheduled, the original coin toss shall stay in effect.

4. In all cases where postponements are necessary, tournament games must take precedence over all games.

5. It is recommended that no start or continuation of a suspended game will begin later than 10:00 p.m.

6. The local manager will be in charge of all site assignments for the tournament, including postponed or called games.

7. The local manager shall keep the IHSA informed during bad weather situations.

### E. Suspended Game:

1. If a game is called with the score tied after enough innings have been played to make it a regulation game as provided in Rule 4-2-3, it shall be considered a "suspended game and shall be continued from the point of suspension at a later time." Play shall be resumed the following day at the exact point where the game was terminated.

2. Suspended games(s) in opening round game(s) must be rescheduled for the next day, excluding Sundays.

3. If a coin toss has been made and the game does not begin and is rescheduled, the original coin toss shall stay in effect.

4. Suspended tournament games will take precedence over all other games.

5. It is recommended that no start or continuation of a suspended game shall begin later than 10:00 p.m.

6. The local manager will be in charge of all site assignments for the tournament, including suspended games.

### F. Bad Weather Guidelines for Regional Play:

Should bad weather force a postponement or suspension of a game(s) the following guidelines shall control:

1. Games shall be played in bracket order.

2. Double-headers may be played if both coaches agree.



3. If both coaches do not agree then the game must be scheduled the following day, excluding Sundays.

4. All regional games must be completed before the Sectional games can begin.

5. It is recommended that no start or continuation of a suspended game will begin later than 10:00 p.m.

6. The local manager shall keep the IHSAA informed during the bad weather.

7. In the event that the games cannot be completed then the highest seeded team remaining shall advance to the Sectional. The local manager should contact the IHSAA prior to this determination.

**G. Bad Weather Guidelines for Sectional Play:**

1. Games shall be played in bracket order.

2. Double headers may be played if both coaches agree.

3. It is recommended that no start or continuation of a suspended game will begin no later than 10:00 p.m.

4. The local manager shall keep the IHSAA informed.

5. In the event that the Sectional game(s) cannot be completed, the highest seeded team remaining shall advance to the Super-Sectional.

**H. Bad Weather Guidelines for Sites at the Regionals and Sectionals:**

1. If play cannot continue at the predetermined site any playable site can be used to complete play with IHSAA approval.

**I. Bad Weather Guidelines for Super-Sectional Play:**

1. Super-sectional games can be played up to the start of the first game at the state tournament.

2. It is recommended that no start or continuation of a suspended game will begin no later than 10:00 p.m.

3. The local manager shall keep the IHSAA informed.

4. In the event that the Super-sectional game cannot be completed, one coin toss will determine which team advances to the state tournament.

**J. Guidelines for Play at the State Final in Case of Bad Weather**

1. The first priority is to crown a champion.

2. If the consolation game cannot be played, a tie will be awarded to both teams.

3. If the tournament can only be played on one day due to bad weather, then five inning games will be played and warm up time will be determined by the state final manager and the IHSAA.

4. In the event of delays, the Championship game and the Consolation games may be reversed.

**IX. TOURNAMENT POLICIES**

**A. State Final Passes:**

For the State Final Tournament games, each Super-Sectional winner will receive:

1. thirty-one (31) passes for its players and other team personnel

2. one (1) state final event pass to properly licensed medical personnel for each team participating in the state final. The pass would be available for either a licensed (i.e., certified) athletic trainer or team physician. This individual must be listed on the school's Team Data Form.

**B. Signs and Banners:**

The display of signs, banners, placards, or similar items at IHSAA state series events is permitted, provided:

1. they are in good taste and reflect good sportsmanship in their message and use;

2. they reflect identification and encouragement to participants and their school/community;

3. they are not displayed on the field of play or in a manner which interferes with play;

4. they do not obstruct the view of participants or spectators; and

5. they are not safety hazards.

**C. Damage to Property and 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.

**D. Practice Facilities:**

In the Regional, Sectional, Super-Sectional and State Final Tournament, the hosting schools shall not make the facilities available to the incoming teams for practice, other than customary scheduled batting practice and infield prior to the start of the game.

**E. 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, 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 radio broadcasts, which will be processed according to the IHSAA Broadcast Policy. It is the responsibility of the Local Manager to direct requests to televise play-by-play of a game to the IHSAA Office, which will be processed according to the IHSAA Television 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 IHSAA Television and Broadcast policies.

3. Required Reports:

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

**F. Videotaping:**

Videotaping will be allowed provided the local manager has a comparable area for both competing schools to videotape. When one school requests the video space, then the local manager shall provide similar space to both competing schools. Noncompeting schools and spectators will be allowed to videotape games in the stands, provided they do not obstruct the view of participants and spectators.

**G. Tobacco/Liquid Nicotine Products:**

The use of tobacco or liquid nicotine products in any competition area, either during a practice or while a contest is in progress, or



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

**H. Use of inhalers:**

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

**I. Alcoholic Beverages and IHSA State Series Events:**

The possession, distribution, sale and/or consumption of alcoholic beverages are prohibited at the site and on any affiliated property of any IHSA state series contest. State series hosts are required to make all state series contest sites and any affiliated property, including parking lots, fan accommodation areas, and other school or event venue property, alcohol free zones on the date or dates of any IHSA event being held at the site. Violation of this policy by an event host will subject the host to a penalty for violation of IHSA By-law 2.020. Such penalty may include, but not necessarily be limited to, prohibition against subsequent event hosting assignments. Violation of this policy by a non-hosting member school will subject the school to penalty for violation of IHSA By-law 2.020. Patrons of any IHSA state series contest determined to be in violation of this policy will be removed from the premise, and law enforcement officials will be called as warranted. No ticket refunds will be granted in such cases.

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

**K. State Final Team Reimbursements:**

- Each school participating in the tournament series will be responsible to pay any and all expenses related to the team at the regional and sectional levels.
- In the State Final Tournament, the teams participating in the tournament shall be reimbursed in accordance with the following:

Round Trip Mileage to State Final Site	Flat Rate Reimbursement	Mileage
0-150 miles	\$500.00	\$2.00/mile
151-300 miles	\$1,000.00	\$2.00/mile
301-over miles	\$1,500.00	\$2.00/mile

3. Neither the State Association nor the tournament management will assume responsibility for unusual or extraordinary expenses. Individual schools entering the tournaments must be ready themselves to assume responsibility for unusual expenses due to accident, inclement weather, fire, theft, or any other extraordinary cause.

**L. Failure to Appear:**

All teams entered in the tournament are expected to participate. The original entry is a final entry. Failure to appear for scheduled games unless satisfactory arrangements are made with the local manager in advance of the game will be regarded as a breach of contract and schools that are guilty of such violation will be subject to penalty under the provisions of By-law 6.041.

**M. Players in Team Uniforms:**

In each of the tournaments, no school shall have in uniform more than twenty-two (22) players. Only those eligible player(s) or coaches may serve as coaches at first and third base.

**N. Softballs:**

The Wilson 9011 WTA9011BSST (Poly Core) ball is required to be used in all girls state softball tournament series games. There can be no substitution of a ball manufactured by another company.

1. Regional Sites: Each school hosting regional games will be supplied with a dozen balls. Four new balls should be used in each game. Disposition of the balls at the end of the tournament is at the discretion of the host. If additional balls are needed, it is the responsibility of the host school to provide them.

2. Sectional Sites: Each school hosting the semifinals and championship game will be supplied with a dozen balls. Four new balls should be used in each game. Disposition of the balls at the end of the tournament is at the discretion of the host. If additional balls are needed, it is the responsibility of the host school to provide them.

3. Super-Sectional Sites: Each super-sectional site will be supplied with a half-dozen (6) balls. Disposition of the balls at the end of the tournament is at the discretion of the host.

**O. Players Bench:**

A maximum of 31 individuals officially connected with the school shall be permitted to occupy the players' bench.

**P. Conduct of Coaches and Players:**

1. No coach, player or other person officially connected with the team shall be permitted to smoke or chew tobacco on the bench or playing field either during practice or while a game is in progress.

2. No coach or other school official shall, during the progress of a game, be allowed on the field of play except by permission of the game umpires.

3. Except for those coaches or eligible players who may be serving as coaches at first or third base and players legally in the "on deck circle", all other coaches, managers, substitutes, and players awaiting their turn at bat shall remain on the player's bench. Umpires will be instructed to enforce this rule.

4. The captain and the head coach shall be the official spokespersons and the sole representatives of their team in all communications with the umpires.

5. Abusive remarks to game umpires by coaches or players shall be regarded as unsportsmanlike conduct and shall be punishable under the provisions of By-Law 2.040.

**Q. Artificial Noise**

Artificial Noisemakers: All artificial noise-making devices are prohibited.

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

**X. AWARDS**

**A. Regional:** A plaque will be awarded to the winner in each Regional.

**B. Sectional:** A plaque will be awarded to the winner in each Sectional.

**C. Super-Sectional:** A plaque will be awarded to the winner in each Super-Sectional.

**D. State Final:**

1. A trophy will be awarded to teams finishing first, second, third and fourth places in the State Final Tournament.

2. A total of thirty-one (31) medallions will be presented to the schools of the first four placing teams at the State Final Tournament. In addition, the superintendent, principal, the athletic director and a certified athletic trainer or team physician, provided one is listed on the school's State Final Program Information, will be presented with a medallion. No other trophies or awards of any kind may be presented



in the tournament series. Only thirty-one (31) team/school representatives, the superintendent, principal, the athletic director and certified athletic trainer or team physician, may participate in the awards presentation.

These awards will be furnished by the State Association and are not an expense charge upon the individual tournament.

**B. Mileage Reimbursement Policy**

In the state series, to assist officials for out-of-pocket expenses, a voucher system will be used to compensate officials when they actually drive in excess of 70 miles round trip per contest. Payment will be made through the IHSA Office, after completion of the tournament series, at a rate of thirty cents (\$.45) per mile for all mileage in excess of 70 miles round trip. No compensation will be permitted for trips of less than 70 miles round trip.

**C. Smoke and Tobacco Policy**

Umpires working tournament games shall not smoke or chew tobacco on the playing field or designated smoke free areas during practice or while a game is in progress.

**XI. OFFICIALS**

**A. Appointment and Fees:**

Umpires for all tournaments must be licensed by the IHSA. Preference shall be given first to those umpires who have certified ratings, then to those who have recognized ratings.

**1. Regional tournaments:**

Umpires (two per game) for all Regional games shall be appointed by the IHSA Office. If a regional game is postponed due to inclement weather, every effort will be made to use the same umpiring crew. If an umpire(s) is unavailable on the rescheduled date, the local manager will appoint a replacement in conjunction with the IHSA Office. Coaches of participating schools and certified officials will have an opportunity to assist the IHSA Office in ranking officials who are being considered for this assignment. Each official will receive a fee of \$76.50 per game. The IHSA will pay the officials through ArbitorPay.

**2. Sectional tournaments:**

Umpires (three per game) for the Sectional games will be assigned by the IHSA Office. If a Sectional game is postponed due to inclement weather, every effort will be made to use the same umpiring crew. If an umpire(s) is unavailable on the rescheduled date, the IHSA Office will appoint the replacement umpire(s) in conjunction with the local manager. Coaches of participating schools and registered officials will have an opportunity to assist the IHSA Office in ranking officials who are being considered for this assignment. Each official will receive a fee of \$95.00 per game. The IHSA will pay the officials through ArbitorPay.

**3. Super-Sectional games:**

Umpires (three per game) for the Super-Sectional games will be assigned by the IHSA Office. If a Super-sectional game is postponed due to inclement weather, every effort will be made to use the same umpiring crew. If an umpire(s) is unavailable on the rescheduled date, the IHSA Office will appoint the replacement umpire(s) in conjunction with the local manager. Coaches of participating schools and registered officials will have an opportunity to assist the IHSA Office in ranking officials who are being considered for this assignment. Each official will receive a fee of \$129.00. The IHSA will pay the officials through ArbitorPay.

**4. State Final Tournaments:**

Umpires for the Class 1A/2A and Class 3A/4A State Final Tournaments will be assigned by the IHSA Office. The number of State Finals umpires will be twelve (12) in 1A/2A and twelve (12) in 3A/4A. Coaches of participating schools and registered officials will have an opportunity to assist the IHSA Office in ranking officials who are being considered for this assignment. Each official will receive a fee of \$144.50 per game and Head Official \$175.00 per day plus lodging at a hotel as designated by the IHSA Administrator. The IHSA will pay the officials through ArbitorPay.

**5. State Series Officials Fee for Suspended or Postponed Contest:**

- a. An official is notified before arriving at the site--No compensation.
- b. An official arrives at the site and the contest is suspended/cancelled before it begins--A show up fee is provided to the officials, which is one half of the game fee.
- c. Contest is started, and then is suspended until the next day--Official gets full fee for the started game and then a full fee for the completion of the game the next day.





# Girls Softball

This manual includes pertinent information related to this year’s state softball series. Please read the Terms and Conditions.

**Forms:** All school and manager forms are included in the manuals.

**Season Summary Sheet:** Schools must enter all game schedules and results into Maxpreps.com to be counted toward season summary totals. All coaches must fill out the Season Summary Form online in the Schools Center no later than 10:00 a.m. the Monday prior to the seeding. (Classes 1A and 2A by 10:00 a.m. on May 5th and Classes 3A and 4A by 10:00 a.m. on May 12th)

**Online Seeding Meetings:** Schools must complete the online seeding form in the Schools Center by noon on May 6th for 1A and 2A and by noon on May 13th for 3A and 4A.

**Regional Sites:** Regional Preliminary and Quarterfinal games (if necessary) will be played at the site of the highest seeded team. Semi-Final and Final Games shall be played at the pre-determined regional host site.

**Wilson Balls:** The IHSA will provide official Wilson balls for each game.

**Regional Winners:** Schools winning their Regional are **required** to complete the on-line State Final Program Information. This will help us to achieve accuracy and timeliness of the information.

**Managers:** Please remind your regional winners to complete the State Final Program Information.

## Financial Information

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**Regional games:** The IHSA will assign a crew of two (2) umpires to each regional site. The IHSA will pay all officials through ArbitorPay.

**Sectional games:** The IHSA will assign a crew of three (3) umpires to each Sectional site. The IHSA will pay all officials through ArbitorPay.

**Super-Sectional games:** The IHSA will assign a crew of three (3) umpires to each Super-Sectional site. The IHSA will pay all officials through ArbitorPay.

### State Series Officials Fee for Suspended or Postponed Contest:

Officials will receive the fees listed above except for the following conditions:

1. An official is notified before arriving at the site—No compensation.
2. An official arrives at the site and the contest is suspended/cancelled before it begins—A show up fee is provided to the officials, which is one half of the game fee.
3. Contest is started, and then is suspended until the next day—Official gets full fee for the started game and then a full fee for the completion of the game the next day.

### Admission Prices:

The Board of Directors has established the following ticket prices for all Regional, Sectional, Super-Sectional, and State Final tournament games:

**REGIONAL:** Quarterfinal: \$6 per game; Semifinals, and Finals Ticket: \$6 per day

Digital Ticket: \$6; Cash Ticket: \$7

**SECTIONAL:** Digital Ticket: \$7; Cash Ticket: \$8

**SUPER-SECTIONAL:** Digital Ticket: \$8; Cash Ticket: \$9

**STATE FINAL:** Digital Ticket: \$10 per day; Cash Ticket: \$11 per day

If you have questions concerning your tournament, please don’t hesitate to call our office and speak with Tracie Henry.



# 2024-2025 GIRLS SOFTBALL IMPORTANT DEADLINES AND STATE SERIES DATES

## CLASS 1A & 2A SCHEDULE

<b>May 5 (Mon.)</b>	<b>Schools must complete and submit the <i>Season Summary Form</i> on-line by 10:00 a.m.</b>
May 5 (Mon.)	View and/or Print Season Summary Forms
<b>May 6 (Tues.)</b>	<b>Submit Seeds Online in IHSA Schools Center by 12:00 noon</b>
May 7 (Wed.)	Regional Pairings available online
May 19 (Mon.)	Regional Quarterfinals
May 20-21 (Tues. - Wed.)	Regional Semifinals
May 23 or 24 (Fri. or Sat.)	Regional Finals
May 27-28 (Tues. - Wed.)	Sectional Semifinals
May 30 or 31 (Fri. or Sat.)	Sectional Finals
<b>May 31 (Sat.)</b>	<b>State Final Program Information due (Complete and Submit online in Schools Center)</b>
<b>May 31 (Sat.)</b>	<b>Program Pictures uploaded in Schools Center (See instructions in Manual)</b>
June 2 (Mon.)	Super-Sectionals
<b>June 3 (Tues.)</b>	<b>Up-to-date Statistics completed and faxed to IHSA office - Due at 10:00 a.m.</b>
June 6 (Fri.)	State Final (Semifinal Games)
June 7 (Sat.)	State Final (Consolation & Title Games)

## CLASS 3A & 4A SCHEDULE

<b>May 12 (Mon.)</b>	<b>Schools must complete and submit the <i>Season Summary Form</i> on-line by 10:00 a.m.</b>
May 12 (Mon.)	View and/or Print Season Summary Forms
<b>May 13 (Tues.)</b>	<b>Submit Seeds Online in IHSA Schools Center by 12:00 noon</b>
May 14 (Wed.)	Regional Pairings available online
May 26 (Mon.)	Regional Quarterfinals
May 27-28 (Tues. - Wed.)	Regional Semifinals
May 30 or 31 (Fri. or Sat.)	Regional Finals
June 3-4 (Tues.-Wed.)	Sectional Semifinals
June 6 or June 7 (Fri. or Sat.)	Sectional Finals
<b>June 7 (Sat.)</b>	<b>State Final Program Information due (Complete and submit online in Schools Center)</b>
<b>June 7 (Sat.)</b>	<b>Program Pictures uploaded in Schools Center (See instructions in Manual)</b>
June 9 (Mon.)	Super-Sectionals
June 10 (Tues.)	Up-to-date Statistics completed and faxed to IHSA office - Due at 10:00 a.m.
June 13 (Fri.)	State Final (Semifinal Games)
June 14 (Sat.)	State Final (Consolation & Title Games)



## IHSA State Adoptions of NFHS rules

**1-2-1** Use of a double first base is required.

**Penalty for non-compliance:** If a field does not have a double first base and the problem cannot be remedied, the game should not be played, and the official should file a Special Report with the IHSA.

**4-2-3** Use of game ending procedures

**#1 (in state series competition)** If a game in any tournament must be postponed because of rain or wet grounds, or if a game is called by the umpires because of rain, darkness, or other reasons, it is ruled "suspended game" under provisions of Rule 4-2-3. Any game that is not an official game (4½ innings if the home team is ahead or 5 innings if the visitor is ahead) will be considered a suspended game and shall be continued from the point of suspension.

If a game is called with the score tied after enough innings have been played to make it a regulation game as provided in Rule 4-2-3, it shall be considered a "suspended game and shall be continued from the point of suspension at a later time." Play shall be resumed the following day at the exact point when the game was terminated.

### **NOTE**

*(in state series competitions)* Rule 4-2-2 defines a regulation game  
Rule 4-2-4 creates a "No Game" if a state has not adopted any game-ending procedures

*(in regular season competitions)* Schools should refer to conference constitution

**#2 (in any contest)**

A contest is ended and the score final if the visiting team is ahead by 10 or more runs after the completion of five innings of play - or - if the home team is ahead by a similar number of runs after four and one-half innings.

A contest is ended and the score final if the visiting team is ahead by 15 or more runs after the completions of four innings of play - or - if the home team is ahead by a similar number of runs after three and one-half innings.

IHSA Softball Adoptions (continued).

**4-2-6** Use of tie-breaking procedures

**State Series**

No tie-breaking procedures will be available

**Regular Season**

Conferences may use the International Tie-Breaker (ITB); those conferences wishing to do so must agree to do so formally prior to the start of conference play; conferences using the ITB are required to notify the IHSA of their use

**Regular Season Tournaments**

Tournaments may use the ITB; those tournaments wishing to do so must notify the IHSA of their intent as well as competing schools and umpires; notification must occur prior to the start of the tournament

**Non-Conference Games**

The use of the ITB is available in non-conference games provided the involved schools have agreed prior to the start of the contest to use it

**International Tie-Breaker  
Procedure:**

After the 7th inning of a tied contest, each team will begin their subsequent at bats by having the player who had the last official at bat in their previous offensive half inning begin that next at bat for her team at 2<sup>nd</sup> base with nobody out.





## GIRLS SOFTBALL SEEDING MEETING INFORMATION

Coaches are expected to take part in the seeding process with the highest standard of integrity and to ensure fairness and equity for all participants. Schools must enter all game schedules and results into Maxpreps.com to be counted toward season summary totals. The head coach from each school should complete the Season Summary Form and will be allowed to vote for the seeds. *The Season Summary Form can be found in the Activity Tracker section of the IHSA Schools Center under the 'Required Data Forms' column for Softball.*

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

- Head-to-head victories against teams assigned to the first level tournament
- Record against common opponents
- The total win/loss record of schools in the tournament, and
- Team evaluation based on narrative provided by coaches

These factors have not been prioritized. The IHSA reserves the right to review all submitted seeds and throw out ballots and adjust the seeds accordingly.

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

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

Schools will be able to access all the seeds made by other schools assigned to their seeding meeting prior to the seeds being posted on-line through the IHSA website. Tournament assignments will then be posted by the end of the week during which seeding occurs. The timetable that follows shows the dates for the 2024-25 school term.



## 1A/2A Sub-sectional Tournament Seeding Timetable

Starting	Ending	Phase	Description
	DEADLINE: Mon., May 5 10 am sharp	<b>Submit Season Summary Form</b>	All head coaches need to fill out the Season Summary Form online prior to the deadline. <u>Schools must enter all game schedules and results into Maxpreps.com to be counted toward season summary totals.</u> You may also submit a comment about your team giving information that might not be obvious from looking at the scores. Providing complete, accurate information is the key to getting a fair seed.
<b>Mon., May 5 11 am</b>	DEADLINE: Tue., May 6 noon sharp	<b>View and/or print Season Summary Forms</b>	Before submitting your seeds, you may review all the Season Summary Forms submitted by coaches in your sub-sectional. Take some time to familiarize yourself with the other teams and be sure to read the comments posted by other coaches.
		<b>Submit seeds</b>	After you have reviewed all the available information, you may submit your seeds. Be sure to seed every team in your sub-sectional.
<b>Tue., May 6 2 pm</b>	--	<b>View all seeds</b>	After the deadline for seeding has passed, you can review the seeds submitted by every coach in your sub-sectional. These seeds will be compiled by the IHSA Office and a single seed number will be determined for each team.
<b>Tue., May 6 4 pm</b>	--	<b>View official seeds</b>	Once the IHSA Office has reviewed all the seeds, they will be posted on IHSA.org.
<b>Wed., May 7 4 pm</b>	--	<b>View pairings</b>	Once the IHSA Office has completed the pairings, they will be posted on IHSA.org.
<b>Thu., May 8</b>	--	<b>Submit Team Data Form</b>	Once the seeding process is complete, you can begin work on the Team Data Form, which incorporates information already submitted on the Season Summary Form. The link for this form will be in Sport & Activity Tracker.

## 3A/4A Sub-sectional/Sectional Tournament Seeding Timetable

Starting	Ending	Phase	Description
	DEADLINE: Mon., May 12 10 am sharp	<b>Submit Season Summary Form</b>	All head coaches need to fill out the Season Summary Form online prior to the deadline. <u>Schools must enter all game schedules and results into Maxpreps.com to be counted toward season summary totals.</u> You may also submit a comment about your team giving information that might not be obvious from looking at the scores. Providing complete, accurate information is the key to getting a fair seed.
<b>Mon., May 12 11 am</b>	DEADLINE: Tue., May 13 noon sharp	<b>View and/or print Season Summary Forms</b>	Before submitting your seeds, you may review all the Season Summary Forms submitted by coaches in your sub-sectional/sectional. Take some time to familiarize yourself with the other teams and be sure to read the comments posted by other coaches.
		<b>Submit seeds</b>	After you have reviewed all the available information, you may submit your seeds. Be sure to seed every team in your sub-sectional/sectional.
<b>Tue., May 13 2 pm</b>	--	<b>View all seeds</b>	After the deadline for seeding has passed, you can review the seeds submitted by every coach in your sub-sectional/sectional. These seeds will be compiled by the IHSA Office and a single seed number will be determined for each team.
<b>Tue., May 13 4 pm</b>	--	<b>View official seeds</b>	Once the IHSA Office has reviewed all the seeds, they will be posted on IHSA.org.
<b>Wed., May 14 4 pm</b>	--	<b>View pairings</b>	Once the IHSA Office has completed the pairings, they will be posted on IHSA.org.
<b>Thu., May 15</b>	--	<b>Submit Team Data Form</b>	Once the seeding process is complete, you can begin work on the Team Data Form, which incorporates information already submitted on the Season Summary Form. The link for this form will be in Sport & Activity Tracker.

MaxPreps is the “Official Statistician and Media Partner” for the Illinois High School Association. The IHSA partnership with MaxPreps provides great opportunities to promote your team and players and enables the IHSA to efficiently manage regular-season game results for the IHSA Score Zone, post-season seeding summary forms, statistical leaderboards, state records, media publications and more. In order to accurately manage these initiatives, all IHSA coaches are required to enter their scores into MaxPreps after each game. They are encouraged to enter statistics to be included on all IHSA stat leaderboards.

**1. What do coaches need to do?** Coaches need to enter their rosters and schedules at the start of each season, report scores immediately after each game and enter statistics to appear on statewide stat leaderboards.

**2. What do Athletic Directors need to do?** Athletic Directors need to communicate with coaches to keep their scores and other team information updated. While MaxPreps recommends coaches are responsible for their own team information, Athletic Directors can also control every single team page from their “School Administration” page on MaxPreps.

**3. How do I get started?** Coaches and Athletic Directors can register [here](#) by simply entering their email and following the prompts. If you are already a MaxPreps member, simply login in the top right corner using your current credentials.

**4. Does MaxPreps have an app?** Yes, the MaxPreps App allows coaches to update a score on their phone after the game. Coaches can also manage their schedule, stats and roster. The free app can be downloaded by ADs, coaches, athletes and parents from the [iTunes app store](#) and the [Google Play store](#).



**5. Is MaxPreps compatible with other stat programs?** Yes! In addition to MaxPreps’ own mobile, tablet and desktop tools, MaxPreps is compatible with over 80 different stat companies across multiple sports. HUDL and GameChanger are both MaxPreps Partners. [Click here to see MaxPreps’ stat partners](#).

**6. Can coaches allow a team statistician or assistant coach to help manage their team information?** Yes! Once the coach has access to their team page, they

can give other individuals access to their page to help keep their team information accurate and up-to-date. Fans, parents, communities, college athletic departments and media outlets rely on this information.

**7. Can I send my information to the media after each game?** Yes, after scores and/or statistics are entered into MaxPreps, coaches may send that information to multiple media outlets at the same time. [Click here for instructions](#) on how to send boxscores and season statistics to media.

**8. How can fans participate with their teams?** Parents, fans and/or team personnel can [provide live scoring updates](#) on their mobile device during the game and post pictures, video and chat with others. All scores/updates will be available statewide on the IHSA Scoreboards and sent to those who follow the team.

**9. Who can I contact with additional questions?** Coaches and ADs may contact MaxPreps state representative Eric Frantz at [efrantz@maxpreps.com](mailto:efrantz@maxpreps.com), or may direct questions to MaxPreps coach support at [support@maxpreps.com](mailto:support@maxpreps.com), or 800-329-7324 x1.

MaxPreps also has a support website at [support.maxpreps.com](http://support.maxpreps.com) that can help answer specific questions such as how to enter scores, schedules, rosters and stats, how to upload a team photo, how to sync with stat partners, etc.

MaxPreps and the IHSA are happy to provide this great partnership for member schools, coaches, student-athletes and communities.

Thank you for your important role in making this partnership a success!



## Schools are Required to Submit State Final Program Information Online

Dear Coach or Athletic Director:

As your team gets close to qualifying for the state final tournament, you will be required to complete the State Final Program Information form online. This form provides the IHSA with most of the information (everything except statistics) printed in the state final souvenir program. You are required to provide this information once you have qualified for the Girls' Softball sectional tournament.

The link to the State Final Program Information form is located in the IHSA Schools Center, a password-protected area of the IHSA Web site.

Log on to [www.ihsa.org](http://www.ihsa.org) and click on the Schools Center Login. Enter your personal ID number and password. Go to the "Sports and Activity Tracker". Find Girls' Softball (may need to click on Spring Sports), and click on "State Qualifier Data Form" link under the "Required Data Forms" heading. Please follow the instructions shown on the screen as you fill in the necessary information.

The information you will provide online includes administration, coaching staff, coaching history, season record (including high scorers & high rebounders), statistics, and roster. **Up-to-date statistics must be submitted in the IHSA Schools Center no later than 9:00 a.m. the following day.**

You will also need to upload your photos while signed into the Schools Center. Instructions are provided on the following page.

Class 1A & 2A due May 31

Class 3A & 4A due June 7



# 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 '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.

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

The screenshot shows the 'State Program Photo Collection' interface. It has two main sections: 'Staff Photos' and 'Team Photos'. The 'Team Photos' section contains a table with the following data:

Activity	Team Photo	Cutlines	Assigned Staffers	Upload Photo Edit Cutlines Assign Staff
Boys Baseball	None	None		Edit
Boys Basketball	None	None		Edit
Girls Basketball	None	None		Edit
Bass Fishing	None	None		Edit
Competitive Cheerleading	None	N/A		Edit
Boys Football	None	None		Edit
Girls Softball	None	None		Edit
Scholastic Bowl	None	None		Edit
Boys Soccer	None	None		Edit
Girls Volleyball	None	None		Edit

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 Saturday, May 31, 2025 for 1A and 2A and Saturday, June 7, 2025 for 3A and 4A.**



## GAME TIMELINE

- Teams should arrive at least 45 minutes before the scheduled game time.
- In games that require a coin toss, the coin toss should be conducted at least one hour before the game or as soon as both teams arrive. Dugouts can be assigned prior to coin toss by tournament manager and do not need to be changed based upon home/visitor designation.
- Teams should use total control for warm-ups prior to the start of games, especially if both teams are sharing a field prior to infield.

	<b><u>Minutes Before Game</u></b>
Gates Open	60
Warm-up <i>(Both teams in the outfield or on adjacent fields)</i>	45
Home Team Infield	30
Visitor Team Infield	20
Umpire Conference with Coaches at Home Plate	10
Introduction of Players & Coaches	5
National Anthem	2
Team take the field	0



ADDITIONAL AWARDS ORDER FORM

- 1.) Please print and complete this form with Official Representative Signature.
2.) Please email completed form to Cheryl Lowery @ (clowery@ihsa.org).
3.) From this form, an invoice will be generated and emailed back to the school email address supplied.
4.) From the Invoice, mail invoice to the awards company with payment for awards

This form is to be used only if the school is purchasing awards for one of the following reasons (Check one)
Team Roster Exceeds the number allowed in the T&C's
Dual Campus
Broken-Replacement
Coop School
Lost-Replacement
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
Level of Competition: Regional Sectional Super-Sectional State
1-5 (\$6.00) 6-12 (\$9.00) 13-24 (\$12.00) 25-above (\$14.00)

Type of Award:
Team Plaque
Team Trophy
Medal/Medallion
Sweepstakes Medallion
Badminton Gold Shuttlecock and/or Riser
Laser Trophy Plate
Replacement Trophy Plate w/o lasering
Bat, Tennis, Golf Club Replacement
Ind. Event Medals (indicate Event name):
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:



ADDITIONAL AWARDS ORDER FORM

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

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

Table with 3 columns: Finish, State Medallion, Reg./Sect Medal. Rows include Goldtone (1st), Nickel Silver (2nd), and Copper (3rd & 4th).

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):

Table with 2 columns: Plaque/Trophy description, Price. Items include Regional Champion Plaque, Sectional and Super-Sectional Champion Plaque, Third/Fourth place trophy, and Champion/Runner-Up.

Plate Replacement Pricing:

Table with 2 columns: Plate Replacement description, Price. Items include Plate Engraving charge, Replacement Black Plate, and Bat, Tennis, Golf Club Replacement.

# 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** \_\_\_\_\_

**Address** \_\_\_\_\_

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

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

**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	Class	Qty	Price per Item	Amount
	Girls	Boys	Coed						
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

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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		
Name to Appear on Base Plate		
Name to Appear on Base Plate		
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Name to Appear on Base Plate		

**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.



# Girls Softball Managers Checklists

## Regional Managers Only

- As soon as possible after receiving the Regional Assignments, please contact all the schools in your Regional. Information provided should include the following:
  - Place and time of games
  - Directions to the game site
  - Remind coaches to review the Terms and Conditions
  - Remind coaches of the IHSA adoptions which apply also in the state series
  - Direct coaches to the game timeline
  - Contact for Officials for your game(s)- found in your IHSA Schools Center site under (H) for Hosting, officials are assigned by IHSA.
- Post-Game
  - ScoreZone Report entered online on the IHSA website immediately following the game
  - ScoreZone and other results emailed to local media
  - Financial Report completed in the IHSA Schools Center site
  - Remind Regional Final Winner to enter their team data form information and upload all photos online on the IHSA website

## Sectional Managers Only

- Pre-Game
  - Contact Officials. IHSA licensed Officials for your games - found in the IHSA Schools Center site under (H) for hosting. Officials assigned by IHSA
- Post-Game
  - ScoreZone Report entered online on the IHSA website immediately following the game
  - Requested results to local media
  - Remind Sectional Final Winner to enter their team data form information and upload all photos online on the IHSA website

## Super-Sectional Managers Only

- Post-Game
  - Remind Super-Sectional Final Winner to submit Up-To-Date Stats to IHSA Office by 9:00 a.m. June 3 (Class 1A & 2A), June 10 (Class 3A & 4A)
  - Financial Report completed in the IHSA Schools Center site

## All Managers: Regional—Sectional—Super-Sectional

- Facilities
  - Field (filled in, weeded, grass proper length, bases level), required Double First-Base (NFHS Rule 1-2-1)
  - Fence (checked for holes through or under)
  - Add bleachers, if needed
  - Check light bulbs on scoreboard
  - Check PA system for working condition
  - Music for pre-game, between innings and between games
  - Copy required PA Announcements from IHSA Office for local announcer (downloadable)
  - Audio Device (for National Anthem and other uses)
  - Clear parking area for event date
  - Extra garbage cans around field for spectators
  - Restroom Facilities
  - Determine infield crew
  - Press Coverage area set up
  - Secure AED
- Sports Information
  - Press Coverage Area
  - Photographer Area and regulations
  - Designated Media Area on Field (pre and post-game use)
  - Contact local Newspapers (pre-tournament publicity and coverage needs)
  - Contact Schools
  - Contact local radio and television stations (pre-tournament publicity and coverage needs)
  - Collect team rosters, pictures, and other pertinent information for programs
  - Designate person responsible to enter ScoreZone Reports on IHSA website immediately after game
- Umpires
  - Locker Room Area Assignments
  - Post Assignments
  - Get phone numbers in case of rain
  - Official Assignments are found in the IHSA Schools Center under (H) for Hosting.
- Concession Stand
  - Coordinate Workers
  - Menu
  - Cash Box
  - Garbage Cans



5. Signs

- IHSA Signs (as required or provided)
- Ticket Price Signs
- Concession Signs
- Team Seating Locations
- Restroom Signs
- Parking

6. Ticket Sales (sold through 4 innings)

- Workers Hired
- Cash Box with change
- Set-up and take down schedule

7. Trainer

- Pre-game Schedule
- Phone Number of Hospital and Ambulance Service
- Training Room Open and Location
- Training Room Services

8. Other Workers

- Supervisors
- Scorer
- Scoreboard Operator
- Public Address Announcer
- Music/DJ
- Ball Shaggers

9. Other

- Licensed Merchandise sales (see Royalty Policy in IHSA Official Handbook)
- Directions to field and important phone numbers sent to competing schools
- Get phone number, bus times, coaches names of competing schools in case of rain
- Review Bad Weather Guidelines in Terms and Conditions
- American Flag and National Anthem (unless it is to be played by the band)

2. Tournament Game Schedule (See Managers Manual)

- Game 1: Pre-Game Warm-up
- Game 1: Time
- Field Preparation Time
- Game 2: Pre-Game Warm-up
- Game 2: Time

3. Other

- Washrooms available
- Tables and chairs for ticket sellers
- Concession area prepared
- Water in dugouts
- Water for Umpires
- Terms and Conditions Available
- NFHS Rule Book and IHSA State Adoption Rules

## Game Day

1. Field/Equipment

- Line the Field
- Rakes Available
- Scoreboard turned on
- Scoresheets and pencils available
- PA System hooked up
- Wilson Game balls including extra
- Wet rags for balls
- Diamond Dry (or other)
- Coin for flip
- Raise American Flag
- Recording of National Anthem





## 2024-25 Required Use of the Wilson Softball

The Wilson ball is required to be used in IHSA Softball State Series. There can be no substitution of a ball manufactured by another company, nor can you substitute a different legal Wilson ball for this one, which incorporates the registered mark of the IHSA in its construction.

The IHSA Official Ball Game Plan for girls' softball is reproduced below.

If you have any questions regarding "official ball" use, please contact the IHSA Office.

### **Class 1A, 2A, 3A, 4A Girls' Softball** - Wilson 9011 WTA9011BSST (Poly Core)

- 1) Semi-final and final Regional Sites:** Each school hosting will be supplied with at least a dozen balls. Four new balls should be used in each game. Disposition of the balls at the end of the tournament is at the discretion of the host.
- 2) Sectional Sites:** Each school hosting will be supplied with a dozen balls. Four new balls should be used in each game. Disposition of the balls at the end of the tournament is at the discretion of the host.
- 3) Super-Sectional Sites:** Each host site will be supplied with eight balls. Disposition of the balls at the end of the tournament is at the discretion of the host.

# ScoreZone Reporting Procedures

Managers: Please read the following page carefully. If you have any questions, please call 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](http://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.

A sample of the page in the IHSA Schools Center where you will submit Baseball and Softball 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](http://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!



## 2024-25 PA Announcements

### 1. GENERAL VENUE/SAFETY/GAME MANAGEMENT PA'S

#### **(ANNOUNCE BEFORE THE START OF THE GAME/SESSION)**

To help insure the safest and most comfortable atmosphere the host event staff 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.

#### **(ANNOUNCE BEFORE EACH GAME/SESSION)**

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.

#### **(ANNOUNCE SEVERAL TIMES BEFORE THE START OF EACH SESSION AND DURING THE FIRST FEW MINUTES OF EACH GAME EACH DAY)**

A digital version of the official state final tournament program is available online and accessible from your phone at [IHSA.org/State Programs](http://IHSA.org/State Programs). From this site, you can also choose to purchase a hard copy souvenir program from PIP Printing to be delivered directly to your home. The state final program features rosters, stats, history, and more!



## 2. IHSA MISSION PA'S

### **(ANNOUNCE ONCE EACH DAY AND AS NEEDED)**

Participation in interscholastic activities generates values that make student-athlete's better citizens. Parents, coaches, and officials 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. The Future Plays Here!

### **(ANNOUNCE ONCE EACH DAY AND AS NEEDED)**

For more than 100 years the I-H-S-A has provided the vehicle for recognition of students, their schools and their communities through competition in I-H-S-A sports and activities. But participation in sports and activities is a lot more than just winning and losing. Students who participate in school programs are taught valuable life lessons that will help make them better citizens. Thank you for your attendance here today, and for helping encourage and support high school participation. The Future Plays Here!

### **(ANNOUNCE ONCE EACH DAY AND AS NEEDED)**

IHSA State Final events are celebrated by schools, competitors, coaches, communities and fans alike each year, and rightly so. But it is also important to remember that only a small percentage of IHSA participants reach this level of competition. The IHSA exists to foster participation opportunities that will develop and instill positive characteristics that will stay with students long after high school. The Future Plays Here!

### **(ANNOUNCE ONCE EACH DAY AND AS NEEDED)**

The Illinois High School Association isn't just about sports. The IHSA is proud to be one of the few state high school associations in the country to also offer activities, including Bass Fishing, Chess, Debate, Drama, Speech, Music and Scholastic Bowl. The IHSA wants to create participation opportunities for ALL high school students, so contact them to learn more about how you can participate. The Future Plays Here!

### **(ANNOUNCE ONCE EACH DAY AND AS NEEDED)**

The IHSA believes in inclusion and is proud to partner with Special Olympics Illinois to promote unified sports at all IHSA member schools. Contact the IHSA to find out how your school can become a Unified Champion School!

### **(ANNOUNCE ONCE EACH DAY AND AS NEEDED)**

The IHSA is proud to offer participation opportunities for ALL high school students in Illinois. In addition to offering a State Series in nearly 40 sports and activities, the IHSA also conducts state tournaments for athletes with disabilities in basketball, bowling, swimming, and track. Contact the IHSA to learn more about how you can participate.



### 3. SPORTSMANSHIP/SAFETY

#### **(READ PRIOR TO START OF EACH CONTEST)**

The IHSA reminds you of the importance of good sportsmanship at all athletic events. Competing in a safe environment is a tenet of all IHSA events and a right owed to every student. Hate speech or harassment of any kind will not be permitted at this event. Any competitors and spectators identified as using hate speech will be removed from this event and suspended from future events.

#### **(ANNOUNCE AS NEEDED)**

All spectators, players, coaches and officials are expected to promote the ideals of good sportsmanship. Adults are reminded that their behavior is a reflection of their school community and has an impact on the youngest fans in attendance. Let's all be active participants in creating a positive atmosphere and a memorable high school experience for all of our players at today/tonight's contest by cheering for your team and being a good neighbor to your opponent. Thank you!

#### **(READ PRIOR TO START OF EACH CONTEST)**

Fans, please take note of the location of available AEDs at the venue. It would be a life-saving tool in the event of cardiac arrest. (If known) You can find AEDs located at

#### **(ANNOUNCE ONCE EACH DAY AND AS NEEDED)**

Over 30 sports. Over 350,000 competing student-athletes. And one goal...Player safety.

From athlete acclimatization plans to pitch limits to concussion legislation, the IHSA and its Sports Medicine Advisory Committee have been, and will remain, on the forefront of student-athlete safety.

#### **(ANNOUNCE ONCE EACH DAY AND AS NEEDED)**

Thank you for joining us for today's state final contest. The IHSA believes that high school athletics bring tremendous value to student-athletes, their schools and their communities. The IHSA is committed to ensuring that all those involved in high school athletics are educated on and equipped to address player safety concerns.

#### **(ANNOUNCE ONCE EACH DAY AND AS NEEDED)**

Interscholastic athletics are an extension of the educational process, and the athletic field is the coach's classroom. Remember Do What's Right! Add A. Tude is for everyone.

#### **(ANNOUNCE ONCE PER SESSIONS OR TWICE PER DAY)**

"The IHSA would like to recognize the Illinois Athletic Trainers Association for their dedication and commitment to IHSA sports. Athletic Trainers are Certified and Licensed Healthcare professionals that provide the utmost compassion and care for Illinois High School athletes. There are over 1600 Certified Athletic Trainers throughout Illinois, and they are devoted in keeping student athletes safe from injuries. For more information about Athletic Training, please visit [Illinoisathletictrainers.org](http://Illinoisathletictrainers.org). Certified Athletic Trainers are HealthCare!"

#### **(ANNOUNCE TWO OF READS BELOW PER DAY - PICK ATHLETE/SPORT SPECIFIC TO EVENT IF APPLICABLE)**

Did you know that before Andre Iguodala (e-gu-doll-a) was an NBA Finals MVP and world champion with the Golden State Warriors, he was an all-state track & field athlete at Lanphier (lan-fear) High school in Springfield? With overuse injuries on the rise, it's a good reminder that special athletes don't always have to specialize in one sport. The IHSA encourages student-athletes to represent their school in as many sports or activities as their schedule allows. Make your four years count by getting involved in IHSA sports and activities!

Did you know that before Allie Quigley starred for the WNBA's Chicago Sky, she led Joliet Catholic Academy to an IHSA Volleyball State Championship and played on the school softball team? Overuse injuries are on the rise and many medical professionals believe that specialization can be more risk than reward. The IHSA encourages student-athletes to represent their school in as many sports or activities as their schedule allows. Make your four years count by getting involved in IHSA sports and activities!

Did you know that before Conor Dwyer teamed with Michael Phelps to win a gold medal at the Olympic games in Rio, the Loyola Academy alum participated in four sports for the Ramblers? Overuse injuries are on the rise and many medical professionals believe that specialization can be more risk than reward. The IHSA encourages student-athletes to represent their school in as many sports or activities as their schedule allows. Make your four years count by getting involved in IHSA sports and activities!

Did you know that before LaQuon Treadwell was a first round NFL draft pick, he was a two-sport star at Crete- Monee High School in basketball and football? Overuse injuries are on the rise and many medical professionals believe that specialization can be more risk than reward. The IHSA encourages student-athletes to represent their school in as many sports or activities as their schedule allows. Make your four years count by getting involved in IHSA sports and activities!



**4. SPONSORS**

**(ANNOUNCE ONCE PER DAY)**

COUNTRY Financial wishes the best of luck to all the athletes here today. The passion and dedication these athletes show for their sport is the same as the passion and dedication our financial representatives provide for their clients.

**(ANNOUNCE ONCE PER DAY)**

At COUNTRY Financial®, we provide our clients with the same passion and dedication these outstanding athletes put into their sport. Visit COUNTRYFinancial.com to see how we can help with your insurance and financial needs.

**(ANNOUNCE ONCE PER DAY)**

At COUNTRY Financial® we're proud to support the exceptional athletes here today. To solve the big challenges of tomorrow, start with simple steps today. So whether you're protecting your first home, saving for your child's future or preparing for retirement - don't get overwhelmed, get started. Contact your local COUNTRY Financial representative today to find out how we can help you protect what matters most.

**(ANNOUNCE SEVERAL TIMES PER SESSION)**

The official I-H-S-A State Final merchandise is on sale here at **(facility name)**. Fans may choose from T- shirts, sweatshirts, shorts, hats, and a variety of State Final Apparel. Stop by the Minerva Promotions Official IHSA State Final Souvenir booth to shop for your favorite items, or skip the line and buy online at [www.ihsastate.com](http://www.ihsastate.com).

**(ANNOUNCE NEAR END OF GAME/EVENT ON FRIDAY IN SPORTS BELOW)**

Your phone is your ticket for most IHSA postseason events on GoFan, the official digital ticketing partner of the IHSA. Be sure to download the GoFan app or visit [GoFan.co](http://GoFan.co) (.co not .com) to get tickets to IHSA action!

**(ANNOUNCE AT START AND END OF GAME/SESSION) - LONGER VERSION BELOW, PICK ONE**

The Illinois High School association is proud to use products from Wilson Sporting Goods. For athletes to perform their best, they require the best, and that's what Wilson has delivered for over one-hundred years. Learn more at [Wilson.com](http://Wilson.com)

**(ANNOUNCE BEFORE THE START OF EACH GAME/MATCH/CONTEST) - SHORTER VERSION ABOVE, PICK ONE**

The Illinois High School Association is proud to use Wilson. For athletes to perform their best, they require their best. For over 100 years, that's what Wilson has delivered. Wilson is the official ball of the NFL, NBA, NCAA AND AVP. From cutting-edge innovations to the latest advancements in material and design, Wilson helps youth, high school, college, and professional athletes win more games than any other brand. Learn more at [Wilson.com](http://Wilson.com)

**(ANNOUNCE BEFORE GAME/MATCH/CONTEST/RACE)**

Visual Image Photography is the official photography service authorized to provide fans attending IHSA state finals with action and award photographs of the participants. You can view all the great photos from this weekends' tournament by visiting their web site. Just go to [www.V-I-P-I-S.com](http://www.V-I-P-I-S.com).

**(ANNOUNCE ONE PER DAY)**

Gatorade is Fueling today. Fueling the future. Fueling the student-athletes and teams competing in all IHSA State Final events. Gatorade...win from within.

Gatorade. For athletes who move the game forward, we're creating the fuel to do the same. Fueling today. Fueling the future. Fueling the student-athletes and teams competing in all IHSA State Final events. Gatorade...win from within.

Gatorade. For athletes who move the game forward, we're creating the fuel to do the same. Innovating beyond hydration to create the future of sports fuel. Fueling today. Fueling the future. Fueling the student-athletes and teams competing in all IHSA State Final events. Gatorade...win from within.



## 5. IHSA INITIATIVES

### **(ANNOUNCE THROUGHOUT THE DAY)**

[www.ihsa.org](http://www.ihsa.org) is the address for the IHSA. Check it out anytime you want to find out immediately what's happening with high school sports & activities throughout Illinois. IHSA.org is your home for schedules, scores and more!

### **(ANNOUNCE ONCE PER DAY)**

Doctor, Scientist, Hollywood Producer and Foreign Affairs Officer for the State Department's European Bureau are just few of the awesome careers that recent IHSA All-State Academic Team members have gone on to become. Nominate the best and brightest seniors from your high school for this amazing award by contacting the IHSA.

### **(ANNOUNCE THROUGHOUT THE DAY)**

Attention fans, it's time for you to make the call!...No, this isn't an in-game promotion, it's time for you to get involved as an IHSA official, and literally start making the calls. Contact the IHSA today so we can walk you through the steps for becoming an official and you can begin enjoying the camaraderie and extra income that goes along with working the sports you already love.

### **(ANNOUNCE THROUGHOUT THE DAY)**

Think you know the game as well as the officials on the (field, court, deck, etc.). Prove it to yourself by becoming an IHSA official. Contact the IHSA today so we can walk you through the process for becoming an official and you can begin enjoying the camaraderie and extra income that goes along with working the sports you already love.



## 6. BROADCAST

### **(ANNOUNCE AT START OF GAME & HALFTIME)**

Attention, fans! Today's game is streaming live on the NFHS Network. With the NFHS Network, you can watch live and on-demand high school sports on any device, wherever you are. Text your friends and family who aren't here and invite them to watch live now at [NFHSNETWORK.COM](https://NFHSNETWORK.COM) or with the NFHS Network app for Apple and Android.

### **(ANNOUNCE SEVERAL TIMES EACH SESSION)**

Looking to match this event on-demand? Visit [NFHSNetwork.com](https://NFHSNetwork.com) to order and download a digital copy any time. The IHSA.TV broadcast of every (game/match/event/contest) from the 2024-25 IHSA (insert sport) State Finals is available at [NFHSNetwork.com](https://NFHSNetwork.com).

### **(ANNOUNCE THROUGHOUT THE DAY)**

Do you love reliving great moments in IHSA history? Then the IHSA Archives YouTube page is for you. Visit [YouTube.com Backslash IHSA Archives](https://YouTube.com/BackslashIHSA/Archives) to see a growing library of nearly 1,000 classic IHSA contests in multiple sports, including some of the oldest high school basketball footage in the world.





## 7. Emergency Preparedness For PA Announcers

In response to a changing world around us, schools are implementing emergency action plans - not just for the school day - but for after-school activities where large groups of people can gather and which present a variety of different security challenges - especially for outdoor events.

For the Public Address Announcer, this means having and knowing when to utilize scripts that go beyond telling spectators to stay off the floor and how to address injuries which delay the action on the playing surface (We have included examples for such situations here). The PA Announcer can be the key vehicle in delivering critical messaging as part of an entire team of team of game management personnel.

It should not be the responsibility of the PA Announcer to develop scripts, or for that matter, make the final decision of when a script is read in an emergency. Those should be the responsibility of the school administration.

There can be preset protocols for things like a lost child or paging someone to a specific location. But some emergency situations that affect the entire crowd, possibly prompting the evacuation of the venue, must be triggered at the top of the game management chain and should be included in the school's emergency action plan. Those situations include: Weather, Bomb or Terrorist Threat, Fire, Medical Incidents, Gas Leaks, Drive-By Shooter or Active Shooter in Vicinity, Power Outage.

The first thing the PA Announcer must do is be calm; and present clear information to move people to safety. Providing visual references to direct people as opposed to directions is important (i.e., "Proceed to the gate near the scoreboard," instead of "Go to the gate at the North end of the field.")

The bottom line is to be prepared. Know the action plan. Have scripts for various situations prepared in a binder by your side at all times.

Special thanks as well to the National Association of Sports Public Address Announcers, which also covers emergency readiness in its book, *The Voice Above the Crowd*, a training manual used by PA Announcers across the country.

### PRE-GAME

It is recommended that an announcement encouraging people to be aware of their surroundings and to report things they may think suspicious to the game management. Here's an example of such a script, which should be read once or twice during pre-game and once at halftime:

#### SEE SOMETHING-SAY SOMETHING (YOU MAY WISH TO ADJUST REPORTING LOCATION)

Welcome to \_\_\_\_\_ High School. For your safety and security, the Athletics Department and School Administration encourage you to be aware of unusual activity. Please report any suspicious activity to us here at the announcer's stand immediately. Enjoy the game and remember - Report Suspicious Activity - See Something - Say Something!

During pre-game, the announcer may wish to consult with the game manager regarding potential severe weather or other known threats. It may be decided to use one of the following scripts prior to the start of the game to inform spectators of the protective plans in place:

#### WEATHER THREAT

May I have your attention please. We have been watching the potential of approaching inclement weather. If it arrives during the game, activity will cease until we have determined it is safe. If we need to evacuate the stadium/gym/arena/field, we will advise you to seek appropriate shelter in the school and follow directions from staff. If you wish, seek shelter in your vehicle. Thank you for your cooperation.

#### SAFETY PLAN

May I have your attention please. The (school district name) has an emergency plan to keep our students, staff, parents and visitors as safe as possible. If an emergency should occur during the game/event and we need to stop the event to evacuate or take shelter, we will advise you to seek appropriate actions and follow directions from staff and/or event volunteers. If you wish, seek shelter in your vehicle. Thank you for your cooperation and enjoy the contest.

#### DURING THE EVENT

During outdoor competition, once the official signals to suspend activity because of weather, the announcer could announce:

#### WEATHER DELAY

May I have your attention please. We have been notified of approaching inclement weather. Activity will cease until we have determined it is safe and the risk of lightning is diminished. We advise you to seek appropriate shelter in the school, follow directions from staff. If you wish, seek shelter in your vehicle. Thank you for your cooperation.

If during an indoor event, host management determines an evacuation is appropriate, the announcer could announce:

#### BUILDING EVACUATION

May I have your attention please. Due to an emergency situation in the school, we are evacuating the building. Activity will cease until we have determined it is safe and the risk has been resolved. Please follow directions from staff, exit the school and move away from the building. Responding police/fire personnel will provide further instructions. Thank you for your cooperation.



### **SHELTER-IN-PLACE**

May I have your attention please. Due to an emergency situation in the school, (approaching inclement weather, hazardous materials incident, etc.) activity will cease until we have determined it is safe and the risk has been resolved. We will be taking shelter inside the school, please follow directions from staff:

- Remain in the building; you are free to move around or,
- Quickly move to shelter areas in the building.

Responding police/fire personnel will provide further instructions. Thank you for your cooperation.

### **KEEPING SPECTATORS OFF THE FLOOR**

A "Stay Off the Playing Surface" announcement should be a script the PA Announcer always has at the ready. Here's a good example to use when it appears fans may be preparing to rush the playing surface:

### **STAY OFF THE PLAYING SURFACE**

Ladies and gentlemen, for your safety and the safety of the participants, we ask your cooperation in not going on the playing surface before, during or after the game. Violators will be removed from the premises and risk prosecution. Thank you.

### **INJURED PLAYERS**

An injured player down on the playing surface during a game should only be identified by the PA Announcer. The Announcer is in no position to speculate about the injury and should not talk while being attended to by medical personnel. Do not fill the time with music or announcements. Here's an example of an appropriate acknowledgement of an injured player if you can positively identify the student:

### **INJURED PLAYER**

The injured player on the field is #2, Dylan Lewis.

And when the player is recovered and leaving the field, an announcement encouraging support from the fans is not necessary. This will take place naturally. Again, any announcement speculating about the injury is inappropriate.



## 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](http://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.
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.

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!!**

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.



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

PLEASE COMPLETE AND FAX THIS DO DOCUMENT AT THE CONCLUSION OF YOUR TOURNAMENT SO MEDALIST 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\*: \_\_\_\_\_
Recipient Town & School: \_\_\_\_\_
Name of Recipient: \_\_\_\_\_ Place: \_\_\_\_\_
Event Name\*: \_\_\_\_\_

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



IHSA Pass Gate List (Not Valid for State Final Events)

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: [ ]

# IHSA State Series Press Box Priority List

IHSA State Series hosts that utilize a Press Box for its contests will need to follow the IHSA State Series Press Box Priority List Policy (Policy 37-C-1) for postseason contests, including football playoff games. This procedure was passed by the IHSA Board of Directors via a recommendation from the IHSA News Media Advisory Committee.

The order below is the preference that should be given when allowing entry and seating to the Press Box for IHSA postseason contests, including football playoff games:

## **IHSA Press Box Priority List**

1. Official Timer
2. Scoreboard Operator
3. Public Address Announcer
4. Public Address Spotter
5. Official Scorer/Statistician (if applicable. One spot per team for football playoff games)
6. Coaches
7. IHSA Broadcast
8. School broadcast
9. Home/Visiting Radio (priority given to season-long coverage or # of games covered, 2 individuals per station unless space allows for more)
10. Other Television/Internet Streaming (if approved by IHSA/host)
11. Other radio (2 individuals per station unless space allows for more)
12. Print Media
13. VIPs, fans, boosters, parents, etc.

\*If space cannot be provided for home/visiting radio, all efforts should be made to accommodate space in the bleachers or in another area with optimal sightlines.

\*\*Special areas adjacent or connected to the press box that have been built or functioned specifically as seating for booster clubs or other fans can continue to be used as such. An area in the working press box cannot be designated as a booster/fan area if all of the other members of the Press Box Priority List have not yet been accommodated.

\*\*\*The IHSA Press Box Priority List is not applicable for regular-season contests.

Please Contact IHSA Media Relations liaison Matt Troha (mtroha@ihsa.org) with any questions



# 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

### 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:

Open access gates

Designate individual to meet EMS at entrance



# 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 lightening 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 lightening. 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

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.
2. 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.
3. Provide cooling stations such as shade, ice towels, misting fans, etc. for before, during, and after activity.
4. 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 hr. 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. <b>For Football:</b> 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. <b>For All Sports:</b> 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 hr. <b>For Football:</b> No protective equipment may be worn during practice, and there may be no conditioning activities. <b>For All Sports:</b> 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.

## 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.



# Sports Medicine

## 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 healthcare 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>



## 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.*

# Do What's Right! Sportsmanship



## DWR Expectations

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

## Acceptable Behaviors

- 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 Behaviors

- 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.

# School's Responsibility to the Officials



## 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.



## 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) 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) 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

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.ihsa.org/documents/media/Video%20Ap.pdf](http://www.ihsa.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@ihsa.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 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

#### **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

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

# **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

### **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>.*