

# Girls Basketball



2024-25

Manual for Schools and Managers



Illinois High School Association  
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# School Information

2024-25 Academic School Year

Illinois High School Association



## Girls Basketball Information

### For Schools entered in the IHSA Girls Basketball State Series

This manual has been designed to include pertinent information related to the Girls Basketball State Series.

**TERMS AND CONDITIONS:** For a full statement of the specific terms under which your school will be participating, PLEASE CAREFULLY READ the Terms and Conditions located on the IHSA Girls Basketball in this Manual or on the webpage.

**SEEDING:** Schools entered into the Class 1A, 2A, 3A and 4A state series will be required to submit a *Season Summary form* utilizing MaxPreps.com and online in the IHSA Schools Center. Each school participating in the Girls Basketball IHSA post season shall have one vote in the seeding process. *The school will not be able to vote for their own team.*

Seeding will occur at the Regional (Sub-Sectional) or Sectional Complex level, depending on each school's first level tournament assignment. The Sectional, Super-Sectional, and the State Final shall not be seeded. Once the seeds have been finalized, the IHSA will first release them to the schools. Managers and coaches are prohibited from releasing the results of their seeding to the media.

**OFFICIALS ASSIGNMENTS:** With the exception of the Regional Quarterfinal games, state series game officials shall be assigned by the IHSA staff based upon the IHSA officials rating system.

Regards,

A handwritten signature in black ink that reads "Beth Sauser". The signature is written in a cursive, flowing style.

Beth A. Sauser  
Assistant Executive Director  
Administrator, Girls Basketball

# 2024-25 Girls Basketball Series Terms and Conditions

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

If a school withdraws **after the Season Summary deadline but before the first competition, the school will be charged a \$500 penalty** and, if applicable, the cost of game officials, and the host school guarantee provided for in the Terms & Conditions.

## I. SCHOOL CLASSIFICATION

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

## II. DATES AND SITES

- All Regional Quarterfinal games will be played on Saturday, **February 15** with the higher-seeded team serving as the game host.
- Games at the 32 Regional sites in each class shall be held **February 17-21**.
- Games at the 8 Sectional sites in each class shall be held **February 25 and 27**.
- The four Super-Sectional games in each class shall be played on **March 3**.
- The Semifinals and Finals of the State Final Tournament shall be played on **March 6-8** at CEFCU Arena, on the campus of Illinois State University, Normal.

## III. ONLINE 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 can be found in the Schools Center on the IHSA website.

### A. Online Entries

All member schools must enter their school into the state series competition through the IHSA Schools Center on the IHSA Website at [www.ihsa.org](http://www.ihsa.org). The deadline for entry is November 1.

### B. Late Entries:

Any attempt to enter a sport or activity online after the established deadlines will be denied. Schools that wish to enter after the deadline will be considered late. To be considered for late entry, the Principal/Official Representative must contact the IHSA administrative officer in charge of that sport or activity. The penalty for late entry shall be a payment of \$100.00 for that sport/activity by the school.

### C. Breach of Contract By-law 6.041 (Withdrawal Procedure)

To withdraw without penalty, the Principal or Athletic Director must notify the IHSA Office, in writing, of the school's intent to withdraw from the respective sport **prior to the Season Summary deadline**.

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 **\$500 penalty**, the cost of game officials, transportation costs, 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. At Member School Sites:

The host school must charge admission and will be eligible to receive funding as listed below:

1) Class 1A, 2A, 3A, and 4A Regional Quarterfinal games: The Quarterfinal games of the Regional tournament are financially independent. The host school shall pay all local expenses. If admission is charged, the host school will receive 100% of the gate receipts. Officials will be secured by the host school and be paid directly by the IHSA through ArbiterPay.

2) Class 1A, 2A, 3A, and 4A Regional Semifinal and Final games: The host school shall pay for all local expenses. Each host school shall receive a flat guarantee of \$1200. The host shall retain 20% of the net income and submit the remainder to the IHSA. In case of a negative balance, the host shall be reimbursed for the entire deficit.

3) Sectional and Super-Sectional games: The host school shall pay for all local expenses. Each host school shall receive a guarantee of \$800.00 for each night of competition and 20% of the net income.

### B. Sites Other Than Member Schools:

1. When Sectional and Super-Sectional tournaments are held at sites other than IHSA member schools, the IHSA administrator in charge will determine the financial arrangements with the host using current financial arrangements as guidelines.

### C. 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 levels of the State Series. Any exceptions must be approved by the IHSA Office.



**D. Admission Prices:**

The IHSA Board of Directors have set the following State Series ticket prices. (A baby in arms is free at all rounds of the State Series.)

- Regional Quarterfinal** -- \$6.00 per game
- Regional Semis/Final** – GoFan Digital Ticket: \$6.00 per day  
Cash Ticket: \$7.00 per day
- Sectionals** – GoFan Digital ticket: \$7.00 per day  
Cash Ticket: \$8.00 per day
- Super-Sectionals** – GoFan Digital ticket: \$9.00 per game  
Cash Ticket: \$10.00 per game
- State Final** – [GoRedbirds.com/tickets](http://GoRedbirds.com/tickets) \$11.00 per session  
Cash Ticket: \$12.00 per session

**E. State Final Admission Prices:**

Digital Tickets for the Girls Basketball State Final Tournament at CEFCU Arena are \$11.00 (\$12.00 Cash) and will be general admission. Location of seats set aside for fans of the teams competing in the State Final tournament will be determined by the IHSA Administrator.

**F. Media Coverage & Rights Fees for Broadcasting:**

Coverage

- 1) State Series hosts should work to accommodate media members with space to cover State Series events whenever possible.
- 2) For State Series events, the IHSA Press Box Policy should be used as a guide for determining media press box access should space become an issue.

Broadcasting

- 1) Radio or audio-only internet broadcasts are not subject to a broadcast rights fee at the Regional, Sectional, or Super-Sectional levels. A \$100 fee exists at the State Final round, pending approval by the IHSA after completion of the IHSA's broadcast application form.
- 2) If a State Series contest/event is broadcast on the NFHS Network, then there are no rights fee due and no other video streaming/TV broadcasts will be allowed, pending special permission from the IHSA.
- 3) If a State Series contest/event is not broadcast on the NFHS Network, then the broadcast rights may be purchased to broadcast via video streaming/TV pending approval by the IHSA after completion of the IHSA's broadcast application form.

\* Broadcast application forms can be accessed by an internet search of "IHSA Broadcast Applications" or directly: [IHSA.org/News-Media/News-Media-Center/Broadcast-Applications](http://IHSA.org/News-Media/News-Media-Center/Broadcast-Applications)

**V. TOURNAMENT ASSIGNMENTS AND SEEDING**

**A. Tournament Series:**

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 registered in the state series will be assigned to a Sub-Sectional or Sectional complex based upon geography.

**B. Season Summary Form:**

Schools entered into the Class 1A, 2A, 3A and 4A state series will be required to submit a Season Summary Form online in the IHSA Schools Center. All contest results shall be entered onto the MaxPreps website. The deadline to enter your scores and complete the Season Summary is 10:00 a.m. on Wednesday, **February 5** for all classes.

**C. Seeding Form:**

All seeding will be conducted online through the IHSA Schools Center. Each school shall have one (1) vote in the seeding process. A school shall not vote for their own team. The link to seed the teams is in the IHSA Schools Center and will be activated at 11:00 a.m. on Wednesday, **February 5**. The deadline to seed teams is 12:00 noon on Thursday, **February 6** for all classes. Seeding will take place only at the Regional level. The Sectional, Super-Sectional and the State Final shall not be seeded.

**D. Class 1A and Class 2A:**

In Class 1A and 2A, the state tournament series will begin in Regionals where initial seeding is done by Sub-Sectional. A Sub-Sectional is a grouping of two geographical Regionals.

Note 1: In grouping and seeding a Sub-Sectional, only the top four seeds shall be separated into the two Regional sites. Seeds #1 and #4 shall be assigned to one Regional and #2 and #3 will be assigned to the other. If there is a hosting conflict, seeds #1 and #3 shall be assigned to the same Regional. The remaining schools shall be assigned to the Regionals based on geographic proximity and paired according to their seeds.

**E. Class 3A and 4A:**

In Class 3A and 4A, all state series shall begin with Sectional Complexes. In Sectional groupings where excessive travel is a factor, geographic Sub-Sectionals may be used at the discretion of the IHSA Administrator.

Note 1: In grouping and seeding a Sectional Complex, true seeds shall be used to populate the brackets except in cases where a conflict arises with pre-determined Regional hosts. (For example, if the #1 and #8 seeds are both Regional hosts, they cannot be assigned to the same Regional and an adjustment must be made.)

Note 2: In grouping and seeding a Sub-Sectional, only the top four seeds shall be separated into the two Regional sites. Seeds #1 and #4 shall be assigned to one Regional and #2 and #3 will be assigned to the other. If there is a hosting conflict, seeds #1 and #3 shall be assigned to the same Regional. The remaining schools shall be assigned to the Regionals based on geographic proximity and paired according to their seeds.

**F. Sectional Pairings for Geographic Regionals:**

Sub-Sectionals: The Semifinals will pair the Regional winner from Sub-Sectional A containing the #1 seed with the Regional winner of Sub-Sectional B containing the #2 seed for one game, and vice versa for the other game. (In the southernmost Sectional in Class 4A, the two Regional winners from each Sub-Sectional shall be paired together.)

Sectional Complexes: The Semifinals will pair the winners of the Regional sites with the #1 and #4 seeds in one game, and the winners of the Regional sites with the #2 and #3 seeds in the other game.

In all classes of bracketed team sports, the Executive Director is authorized to modify the state series brackets to accommodate unique travel situations.

**G. Announcement of Pairings:**

The pairings for all classes will be made by the IHSA and posted on the IHSA website no later than Friday, **February 7, 2025**.



## VI. TOURNAMENT STRUCTURE AND TIME SCHEDULES

### A. Names:

The successive series shall be designated respectively as Regional, Sectional, Super-Sectional and State Final.

### B. Time Schedules:

#### 1) Quarterfinal games may be scheduled between 1:00 p.m. and 7:00 p.m.

23 minutes prior to tipoff -- Start 18-minute pre-game warm-up on scoreboard clock

5 minutes prior to tipoff. -- When 18-minute pre-game warm-up clock strikes 0:00, National Anthem

3 minutes prior to tipoff. -- At conclusion of National Anthem, introduction of players and coaches

0 minutes prior to tipoff -- Tournament Game Tip-off

#### 2) Single-Game Session Time Schedule (For Regional and Sectional single-game sessions, the host school designates a starting time for the game between 6:00 p.m. – 7:00 p.m.)

23 minutes prior to tipoff -- Start 18-minute pre-game warm-up on scoreboard clock

5 minutes prior to tipoff -- When 18-minute pre-game warm-up clock strikes 0:00, National Anthem

3 minutes prior to tipoff -- At conclusion of National Anthem, introduction of players and coaches

0 minutes prior to tipoff -- Tournament Game Tip-off

#### 3) Two-Game Session Time Schedule

5:37 p.m.-- Start 18-minute pre-game warm-up for first game on scoreboard clock

5:55 p.m.--When 18-minute pre-game warm-up clock strikes 0:00, National Anthem

5:57-6:00 p.m.--At conclusion of National Anthem, introduction of players and coaches

6:00 p.m. -- 1st Game Tip-off

7:00 p.m. (Approx.) -- 1st Game concludes

7:00-7:05 p.m. (Approx.) ---5-minute break between games

7:05-7:20 p.m. (Approx.) -- Start 18-minute pre-game warm-up for second game on scoreboard clock

7:20 p.m. (Approx.) -- When 18-minute pre-game warm-up clock strikes 0:00, National Anthem

7:23-7:26 p.m. (Approx.) – Introduction of players and coaches

7:27 p.m. (Approx.) – Tournament Game Tip-off

#### 4) Super-Sectionals

6:37 p.m. -- Start 18-minute pre-game warm-up on scoreboard clock

6:55 p.m. -- When 18-minute pre-game warm-up clock strikes 0:00, National Anthem

0:00 – National Anthem

6:57 p.m. -- At conclusion of National Anthem, introduction of players and coaches

7:00 p.m. – Super-Sectional Game Tip-off

Note: If a double-header is held at a Super-Sectional site, the first game will tip off at 6:00 pm and the second game will tip off at approximately 7:30 pm.

#### 5) State Final Tournaments

### THURSDAY, MARCH 6

#### Session 1 **Class 1A Semifinals**

Game 1 **9:30 a.m.**

Game 2 **11:15 a.m.** (approx.)

#### Session 2 **Class 2A Semifinals**

Game 3 **2:00 p.m.**

Game 4 **3:45 p.m.** (approx.)

#### Session 3 **Class 3A Semifinals**

Game 5 **6:30 p.m.**

Game 6 **8:15 p.m.** (approx.)

### FRIDAY, MARCH 7

#### Session 4 **1A Third Place Game**

Game 7 **9:30 a.m.** Loser Game 1 vs. Loser Game 2

#### **Class 4A Semifinals**

Game 8 **11:30 a.m.**

Game 9 **1:15 p.m.** (approx.)

#### Session 5 **2A-3A Third Place Games**

Game 10 **6:00 p.m.** (2A) Loser Game 3 vs Loser Game 4

Game 11 **7:45 p.m.** (approx.) (3A) Loser Game 5 vs. Loser Game 6

### SATURDAY, MARCH 8

#### Session 6 **4A Third Place Games**

Game 12 **9:30 a.m.** Loser Game 8 vs. Loser Game 9

#### Session 7 **Class 1A, 2A, 3A, 4A Championships**

Game 13 **1:00 p.m. (1A Championship)** Winner Game 1 vs. Winner Game 2

Game 14 **3:00 p.m.** (approx.) **(2A Championship)** Winner Game 3 vs. Winner Game 4

#### Session 8

Game 15 **6:00 p.m. (3A Championship)** Winner Game 8 vs. Winner Game 9

Game 16 **8:00 p.m.** (approx.) **(4A Championship)** Winner Game 9 vs. Winner Game 10

### C. Sessions:

#### 1) Regional Tournaments:

All Regional schedules include a minimum of one day off between the Semifinal games and the Final game.

For **Regional Quarterfinal games**, the host school shall determine the game start time between 1:00 and 7:00 p.m. on Feb. 15. The host manager shall communicate the start time to the opponent, and enter the game time into their IHSA Schools Center by 4:00 p.m. by Feb. 10. The **Regional Semifinals** will be played on Feb. 17 or Feb. 18.

The **Regional Championship** games will be played on Feb. 20 or 21. Each Regional tournament session shall include the National Anthem.

#### 2) Sectional Tournaments:

Both **Sectional Semifinal** games will be played on Feb. 25.

The **Sectional Championship** game will be played on Feb. 27.

Each Sectional tournament session shall include the National Anthem.

#### 3) Super-Sectionals:

All **Super-Sectional** games will be played on **March 3.**

Each Super-Sectional tournament shall include the National Anthem.



### D. Playing Schedules:

The local tournament manager is not authorized to change the order of games as determined by the system adopted and announced by the IHSA Office. Games must be played as listed from top to bottom on the official schedule unless otherwise indicated, or the Executive Director approves a change.

Sectional games, the two teams will be listed according to the Sectional centers from which each has advanced.

3) Responsibility of Official Scorer and Head Coaches: Prior to the start of each game in the tournament series, the Official Scorer must secure the signature of the Head Coach from each team into the official scorebook, thus confirming that the official scorebook is correct regarding the players' numbers.

## VII. ADVANCEMENT OF WINNERS

**A. Class 1A-4A:** The winners of the thirty-two (32) Regional tournaments shall advance to eight (8) Sectional tournaments consisting of four teams each. The winners of the eight (8) Sectional tournaments shall advance to four (4) Super-Sectional matches consisting of two teams each. The winners of the four (4) Super-Sectional tournaments shall advance to the State Final tournament.

## VIII. TOURNAMENT RULES

### A. Tournament Officials:

1) Officials for the Quarterfinal games will be assigned by the host school through the IHSA Schools Center. Officials will be paid through the IHSA Office using ArbitrPay.

2) Officials at the Regional (Semifinals and Finals), Sectional, Super-Sectional, and State Final tournament levels will be assigned through the IHSA Office.

3) In all tournaments, the decisions of the officials shall be final. The Board of Directors will not review decisions of officials, whether alleged errors are due to faulty judgment or misinterpretation of the rules.

**Note:** Detailed information regarding assignment of officials will be posted on the IHSA School Center to all schools that are hosting a tournament one week in advance of the tournament.

### B. Squad Designation:

It is recommended that team rosters be forwarded to the host school. Teams are limited to 22 individuals for their team bench. This will include rostered players, coaches, high school student managers, and statisticians.

### C. Players in Team Uniform:

There is no limit to the number of dressed players a school may have for any state series game. Schools are limited to 22 individuals in their team personnel. The 22 may include rostered players, coaches, high-school managers, and statisticians. Non-high school students cannot be included in the team's allotment of 22 individuals.

### D. Uniforms and Rosters:

1) To avoid potential confusion, each participating team should bring two sets of different colored shirts. One set should be white and the other a dark color. Players must conform to the numbering requirements given in Rule 3-4 of the National Federation Basketball Rules.

2) The teams listed on the top line of the single-game bracket shall wear white uniforms and will be considered the home team. The team listed on the bottom line shall wear dark uniforms and will be considered the visiting team. In the Super-

### E. Unsportsmanlike Conduct:

Managers and officials have instructions to disqualify any player or coach guilty of profane or indecent language or of gross unsportsmanlike conduct.

IHSA By-Law 2.040 gives the Board of Directors complete authority to penalize a school or individual(s) for any unsportsmanlike conduct on the part of the principal, the coach, players, or any member of the faculty or Board of Education, or any other official representative of any participating school. The Board of Directors will exercise this authority.

### F. Balls:

Balls for the State Tournament Series are being provided by Wilson Sporting Goods Company, and only Wilson balls may be used. The IHSA will provide one **Wilson EVO NXT** game ball for each Regional, Sectional and Super-Sectional site designated by the IHSA office.

### G. Rules of Play:

The Official Basketball Rules as published by the National Federation of State High School Associations are adopted as official for the tournament series.

1) In all tournament games, the local tournament manager shall determine the team benches prior to the team warm-up period. Pre-game practice and the first-half basket for each team shall be the one further from its assigned bench.

2) At the State Final Tournament, team benches will be assigned prior to the warm-up period for each game.

3) If, for any reason, gymnasiums or other conditions deem to make any rule modifications desirable, the local manager must communicate with the IHSA Office before announcing such modification. Interpretations and modifications of existing rules as outlined in the various state-sponsored meetings shall be rigidly followed.

4) In all tournament games, the referee shall sign the official scorebook at the conclusion of the game at either the scorer's bench or in the officials' locker room. If in the officials' locker room, the signing must be done in the presence of the host manager or his/her designee, and the official scorer.

5) In order to maintain the integrity of the playing surface and protect competitors, local managers of all tournament contests must create a safe zone along each baseline that will be devoid of any persons (such as cheerleaders or media personnel) or other obstructions. This safe area will extend a minimum of three feet from the baseline towards the facility's back wall, stage, or bleachers.

### H. State Final Game Time Outs:

For all televised games during the State Finals, three (3) 60-second time-outs and two (2) 30-second time-outs may be charged to each team during a regulation game. Each team is entitled to one additional 60-second time-out during each extra period. Unused time-outs may accumulate and may be used at any time.





## IX. TOURNAMENT POLICIES

### A. AED:

Host schools must have an AED available and on site at all IHSAA post season contests.

### B. Presale Tickets:

1) Host schools must provide presale tickets to schools competing in Regional finals, if requested to do so by a competing team.

2) Competing teams are responsible for all the presale tickets they are given. All unsold tickets must be returned to the host at least three (3) hours prior to game time.

3) Presale Tickets: The IHSAA will offer digital tickets (tickets redeemed on a smartphone) at Sectional and Super-Sectional events via GoFan. Digital tickets can be purchased and downloaded to an iPhone using the GoFan app, or on Android devices at [gofan.co/IHSAA](http://gofan.co/IHSAA) (.co is not a typo). Regional contests may use GoFan Ticketing or paper tickets. Search the GoFan app or website for availability.

4) State Final digital tickets for CEFCU Arena may be purchased in advance through [GoRedbirds.com/tickets](http://GoRedbirds.com/tickets).

### C. All-Star Teams:

Officers of the tournament, game officials, or anyone serving under the supervision of the Illinois High School Association may not cooperate in any way in the selection of an all-star tournament team.

### D. Consolation Games:

In the Regional and Sectional tournaments, consolation games will not be permitted to determine third-place winners.

### E. State Final Passes:

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

1) a maximum of twenty-two (22) passes for its players and other team personnel

2) three (3) passes for administration: Superintendent, Principal and Athletic Director

3) twelve (12) passes for cheerleaders and one (1) pass for a mascot in costume upon request by member school in advance of the State Finals.

4) one (1) pass for the cheerleader coach

5) one (1) State Final event pass to properly licensed medical personnel for each team participating in the State Final. The pass will be available for either a licensed athletic trainer or team physician. This individual must be listed on the school's State Final Program Information.

### F. Bands:

Schools hosting an IHSAA State Series Basketball Tournament may invite their high school pep band to perform during the tournament. However, it should be noted that the host school band is performing as the official band of the tournament and must remain neutral at all times. Failure to comply with this provision shall cause the band to be excluded from the remainder of the tournament.

Members of the pep band may be given free admission to the tournament. Only pep bands or performing groups from the host school shall be allowed to perform at the tournament.

### G. Artificial Noisemakers:

All artificial noise-making devices shall be excluded from the gymnasium. The use of band instruments shall be limited as explained in "F" above. Refer to National Federation Rules Book Rule 1, Section 18.

Tournament managers should not permit spectators to bring megaphones into the gymnasium for cheering purposes. Cheerleaders may use megaphones.

### H. Signs and Banners:

The display of signs, banners, placards, or related 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 and 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

5) they are not safety hazards

### I. Cheerleader/Mascot:

A maximum of twelve (12) cheerleaders and one (1) mascot in costume may be on the floor at any state series contest.

### J. Damage to Property or Equipment:

If contestants or people from any school entered in a state series are found guilty of carelessness or maliciously breaking, damaging, or destroying property or equipment belonging to the host school, such school shall be held responsible for costs incurred in replacing or repairing such property or equipment.

### K. Practice Session:

1) In the Regional, Sectional and Super-Sectional Tournaments, the host school shall not make its gymnasium available to the visiting team for practice sessions. When a part of the state series is played at a facility other than a member school's facility, none of the teams entered, including a hosting member school shall be permitted to practice at the facility.

2) In the Regional, Sectional, Super-Sectional and State Final Tournaments, 18 uninterrupted clock minutes shall be provided for pre-game warm-up. Players may not be on the floor for warm-up prior to the designated time. Floor officials must be on the floor when the pre-game warm-up period begins.

### L. Videotaping by Schools or Spectators:

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

### M. 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 IHSAA 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.

**N. 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.

**O. 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.

**P. Prayer at IHSA State Series Contests:**

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

**Q. State Final Team Reimbursements:**

1) In the State Final Tournament, the teams participating in the tournament shall be allowed transportation expenses at the rate of \$5.00 per mile per team for the first 50 miles, and \$3.00 per mile per team for each mile over 51 miles to and from the site where the tournament will be played. In addition, each school will receive a reimbursement to assist in covering the costs incurred by schools at the State Final. The IHSA will reserve a block of rooms for teams competing at the State Finals for their use if they so choose. Any expenses or costs associated or charged to the rooms will be at each school's expense.

Round Trip	
Mileage to	Flat Rate
State Final Site	Reimbursement
0-150 miles	\$ 2,500.00
151-300 miles	\$ 3,600.00
301-over miles	\$ 4,400.00

2) 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.

3) The tournament management does not guarantee any portion of team expenses except as specified above. The payment of the above schedule of expenses is contingent upon adequate receipts in any individual tournament. Participating schools should bring adequate funds to the tournament to meet all team

expenses. Expense allowances cannot be paid to the schools until after they have been approved by the Executive Director.

**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 in each class finishing First, Second, Third and Fourth places in the State Final Tournament following their respective games.

2) A maximum of twenty-two (22) 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 will be presented with a medallion, provided one is listed on the schools State Final Program Information. No other trophies or awards of any kind may be presented in the tournament series. Only the twenty-two (22) team/school representatives, the superintendent, principal, the athletic director, and the athletic trainer may participate in the awards presentation.

**XI. OFFICIALS**

**A. Appointment and Fees:**

1) Regional Quarterfinal games: the host manager of the higher seeded team will secure three (3) officials. Each official will be paid a fee of **\$90.00** per game. Officials will be paid by the IHSA through ArbiterPay.

2) Regional Semifinal and Final games: Three (3) officials will be appointed by the IHSA Office for each Regional game. In tournament sessions where two games are scheduled, the IHSA Office may assign an official more than one game per session. Each official will be paid a fee of **\$90.00** per game. Officials will be paid by the IHSA through ArbiterPay.

3) Sectional tournaments: Three (3) officials will be appointed by the IHSA Office for each Sectional game. In tournament sessions where two games are scheduled, the IHSA Office may assign an official more than one game per session. Each official will be paid a fee of **\$112.00** per game. Officials will be paid by the IHSA through ArbiterPay.

4) Super-Sectional games: Three (3) officials will be appointed by the IHSA Office for each Super-Sectional game. In tournament sessions where two games are scheduled, the IHSA Office may assign an official more than one game per session. Each official will be paid a fee of **\$152.00** per game. Officials will be paid by the IHSA through ArbiterPay.

5) State Final Tournament: Eighteen (18) officials will be appointed by the IHSA Office for the State Final games. Officials will be paid **\$200.00** per game plus up to three nights lodging at a hotel designated by the IHSA Administrator. Two Head officials will be appointed by the IHSA Office for the State Final games. The Head Officials will be paid **\$175.00** per day plus up to three nights lodging at a hotel designated by the IHSA Administrator. Officials will be paid by the IHSA through ArbiterPay.



**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 drive more than 70 miles round trip per contest. Payment will be made through the IHSA Office, after completion of the tournament series, at a rate of **\$.45** per mile for mileage in excess of 70 miles per round trip. No compensation will be permitted for trips of less than 70 miles round trip.



## IMPORTANT DEADLINES AND STATE SERIES DATES 2024-25

### CLASS 1A, 2A, 3A, 4A

<b>Feb. 5 (Wed.)</b>	<b>School's must record contest results to MaxPreps and complete the <i>Season Summary</i> form in the IHSA Schools Center by <u>10:00 a.m.</u></b>
Feb. 5	View Season Summary forms in the School Center at 11:00 a.m.
<b>Feb. 5</b>	<b>Submit Seeds online in Schools Center beginning at 11:00 a.m.</b>
<b>Feb. 6 (Thurs.)</b>	<b>Deadline to complete the Seeding Form by <u>12:00 noon.</u></b>
Feb. 6	Seeding Results released online at 2:00 p.m.
Feb. 7 (Fri.)	Pairings released on the IHSA website at 4:00 p.m.
Feb. 15 (Sat.)	Regional Quarterfinal games
Feb. 17-21	Regional Semifinals and Final games
Feb. 25 and 27	Sectional Tournament
<b>March 1 (Sat.)</b>	<b>State Qualifier Data Forms due online and program pictures uploaded in your Schools Center (<i>See Instructions in Manual</i>)</b>
March 3 (Mon.)	Super-Sectionals
<b>March 4 (Tues.)</b>	<b>Up-To-Date Statistics due to IHSA Office by <u>10:00 a.m.</u></b>
March 6-7	State Final (Semifinals and 1A-3A Third Place Games)
March 8	State Final (4 A Third Place Game and Championship Games)

## IHSA BASKETBALL RULE ADOPTIONS FOR 2024-25

1. The Mercy Rule (Rule 5-5-3) will be used in all regular season contests, regular season tournament games, and through the Super-Sectional level in the IHSA State Series contests. A running clock shall be used in the fourth-quarter games that have at least a 30-point score differential. Once a game reaches this differential and the clock starts running, it will continue running and stop only for one of the following:
  - A team timeout
  - An injury timeout or the removal of a disqualified player.
  - The administration of a penalty for a technical foul
  - An officials' timeout
  - Correctable error situation

Note: The Mercy Rule will not be used during the Boys or Girls State Final contests.

2. The IHSA has adopted the use of a 28' Coaches Box for all regular and post-season contests. Schools and officials are reminded that the use of the box is NOT a requirement. However, if the box is going to be used, it must be placed on the floor in accordance with rule 1-13-2. Schools and officials are also reminded that rule 10-5-4 and 10-6-1 clearly articulate the manner in which coaches can be off the bench within the confines of the box and the manner in which officials are to penalize the head coach or other bench personnel who violate the provisions of the Coaches Box rule.

3. Member schools may use the 35-second shot clock in the regular-season.
  - i. May be used in regular season, regular season tournaments, and shoot-out games without prior approval by the IHSA Office. The decision to use the technology is left to conferences and individual schools.
  - ii. For non-conference games, both schools must agree in advance to use the technology.
  - iii. The model rule previously adopted by the IHSA Board of Directors must be used.

NOTE: Implementation of the 35-second shot clock will begin with the 2026-27 season state series.

**\*\*IMPORTANT\*\***

**SEASON SUMMARY FORM INSTRUCTIONS**

Schools entered in the Girls Basketball state series will be required to submit a *Season Summary Form* online in the IHSA Schools Center. **Game schedules and results must be entered onto MaxPreps.com.**

<b>Season Summary and Seeding Deadlines</b>			
<b>Starting</b>	<b>Ending</b>	<b>Action</b>	<b>Description</b>
	DEADLINE: Wed., Feb. 5 <b>10:00 a.m.</b>	<b>Submit Season Summary Form</b>	Enter your game results on MaxPreps.com and complete <u>the online Season Summary Form</u> . In the Coaches Comments, you may submit your W-L record and remarks about your team; this provides additional information that might not be apparent from the scores.
Wed., Feb. 5 11:00 a.m.	DEADLINE: Thu., Feb.6 <b>12:00 noon</b>	<b>View and/or print Season Summary Forms</b>	Before submitting your Seeding vote, you may review the Season Summaries of all teams in your Sub-Sectional or Sectional Complex. Review other team results and read the comments posted by their coaches.
		<b>Submit seeding vote</b>	After you have reviewed the Season Summaries, you may submit your Seed vote. You will seed every team in your Sub-Sectional or Sectional Complex. <b>You do not vote for your own team.</b>
Thu., Feb. 6 2:00 p.m.	--	<b>View all seeds</b>	You can review the seed votes submitted by every coach in your Sub-Sectional or Sectional Complex.
Thu., Feb. 6 4:00 p.m.	--	<b>View official seeds</b>	These votes will be compiled by the IHSA Office to determine a final seed number for each team, and will be posted on IHSA.org.
Fri., Feb. 7 4:00 p.m.	--	<b>View pairings and schedules</b>	Once the IHSA Office has completed the pairings, the schedules will be posted on IHSA.org.



# 2025 IHSA Girls Basketball "March Madness "

## General Time Schedule

### March 6 - March 8

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## CEFCU Arena, Illinois State University, Normal

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### THURSDAY, MARCH 6

#### **Session 1 Class 1A Semifinals**

Game 1 9:30 a.m.  
Game 2 11:15 a.m. (approx.)

#### **Session 2 Class 2A Semifinals**

Game 3 2:00 p.m.  
Game 4 3:45 p.m. (approx.)

#### **Session 3 Class 3A Semifinals**

Game 5 6:30 p.m.  
Game 6 8:15 p.m. (approx.)

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### FRIDAY, MARCH 7

#### **Session 4 1A Third Place Game**

Game 7 9:30 a.m. (Loser Game 1 vs. Loser Game 2)

#### **Class 4A Semifinals**

Game 8 11:30 p.m.  
Game 9 1:15 p.m. (approx.)

#### **Session 5 Third Place Games**

Game 10 6:00 p.m. **Class 2A** (Loser Game 3 vs. Loser Game 4)  
Game 11 7:45 p.m. (approx.) **Class 3A** (Loser Game 5 vs. Loser Game 6)

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### SATURDAY, MARCH 8

#### **Session 6 4A Third Place Game**

Game 12 9:30 a.m. (Loser Game 8 vs. Loser Game 9)

---

### CHAMPIONSHIP GAMES

#### **Session 7**

Game 13 1:00 p.m.– **1A Championship** (Winner Game 1 vs. Winner Game 2)  
Game 14 3:00 p.m.– (approx.) **2A Championship** (Winner Game 3 vs. Winner Game 4)

#### **Session 8**

Game 15 6:00 p.m.– **3A Championship** (Winner Game 5 vs. Winner Game 6)  
Game 16 8:00 p.m.– (approx.) **4A Championship** (Winner Game 8 vs. Winner Game 9)



# Girls Basketball

## State Final Hotel Information

### Teams

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The IHSA will reserve a block of rooms for competing teams at the State Finals. Teams are not required to use the hotel rooms. Any costs associated with or charged to the rooms will be at each school's expense. Specific information will be provided in the Super-Sectional Winners packet.

### Fans

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A link to the Bloomington-Normal Convention & Visitors Bureau hotel directory can be accessed thru [visitbn.org](https://www.visitbn.org). Under the **Visit BN** tab, select "Accommodations."





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

Coach or Athletic Director:

As your team gets close to qualifying for the State Final tournament, you will be required to complete the **State Qualifier Data** form online. This form provides the IHSA with information for the State Final souvenir program. You are required to provide this information once you have qualified for the Girls Basketball Super-Sectional tournament, but can begin to fill it out prior to that game.

The link to the State Qualifier Data form is in the IHSA Schools Center:

- Go to [www.ihsa.org](http://www.ihsa.org) and log in with your personal ID and password
- On the main menu, click on Box T: "Sport & Activity Tracker"
- Find Girls Basketball and follow the row across until you find a link labeled "State Qualifier Data Form" in the column labeled "Online Forms". Click on the link and follow the instructions to fill out the required pages.

The information you will provide online includes coaching staff, coach's W-L history, season scores, and roster. **Up-to-Date statistics must be entered into the "Roster" page of the State Qualifier Data form by 10:00 a.m. on March 4**, and will include statistics through the Super-Sectional game.

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

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**Program Information for all Classes is due by midnight on  
March 1 , 2025**

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# INSTRUCTIONS FOR SUBMITTING PHOTOS

**Departments**

Looking for the **ScoreZone** link? It's in the "Quick Links" section at the bottom of this column.

<b>T</b> Sport & Activity Tracker	<b>L</b> Staff Responsibilities & Logins
<b>I</b> School Information & Facility Maps	<b>E</b> Eligibility Requests & Rulings
<b>V</b> Voting & Town Meetings	<b>R</b> Reports—Special/SAWA Concussion & Yellow Card
<b>H</b> IHSA State Series Hosting & ScoreZone	
<b>O</b> Officials & Body Fat Testers	<b>D</b> Open Dates
<b>PES</b> Performance-Enhancing Substance Program	<b>CON</b> Concussion Risk Program
<b>A</b> Accommodations for Students with Disabilities	<b>!</b> All-Time Records
<b>S</b> Student Recognition	<b>W</b> Webinars
<b>F</b> Forms & Other Resources	
<b>P</b> Personal Information	

**Quick Links**

write a promotion recommendation for an official

Upload state tournament program photo (old interface)

[change password](#) | [rate official](#) | [submit Special Report](#)  
[FAQ](#) | [ScoreZone](#) | [MaxPreps](#) | [Where do I find...?](#)

1. Upload the School logo in .jpg format.

**Schools Center** | ILLINOIS HIGH SCHOOL ASSOCIATION

Admin | Schools | Officials

State Program Photo Collection

RELOAD PAGE to see changed photos - Program Photo Manual

**School Logo**

Upload a new logo

**Staff Photos**

People added to this list can be assigned to the activities on the right for inclusion in state tournament programs. Head coaches and administrators only -- no assistant coaches, please.

Add a new administrator or coach

**Team Photos**

Use the Edit link to upload, add outlines (indicate who is in the photo) and assign staff members listed at left to be included in the state tournament program for an activity.

With the exception of Bowling and Cheerleading, only upload a team photo for activities in which you have advanced to the sectional round.

Activity	Team Photo	Outlines	Assigned Staffers	Edit
Boys Baseball	None	None		Edit
Boys Basketball	None	None		Edit
Girls Basketball	None	None		Edit
Boys Bowling	None	None	N/A	Edit
Girls Bowling	None	None	N/A	Edit
Boys Football	None	None		Edit
Girls Football	None	None		Edit
Boys Gymnastics	None	None		Edit
Girls Gymnastics	None	None		Edit
Girls Softball	None	None		Edit
Scholastic Bowl	None	None		Edit
Boys Soccer	None	None		Edit
Girls Soccer	None	None		Edit
Boys Volleyball	None	None		Edit
Girls Volleyball	None	None		Edit

Sign into the **Schools Center**. Choose: Upload state tournament program photos on Main Menu.

2. **Add administrators and coaches.** Choose: Add a new administrator or coach. Do this **before** adding team photos. 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.

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**.

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**.

If you have any questions, please email **LeAnna Mutchler** – [lmutchler@ihsa.org](mailto:lmutchler@ihsa.org) or call 309-663-6377

**Photos are due by midnight Saturday, March 1, 2025**

4. Go to School Photos Menu and review for accuracy. If everything is correct, you can exit the Schools Center.



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: Description, Price. Rows include Regional Champion Plaque (AM-260), Sectional and Super-Sectional Champion Plaque (AM-261), Third/Fourth place trophy (AM-558), and Champion/Runner-Up (AM-557/AM-557-1).

Plate Replacement Pricing:

Table with 2 columns: Description, Price. Rows include Plate Engraving charge for State Final Trophy, Replacement Black Plate for SF Trophy w/o lasering, and Bat, Tennis, Golf Club Replacement for All Figurines.

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

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Fax: (815) 879-0400

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



# Manager Information

2024-25 Academic School Year

Illinois High School Association



## Local Managers of 2024-25 IHSA Girls Basketball

### Class 1A, 2A, 3A & 4A Tournaments

Thank you for your willingness to host a 2024-25 IHSA Girls Class 1A, 2A, 3A or 4A Basketball Tournament at your school. Your cooperation and assistance during this state tournament series is greatly appreciated.

**PLEASE DOWNLOAD AND READ THE TERMS AND CONDITIONS.**

The manual contains information to use in the management and conduct of the Girls Basketball State Series Tournament, which has been assigned to your school. PLEASE CAREFULLY CHECK THE DEADLINE DATES OF REPORTS THAT YOU ARE RESPONSIBLE FOR.

The link to SCORE ZONE can be found in the IHSA State Series Hosting area. (Box H from the Main Menu) See instructions for ScoreZone Reporting Procedures located in this Manual.

TOURNAMENT ASSIGNMENTS AND SCHEDULES - The Seeding Votes will be finalized on February 6<sup>th</sup>, and the IHSA will post the tournament schedules online at 4:00 on Friday, February 7<sup>th</sup>. **You may confirm the teams assigned to your tournament by accessing:**

<https://www.ihsa.org/Sports-Activities/Girls-Basketball/State-Series-Information-Results>

ROYALTY POLICY -- Please be sure to read and strictly adhere to the policy. The policy is printed on our website and in the IHSA Official Handbook on pages 114-116.

THE FINANCIAL REPORT will be available in your School Center (Box H) for you to reconcile following the tournament.

## IMPORTANT REMINDERS

1. **Officials:** **Officials for the Quarterfinal games will be secured by the game host and issued payment by the IHSA through ArbiterPay.** Beyond the QF games, Officials for the state series will be assigned by the IHSA. A school's entry into the tournament series indicates agreement of assigned officials as provided for in IHSA By-law 2.080. A listing of the officials assigned to your tournament will be posted online in the Schools Center under IHSA State Series Hosting (Box H). Officials will be compensated directly from the IHSA using ArbiterPay.
2. **Bench Officials:** We request that you secure EXPERIENCED Scorers and Timers for your tournament. Instruct them to carefully read the Scoring and Timing Regulations which are printed in the Official Basketball Rules Book. You may also want to download the instructions to Scorers and Timers located in this Manual.
3. **Admission Prices:**

Per IHSA Board Policy 22, GoFan Digital Tickets will be the exclusive digital ticket option available for this sport at the Regional, Sectional and Super-Sectional levels of the State Series. The IHSA Office must approve any exceptions.





**Regional Quarterfinal**--\$6.00 per game

**Regional Semis and Final** – GoFan Digital Ticket: \$6.00 per day

**Sectionals** – GoFan Digital ticket: \$7.00 per day

**Super-Sectionals** – GoFan Digital ticket: \$9.00 per game

**State Final** – [GoRedbirds.com/tickets](https://www.goredbirds.com/tickets) \$11.00 per session

Cash Ticket: \$7.00 per day.

Cash Ticket: \$8.00 per day

Cash Ticket: \$10.00 per game

Cash Ticket: \$12.00 per session

(Baby in arms = Free Admission)

4. Legal Game Basketballs: **Wilson EVO NXT**

5. Awards: Refer to Section X of the Terms and Conditions.

6. Local Tournament Information: Local tournament managers are **strongly** urged to send tournament information and ticket purchase information to schools assigned to their tournaments. If limited seating is available, it is suggested that you work out a ticket allotment plan that is in the best interests of everyone concerned.

INQUIRIES: Please direct all inquiries concerning the 2024-25 IHSA Girls State Basketball Tournament Series to Beth Sauser, Asst. Executive Director at the IHSA Office, (309) 663-6377/ [bsauser@ihsa.org](mailto:bsauser@ihsa.org), or Coordinator of Sports, LeAnna Mutchler [lmutchler@ihsa.org](mailto:lmutchler@ihsa.org).



# General Manager Instructions

## 1. AIM

It is the goal of the IHSA staff and the Board of Directors to conduct outstanding state championships in Girls Basketball. Thank you for your contributions to this year’s version of MARCH MADNESS! We look forward to an exciting state tournament series.

## 2. TOURNAMENT PLANS

The Local Manager may develop a tournament calendar, from the time of host site selection through the sending of his/her final report to the IHSA Office. The Local Manager should organize the dates on which certain tasks must be accomplished, i.e., local media interviews, volunteer/staff meetings, “Instructions to Competing Schools” mailings, printing programs, ticket table, etc.

## 3. COMMITTEES AND HELPERS

Tasks associated with certain committees may include the following:

- |                                       |   |
|---------------------------------------|---|
| 1. Tickets: sale and redemption       | 6. Press: seating and reporting   |
| 2. Preparation of informational signs | 7. Assignment and care of dressing/locker rooms: competing teams, cheerleaders, and Floor Officials |
| 3. Security                           | 8. Scoreboard operation   |
| 4. Floor and Bench Officials          | 9. Concessions  |
| 5. Parking                            |   |

Make sure all volunteers are thoroughly informed of their duties. It may be helpful to provide written instructions for each committee member. At the games, volunteers can be designated with a nametag, badge, or like-colored shirts.

## 4. ORGANIZATION

### Community Assistance

To gain community support for your tournament, engage local civic clubs or the school Booster Club as volunteers.

### Hospitality

If possible, offering a Hospitality Room to visiting coaches, administrators, officials, and media adds to the enjoyment of your tournament personnel and helps to create a spirit of sportsmanship.

## 5. PROMOTION

### Programs *(See Royalty Policy on the IHSA Licensed Vendor page in Handbook)*

Providing a tournament program adds to the enjoyment of fans attending the games. It should include the roster (players’ numbers, first and last names, and other data) and any pertinent information about each team competing in the tournament. You may also include team pictures, sportsmanship reminders and school policies. This, however, is not a requirement for your tournament.

### Radio and Television *(see Terms & Conditions for specific media requirements)*

Local radio and television stations may be interested in broadcasting the tournament or announcing the playing schedule.

## 6. COURTESIES TO TEAMS

### Parking Space for Buses

Most of the visiting teams will travel by bus or van. Parking space near the gymnasium is preferred for the team/fan buses or vans.

### Instructions for Competing Teams

Be sure that all schools in your tournament are given adequate notice of the exact time when they are to play, when the gymnasium doors will be opened, location of dressing rooms, ticket prices, etc.

## 7. EQUIPMENT AND GYMNASIUM

### The Basket Assembly

Backboards and basket rings for IHSA Tournaments must adhere to specifications in the NFHS Basketball Rules Book

### The Floor

The floor should be attended to with dust mops after each half.



### Court Markings

The Host Manager should be certain that all court markings comply with NFHS specifications as stated in the 2024-25 NFHS Basketball Rules Book.

### Safety Zone

To maintain the integrity of the playing surface and protect competitors, local managers will create a safe zone *along the entire length of both baselines* that will be devoid of any persons (such as cheerleaders or media personnel) or other obstructions. This safe zone will extend a minimum of three (3) feet from the baseline *on each side of the floor* towards the facility's back wall, stage, or bleachers.

## 8. HEALTH AND SAFETY

It is advisable to have a certified athletic trainer in attendance. **An AED must be on site and readily available near the court.**

## 9. SPORTSMANSHIP

The ideals of good sportsmanship must be maintained at all times. Persons who refuse to cooperate should be reported to tournament management. If necessary, they should be removed from the premises.

## 10. PLAYING SCHEDULE

All team pairings and playing schedules are drawn in the IHSAA Office. They are released online following the team seeding process. Under no circumstances can changes be made in the pairings or in the order of games without permission from the IHSAA Office.

## 11. PRESS ARRANGEMENTS

For additional media information, refer to the [News Media Center](http://www.ihsa.org) of the IHSAA website ([www.ihsa.org](http://www.ihsa.org)).

### A. Score Reporting

Report your score final online via the IHSAA ScoreZone in your School Center, under Box H. **Complete the ScoreZone Report on the IHSAA website immediately following each game.** When reporting the results to ScoreZone and the media, ensure their accuracy. (team and name spellings, the scores are in proper order, etc.)

### B. Press Facilities

- 1) Working Space**—Managers are encouraged to honor requests for credentials from legitimate news media personnel. Space shall be set aside to provide for news media representatives covering the tournament, whether they are from newspapers, radio stations, or commercial/cable television stations. A "working press box" can consist of tables and chairs at courtside or on a stage or an extension of the scorer's bench at courtside.
- 2) Press Parking**—Reserved parking space for news media representatives should be provided near the gymnasium.
- 3) Post-Game Interviews**—A designated press interview area near the dressing rooms following the game(s) should be available to the news media, and the post-game procedure should be communicated to the media and the coaches of the participating teams.
- 4) Photographers**—Photographers should be informed of restricted areas from which they may work.
  - Photographers shall not enter the dressing room.
  - Spectator use of electronic lighting (flash photography) shall not be permitted during play.

Credentialed news photographers shall be permitted access to the gym floor at the conclusion of the competition to shoot jubilation photographs of players, coaches, fans, etc. Photographers shall be instructed by Local Managers when to retreat from the gym floor so that award presentations may get under way.

#### 5) Originating Radio Stations:

In allocating space for radio stations to originate broadcasts of the tournament, priority is given: 1) to stations which cover the competing teams; 2) the stations representing the site of the host school; 3) then to the stations which cover the geographic region involving the site and competing teams; 4) and finally to other stations.

As a rule, stations broadcasting games will be limited to a set of three (3) credentials.

#### 6) Spot News TV Credentials:

Over-the-air and/or cable television stations may request credentials to send a film crew to the tournament (game) to shoot footage only for newscasts on that station. This is not approving a tape delay telecast of the complete game for playback. Every effort should be made to provide credentials and space for television spot news film crews in line with the [IHSAA News Media Credential Policy](#).

In allocating space for television station film crews, priority is given to 1) stations covering the competing teams; 2) stations representing the host school; 3) stations which cover the geographic region involving the competing schools and host site; 4) other stations.



**7) Media Coverage & Rights Fees for Broadcasting:**

**Coverage**

1. State Series hosts should work to accommodate media members with space to cover State Series events whenever possible.
2. For State Series events, the IHSA Press Box Policy should be used as a guide for determining media press box access should space become an issue.

**Broadcasting**

1. Radio or audio-only internet broadcasts are not subject to a broadcast rights fee at the Regional, Sectional, or Super-Sectional levels. A \$100 fee exists at the State Final round, pending approval by the IHSA after completion of the IHSA's broadcast application form.
2. If a State Series contest/event is broadcast on the NFHS Network, then there are no rights fee due and no other video streaming/TV broadcasts will be allowed, pending special permission from the IHSA.
3. If a State Series contest/event is not broadcast on the NFHS Network, then the broadcast rights may be purchased to broadcast via video streaming/TV pending approval by the IHSA after completion of the IHSA's broadcast application form.
4. Broadcast application forms can be accessed by Googling "IHSA Broadcast Applications" or directly at [IHSA.org/News-Media/News-Media-Center/Broadcast-Applications](http://IHSA.org/News-Media/News-Media-Center/Broadcast-Applications)

**12. REPORTS TO IHSA OFFICE**

The **Financial Report** will be available for you to reconcile following the tournament.

**Officials Fees**—Officials will be compensated **directly by the IHSA using the ArbiterPay.**

**13. TICKETS**

**A. Admission Fees**

Per IHSA Board Policy 22, GoFan Digital Tickets will be the exclusive ticket option available for this sport at the Sectional and Super-Sectional, and State Final levels of the State Series. Any exceptions must be approved by the IHSA Office. 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.)

**Regional Quarterfinal--\$6.00 per game**

**Regional Semis and Final – GoFan Digital Ticket: \$6.00 per day**

**Sectionals – GoFan Digital ticket: \$7.00 per day**

**Super-Sectionals – GoFan Digital ticket: \$9.00 per game**

**State Final – [GoRedbirds.com/tickets](http://GoRedbirds.com/tickets) \$11.00 per session**

**Cash Ticket: \$7.00 per day**

**Cash Ticket: \$8.00 per day**

**Cash Ticket: \$10.00 per game**

**Cash Ticket: \$12.00 per session**

**B. Season/Presale Tickets**

1) If requested, host schools must provide presale tickets to schools competing in Regional finals. Requests for presale tickets at the Regional finals must be made by Monday, February 17. Competing teams are responsible for all the presale tickets they are given. All unsold tickets must be returned to the host at least three (3) hours prior to game time.

2) **Sectionals and Super-Sectionals:** Using **GoFan Digital Ticketing**, restricted tickets will occur in team sports for IHSA State Series contest if it is determined to be prudent by the host school, if requested within 72 hours before the event by a competing school, or upon request by the IHSA office. **Restricted tickets** refer to an allotment established for each competing team.

**C. Consider Convenience and Comfort of Patrons**

1) Avoid long waiting periods for people to get into the gymnasium. The ticket personnel should be at their posts at least one hour before the session starts and, if general admission is being sold, doors should open at a specified and advertised hour.

2) Regional Host Managers have the option of using **Go Fan**.

3) All artificial noise-making devices shall be excluded from the gymnasium. The use of band instruments shall be limited as explained in the Terms and Conditions Tournament Policies IX E. Only cheerleaders may use megaphones.

**D. Competing School Fan Locations**

The Board suggests Local Managers seat spectators from each competing school on the opposite side of the gymnasium. Managers should also be cognizant of rivalries when assigning seating to spectators on the respective sides of the gymnasium in a two-game session.

**E. Super-Sectional Winner Distribution of State Final Materials**

Shortly before each Super-Sectional game, the IHSA office will ship a packet to each Super-Sectional manager containing instructions and other documents for the winning team's advancement to the State Final Tournament. It is the responsibility of the Super-Sectional manager to give the package to the Athletic Director (or designee) of the Super-Sectional game winner.



## 14. COMPETING TEAM PASS LIST

Prior to the start of the first round of tournament play, competing schools should submit a Pass Gate list to the tournament manager; this can be found elsewhere in this Manual. **Only school administrators or team personnel should be included on this list.** Persons on a pass list will be admitted free of charge.

## 15. TOURNAMENT TIME SCHEDULE

### A. See Terms and Conditions and IHSA website for time schedule

**B. Introduction of Players.** The five (5) starting players and the head coach of the visiting team and the five (5) starting players and the head coach of the home team should be introduced. Following player introductions, the floor officials will be introduced by name and position. Tipoff will follow the National Anthem and player introductions. Both should be completed by the published tipoff time.

**C. Required Announcements.** PA Announcements should be made at least once each game or session, as per included guidance. (Required announcements are in this manual.)

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

## 16. BULLETINS TO GUESTS, VISITING SCHOOLS

All Local Managers are requested to develop a set of "Instructions to Competing Schools" and email to a) personnel from the visiting schools (administrators, coaches), b) personnel from the host school who will have the responsibility for the proper conduct of your tournament (bench officials, team hosts, ticket sellers, etc.), c) the floor officials d) the news media. These "Instructions to Competing Schools" should be sent in advance of the tournament. Information that may be included:

### A. General

1. Provide the schedule and location of the tournament venue
2. Give instructions for finding parking, check-in rooms, rest rooms, etc.
3. Provide the price of admission.
4. Mention if a Hospitality room is available
5. Remind teams of which team is home (top of the bracket) and away.
6. Instructions for furnishing the roster and starting lineup to the scorekeeper.

### B. Sportsmanship

1. Make it very clear that members of teams are to conduct themselves responsibly.
2. Each administrator should be reminded that an accredited faculty member should be present and responsible for the conduct of the competitors and fans from their school during the tournament.

### C. Dressing Room Arrangements

An attendant should be assigned to each dressing room and should remain on duty while the team is playing. It is important that the equipment and personal property of the visiting teams be always safe guarded.

## 17. TOURNAMENT MANAGER CHECKLIST

### A. General Administration Should:

1. Be available during and after sessions, and between sessions in a multiple-game session.
2. See that all helpers are in their places and performing their duties.
3. Deliver scorebooks to Bench Officials 30 minutes before each session and retrieve them at the end of each session.

**B. Ticket Personnel Should:** Be present least one hour before the start of each session and be responsible only for the sale/redemption of tickets and the care of money.

### C. Locker Rooms (Teams and Officials):

1. Be on the job 45 minutes before session begins and remain until the last team (person) has left.
2. Keep spectators out of team dressing rooms.

### D. Person in Charge of News Media Should:

1. Have a "press box" seating chart and assist news media in locating their positions.
2. Distribute special instructions or packets of information designed for the news media.
3. Report game results online in the IHSA ScoreZone.
4. Make sure that only the videotape crews from the schools competing in the game in progress are taping the game.



## 18. FLOOR OFFICIALS

The floor officials for each tournament are appointed by the IHSA Office. Confirm the Officials assigned to each game in your IHSA School Center Hosting area. Be sure to contact the officials with specific information about location, parking, etc.

Parking space and a private dressing room should be provided for the floor officials.

Current basketball rules (Rules 2-2 through 2-8) empower floor officials to make decisions for infractions of the rules, whether within or outside the boundary lines, from the 15-minute warm-up prior to starting time, through the approval of the final score.

Be insistent that:

1. The floor officials are on the floor for the 15-minute warm-up prior to the start of the game (or immediately following the conclusion of the preceding game of a session in which more than one game is played).
2. The floor officials approve the final score by affixing their signatures to the official scorebook.

## 19. BENCH OFFICIALS

The responsibilities of the Scorers and Timers are outlined in the "[Instructions to Scorers and Timers](#)", which can be found later in this Managers Manual.

Be sure your Scorers and Timers are provided with audio devices that can be heard. Their table should be located on the side of the court as outlined in Rule 2-2.

Note: **The official scorer is required to wear a black and white vertically striped garment.**

## 20. GENERAL ADMINISTRATION

### A. Team Benches

**1) Teams are limited to a maximum of 22 individuals from their school on the team bench.**

**2) Players in Team Uniform** There is no limit to the number of dressed players on the bench, provided the maximum number of individuals does not exceed the 22-person limit.

### B. Awards/Trophy Presentation

Awards are supplied by the IHSA and shall be presented to the Regional, Sectional, and Super-Sectional winner immediately following the championship game of each tournament.

**1)** Awards will be shipped directly to the Regional, Sectional and Super-Sectional sites. Upon receipt, please examine the award for damaged or missing pieces. If the plaque has not arrived 5 days before the tournament or has been damaged in shipment, please call the IHSA Office.

**2)** It is appropriate to present the winning team with the nets used during the championship game. **Do not allow players or coaches to cut the net down.** Game management should remove the nets from the goals.

### C. Cheerleaders

A maximum of 12 varsity Cheerleaders, one Cheerleading Coach, and one Mascot in uniform of the competing teams are allowed entrance, provided:

**1)** The names of the Varsity Cheerleaders, Coach, and Mascot are provided in advance by the participating schools.

**2)** They appear in their cheerleading uniform (or school mascot)

**3)** IHSA by-law 4.080 is applied to all tournament contests: "All cheers, performances, routines, or other activities conducted by a school's spirit squads shall be conducted in accordance with the Spirit Rules published by the NFHS."

**4)** The cheers they use are appropriate and cannot be construed as being unsportsmanlike or in poor taste (Bylaw 2.040).



## Required Public Address Announcements for Girls Basketball State Series Tournaments

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

### **(ANNOUNCE BEFORE THE START OF EACH GAME OR EACH SESSION)**

Welcome to tonight's IHSA Girls Basketball tournament game. 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 all fans in attendance. Let's all be active participants in creating a positive atmosphere and a memorable high school experience for all our players at tonight's contest.

### **(ANNOUNCE BEFORE THE START OF EACH GAME)**

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

### **(ANNOUNCE BEFORE THE START OF EACH GAME)**

The possession, distribution, sale possession and or consumption of alcoholic beverages and other illegal substances 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. Event staff will enforce this policy rigorously.

### **(ANNOUNCE PRIOR TO THE START OF EACH GAME)**

At this time, \_\_\_\_\_ (insert school name) would like all fans to know that the AED is located \_\_\_\_\_ (insert location). Please make a mental note of this location in the event of a cardiac emergency.

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

This game is part of the state-wide basketball series known as **America's Original March Madness**. On behalf of the 800+ member schools of the Illinois High School Association, welcome to tonight's game between \_\_\_\_\_ (Visitor) and \_\_\_\_\_ (Home). We invite you to enjoy tonight's version of **March Madness!**

### **(ANNOUNCE BEFORE THE START OF EACH GAME)**

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

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

Wilson Sporting Goods Co. is proud to call Illinois home and be the Official basketball of the **IHSA**. For athletes to perform their best, they require the best, and that's what Wilson has delivered for over 100 years. Learn more at [Wilson.com](http://Wilson.com). **Wilson--MORE WIN!**



**(ANNOUNCE ONCE DURING THE GAME OR SESSION)**

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 DURING THE GAME OR SESSION)**

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

**(ANNOUNCE ONCE DURING THE GAME OR SESSION)**

[www.ihsa.org](http://www.ihsa.org) is the address for the IHSA. Check it out anytime you want to learn immediately what's happening with high school activities throughout Illinois. You can also follow the IHSA on Facebook & Twitter by clicking on the Facebook and Twitter links located on the IHSA homepage.

**(ANNOUNCE ONCE DURING THE GAME OR SESSION)**

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 start literally 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 END OF HALF-TIME OF EACH GAME EACH SESSION)**

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 DURING THE GAME OR SESSION)**

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 who 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 ONCE DURING THE GAME OR SESSION)**

The N F H S Network is your home to watch high school sports live on the internet. If you can't make it to the big game, including IHSA State Championships, then stream it live on your phone, tablet or TV via the app. The N F H S Network...High School Happens Here.

**(ANNOUNCE ONCE DURING THE GAME OR SESSION)**

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.





## Girls Basketball State Series Ticket Availability

Plans for distributing tickets to the 2025 IHSA Girls Basketball Tournament have been established by the Board of Directors. **GoFan is the official digital ticketing partner of the IHSA**, and the IHSA is using GoFan as our digital ticket resource for the State Series.

### **Presale Ticket Purchase**

A digital ticket is a ticket that is purchased and redeemed directly on a smartphone. Digital tickets can be purchased and downloaded using from the GoFan app on an iPhone or Android device, or the GoFan website (gofan.co).

### Ticket Prices

Statewide prices have been adopted for all Girls Class 1A, 2A, 3A, and 4A state series tournaments.

#### **General Admission**

**Regional Quarterfinal**--\$6.00 per game

**Regional Semis and Final** – GoFan Digital Ticket: \$6.00 per day

Cash Ticket: \$7.00 per day

**Sectionals** – GoFan Digital ticket: \$7.00 per day

Cash Ticket: \$8.00 per day

**Super-Sectionals** – GoFan Digital ticket: \$9.00 per game

Cash Ticket: \$10.00 per game

**State Final** – GoRedbirds.com/tickets \$11.00 per session

Cash Ticket: \$12.00 per session

(Baby in arms = Free Admission)

#### **Tickets for Regional Tournaments**

Regional hosts will have the opportunity to use GoFan ticketing for their tournament.

On the Host Agreement form, complete the question asking if you prefer to use digital tickets. If “yes,” the IHSA office will include your school in the GoFan schedule, and your tournament games will appear on the GoFan website.

Cash tickets may also be utilized at the Regional level.

#### **Tickets for Sectional and Super-Sectional, and State Final Tournaments**

Per IHSA Board Policy 22, GoFan Digital Tickets will be the exclusive ticket option available for Girls Basketball at the Sectional and Super-Sectional levels of the State Series. The IHSA Office must approve any exceptions.

#### **Posting State Series Tickets for Sale**

The IHSA and GoFan will post the tickets for each game of the State Series.

If you are a GoFan school, the IHSA will still post the game to maintain financial report continuity within the tournament, but the contest will display in your HQ page.



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\*: \_\_\_\_\_

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



### State Series Awards Delivery Information For Tournament Managers

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

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



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

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



IHSAA 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 IHSAA 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



# General Information

2024-25 Academic School Year

Illinois High School Association

# 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





# 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.*

# 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 lightning. Suspend play for at least 30 minutes and vacate the outdoor activity to the previously designated safer location immediately.
  - b. 30 minutes rule. Once play has been suspended, wait at least 30 minutes after the last thunder is heard or lightning is witnessed\* prior to resuming play.
  - c. Any subsequent thunder or lightning\* after the beginning of the 30-minute count will reset the clock and another 30-minute count should begin.
  - d. When lightning-detection devices or mobile phone apps are available, this technology could be used to assist in making a decision to suspend play if a lightning strike is noted to be within 10 miles of the event location. However, you should never depend on the reliability of these devices and, thus, hearing thunder or seeing lightning\* should always take precedence over information from a mobile app or lightning-detection device.  
\*- At night, under certain atmospheric conditions, lightning flashes may be seen from distant storms. In these cases, it may be safe to continue an event. If no thunder can be heard and the flashes are low on the horizon, the storm may not pose a threat. Independently verified lightning detection information would help eliminate any uncertainty.
4. Review the lightning safety policy annually with all administrators, coaches and game personnel and train all personnel.
5. Inform student-athletes and their parents of the lightning policy at start of the season.

## EVACUATION PLAN

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

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

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

# Wet Bulb Globe Temperature

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.



## STUDENT MEDIA CREDENTIALS FOR PARTICIPATING SCHOOLS

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

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

Student media who are registering for credentials are expected to maintain a level of professionalism while covering this event. That includes no cheering while in the press box or game coverage area. Proper attire is also required. Wearing school shirts and colors is acceptable, but students wearing face paint, costumes, carrying props, etc. will be required to change before receiving credential clearance.

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

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

## VIDEO TAPING STATE FINALS FOR COACH FILM BREAKDOWN

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

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

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



INTERNET VIDEO BROADCASTING INFORMATION

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

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.



## **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>.*

# School's Responsibility: Sportsmanship



## SCHOOL'S RESPONSIBILITY TO AN OFFICIAL PRIOR TO THE SEASON

1. Send a reminder card or email to the officials after you have them scheduled.
2. Reminder should include date of contest, time, level, location and sport. Even though many schools and conferences have assignment chairpersons, sending a reminder is highly recommended. When an official does not show, people in your community won't know who the assignment chairperson is, but they do know the athletic director. Avoid embarrassment.
3. Have a standard wage scale set for your different sports and levels and a method in place to raise the pay periodically.
4. If possible, let the working officials know who their partner(s) will be.
5. Hire police and security along with medical assistant or athletic trainer coverage for events whenever possible.
6. Set a policy with your school board on fan, coach and player behavior.
7. Make sure all officials have a contract that is signed by your school—preferably by the principal or IHSA Official Representative.

## SCHOOL'S RESPONSIBILITY TO AN OFFICIAL PRIOR TO THE CONTEST

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

## SCHOOL'S RESPONSIBILITY TO AN OFFICIAL DURING THE CONTEST

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

## SCHOOL'S RESPONSIBILITY TO AN OFFICIAL AFTER THE CONTEST

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

# Do What's Right! Sportsmanship



## DWR Expectations

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.