

Drama and Group Interpretation



2024-25

Manual for Schools and Managers



Illinois High School Association
2715 McGraw Drive / Bloomington, IL 61704
Tel 309.663.6377 / Fax 309.663.7479/ www.ihsa.org



2024-25 Drama and Group Interpretation Table of Contents

School Information1-18

- Terms and Conditions 2-9
- Terms and Conditions Changes 10
- Background Information 11
- Standardized Dates 12
- Submitting List of Participant Instructions 13
- Judges Top 15 List Form..... 14
- Additional Awards Order Form 15-16
- Replica Awards Order Form 17-18

Tournament Manager Information19-46

- Manager Cover Letter 20
- Important Dates 21
- Manager Information for State Series..... 22-24
- Manager Checklist..... 25-27
- Winners Report Instructions 28
- Drama Contents Committee Members Report..... 29
- Judges Conformation Letter 30
- Effective Judging Critique 31
- Instructions for Contest Play and Group Interpretation Room Chairs and Timekeepers 32
- Drama Load/Unload Time Sheet..... 33
- Drama Time Sheet 34
- Contest Play Ballot 35
- Contest Play Critique Form 36
- Group Interpretation Time Sheet 37
- Group Interpretation Ballot..... 38
- Group Interpretation Critique Form 39
- Drama Protest Form 40
- Tentative Budget Information 41
- Tentative Budgets Form..... 42
- Financial Report 43-44
- Regional/Sectional Ties Awards Order Form 45
- Awards Delivery Information 46

General Information47-52

- Emergency Action Plan & Venue Specific Action Plan 48-49
- Licensed Vendor Policy 50
- Sportsmanship 51-52



School Information

2024-25 Academic School Year

Illinois High School Association



Terms and Conditions

In accordance with Section 1.450 of the IHSA Constitution, the Board of Directors has approved the Terms and Conditions governing the 2024-2025 IHSA Drama Tournament Series.

I. SCHOOL CLASSIFICATION

Competition in the IHSA 2024-2025 Drama Tournament Series will be held for all member schools without classification.

II. DATES AND SITES

A. The state shall be divided into six (6) Sectionals. The number of competing schools, travel distance, geographical location and the number of entries shall be primary factors in the determination of number and boundary lines for these Sectionals.

B. Dates for the contests are:
Sectional March 21-22, 2025
State Final March 28-29, 2025

C. Sites for Sectional contests shall be posted on the IHSA website at www.ihsa.org.

D. The State Final Drama Contest site is Richards High School, Oak Lawn, IL.

III. ONLINE ENTRIES, WITHDRAWAL PROCEDURES, ELIGIBILITY, AND ONLINE LIST OF PARTICIPANTS

The policies for Original Entry Deadlines, Late Entries and Late Withdrawals shall be the policies and procedures regarding entries for all IHSA-sponsored activities, included in the 2024-2025 Entry Policies and Procedures which 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. **The deadline for entry is November 1, 2024.** The 2024-25 Entry Policies and Procedures outlining the online entry procedures for all IHSA-sponsored tournaments can be found in the Schools Center on the IHSA website.

Competing schools are responsible for Event Fees as described in Section IV. **Checks for Event Fees should be made payable to the host school for Sectionals and to Richards High School for the State Final.**

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/activity. The penalty for late entry shall be a payment of \$100.00.

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

1) To withdraw without penalty, the school principal must notify the IHSA office, in writing, of the school's team withdrawal from Drama State Series prior to **December 1.**

2) Withdrawal after **December 1** but before **January 30, 2025** will result in a school being liable for payment of a \$100.00 late withdrawal penalty.

3) If a school withdraws one or both entries after **January 30, 2025**, the school shall be liable for all event fees (\$100 for Contest Play, and/or \$100 for Group Interpretation, and/or \$25 for Short Film, and/or \$25 for Musical Theatre) for each event withdrawn and shall be assessed an additional penalty in the amount of **\$500.**

4) If a school does not officially withdraw and/or does not show up for competition at any level of the state series, the school will be assessed the penalties in "2" and "3" above and if applicable, the school may be charged for any additional financial loss sustained by the offended schools or the Association as a result of such breach (*Judges' fees if applicable*). **The school shall also be considered in Breach of Contract under the terms of the IHSA By-law 6.040, and the matter shall be reported to the IHSA Board of Directors for disposition.**

D) Eligibility:

All member schools in good standing may enter 1 (one) team in *Contest Play* and 1 (one) team in *Group Interpretation* under the provisions of IHSA By-law 4.071. Each school may have one (1) entry for Short Film and one (1) entry for Musical Theatre at the State Final Level only. The principal is the official representative of his/her school in all interscholastic activities, and the responsibility for seeing that all students from his/her school entered in Drama contests are eligible under the rules shall rest with the principal. All correspondence with the IHSA Office must be conducted through the principal.

In each contest in which a school is represented, the principal shall have present, an adult, preferably a member of the faculty, who shall supervise and be responsible for the conduct of the participants and other persons from the school. A school's failure to comply with this provision shall result in disqualification of its contestants.

E) Online List of Participants:

1) List of Participants Deadline

Each school must complete the **Online List of Participants by the deadline date of January 30, 2025.** The deadline date of January 30, 2025 shall only include the performance title and author, not the entire cast list. **The entire final cast list shall be due online March 10, 2025** (standardized date of the first Monday of week 36) prior to sectional competition. It is no longer necessary for the principal to sign the form. If a school does not submit the Online List of Participants by the deadline, coaches and/or participants from the school are subject to penalties which could include, but not be limited to being ruled ineligible to compete in the State Series **and/or charged \$500.00.** **Confirmation of receipt of Online List of Participants:** Schools should login to their School Center site on the IHSA website and go to the Activity Tracker. The Activity Tracker will show "Completed", if you have checked the button indicating you have finished with your report. If it doesn't indicate "Completed", then you must go back into your schools List of Participants and check the button on the Online List of Participants indicating you are finished with your report.

Note: All participants must be eligible students under the provisions of IHSA By-law 4.071. (This includes all cast and crew members.)

2) Entry Limitations



a. Schools are permitted one entry in Contest Play and one in Group Interpretation at the Sectional Contests.

b. Individual students may participate in both Contest Play and Group Interpretation.

c. No individual or school may perform any of the same lines from a given piece of literature in the Contest Play and/or Group Interpretation competition more than once in any five (5) year period.

d. No school may perform any part of the same piece of literature in Contest Play and/or Group Interpretation in the current year.

e. Substitutions and changes in entries may be made prior to the final date for acceptance of Original Entries, by notifying the IHSA Office in writing.

f. Substitutions and/or additions for personnel in Contest Play and Group Interpretation at any contest may be made provided the local contest manager and the IHSA office are notified at least one (1) day prior to the contest. Exceptions may be permitted only in cases of illness or other extenuating circumstances and provided the principal attests in writing that the substitute is eligible.

IV. HOST FINANCIAL ARRANGEMENTS

A) Schools will be required to pay event fees for all entries listed on the Assignment page which can be found on the IHSA website at www.ihsa.org after December 1. No contestant from a school will be permitted to compete if such fees are not paid. Checks for event fees should be made payable to the host school for Sectionals and to Glenwood High School for the State Final. Event fees shall be:

	Sectional	State
Contest Play	\$100.00	\$100.00
Group Interpretation	\$100.00	\$100.00
Short Film (mail to IHSA)		\$25.00
Musical Theatre (mail to IHSA)	\$25.00	

B) Special Costs:

If the properties and equipment for any Contest Play entry are not readily available at the host school, then the school desiring such items must assume responsibilities both for securing and transporting them.

C) Judges Fees:

Judges Fees shall be:

Sectional	
Contest Play	\$25.00 per play judged
Group Interpretation	\$20.00 per performance judged
State Final	
Contest Play	\$25.00 per play judged
Group Interpretation	\$20.00 per performance judged

Any judge who drives more than 70 miles round trip to the site of any contest in the IHSA State series shall be reimbursed a travel allowance of \$.45 per mile in excess of 70 miles round trip. Reimbursement shall be directly from the IHSA office upon the judges' submission of a travel report form to be provided by the IHSA through the contest managers.

V. TOURNAMENT ASSIGNMENTS

Sectional Assignments can be found online at www.ihsa.org after Dec. 1.

VI. TOURNAMENT STRUCTURE AND TIME SCHEDULES

A) Contest Management:

In all cases in which a member school is selected as a contest site, the principal of the high school shall assume responsibility for the contest. The principal may, however, delegate the authority to manage the contest to another staff member. In case the site is not located in a member school, then the IHSA Board of Directors shall appoint a local manager. Contest managers shall be responsible for all aspects of contest administration.

B) Contest Committee:

A sectional committee will be appointed by the IHSA Director to be comprised of the Sectional Manager and (3) three directors from (3) three different schools assigned to the contest site while striving to have a balanced representation of Contest Play and Group Interpretation directors. The State Committee Member from each of the sectionals shall be one of the directors on the committee. Participating schools shall be notified of the names of the committee members after the committee is formed and all directors have accepted the responsibility.

The functions of the Contest Committee shall be:

- 1) to aid the manager in planning, organizing and administering the contest;
- 2) to tabulate the results. (Only committee members)
- 3) to interpret the rules when necessary; and
- 4) to serve as a panel to select contest judges.

All Sectional and State Final Committee members must be consulted about potential judges prior to the selection/hiring of any person. Written consensus of the committee shall be required for each judge employed.

For the State Final, a Contest Committee composed of the State Final Manager, Short Film-Musical Theatre Manager, six Standing-Committee Members, the six Sectional Managers, and additional support members shall be appointed by the IHSA Office to assist the Host manager in the running of the State Final.

Note: It is **recommended** that each sectional site conduct a sectional meeting prior to the contest to allow competing schools an opportunity to view the performance spaces and address any questions or issues prior to the contest. This meeting shall not be held during the regular school day.

C) Authority of Contest Manager and Contest Committee:

- 1) Sectional Contests:

The contest manager shall be authorized to conduct the contest under the provisions of these Terms and Conditions. However, if a situation develops in which there is an apparent unfairness to a Drama Entry, and which is determined to be the result of an administrative or judge's error, the manager shall consult with his/her Contest Committee and determine the manner in which the situation shall be resolved. However, managers shall not have the authority to advance the Drama entry affected by an unfairness to the state contest. In addition, the manager shall be responsible to resolve questions of rules interpretation, to arbitrate disputes and to apply penalties for violations of contest rules. In all cases, he/she shall consult with the contest advisory committee prior to making a decision in any such matter. Decisions of the contest manager in all cases herein described shall be final.

The authority and responsibility of the contest manager and his/her contest committee shall end when results are announced at the contest awards assembly. Any question relative to contest rules or any aspect of the contest which arises



following the announcement of results shall be referred directly by the principal of the school involved to the IHSA Office. The IHSA Office will give consideration to questions relative to administrative and/or clerical matters only, and will do so only, through the end of the first Monday following the completion of the contest involved. In compliance with IHSA By-law 6.033, protests or challenges relative to the decision of any judge will not be considered.

2) State Final Contest:

The State Final Contest Committee shall be authorized to conduct the contest under the provisions of these Terms and Conditions. If a situation develops in which there is an apparent unfairness to a Drama Entry, and which is determined to be the result of an administrative or judge’s error, the Committee shall determine the manner in which the situation shall be resolved.

In addition, the Contest Committee shall be responsible to resolve questions of rules interpretation, to arbitrate disputes and to apply penalties for violations of contest rules. Decisions of the Contest Committee in all cases herein described shall be final.

D) Programs:

1) Sectional:

The order of performance for Contest Play and Group Interpretation shall be established by TourneyWire, except where adjustments are necessary to accommodate Friday night performances, to permit students to participate in two events and/or to separate identical selections. Competition shall begin on Friday evening, with schools being given opportunity to volunteer for a Friday evening performance time. If volunteers are not secured, the local manager and Contest Committee shall randomly assign schools for Friday evening performances.

2) State Final

a. Contest Play: Performance order in Contest Play shall be made randomly by the IHSA office. An attempt will be made to separate duplicate entries. Adjustments for double entries will be made as necessary.

Groups will then perform under the following time schedule in accordance with a performance order established by the IHSA Office:

Friday: Session 1 Session 2 Session 3
8:30 a.m. 1:30 p.m. 6:30 p.m.
9:45 a.m. 2:45 p.m. 7:45 p.m.
11:00 a.m. 4:00 p.m. 9:00 p.m.

Saturday: Session 4
8:30 a.m. 9:45 a.m. 11:00 a.m.

b. Group Interpretation: Performance order in Group Interpretation shall be made by the IHSA office. An attempt will be made to separate duplicate entries. Adjustments for double entries will be made as necessary. Groups will then perform under the following time schedule.

Friday: PRELIM A PRELIM B
Session 1 Session 3
8:00 a.m. 2:45 p.m.
8:40 a.m. 3:25 p.m.
9:20 a.m. 4:05 p.m.
10:00 a.m. 4:45 p.m.
10:40 a.m. 5:25 p.m.

Session 2 Session 4
11:50 a.m. 6:40 p.m.
12:30 p.m. 7:20 p.m.

1:10 p.m. 8:00 p.m.
1:50 p.m. 8:40 p.m.

Post Finalists – Directly after the last performance
Saturday: 8:30 a.m. 11:00 a.m.
9:20 a.m. 11:50 a.m.
10:10 a.m. 12:40 p.m.
(1:30 p.m. if needed)

E) Tardiness or Absence:

If any group is not ready to perform at its scheduled time, the management shall be under no obligation to assign it a later hour and shall not so assign it if it would delay the program.

VII. ADVANCEMENT OF WINNERS

A) Advancement of Winners:

1) Contest Play: The winners of first and second places in each Sectional shall advance to the State Final. Ties for advancement will be broken according to Article VII-B-3.

2) Group Interpretation: The winners of first, second and third places in each Sectional shall be advanced to the State Final. Ties for advancement will be broken according to Article VII-B-4.

3) The Report of Sectional Winners will be completed online by the Sectional Manager. This shall be the official entry form for the State Final.

B) Determination of Winners:

1) Sectional (Contest Play and Group Interpretation): The five (5) judges’ rankings for each entry shall be listed by the contest manager. The highest ranking and the lowest ranking shall be discarded for each group, and only the three (3) intermediate rankings for each entry shall be considered in determining its final standing. The entry with the lowest total of intermediate rankings is the winner of the event; the next lowest is second, etc., through the list.

2) State Final Contest Play: The five (5) judges’ rankings for each entry shall be listed by the contest manager. The highest ranking and the lowest ranking for each play shall be discarded and only the three (3) intermediate rankings for each entry shall be considered in determining its final standing. The entry with the lowest total of intermediate rankings is the winner of the event; the next to lowest is second, etc., through the list.

3) State Final Group Interpretation:

a. Prelims: The rankings assigned by all five (5) judges in each preliminary group shall be listed and totaled by the contest manager. The highest ranking and the lowest rankings for each entry shall not be considered in determining its final standing in its preliminary group. The three (3) performances from each preliminary group with the lowest totals of judges’ rankings (after high and low are discarded) shall be advanced to the finals, along with any performance whose total of rankings is lower than the total of rankings for the third place performance in the opposite preliminary group.

b. Finals: Following completion of the finals, the five (5) final round judges’ rankings for each entry shall be listed by the contest manager. The highest ranking and the lowest ranking shall be discarded for each performance and only the three (3) intermediate rankings for each shall be considered in determining its final standing. The entry with the lowest total of



intermediate rankings is the winner of the event; the next to lowest is second, etc., through the list.

4) Ties: If a tie occurs in preliminary and/or final rounds, the tied entries shall be separated from all other entries and assigned relative rankings. If there is still a tie, then the ranks assigned by all five (5) judges will be considered, and the entry with the lowest total of five rankings will be declared the winner.

VIII. TOURNAMENT RULES

A) Contest Play:

1) Definition: Contest Play is an event in which students perform in and run (with adult supervision as necessary) an actual dramatic production, cut to fit within the time limits if necessary. Only IHSA eligible students are permitted to operate any technical equipment during the performances. Violation of this rule will result in disqualification.

2) Purpose: The purpose of Contest Play is to give students on-stage experience in acting and other theatre-related skills.

3) Selection: The choice of a presented play shall be from either published one-act plays or cuttings from longer published plays. Published adaptations written for the stage are permitted. Unpublished adaptations and plays that are published solely online are prohibited. Selections may be either serious or comedic in nature. The play shall not be an operetta or other musical presentation; however, background and incidental music will be permitted. Coaches must be able to produce, if requested by the contest committee, the original published script performed. Failure to produce such a copy shall result in disqualification from the contest. The Association assumes no responsibilities for the payment of royalties or other fees connected with the performance of any material in the Drama contest series.

4) Time Keeping:

a. Unload: Performing groups shall have a total maximum of fifteen (15) minutes elapsed time in which to unload their vehicle(s) and store their entire set in a designated storage area. Any group exceeding this time limit shall automatically be dropped one (1) rank per judge per 30 seconds overtime. If needed, groups will be allowed five (5) minutes after the set strike to move their set from the strike area to the designated loading area. Any group exceeding this time limit shall automatically be dropped one (1) rank per judge per 30 seconds overtime.

b. Set-up/Strike: Performing groups shall have a total maximum of twenty (20) minutes elapsed time in which they must both set up and strike the staging and set for performance (e.g. If sixteen (16) minutes are used to set up, then four (4) minutes are available for striking). Set up and strike time shall include any adjustment, addition or removal of lighting instruments and focusing projections on the cyc wall. When the set up is complete, the director may call for the cyc wall to be lowered, exposed, and may focus any effect to be used on that wall. The clock will NOT be stopped during this performance. Any group exceeding this time limit shall automatically be dropped one (1) rank per each 30 seconds. Each school may call for a non-timed safety check after its set is up. However, this check should be made only if there is a possibility of a failure in the power source from the host school or if there is the possibility of danger to the general welfare of the cast, crew and audience. The safety check may not be used to move props or readjust lighting or sound levels or anything that has to do with

set-up of the play. If a host site has difficulties or a dangerous situation arises, the committee members and host(s) of the contest will decide the necessary course of action.

The clock timing set-up for each performance shall be started when the first movement of any set pieces is made from the designated storage area to which the set was unloaded from the vehicle(s), and stopped at the cue of the director when the crew is off stage (wings or house). If a participant is injured during the set up and/or striking phase of the performance, the clock may be stopped by the manager until the emergency is addressed. After the performance, the clock will start at the cue of the director when the crew is off stage (wings or house) and be stopped when the last set piece is placed into the designated strike area.

Following this non-timed check, the set-up timing watches may be started again to permit the stage crew to make further adjustments within the time limit. No other start or stop of the watch shall be allowed.

c. Two (2) timers, using stopwatches, shall be required. No time signal shall be given by either timekeeper.

d. Prior to the start of the performance the director shall describe to the timers and a representative of the Contest Committee a precise moment of the initial cue and the final performance element. However, timing of the Contest Play production will begin with the first performance element and conclude with the final performance element. No element of production or performance, including any stage lighting, house lighting, or sound, may begin prior to the announcement of the play. Following the last element of production or performance, the stage shall go dark and actors shall exit. Projectors and computers or other electrical devices used must be completely dark before the start of the timing tool and shall be dark at the end in order for the timing tool to stop. No light or ghosting image should be seen before the timing tool starts, nor should it be visible after the timing tool has stopped.

e. **The time limit for Contest Play is 40 minutes. In Contest Play, if a timer's watch reads 40:30.00 or less, it is not considered a time violation. For each full 30 seconds of overtime, the contestants' ranking from each judge will be lowered by one ranking.** If both timers' watches confirm that a performance ran more than 40:30.01 minutes from the initial cue to the final performance element, the play shall be penalized one (1) rank per judge for each thirty (30) seconds of overtime. **For example, at 40:30.01, a performance is lowered one ranking from each judge. At 41:00.01, the performance would be lowered two rankings from each judge. This reduction is mandatory and will be administered by the contest management. The other performances' rankings will not be affected. At the State Final Contest only, no penalty will be assessed until one (1) minute beyond the specified time limit. For example, In Contest Play, if a timer's watch reads 41:00.00 or less, it is not considered a time violation. For each full 30 seconds of overtime, the contestants' ranking from each judge will be lowered by one ranking. For example, if both timers' watches read at 41:00.01, a performance is lowered one ranking from each judge. At 41:30.01, the performance would be lowered two rankings from each judge. This reduction is mandatory and will be administered by the contest management. The other performances' rankings will not be affected.**

5) Standards for Excellence: The Standards for Excellence are indicated on the Judges Critique Sheets and should be used to provide the basis for both performance and judging. Judging forms may be found on the IHSA website.



a. The judge's written evaluation should clearly identify the major strengths and weaknesses of the performance and specify the reasons for the ranking assigned.

b. Undue emphasis should not be placed on technical elements or judge's preferences, like or dislikes of literature. Acting should be of primary importance and within a supportive or unified concept.

B) Group Interpretation:

1) Definition: Group Interpretation is an event in which groups of three (3) or more students interpretively present literature.

2) Purpose: The purpose of Group Interpretation is to give students experience in the group performance of literature. The interrelatedness of the narrator(s), the movement of the literature, and character voices control the performance. Group Interpretation encourages students to create an ensemble performance which showcases their interpretive skills and group work without the aid of costumes, make-up, set or props. Successful Group Interp. performances should be based primarily on interpretation. Focus should be primarily off-stage, although mixed focus (a combination of off-stage and on-stage focus) is allowed.

3) Selection: The choice of a group interpretation to be presented for competitors shall be, but is not limited to prose, verse, drama, speeches, diaries, letters, essays, or compilations and original material.

4) Time Keeping:

a. Set-up/Strike: Groups will be allowed two (2) minutes to move the universal set pieces into the best set-up position behind the strike line or outside the performance box as determined by the contest management. The time limit for Group Interpretation Set-up & Strike is a total combined 5 minutes. For setup, once the director requests the clock to be stopped, it cannot be restarted. Group Interpretation takedown must be done in the remaining time not used in set-up. Any group exceeding this time limit shall automatically be dropped one (1) rank per judge per 30-seconds overtime. Any universal set pieces not being used by a performing school will be placed in a designated storage area after set-up timing is completed by combined host/performing personnel – this will not be counted on official set-up timing. The cast must enter the designated performance space after the production is announced and exit at the conclusion of the presentation. The entire cast (including musicians) must enter the designated performance space after the production is announced and exit at the end of the presentation.

b. Two (2) timers, using stopwatches, shall be required. No time signal shall be given by either timekeeper.

c. The director of each Group Interpretation shall describe to the timers and a representative of the Contest Manager, prior to the start of the performance, the precise moments of the initial cue and the final performance element. Timers shall use these suggestions as guidelines to start and stop watches. However, timing of the production will begin with the first performance element and conclude with the final performance element.

d. **The time limit for group Interpretation is 30 minutes. In Group Interpretation, if a timer's watch reads 30:30.00 or less, it is not considered a time violation. For each full 30 seconds of overtime, the contestants' ranking from each judge will be lowered by one ranking.** If both timers' watches confirm that a performance ran more than 30:30.01 minutes from the initial cue to the final performance element, the performance shall be penalized. **For example, at 30:30.01, a performance is lowered one ranking from each judge. At**

31:00.01, the performance would be lowered two rankings from each judge. This reduction is mandatory and will be administered by the contest management. The other performances' rankings will not be affected. At the State Final Round during the Final Round on Saturday only, no penalty will be assessed until one (1) minute beyond the specified time limit. For example, In Group Interpretation, if a timer's watch reads 31:00.00 or less, it is not considered a time violation. For each full 30 seconds of overtime, the contestants' ranking from each judge will be lowered by one ranking. For example, if both timers' watches read at 31:00.01, a performance is lowered one ranking from each judge. at 31:30.01, the performance would be lowered two rankings from each judge. This reduction is mandatory and will be administered by the contest management. The other performances' rankings will not be affected.

5) In the Sectional contests, Group Interpretation selections may be presented in a classroom or other appropriate performance spaces.

6) Standards for Excellence: The Standards of Excellence are indicated on the Judges Critique Sheets and should be used to provide the basis for both performance and judging. Judging forms may be found on the IHSAA website.

a. Gesture and pantomime should be used as justified by interpretation of the text.

b. At the discretion of the performing group, the script may be used.

c. Focus should be primarily off-stage. **On-stage focus should be used sparingly and with purpose** although mixed focus (a combination of off-stage and on-stage focus) is allowed.

d. Uniformed dress is **required**. Costuming is not allowed. Clothing that delineates specific character(s) worn by an individual or the entire cast shall be considered costuming. Clothing and accessories that are overtly representative of an era, setting, and/or movie/professional theatrical releases shall be deemed costuming and not allowed. All Group Interpretation performers must wear shoes.

e. Character makeup is prohibited.

f. **Live (in-person)** sound effects may be used, but music and or singing may be used only as background, to aid in transitions, or to establish mood. An electronic keyboard may be used but all sounds produced by the keyboard must be sounds that could be produced by a musical instrument and must be played live. While a book from a musical may be used, the production's musical numbers may not be used to establish characters or to advance the plot. The lyrics, however, may be incorporated as spoken dialogue.

g. Standardized Group Interpretation pieces (boxes, platforms, ramps) shall be provided by the host and used by all competing schools. The performance space will be carpeted, or a temporary carpeted flooring will be in place (provided by host). Performers, including musicians, are prohibited from performing underneath set pieces. While set pieces may be moved to represent a new general location, they may not be arranged to suggest a specific location. (For example, boxes may not be piled on top of each, turned on their sides or held by actors to represent specific formations such as walls, columns, doorways, or specific large props such as a desk.) Smaller pieces may not be used as hand-props. **Performers are not allowed to stand on chairs or stools.** Performers may stand on safe boxes, platforms, ramps, risers and stairs.

Group Interpretation shall be performed in a 20' x 20' space. When performing, all standardized GI pieces used must be placed inside the 20' x 20' performance space. Performers and musicians may perform outside of that space without penalty.



h. Props shall be prohibited; creative use of scripts shall not be interpreted as use of props.

i. Undue emphasis should not be placed on technical elements or judges' preferences, likes or dislikes of literature.

C) Short Film:

1) Definition: Short Film is an event in which students create an original video. Short films may be narratives, documentaries, animations, or other works.

2) Purpose: The purpose of Short Film is to give students experience in producing, directing and acting while using an electronic medium.

3) Selection: Short Film shall be original in nature and may be a collaborative effort between students.

4) Time Keeping: The length of the performance is no longer than 5 minutes from opening title screen to final credits.

5) Standards for Excellence: Judging will be based on creativity, effective storyline, technical aspects, acting, artistic merit, and overall presentation.

6) Fee: Schools are allowed to enter 1 (one) short film and the event fee per school shall be \$25. The check should be made payable to the IHSA and mailed to the IHSA at 2715 McGraw Drive, Bloomington, IL 61704.

7) Awards: This event would not count towards team trophy award points. This event would be in a rating format.

D) Musical Theatre:

1) Definition: Musical Theatre is a theatre performance where individuals utilize music in the form of song and/or dance. Three to six students perform a 10-minute musical theatre cutting that includes a song(s), dancing and acting.

2) Purpose: The purpose of Musical Theatre is to encourage students to effectively develop performance skills using music and acting.

3) Musical Theatre performances can be from one show. An introduction may be included in the 10-minute time length.

4) Time Keeping: The length of the performance is no longer than 10 minutes from the first sound or movement to the holding of the final movement or sound.

5) Standards for Excellence: Judging will be based on effective acting and singing, and/or dancing techniques and on the ability of the group to convey material written for or adapted for presentation as a musical or musical cutting. Standards of excellence may include but not be limited to: Characterization – Defines and develops character, established mood and setting, demonstrated understanding and created character(s) physically, vocally and musically, believable and consistent; Vocal/Music Delivery – Volume, pitch, pronunciation and articulation, timing and pauses, and energy; Physical Delivery – Movement, blocking and/or dancing appropriate for character situation, use of acting area, and poise; ensemble Effect – Ensemble playing, scene achieves climax; General – Overall Effectiveness.

6) Fee: Schools are allowed to enter 1 (one) Musical Theatre and the event fee per school shall be \$25. The check should be made payable to the IHSA and mailed to the IHSA at 2715 McGraw Drive, Bloomington, IL 61704.

7) Awards: This event would not count towards team trophy award points. This event would be in a rating format.

8) Royalties: The Association assumes no responsibilities for the payment of royalties or other fees connected with performance of any material in the Musical Theatre event.

E) Material Appropriateness:

Material presented by all contesting groups shall be appropriate for public performance by high school students. Any material which is inappropriate for public performance by high school students will not be tolerated.

1) The principal is required to see and approve both the selection and performance of all material including substitute material, to be used by contestants from the member school in the contest series.

2) IHSA By-law 6.010 will be applied in the event contestants utilize material which, upon investigation by the Executive Director, is determined to be inappropriate. By-law 6.010 states:

Any violation of the Constitution and/or By-laws, Terms and Conditions, IHSA Policies and Guidelines, and/or other rules of the Association, shall be reported to the Executive Director, who shall have authority to investigate all alleged violations. The findings of the investigation shall be made known to the school (or schools), person (or persons), alleged to have committed violation. The Executive Director shall then have full authority to invoke penalties against such school or persons found to have committed violations. Penalties shall include, but not be limited to, written warning or reprimand or requisite affirmation corrective action. Failure to take the corrective action required by any penalty shall be the basis for further action up to and including suspension and/or expulsion.

Note that these provisions include possible penalties against the school or individual persons found to have committed violations. This means that competitors, coaches, directors, and/or principals may be penalized directly for the use of inappropriate material in the IHSA Contests. A performance (language or action) which is a literal, symbolic or colloquial expression describing or naming anything which is profane and/or vulgar, whether or not suited to a specific character being portrayed, IS ALWAYS CONSIDERED INAPPROPRIATE!

3) Use of Inappropriate Material. If, in the opinion of any contest judge, material which is performed for his/her adjudication is inappropriate for public performance by a high school student, he/she may rank the performance down. Judges shall explain their opinions and actions in written critiques, and the contest manager shall forward a copy of the critiques to the IHSA office.

F) Special Rules and Limitations:

1) The following items are prohibited:

- fire
- firearms and explosives
- animals
- non-member school students

2) General Penalty for Violations by Contestants: Unless otherwise specified in the rules, the penalty for rules violations in any round of competition throughout the entire contest series shall be that the contestant's ranking in the round where the violation occurs be changed to last and the ranks of other contestants will be adjusted as necessary.

3) All competing schools must be in compliance with all provisions outlined by the host site in the qualifiers manual. Behavior deemed unsafe by a state official will first be given a warning and then penalties may include but not be limited to: warnings, lowering one rank per judge and/or disqualification.

4) Late Discovery of Violations: If a violation, the penalty for which is disqualification, is not discovered until after the close of the contest in which the violation occurred, the following procedure shall be followed:



a. The contestant, group or school shall nevertheless be disqualified and advancement to the next succeeding contest shall be denied if the violation is reported to the IHSA Office prior to the next contest.

b. The rankings of the other contestants in the event shall be revised upward.

c. If the violation is reported to the IHSA Office at least three (3) days prior to the next succeeding contest, the winners shall be advanced on the basis of the revised rankings.

d. If the disqualified individual, group or school has won any awards, such awards shall be returned to the IHSA Office. An attempt will then be made to redistribute these awards on the basis of the revised rankings mentioned above.

IX. TOURNAMENT POLICIES

A) 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.

B) Media Policies:

1) Media Personnel

a. Any media person wishing to take photographs will contact the Sectional or State Final manager to verify arrangements to set photos at the tournaments. Photographers are welcome to take photos in the commons area. Managers names and information can be found on the IHSA website or by contacting the IHSA Office.

b. Photography is NOT allowed in rooms during performances, however, media is invited and encouraged to sit in on performances.

c. At all levels an area may be set aside for photographs. All participating students will be invited and encouraged to make themselves available during the tournament for the Official IHSA Photographer as well as local outlets.

d. Results from each level of the tournament can be obtained by logging into the IHSA website. Results will be posted for Sectionals as soon as the competition concludes. State Final results will be posted as soon as possible following the tournament.

2) Managers

a. May arrange a media area for photographers and students to gather for photo opportunities.

b. Will post any information for all participating students to have the opportunity to meet with area media.

c. Will cooperate fully with media personnel to arrange photo opportunities and ensure coverage of all levels of the tournament.

C) Tobacco/Liquid Nicotine Products:

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

D) Use of Inhalers:

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

E) Automated External Defibrillators (AED): Host schools must have an AED available and on site at all IHSA post season contests.

F) Alcoholic Beverages and IHSA State Series Events:

The possession, distribution, sale and or consumption of alcoholic beverages are prohibited at the site and on any affiliated property of any IHSA state series contest. State series hosts are required to make all state series contest sites and any affiliated property, including parking lots, fan accommodation areas, and other school or event venue property, alcohol free zones on the date or dates of any IHSA event being held at the site. Violation of this policy by an event host will subject the host to a penalty for violation of IHSA By-law 2.020. Such penalty may include but not necessarily be limited to prohibition against subsequent event hosting assignments. Violation of this policy by a non-hosting member school will subject the school to penalty for violation of IHSA By-law 2.020. Patrons of any IHSA state series contest determined to be in violation of this policy will be removed from the premise, and law enforcement officials will be called as warranted.

G) Special Report Forms and SAWA:

Special report forms have been developed to facilitate schools reporting any matter concerning High School programs that merit the attention of the high school principal. These forms can be used for reporting any incidents or problems with a competitor, coach, director or spectator. The forms may also be used to report errors in applying rules or any phase of judging in which a judge should immediately attempt to improve. The SAWA Report form should be used for reporting any instances where a coach, director, participant, judge or spectator has done an exemplary job of Sporting A Winning Attitude. These forms can be found on the IHSA website at www.ihsa.org.

H) Responsibility for Theft or other Losses:

The IHSA will not be responsible for loss or theft of any personal or school property during the course of a contest.

I) Prayer at IHSA State Series Contest:

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

X. AWARDS

A) Sectional:

A plaque shall be awarded to the first place winner in both Contest Play and Group Interpretation.

B) State Final:

Trophies shall be awarded to the schools ranking first, second, and third in both Contest Play and Group Interpretation. Individual medallions shall be given to the members of the first, second, and third place Contest Play Casts, Group Interpretation Casts, the All State Contest Play Cast and the All State Group Interpretation Cast.

C) All-Contest Casts/Tech Crews Awards:



1) Judges at Sectional contests shall each nominate individual students for All-Contest Cast consideration in both the contest play and group interpretation events. There shall be no maximum on any judge nominations. At the sectional contest, any student whose name is contained on at least **three (3)** ballots shall be named to the All-Contest Cast for his or her particular event.

2) At the State Final, judges in each event shall nominate a minimum of ten (10) students for All-State Cast consideration. There is no maximum on any judges' nominations. Any student whose name appears on a minimum of **four (4)** nomination ballots shall be named to the All-State Cast.

3) Judges at the Sectional contests shall nominate individual students for excellence in running lights or sound for the All-Contest Lighting/Sound Award in Contest Play.. There shall be no maximum on any judge nominations. At the Sectional contest, any student whose name is contained on at least **three (3)** ballots shall be named to the All-Contest Lighting/Sound Tech Award.

4) Judges at the State contests shall each nominate individual students for excellence in running lights or sound for All-Contest Lighting/Sound Tech in Contest Play. There shall be no maximum on any judge nominations. At the state contest, any student whose name is contained on at least **four (4)** ballots shall be named to the All-Contest Lighting/Sound Tech Award.

D) Sportsmanship/Teamwork Awards:

A sportsmanship/teamwork award will be presented to the schools whose director, cast and crew in Contest Play and Group Interpretation worked best behind the scenes. Adult staff will be used to make this determination and selection.

E) Technical Performance Award:

A Technical Performance Award will be presented to recognize the fine technical crews who conduct the "pre-show" that make this contest possible. The criteria for the award is based on the conditions in which the technical crew and directors unload the set and place in storage, set up the scenery and technical elements, and strike and reload in the allotted times. The processes will be viewed and evaluated by the Civic Center personnel and the IHSA Theatre Manager. They will be looking for the following qualities:

- Teamwork in a timely manner
- Efficiency in setting up with accuracy
- Congenial relationship with each other and the theatre personnel
- Harmonious in respecting the safety of each other and the facility

Awards will be given based on the size of the set. Categories will be determined and each category will be given recognition. (When possible the awards will be given to Small, Medium and Large. When size determination is not possible, it will be given to the three most effective set-ups, keeping in mind that size does not determine excellence.

XI. JUDGING

A) The local manager and the contest committee shall appoint five (5) judges each for Contest Play and Group Interpretation at the Sectional contests. The State Final Contest Committee shall appoint five (5) judges for Contest Play; two (2) panels of five (5) judges each for Group Interpretation

preliminaries and one panel of five (5) judges for Group Interpretation Finals at the State Final contest.

B) Each judge shall rank the performances in the order of their excellence in his or her judgment. Judges may not award the same ranking to more than one group. There shall be no consultation between judges or with anyone else before the judges rank the performances and submit their ballots to the contest manager.

C) Each judge shall prepare a brief written critique of each performance. These shall be distributed to the participating schools following the contest.

D) Undue emphasis should not be placed on technical elements or judges' preferences, likes or dislikes of literature.

E) Judges shall not reveal their decisions to anyone prior to the announcement of results by the contest manager.

F) Judges Fees:

- 1) Sectional
 - Contest Play: \$25.00 per play judged
 - Group Interpretation: \$20.00 per performance judged
- 2. State Final
 - Contest Play: \$25.00 per play judged
 - Group Interpretation: \$20.00 per performance judged
 - Short Film: \$10.00 per performance judged
 - Musical Theatre: \$10.00 per performance judged

Any judge who drives more than 70 miles round trip to the site of any contest in the IHSA State series shall be reimbursed a travel allowance of \$.45 per mile in excess of 70 miles round trip. Reimbursement shall be directly from the IHSA office upon the judges' submission of a travel report form to be provided by the IHSA through the contest managers.

G) Hired judges should be experienced and at least 25 years of age.

Drama Terms and Conditions Changes for 2024-25

Item 1: VIII. Tournament Rules B. Group Interpretation 6) Standards of Excellence d.

Recommendation: Uniformed dress is permitted required. Costuming is not allowed. Clothing that delineates specific character(s) worn by an individual or the entire cast shall be considered costuming. Clothing and accessories that are overtly representative of an era, setting, and/or movie/professional theatrical releases shall be deemed costuming and not allowed. All Group Interpretation performers must wear shoes.

Rationale: Clearer/more specific language has been added to curb the growing “costuming” trend in group interp.

Item 2: VIII. Tournament Rules B. Group Interpretation 6) Standards of Excellence f.

Recommendation: Live (in-person) sound effects may be used, but music and/or singing may be used only as background, to aid in transitions, or to establish mood. An electronic keyboard may be used but all sounds produced by the keyboard must be sounds that could be produced by a musical instrument and must be played live. No prerecorded/ preprogrammed music or sound effects are allowed. While a book from a musical may be used, the production’s musical numbers may not be used to establish characters or to advance the plot. The lyrics, however, may be incorporated as spoken dialogue.

Rationale: The spirit of the rule is to permit student performers the creative ability to develop background music by either playing instruments and/or singing music. This clearer, more specific language clarifies that the use of pre-recorded vocal tracks (pop music song by current artists) would be prohibited. The intention is to have students create these elements live as much as possible. This is a live, creative performance.

Item 3: XI. Judging F) Judges Fees

Recommended:

1) Sectional

Contest Play: ~~\$20.00~~ \$25.00 per play judged

Group Interpretation: ~~\$15.00~~ \$20.00 per performance judged

2) State Final

Contest Play: ~~\$20.00~~ \$25.00 per play judged

Group Interpretation: ~~\$15.00~~ \$20.00 per performance judged

3) Short Film: \$10 per performance judged

4) Musical Theatre: \$10 per performance judged

Rationale: Judges fees have not been increased since 2013



Background Information Regarding IHSA Administration of the Drama State Series

Tournament Committees

Sectional

Under the provisions of the Drama terms and conditions, a Drama committee is to be appointed at each sectional contest. Sectional tournament committees consisting of three (3) coaches from three (3) different schools assigned to the contest, will be appointed by each contest manager. Individuals who would like to volunteer for committee appointment should call the manager and indicate willingness to serve.

Duties of these committees are outlined in the Drama terms and conditions VI. B. The primary purpose of each tournament committee is to: 1. Provide guidance to the local contest manager in the selection of judges; 2. Support the host manager with contest organization and administration; and 3. Aid the sectional manager(s) in resolving questions, conflicts and rules interpretation issues. It is essential that the committee be formed and meet prior to the selection/hiring of any judges. All committee members must have input into the judge selection process and must approve all hired judges.

State Final

The IHSA office appoints a state final manager and a state final committee. The state final committee will assist the IHSA/state final manager in the recommendation of hired judges and support the IHSA/state final manager in the organization and administration of the Drama state final tournament.

Judge Selection Process

Contact is made by the IHSA/IHSA representatives to persons selected as hired judges for the IHSA Drama state series. Hired judges for the IHSA Drama state final are recommended by the state final tournament committee in December. Efforts are made to have a pool of diverse judges that represent the various parts of the state. Effort is also made to avoid using an individual to judge the same event(s) in the state finals as he/she may have judged in a sectional. If you are interested in judging, please contact the IHSA.

Selection as Contest Hosts

Persons interested in hosting a regional or sectional contest need to complete the *Facilities Survey* and the *Host Availability Survey* in the IHSA Schools Center on the IHSA web site at www.ihsa.org. Interested host can also contact the IHSA office at 309-663-6377 / ccarr@ihsa.org.



IHSA Standardized Calendar

IHSA-sponsored State Tournament Series and IHSA Sport Seasons shall be conducted on dates established in accordance with the Associates Standardized Calendar. This calendar shall number the weeks of the year, with week one (No. 1) being the first full week of July (Sunday through Saturday).

DRAMA	2023-24	2024-25	2025-26	2026-27	2027-28
<i>NOTE: The week of the state series may be adjusted due to Easter Holiday*.</i>					
List of Participants Due On-Line (Performance Title and Author Only)	Jan. 30	Jan. 30	Jan. 30	Jan. 30	Jan. 30
List of Participants Due On-Line (Entire Cast List Due) (Mon. Week 36)	Mar. 4	Mar. 10	Mar. 9	Mar. 8	Mar. 6
Sectionals (Fri.-Sat. Week 37)	Mar. 15-16	Mar. 21-22	Mar. 20-21	Mar. 19-20	Mar. 17-18
State Final (Fri.-Sat. Week 38)	Mar. 22-23	Mar. 28-29	Mar. 27-28	Mar. 26-27	Mar. 24-25



Instructions for Submitting List of Participants for Contest Play/Group Interpretation

Go to www.ihsa.org

- 1) Click on "School & Officials Center Login"
- 2) Enter your "User ID" (5 digits, a letter followed by a number) and the password issued to you by your school. All of this information was emailed to you by your school. Coaches must have a valid email on file in the School's Center to be issued a password. **PASSWORDS ARE NOW ASSIGNED TO EVERY COACH.**
- 3) Click on Sport & Activity Tracker
- 4) Click on the "Contest Play/Group Interpretation" link
- 5) Type in the requested information, save and print all page(s).
- 6) **Certify & Submit your Form**
- 7) **PRINT EACH PAGE OF REPORT. After the deadline, you will not be able to do so.**
This is how the IHSA knows the names of the participants and coaches. This information will later be used in the State Final Program. It will be used as it is presented so please double check spellings for accuracy.
- 8) The deadline for entering the List of Participants is Jan. 30, 2025 for the Title/Author and March 10, 2025 for the entire cast list.

(If you experience any problems, please call the IHSA Office and ask for Carol Carr.)

List of Participants Deadline for Contest Play/Group Interpretation:

January 30, 2025—Performance title and author only

March 10, 2025—Entire final cast list due (Print a copy for your records)



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



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		

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.



Manager Information

2024-25 Academic School Year

Illinois High School Association



Dear State Series Drama Manager(s),

On behalf of the Illinois High School Association Board of Directors, member schools and IHSA staff, thank you for your school's willingness to host an IHSA Drama Sectional. This opportunity is a great way to showcase your school and the talented students in your area!

As a host site, you will be providing an equitable experience for all of the schools assigned. In order to make your experience as a host the very best, it is necessary for you to review this manual and follow all instructions.

Feel free to contact our office at any time if you have questions or seek any additional information. Have a great tournament!

Sincerely,

A handwritten signature in black ink that reads "Susan M. Knoblauch". The signature is written in a cursive, flowing style.

Susan M. Knoblauch
Assistant Executive Director
Illinois High School Association



Important Dates for Drama State Series

- Original Entry Deadline Nov. 1, 2024
- Deadline to Change Original Entry Dec. 1, 2024
- List of Participants Due On-line Jan. 30, 2025
(Performance Title and Author)
- List of Participants Due On-Line..... March 10, 2025
(Entire Final Cast List)
- Tentative Budget due to IHSA March 7, 2025
- Drama Sectional March 21-22, 2025
- Drama State Final..... March 28-29, 2025
- IHSA Financial Report due to IHSA..... After contest
within 10 days of contest



Manager Information for Drama State Series

Enclosed are materials host managers will need for the Drama Sectional. The Drama Terms and Conditions and Manual can be found on the IHSA website as a resource for preliminary planning for the tournament host and judges. The sectional school assignments for Drama can be found on the IHSA website at www.ihsa.org after December 1, 2024. Please use the enclosed information packet as a resource in managing your tournament.

CONTEST COMMITTEE

1. You must appoint a Contest Committee of directors from schools assigned to your sectional. Consult with your committee and begin securing judges as soon as possible. **As the rules book indicates, you must consult with your committee in the selection of all hired judges.**

LIST OF PARTICIPANTS

1. Host schools will have access to view the List of Participants from their contest in the Tournament Managers section of the Schools Center following the List of Participants deadline. Coaches must have a valid email on file in the Schools Center to be issued a password. **PASSWORDS ARE NOW ASSIGNED TO EVERY COACH BUT YOUR ATHLETIC DIRECTOR OR PRINCIPAL WILL NEED TO ACTIVATE YOU AS THE TOURNAMENT MANAGER IN ORDER FOR YOU TO HAVE ACCESS TO THE TOURNAMENT MANAGEMENT SECTION OF THE SCHOOLS CENTER. This is the area of the Schools Center that will have the tournament information.** Log on to www.ihsa.org and click on the Schools Center link. Enter your "User ID" (5 digits, a letter followed by 4 numbers) and the password issued to you by your school. On the next page, go to the "Tournament Management" area, find the row that lists the correct tournament, and click on "List of Participants" link.

FINANCIAL ARRANGEMENTS

1. You must complete and return to the IHSA office the tentative tournament budget that is enclosed. As noted on the form, the IHSA does not underwrite the cost of the cafeteria personnel. If you are planning to have the school cafeteria open for meal service of any kind, it must be a self-supporting venture.

Please Note: In order for the IHSA to guarantee payment of your contest expenses, the tentative budget must be submitted by **March 7, 2025** and approved prior to your contest. If you do not hear from the IHSA then your budget has been approved.

2. Schools entered will pay Event Fees of \$100 for each Contest Play and \$100 for each Group Interpretation as listed on the sectional assignments. Sectional Event Fees shall be made payable to the Sectional Host School. Event fees for the State Final contest will be paid upon arrival at the contest site and shall be made payable to Sangamon Auditorium.
3. Event fees from participating schools will become your operating funds and will be accounted for under the terms of the financial report included in this mailing.

Please Note: As Stated in the Terms and Conditions for Contest Play and Group Interpretation:

- a. To withdraw without penalty, the school principal must notify the IHSA office, in writing, of the school's team withdrawal from Drama State Series prior to **December 1**.
- b. Withdrawal after **December 1** but before **Jan. 30, 2025** will result in a school being liable for payment of a \$100.00 late withdrawal penalty.
- c. If a school withdraws one or both entries after **Jan. 30, 2025**, the school shall be liable for all event fees (\$100 for Contest Play and/or \$100 for Group Interpretation) for each events withdrawn and shall be assessed an additional penalty in the amount of **\$500**.
- d. If a school does not officially withdraw and/or does not show up for competition at any level of the state series, the school will be assessed the penalties in "b" and "c" above and if applicable, the school may be charged for any additional financial loss sustained by the offended schools or the Association as a result of such breach (*Judges' fees if applicable*). **The school shall**



also be considered in Breach of Contract under the terms of the IHSA By-law 6.040, and the matter shall be reported to the IHSA Board of Directors for disposition.

JUDGES

- Judge Fees:** Financial arrangements for judges are as follows:
 - Sectional Contest Play Judges will be paid a flat fee of \$25 per play judged.
 - Sectional Group Interpretation Judges will be paid a flat fee of \$20 per group interpretation performance judged.
 - Any Judge who drives more than 70 miles round trip to the site of any contest in the IHSA State series shall be reimbursed a travel allowance of \$.45 per mile in excess of 70 miles round trip. Reimbursement shall be made directly from the IHSA office upon the judge's submission of an IHSA Judges Mileage Voucher.
- Lodging and Meal Expense:** Lodging and meal expense for judges are not allowed unless approved by the IHSA Office in the tentative budget prior to the contest. Make every effort possible to secure judges under 70 miles round trip and try to avoid additional housing/meal needs. Sites need make every effort to be fiscally responsible when running the tournament.

CRITIQUE FORMS

- Critique forms and ballots can be found in this manual for you to make copies of and use in all Sectional Rounds. You are **required to use these forms**. These forms are to be sent home with the coaches at the end of your contest.

AWARDS

- Plaque(s) will be sent directly from A & M Products in Princeton, IL (815-875-2667). These awards will be sent by United Parcel and should arrive at least one week prior to the contest. Please be sure your school's personnel responsible for receiving United Parcel deliveries are alerted to expect these items and deliver them to you upon their arrival. (See separate sheet on Awards for details) Please inspect these awards upon receipt to make sure they are correct and not broken.
- Contest rules authorize the selection of all-contest casts in both Contest Play and Group Interpretation. You may have the judges nominate students for these honorary casts and announce those selected at your awards assemblies for sectional (student's name must appear on 3 nomination ballots). No awards are provided through the IHSA for those selected.

WINNER REPORT

- Managers are required to complete the Individual Events Winner Report on-line immediately following the sectional tournament. **For Drama sectionals, Winner Reports are submitted via the SpeechWire tournament management program.**

ADVANCEMENT

- In **Contest Play**, the winners of first and second places in each Sectional shall advance to the State Final.
- In **Group Interpretation**, the schools placing first, second and third at each Sectional will advance to the State Final.
- At the state final, a student's name must appear 4 times on a judge's ballot for an All Cast nomination.
- The State Final Qualifier Manual can be found on the IHSA website. Please inform the state qualifiers to go to the website to obtain the information. Performance order for the state tournament will be available on the website as soon as possible after the Sectional.
- If scheduling conflicts arise as a result of double entries or identical selections, they will be resolved at the IHSA office. This information will be available on the IHSA website—www.ihsa.org.



STATE FINAL INFORMATION

1. The State Final will be held on March 28-29, 2025 at Richards High School in Oak Lawn, IL.
2. State Final Registration will be Thursday evening, March 28 from 6:00 to 7:00 p.m., and all day Friday, March 29, beginning at 8:00 a.m.



DRAMA SECTIONAL MANAGERS CHECKLIST

Buildings and Grounds

- * Reserve appropriate spaces
- * It is an IHSA requirement that the facility have an Automated External Defibrillator (AED) - know the location
- * Auditorium for contest play performance
- * Group Interp. performance room
- * Individual school Home Rooms
- * Concession (Cafeteria)
- * Tab Room/Headquarters
- * Judges' Lounge
- * Dressing Rooms (or appropriate changing rooms) for Contest Play
- * Cleared rooms and dates on school's master calendar
- * Confirm spaces even after reserving to be sure that no other activities are scheduled that may conflict with the tournament (include the loading and unloading spaces in your school's request)
- * Provide 20' x 20' GI performance space. When performing, all standardized GI pieces used must be placed inside the 20' x 20' performance space. Performers and musicians may perform outside of that space without penalty..
- * Provide standardized GI pieces (boxes, platforms, ramps, risers and stairs) to be used by the competing schools
- * Registration Area
- * Space for awards
- * Parking
- * Select drop-off/pick-up area
- * Bus parking
- * Automobile parking

Additional Services in Building

- * Copy, Fax and E-mail Facility- Access to the Internet (wireless availability)
- * Food Service and/or Hospitality for students/coaches (not paid by IHSA)
- * List of area food locations/housing and area map
- * Secretarial Assistance
- * Scoring program
- * Correspondence/Publicity/Media
- * Business Office or Bookkeeper to handle Registration Fees and Judge Payment
- * Custodial and Supervision Personnel (as per your building)
- * Student and/or adult workers/volunteers
- * Chairpersons and Timers
- * Supplies
- * Critiques-provided by IHSA
- * Time sheets- provided by IHSA
- * Judges ballot sheets-provided by IHSA
- * Additional Stop Watches
- * Supplies (pens, pencils, tape, markers, etc.)
- * Equipment check
- * Awards Assembly
- * Podium/microphone
- * Table for awards

Responsibilities to IHSA

- * Preplanning sheet (tentative budget) with projected tournament expenditures – Due: March 7, 2025
- * Post Tournament Financial Report- Due: 10 days after tournament
- * Fees received
- * Late fees and drop fees assessed
- * Judge payment
- * Allowable costs to host school (check with IHSA to be sure an expense is allowed when in question)
- * Duplicate Awards Form (completed for ties)
- * Drop sheet (schools who did not come to tournament)
- * Promoting a fair, educational and caring environment for all students



After Tournament Assignments are Released

- * Select a Sectional Committee (coaches from three schools competing in your sectional) If you are a relatively new tournament site, please select experienced committee members who can assist you. Attempt to get a balanced representation of coaches to serve on your contest committee.
- * Secure at least one or two experienced coaches to serve on the committee
- * Secure coaches entered in both Contest Play and Group Interp. to serve on the committee
- * Meet with respective committee to:
 - * Select judges (ask for written input from all sectional committee members)
 - * Call previous hosts and/or contact the IHSA office for the names of potential judges
 - * Have written approval from your committee before hiring any judges- Have backup judges confirmed
 - * After committee approval, call these judges and make sure to confirm approximately how many performances they will judge and the rate paid by the IHSA pre performance
 - * Try to secure judges under 70 miles from the contest site
 - * Compile judges' information and send it to all committee members
 - * Determine Tournament Responsibilities
 - * Determine how communication will be handled
 - * Contact agreed upon hired Judges
- * Send written confirmation (contract) to each judge, confirming the dates, times, other schedules and directions to school. Send each judge a copy of the current IHSA Contest Play/Group Interp. Terms and Conditions which can be found on the IHSA website for their review prior to contest
- * Get communication information-director's phone # and e-mails
- * Explain other issues specific to your building
- * Provide a time for directors to review space- performance space must be made available for competing schools to view.
- * Information for payment (as per your school district and IHSA rule book)
- * Send Correspondence to Hired Judges
- * Share Contact Information with assigned schools
- * Randomly schedule tournament- create program
- * Information about Payment- Have judges checks ready
- * Map of building- Map to school
- * Rulebooks- download and make copies for judges
- * Payment/ inform schools who to make their payment to (ex: school, district, etc.)
- * Parking and Meeting place- maps
- * Regular communication with participating schools and committee members
- * Ask for some sort of RSVP to ensure which schools will participate and in what events
- * Collect registration and fees
- * Adjust Double Entries/Duplicate material in scheduling
- * Provide a facility manual with stage information- Contest Play and Group Interp. specs

Tournament Paperwork

- * Be sure to send in the tentative budget to the IHSA by the required date of March 7, 2025
- * Collect entry fees from all schools. Make sure their checks are made payable to your school or district
- * Give judges mileage sheet so that IHSA can reimburse them for mileage over 70 miles round trip as needed
- * Complete the on-line Financial Report as soon as possible after the contest- due 10 days after contest
- * For registration, have available tournament programs and maps of your school
- * Have IHSA critique sheets and ballots for all judges
- * Create tabulation program
- * Create a "Results Packets" for each school consisting of an envelope with the schools' critiques, overall results sheets and lists of All-Contest cast members

Week of the Tournament

- * Prepare for any cast name adds, drops and changes
- * Prepare and create program
- * Procure checks for Judges
- * Be prepared, a judge may drop (have committee approve yet one more)
- * Hold a training session for Timekeepers and Room Chairpersons
- * Prepare Judging Packets
- * Check performance and prep spaces (things change)
- * (Optional) Purchase needed items for your hospitality- not IHSA reimbursed
- * Check on registration area
- * Copy programs for distribution
- * Assign performance and homerooms (optional)



- * Alert custodial staff to stock restrooms

The Day of the Tournament

- * Registration
- * Hired Judges Meeting- The meeting should address terms and conditions points of emphasis, judges written evaluations, and the procedure for filing a protest
- * Make sure PA/bells are turned off
- * Handle Questions, Concerns
- * Tabulation
- * Complete and send winners report to next level online
- * Awards - make sure that you have the plaques for the first place teams in each event ready
- * Pay Judges
- * Have emergency numbers and emergency plan at tournament central

Sectional

- * Copy of your program
- * Copy of Tabulation sheets
- * Copy of Winners Reports (mark double entries)
- * Judging Information (hired, coach and availability for Sectional)
- * Original Entry Forms (List of Participants)

Schools Advancing to the State Tournament

- * Direct advancing schools to the IHSA website to download the State Qualifiers Manual

After the Tournament

- * Clean up facilities
- * Complete the IHSA Financial Report within 10 day after the contest
- * Write any appropriate thank you notes



Instructions for Submitting Sectional Winner Report

Managers are required to complete the Drama Winner Report on-line immediately following the regional/sectional tournament. *For Drama competition, Winner Reports are submitted via the SpeechWire tournament management program.*

Following the awards assembly, managers can go into SpeechWire and click the 'Posting Center' button. There will be a button that they can use to build their tournament report and post results. After clicking this button to build the report and confirming their results, those results will be both posted on SpeechWire.com and marked as ready for the state tournament scheduler to use.

(If you experience any problems, please call the IHSA Office and ask for Carol Carr, or email Ben Stewart at support@speechwire.com)



Drama Contest Committee Members Report

Host Site: _____

Please fax this report to the IHSA Office at 309-663-7479 as soon as you have chosen your contest committee (No later than Dec. 15, 2024). Thank you.

Committee Members: School

1. (Manager) _____

2. _____

3. _____

4. _____



DRAMA JUDGES CONFIRMATION LETTER

JUDGE NAME: _____

EVENT: _____

Thank you for agreeing to judge at the IHSA Sectional Drama competition at _____ . The address for the contest site is _____ .

Please check in as soon as you arrive; you will receive your tournament packet, including critiques and ballots. We will have a brief meeting in the Judges Lounge to answer questions.

I am including a copy of the current Drama terms and conditions. Please review these prior to the tournament. Also, please feel free to contact _____ if you have any questions about the tournament. We have _____ Contest Play performances scheduled and _____ Group Interpretation performances scheduled. Competition will begin on _____ at _____. We expect to be finished on Saturday by _____. The IHSA has authorized payment of \$20 for each Group Interpretation performance judged and \$25 for each Contest Play judged. If your mileage is over 70 miles round trip then you will receive an IHSA mileage voucher to complete and return.

On behalf of the Illinois High School Association, thank you for your services and for enriching the educational experience through interscholastic competition.



EFFECTIVE JUDGING CRITIQUE

(To be distributed to all judges)

Judges must realize that the most important part of their assignments is not ranking contestants. Certainly giving ranks to performers is the ultimate product of a judge's effort; but making a positive contribution to enrich the student's educational experience through the written critique prepared for each performance is the most important part of the judging assignment. As a judge you are the "game official" and have control of the round of competition. Please consult the host manager if you have any questions.

To help judges write critiques which will, indeed, contribute to students' learning from their contest experiences, the following suggestions are offered:

1. Be certain to write legibly, using understandable terms. The best critique in the world will be ineffective if it can't be deciphered.
2. Be certain to use positive language in the critique. Describe weaknesses and deficiencies in words which do not incite negative reactions. Telling a student that "this was a terrible performance" does not help that student look positively for ways to improve.
3. Be certain to relate the performance to the competition. A very good performance may bring a rank of 4th or 5th in a round of other very good performances. Students need help, in words from their judges, to understand the competitive perspective to which they have submitted their work.
4. Be certain to identify key factors which could be worked on and which, if improved upon, would improve the overall effectiveness of the performance. Suggestions regarding how to improve are also appreciated.
5. Be certain to emphasize the "major reasons" for the ranking assigned to each performance. Students and coaches don't want vague, generalized or petty comments. Provide specific reasons for the outcome of a student's performance. Be direct, yet kind; you don't have time or space to elaborate.
6. Be certain to write the kind of critique you would want to receive. Never be satisfied with anything less.
7. Be aware that you may be ranking students with a variety of skill levels and backgrounds. Make sure your critique enriches the educational experience for the students.



Instructions for Contest Play and Group Interpretation Room Chairs and Timekeepers

A) GENERAL INSTRUCTIONS

The role of Timer and Room Chair is very important to the management of the tournament. Room Chairs and Timekeepers should secure from the local manager a copy of the current IHSA Drama Terms and Conditions. Read, it carefully, paying particular attention to Article VIII.

B) ROOM CHAIRMEN

1) Directions

You should make a careful check to see that judges, timekeepers and performing schools are ready before starting a performance. Every effort should be made to start a performance on time, but be sure you do not start without the timekeeper or the judge(s). To permit a show to participate out of order you must have, and provide to the judge, written assurance that his appearance on the program has been approved by the local manager. Judges have no authority to allow a show to perform out of order without the written consent of the tournament manager. If the local manager has authorized any change in the printed program, be sure that the judge is informed of the change.

2) Prompt

An introductory prompt has been provided below for your use. Begin each round with a statement like the following:

"Good morning/Good afternoon. My name is _____ and I will be your room chair. Welcome to _____ H.S. for the I.H.S.A. Sectional/State competition. This contest will be conducted under the provisions of the Illinois High School Association. Please exemplify excellent audience skills and make sure all cell phones are turned off at this time. At this time I'd like to introduce (Name of High School) performing (Name of Show) directed by (Name of Director).

C) TIMEKEEPERS

- 1) Timekeepers, be sure that you understand the nature of your job. (Time is VERY important. Any group that goes overtime, loses one ranking for every thirty seconds of overtime!) Two timers, using stopwatches shall be required. No time signals shall be given by either timekeeper.
- 2) Be prepared to accommodate whatever the director needs you to do. If they ask you to call out time on the minute during set up, do so. If they ask you what time you have at any point, tell them immediately. When they say "start", start! When they say "stop", stop!
- 3) You will be timing the set up for each performance, the actual performance, and the "strike" of the performance. You will write these times on the official time sheet provided. Perform your tasks in this order:
 - a. Time the set up and write it down.
 - b. Time the production itself and write the time down.
 - c. Time the strike of the set and write it down.
 - d. Add the times for setup and strike, and write down the total.
 - e. As soon as all performances are finished, deliver your time sheets to the tab room.

TIMING THE SET-UP/STRIKE

- 1) Be sure that the director and his/her crews are ready to begin. Let the director signal you to start. (You start as soon as the first set piece or person crosses the tape line, or as soon as the first light or sound crew is tried.)
- 2) Stop your watch as soon as all people have cleared the staging area within the tape lines, and as soon as sound and/or lights are off.
- 3) Write down the time on your timer's sheet as it appears on your watch.
- 4) CLEAR YOUR WATCH BEFORE YOU BEGIN TO TIME THE PERFORMANCE.

TIMING THE PERFORMANCE

- 1) Be sure that you know the opening and closing moments of the show (from your earlier meeting with the Room Chair and Director).
- 2) Start your watch at that opening moment.
- 3) Stop your watch at the closing moment (or in contest play, when the stage returns to silence and the stage is black).
- 4) Record your time on the timer's sheet.
- 5) CLEAR YOUR WATCH!

Time Parameters for Contest Play

Task	Time Limit
Unload vehicles and store their entire set	15 minutes
Set-up and Strike combined	20 minutes
Time limit for Contest Play performance	40 minutes

Time Parameters for Group Interpretation

Task	Time Limit
Set-up and strike combined	5 minutes
Time limit for Group Interpretation performance	30 minutes



DRAMA LOAD/ UNLOAD TIME SHEET

Scheduled Time of Unload	School	Performance Title	Load-in 15 minutes	Load-out	Total Load-in and Load-out

Name of Timer(s): _____

 Unload _____



DRAMA OFFICIAL TIME SHEET

Scheduled Time of Performance	School	Title	Set-up	Strike	Total Set-up & Strike (Max: 20 minutes combined)	Performance Running Time (Max: 40 min.)

Drama Timer Sheet

Name of Timer(s): _____



2024-25 Sectional Contest Play Critique

Rank: _____

Title of Performance: _____

School: _____ Judge's Signature: _____

Major Reasons for Ranking:

Criteria for Evaluation (Comment briefly on each of the categories):

1. Directing/Staging

2. Development/Cutting

3. Characters/Relationship Development

4. Technical Proficiency

Overall Comments (use back):



GROUP INTERPRETATION OFFICIAL TIME SHEET

Scheduled Time of Performance	School	Title	Pre-Set (2:00)	Set-up	Strike	Total Set-up Strike (5:00)	Performance Running Time (Max: 30 min.)

Name of Timer(s): _____



2024-25 Sectional Group Interpretation Critique

Rank: _____

Title of Performance: _____

School: _____ Judge's Signature: _____

Major Reasons for Ranking:

Criteria for Evaluation (Comment briefly on each of the categories):

1. Ensemble/Group Work

2. Story Development through Characters and Narrators

3. Focus/Blocking

Overall Comments (use back):



DRAMA PROTEST FORM

(Please complete entire form)

IHSA COACH/JUDGE FILING PROTEST: _____

SCHOOL, CITY of COACH/JUDGE: _____

NAME/SCHOOL OF CONTESTANT BEING PROTESTED:

DESCRIBE INFRACTION (Please be detailed and site the IHSA rule violated as per the IHSA Speech Rules Book. EX: VIII-A-3):

SIGNATURE: _____

DECISION OF IHSA STATE SERIES MANAGER AND/OR STATE FINAL CHAIRPERSON:

ALL DECISIONS WILL BE FORWARDED/REFERRED TO THE IHSA ASSISTANT EXECUTIVE DIRECTOR FOR DRAMA.

Please fax this completed form to 309-663-7479 or Email the form to Susie Knoblauch



TENTATIVE BUDGET INFORMATION

Managers Please Note: An estimated budgeted expenses form is included in this information. Please fill in the tentative budget and **return for approval no later than March 7, 2025**, before your contest is held. Send one copy of the form to:

Carol Carr (ccarr@ihsa.org)
Illinois High School Association
2715 McGraw Drive
Bloomington, Illinois 61704
Fax: 309-663-7479

The Illinois High School Association does not approve as expenses items which are of a permanent nature and may be retained for further use by the host school. The IHSA does not underwrite the cost of cafeteria personnel. If you are planning to have the school cafeteria open for meal service of any kind, it must be a self-supporting venture.

The IHSA does not approve as expenses the cost of hospitality areas. Should you desire to provide either of these, you the cost will be the responsibility of the host school.

Sites need to make every attempt possible to be fiscally responsible when running the tournament.

Sectional judges will be paid \$25 per play judged and \$20 per group interpretation performance judged, but will not be reimbursed for mileage, unless they drive in excess of 70 miles round trip. Those miles, in excess of 70, will be reimbursed at \$.45 per mile to the judge directly by the IHSA Office, providing the judge sends a completed copy of the enclosed judges mileage voucher to the IHSA.

If the IHSA does not contact you after March 7, 2025 then your tentative budget has been approved. If there are concerns the IHSA will contact the manager directly.



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

2024-25 Tentative Budget for IHSA Speech Drama Contest

Sectional contest to be held at: **High School**

Address City Zip Code

ESTIMATED EXPENDITURES

JUDGES EXPENSES:

Event	Number of Shows	Fees	Total
Drama = 5 judges		\$25.00 per play judged	
Group Interpretation = 5 judges		\$20.00 per performance judged	
Total Judges Expenses \$			

APPROXIMATE ALLOWABLE EXPENSES: \$1,000

Custodial	\$	<input style="width: 95%; height: 25px;" type="text"/>
Secretarial	\$	<input style="width: 95%; height: 25px;" type="text"/>
Supplies	\$	<input style="width: 95%; height: 25px;" type="text"/>
Security-Event Personnel-Supervision	\$	<input style="width: 95%; height: 25px;" type="text"/>
Technology	\$	<input style="width: 95%; height: 25px;" type="text"/>
Manager	\$	<input style="width: 95%; height: 25px;" type="text"/>
Miscellaneous	\$	<input style="width: 95%; height: 25px;" type="text"/>
Total Administrative Expenses \$		<input style="width: 95%; height: 25px;" type="text"/>
GRAND TOTAL OF ESTIMATED EXPENSES \$		<input style="width: 95%; height: 25px;" type="text"/>

Signature of Manager

Signature of Principal/Official Representative

Send one copy of this tentative budget to Illinois High School Association, 2715 McGraw Drive, Bloomington, IL 61704, or fax to 309-663-7479 or email to Carol Carr at ccarr@ihsa.org by March 7, 2025, and keep one copy for your files. If the IHSA does not contact you then your budget has been approved.



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.



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



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.