

Football



2024-25

Manual for Schools and Managers



Illinois High School Association
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School Information

2024-25 Academic School Year

Illinois High School Association



2024 State Football Series Terms & Conditions

In accordance with Section 1.450 of the Constitution, the Terms and Conditions governing the 2024 IHSA Football Playoffs have been approved by the Board of Directors.

I. CLASSIFICATION

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

Request to play up a class may be made through the IHSA by September 1.

II. DATES AND SITES

A) Dates for Playoffs:

The Playoffs shall commence on the weekend following the completion of the ninth week of the season. The schedule will be:

First Round Games — Friday, November 1, or Saturday, November 2

Second Round Games — Friday, November 8, or Saturday, November 9

Quarterfinal Games — Friday, November 15, or Saturday, November 16

Semifinal Games — Friday, November 22, or Saturday, November 23

Championship Games — Friday, November 29 (Class 1A, 2A, 3A, 4A) and Saturday, November 30 (Class 5A, 6A, 7A, 8A)

Note: See Item VI-A for starting times.

III. ONLINE ENTRIES, WITHDRAWAL PROCEDURES, ELIGIBILITY AND AFFIRMATIVE ACTION

The policy for Original Entry Deadlines, Late Entries, and Late Withdrawals shall be the policies and procedures regarding entry for all IHSA-sponsored sports/activities included in the online 2024-25 Entry Policies and Procedures.

A) Entries:

All member schools must enter their school into the state series competition through the IHSA School Center on the IHSA Website at www.ihsa.org. The deadline for entry into football is August 26, 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.

B) Late Entries:

Any attempt to enter a sport or activity online after the established deadlines will be denied. Schools that wish to enter after the deadline will be considered late. To be considered for late entry, the Principal/Official Representative must contact the IHSA administrative officer in charge of that sport or activity. The penalty for late entry shall be a payment of \$100 for that sport/activity by the school.

C) Breach of Contract By-Law 6.041:

To withdraw without penalty, the Principal or Athletic Director must notify the IHSA Office, in writing, of the school's

withdrawal from the respective sport prior to the seeding meeting date and/or the date the List of Participants is due for that sport.

If a school withdraws after the seeding meeting date/List of Participants due date but before the first competition, the school will be charged a \$500 penalty and, if applicable, the cost of game officials and the host school guarantee provided in the Terms and Conditions.

If a school does not officially withdraw prior to the first competition and/or does not show up for competition, the school will be charged a \$500 penalty, the cost of game officials, and the host school guarantee according to the Terms and Conditions for the respective sport.

D) Eligibility: All member schools in good standing may enter one team under the provisions of By-law 3.054.

E) Affirmative Action: Only boys shall be permitted to participate in the state series except as provided in the IHSA Affirmative Action Policy.

IV. HOST FINANCIAL ARRANGEMENTS

A) In the First Round, Second Round, Quarterfinal Round, and Semifinal Round, each game shall be financially independent.

- 1) The host school shall receive a host school guarantee of the greater of \$1,100 or 10% of gate, the cost of the game officials, and 15% of the net income. The IHSA office will pay all playoff officials.
- 2) The visiting school shall receive the greater of 15% of the net income or \$5 per round trip mile for the first 50 miles and \$3 for each additional mile.

B) Admission Fees: The following Playoff ticket prices have been set by the IHSA Board of Directors. The Local Manager is responsible for the printing of tickets for the game(s) their school hosts when applicable. First Round and Second Round game ticketing will be determined by the host school. If GoFan digital ticketing is used for First Round or Second Round Games, any available cash tickets will be available for \$1 more than the digital ticket. Tickets for the Quarterfinal and Semifinal games will be digital tickets sold via the GoFan app or at www.GoFan.com. Any available cash tickets will be available for \$1 more than the digital ticket. A baby in arms is free at all rounds of the playoffs. Pricing for all other individuals is as follows:

FIRST ROUND: If the host school does not use GoFan:

All Tickets: \$6

**If the host school uses GoFan:* Digital Ticket: \$6 & Cash Ticket: \$7

SECOND ROUND: If the host school does not use GoFan:

All Tickets: \$7

**If the host school uses GoFan:* Digital Tickets: \$7 & Cash Tickets: \$8

QUARTERFINAL: GoFan is Required:

Digital Ticket: \$8

Cash Ticket: \$9



SEMIFINAL: GoFan is Required.

Digital Ticket: \$9
Cash Ticket: \$10

C) State Final Prices: (Hancock Stadium at Illinois State University in Normal)

Single-day tickets at a rate of **\$15.00 each will be available to member schools and the public.** There are no pass outs at the State Finals. Fans who leave the stadium must purchase another ticket to re-enter.

D) Rights Fees for TV and Radio:

See the IHSAA website (www.ihsa.org) for the fees to be charged by Local Managers and/or the IHSAA for television and cable broadcasts and radio originations.

The Policy regarding media requirements for each Local Manager is contained in these Terms and Conditions under Item IX-O.

V. TOURNAMENT ASSIGNMENTS AND PAIRINGS

A) Sites, Rankings, Pairings:

- 1) There shall be eight (8) classes containing 32 teams in each.
- 2) After determining the 32-team bracket, in classes 1A-6A, the teams will be separated into two (2) brackets of sixteen. In classes 7A-8A, the teams will be seeded 1-32. No consideration will be given to conference schools or teams that played each other the last week of the current season. Teams will be seeded by using record and at-large points as criteria.
 - a. If teams are tied for seed with the same number of wins and at-large points, the higher seed shall go to the team with the most wins of defeated opponents.
 - b. If two teams are tied for seed with the same number of wins and at-large points and have played each other during the regular season, the higher seed shall go to the winner.
- 3) First Round host schools shall be at the top of the bracket.
- 4) After the First Round, the team that has hosted the fewest games in the current playoffs shall be the host for the next round. If both teams have hosted an equal number of games in the current playoffs, the game shall be hosted by the higher seed.
- 5) When circumstances warrant, a site other than the designated host school's field may be requested by either school or may be used subject to the approval of the IHSAA Office after consulting with the host school.
- 6) All football fields that host a playoff game must meet the NFHS football requirements that state: NO barrier within five (5) yards of the end line or sideline.

VI. TOURNAMENT STRUCTURE AND TIME SCHEDULES

A) Day and Times:

- 1) Saturday Games: All games shall be scheduled between 1:00 p.m. and 7:00 p.m. Exact starting times shall be determined by the host school after consulting with the

visiting school. If mutual agreement cannot be met, then the IHSAA will set the game time after consulting with both schools.

- 2) Friday Games: If participating schools mutually agree, any game prior to the State Final may be played on Friday. Games shall not be scheduled during school hours.

- 3) Kickoff for championship games to be played at Hancock Stadium, Illinois State University in Normal.

SESSION I

FRIDAY, NOVEMBER 29

- 10:00 a.m. - Class 1A
- 1:00 p.m. - Class 2A
- 4:00 p.m. - Class 3A
- 7:00 p.m. - Class 4A

SESSION II

SATURDAY, NOVEMBER 30

- 10:00 a.m. - Class 5A
- 1:00 p.m. - Class 6A
- 4:00 p.m. - Class 7A
- 7:00 p.m. - Class 8A

VII. ADVANCEMENT OF WINNERS

- A) Team Advancement:** All teams selected for the Football Playoffs will participate in the first round. Winners of the first round will advance to the second round. Second-round winners will compete in the quarterfinal round. Quarterfinal winners will compete in the semifinal round with semifinal round winners advancing to the State Final in each respective class.

VIII. TOURNAMENT RULES

- A) Size of Squads:** The number of players carried on the regular season varsity traveling squad for each individual school is the number permitted to be published in the IHSAA Football Playoff Program.
- B) Team Sideline Personnel:** Only member school students from the competing team's school, school-recognized adult team manager, certified coaches, and school-approved athletic trainers may be present on the team sidelines
- C) Team Sideline Passes:** The number of sideline passes for competing teams will not exceed the number of uniformed players plus the following: three (3) official passes for the principal, athletic director, and superintendent, (1A, 2A, 3A, 4A) 20 sideline passes and (5A, 6A, 7A, 8A) 30 sideline passes. These sideline passes are for all coaches, managers, and anyone else that is approved by the school administration. No extra passes will be provided. Schools may request one Athletic Trainer Pass for the team athletic trainer or team doctor.
- D) Tie Games:** All regular season Varsity football games shall be played to completion. Tie games shall be resolved in accordance with the recommended 10-Yard Line Overtime Tiebreaker Plan as printed in the National Federation of State High School Association Football Rule Book.



- 1) All regular season varsity games scheduled between member schools must use the 10-yard line tiebreaker as recommended in the National Federation Rule Book. If a game should be played between member schools and the tiebreaker is not used, both teams will be ineligible for the IHSA playoffs, and for at-large points, the game will be considered a no-game.
 - 2) It is strongly recommended that games with out-of-state opponents use the 10-yard line tiebreaker. If the tiebreaker is not used against out-of-state teams, the game (if tied) will be considered a no-game. However, the school involved may still qualify for the IHSA playoffs if it is a conference champion or has earned enough points to qualify as an at-large qualifier.
 - 3) In accordance with National Federation Football Rule 3-1-2, the IHSA Board of Directors has approved for use of a point differential as follows: When either team has gained a 40-point differential at any time during the second half, the game clock shall run continuously for the remainder of the game with only the following exceptions:
 - a. Time-out charged to the team
 - b. After a score
 - c. Time-out between 3rd and 4th quarter
 - d. Extended injury time-out as determined by the referee
 - e. The rule shall apply to all play-off and regular-season contests.
- E) Rules of Play:** The current National Federation of State High School Football Rules for eleven (11)-man football shall be official.
- F) Game Ball:** The host school shall supply a top-quality Wilson leather or composition-covered ball. If the visiting team desires to use a different type (leather or composition) it may do so provided the ball is a Wilson and the team furnishes the ball. This provision shall also apply to the Championship games.
- G) Selection of Playoff Participants:** Conference champions are automatically selected for the Playoffs. When a co-championship exists, the conference representative to the IHSA shall be determined by applying the following steps until only one team remains.
- 1) The team with the most wins (highest winning percentage) in the conference is the conference champion. If two or more teams are tied, go to step 2.
 - 2) If exactly two teams are tied, the team that won the head-to-head conference game is the conference champion. If three or more teams are tied, any team that defeated all the other tied teams in conference play is the champion. If this step does not resolve the tie, go to step 3.
 - 3) If all the tied teams played a conference game against each other, sum the points allowed by each team in each of these games. The team with the lowest total is the conference champion. If two teams remain tied after this step, go to step 2. If three or more teams remain tied after this step, go to step 4.
 - 4) If all the tied teams played a conference game against each other, sum the point differential for each team in each of these games. The point differential is the points scored minus the points allowed in each game, from a minimum of -14 points to a maximum of +14 points. (Forfeited games count as +14 or -14.) The team

- with the highest total is the conference champion. If two teams remain tied after this step, go to step 2. If three or more teams remain tied after this step, go to step 5.
- 5) Sum the points allowed by each tied team in every conference game. The team with the lowest total is the conference champion. If two teams remain tied after this step, go to step 2. If three or more teams remain tied after this step, go to step 6.
 - 6) Sum the point differential for each tied team in every conference game. The point differential is the points scored minus the points allowed in each game, from a minimum of -14 points to a maximum of +14 points. (Forfeited games count as +14 or -14.) The team with the highest total is the conference champion. If two teams remain tied after this step, go to step 2. If three or more teams remain tied after this step, go to step 7.
 - 7) The team with the most wins in all games (conference and non-conference) is the conference champion. If two teams remain tied after this step, go to step 2. If three or more teams remain tied after this step, go to step 8.
 - 8) A random drawing by the IHSA Office will determine the conference champion.

In addition to conference champions, at-large teams will be selected to fill out the 256 teams.

H) Qualifications for Playoffs:

- 1) In addition to these Terms and Conditions, all member schools wishing to participate in the IHSA Football Playoffs must comply with IHSA By-laws 5.061, 5.062 and the interpretations provided in the IHSA Handbook with Illustrations.
- 2) In order to qualify its champion, a conference must involve at least six (6) football-playing schools and play at least five (5) conference football games. Further, a conference must have more than half its members as Illinois football playing schools. All schools not meeting these qualifications must qualify as independents.
- 3) An independent school must play at least one (1) IHSA member school to qualify for consideration as an at-large selection.
- 4) A maximum of nine (9) games may be counted toward the playoffs. A maximum of one (1) game per week may count toward the playoffs unless an exception has been granted by the Executive Director of the IHSA.
- 5) Competition against non-varsity opponents shall not be considered for playoff competition.
- 6) All games must be scheduled no later than 1:00 p.m. on the final Saturday of the regular season.

Note: Football schools are required to enter their 2025 Football schedule online at www.maxpreps.com.

- I) AED:** Host schools must have an AED on-site and be available at all IHSA postseason contests.

IX. TOURNAMENT POLICIES

- A) Postponed Games:** Interscholastic varsity football contests which have been tentatively postponed because one or both schools were not able to fulfill their contract should be rescheduled and a letter to that effect must be on file with the Executive Director no later than the conclusion of the 7th week of the season.
- 1) If the game cannot be played due to striking employees, every effort must be made to reschedule the game.



- 2) If a game cannot be rescheduled, the striking team which must forfeit will receive a loss on its record for that game.
- 3) If the game cannot be rescheduled, the team receiving the forfeit will accept the forfeit as a win, but that is the only game that will count for that week.
- 4) If a game cannot be played when both schools have striking employees and the game cannot be rescheduled, the game will not be considered a win or loss.

B) Discontinuation of Practices: In the event practices have been terminated, the following restrictions will be enforced:

- 1) If practices have been terminated for a period of at least seven (7) days, but less than fourteen (14) days, a school may not resume competition until after three (3) separate days of practice.
- 2) If practices have been terminated for a period of fourteen (14) days or more, a school may not resume competition until after five (5) separate days of practice.
- 3) Days in 1) and 2) above shall be interpreted as calendar days, excluding Sundays.

C) Added Games: Any game contracted after the third weekend of the football season, shall not count toward a team's record for at-large consideration in the Football Playoff Series without approval of the Executive Director. Notification of any game added to a school's schedule, that is not included in the Master Schedule (which is available online), must be submitted in writing to the Executive Director not later than the third weekend of the season.

D) Selection Procedure:

- 1) Member schools who have scheduled games with out-of-state opponents will be responsible to forward a copy of each out-of-state opponent's Football schedule to the IHSA Office no later than September 30th of the current Football season.
- 2) Member schools who have contracted games with out-of-state opponents shall not be awarded a forfeit victory if the contract cannot be fulfilled because the out-of-state opponent has qualified for the playoffs in their state.
- 3) For purposes of at-large selection, the first nine (9) games of an out-of-state opponent's schedule shall be considered as the schedule for that opponent. Playoff games of out-of-state opponents may be considered as a part of the nine-game season schedule for at-large points. Playoff games in other states must meet other criteria established in these Terms and Conditions, such as starting times, tiebreakers, etc.

E) Selection Procedure: To Qualify:

- 1) All games (see VIII-G-4) played through the weekend of the ninth week of the season (October 26, 2024) shall be used in determining a school's point total.
- 2) Enter all Conference Champions
- 3) After Conference Champions consider number of wins only and
 - a. Enter any team not meeting above criteria with 9 wins
 - b. Enter any team not meeting above criteria with 8 wins
 - c. Enter any team not meeting above criteria with 7 wins
 - d. Enter any team not meeting above criteria with 6 wins

- e. Enter any team not meeting above criteria with 5 wins

Continue through a, b, c, d, and e above until 256 teams are selected. Conference and independent teams are considered equally.

- 4) The point in the selection of teams when ties must be broken, proceed as follows:
 - a. Consider all games of tied teams – Award 1 point for each opponent's victory
 - b. If a tie remains, consider only games won by tied teams – Award 1 point for each opponent's victory
 - c. If two teams remain, use head-to-head competition
 - d. Consider the number of playoff teams that the tied teams played – Award 1 point for each playoff-bound team
 - e. Consider the total number of wins accumulated by the playoff teams that you played – Award 1 point for each opponent's victory
 - f. Consider the number of playoff teams that the tied teams played - determine the total defensive points allowed for those teams and the team with the fewer total points allowed would receive the playoff bid
 - g. Draw for remaining teams

F) Team Reimbursements: In the championship games, the IHSA will pay each school an amount based on its mileage from the site of the State Final based upon the following:

Round Trip Distance in Miles	Mileage Flat Rate	Allowance
0-150	\$750.00	\$5.00/mile
151-300	\$1,850.00	\$5.00/mile
301-over	\$2,700.00	\$5.00/mile

G) Unsportsmanlike Conduct: Managers and officials have the strictest instructions to disqualify any player or coach guilty of profane or indecent language or of gross unsportsmanlike conduct. The IHSA By-laws 4.061 and 3.141 give the Board of Directors complete authority to penalize a school for any unsportsmanlike conduct on the part of the principal, the coach, or any member of the faculty or Board of Education, or any other official representative of any participating school. This authority will be exercised by the Board of Directors.

H) All-Star Teams: No officers of the playoffs, nor any member official, nor anyone serving under the supervision of the IHSA may cooperate in any way in the selection of any All-Star playoff team.

I) Bands: The playing of the national anthem is to be done by the home school band unless it is mutually agreeable that the visiting team's band or both school bands should play. No PA music or band music is allowed after the Referee's ready-to-play whistle on each play. If there is no ready-for-play whistle, all music must stop when the offense breaks the huddle and heads to the line of scrimmage. If the offense runs a no-huddle offense, all music must stop when the offensive linemen are at the line of scrimmage.

The marching band of each competing school may perform at half-time of the game in which their school is involved. Each band will be allotted a maximum of six (6) minutes for its half-time performance. The band representing the visiting team shall perform first. Should only one band perform at halftime, the time allotment shall be twelve (12) minutes.



Note: At the State Finals, the national anthem will only be played prior to the first game on Friday and the first game on Saturday.

J. Artificial Noisemakers:

Fans are allowed to use artificial noisemakers at football playoff games if the host school administration approves.

K. Signs and Banners:

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

- a. They are in good taste and reflect good sportsmanship in their message and use.
- b. They reflect identification and encouragement to participants and their school/community.
- c. They are not displayed on the field of play or in a manner that interferes with play.
- d. They do not obstruct the view of participants or spectators; and
- e. They are not safety hazards.

J) Cheerleaders and Mascots: The number of cheerleaders permitted to cheer for the championship games shall be the same number that has cheered in the current playoff games.

K) 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.

L) Pre-Game Practice: After pairings have been determined, play-off teams will not be allowed practice time on the playing field at the site of the State Final games. Further, hosting schools have no obligation to permit visiting teams access to the game field prior to one hour before the game.

M) Media Requirements:

1) Coverage

a. State Series hosts should work to accommodate media members with space to cover State Series events whenever possible.

b. For State Series events, the IHSA Press Box Policy should be used as a guide for determining media press box access should space become an issue.

2) Broadcasting

a. Radio or audio-only internet broadcasts are not subject to a broadcast rights fee at the Regional, Sectional, or Super-Sectional levels. A \$100 fee exists at the State Final round, pending approval by the IHSA after completion of the IHSA's broadcast application form.

b. If a State Series contest/event is broadcast on the NFHS Network, then there is no rights fee due and no other video streaming/TV broadcasts will be allowed, pending special permission from the IHSA.

c. If a State Series contest/event is not broadcast on the NFHS Network, then the broadcast rights may be purchased to broadcast via video streaming/TV pending approval by the IHSA after completion of the IHSA's broadcast application form.

Note: Broadcast application forms can be accessed by Googling "IHSA Broadcast Applications" or directly at [IHSA.org/News-Media/News-Media-Center/Broadcast-Applications](https://www.ihsa.org/News-Media/News-Media-Center/Broadcast-Applications)

N) Videotaping by Schools or Spectators: The following film and video taping policy shall be adhered to during the state series.

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

2) Teams who qualify for the playoffs will be required to participate in a timely exchange of a minimum of two (2) films with their opponent for each round. The films exchanged will be selected by the opposing coach.

3) Coaches must contact the opposing coaches to set arrangements for film exchange. This film exchange must occur by 6:00 p.m. Sunday.

4) An IHSA Official Roster of players must be exchanged with the film.

5) Coaches must abide by Rule 1-6-1.

6) The home team must provide the visiting team a comparable area for an equal number of spotters, i.e. if you spot with three (3) from Press Box, the visitor must be able to spot with three (3) from Press Box or an area equal if they have a Press Box on the visitor's side.

O) Tobacco/Liquid Nicotine Products: The use of tobacco or liquid nicotine products in any competition area, either during practice or while a contest is in progress, or affiliated property of any IHSA state series contest by any coach, player, or 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, and tobacco/liquid nicotine-free zones on the date or dates of any IHSA event being held at the site.

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

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

R) Prayer over the Public Address System: Prayer at an IHSA state series contest that takes place over the public address system is prohibited.



X. AWARDS

Appropriate awards will be furnished by the IHSAA as follows:

- A) **Quarterfinal and Semifinal:** Each school in each class participating in the quarterfinal and/or semifinal round which does not advance to the next round will receive a suitable award.
- B) **Team Awards:** Trophies will be awarded to the winner and runner-up in each class in the State Final.
- C) **Individual Awards:** Medallions not to exceed fifty-five (55) (6 medallions are for Supt., Prin., AD, 2 coaches, and athletic trainer) will be presented to members of the winning and runner-up team in each class at the State Final. Qualifying schools may purchase additional medallions by contacting the IHSAA Office.
- D) **Awards Presentation:** Superintendent, Principal, AD, Head Coach, and Captains will be recognized at the conclusion of the state final contest.

XI. OFFICIALS

- A) **Appointments and Fees:** Where possible certified football officials will work the playoff games. Playoff officials will be appointed by the IHSAA Office. According to National Federation rules, there is no appeal. Officials' decisions are final.
- B) **First and Second Round:** Each official shall receive \$90.00 per game (crew of five). The IHSAA office will pay all playoff officials.
- C) **Quarterfinal Round:** Each official shall receive \$112.00 per game (crew of five). The IHSAA office will pay all playoff officials.
- D) **Semifinal Round:** Each official shall receive \$152.00 per game (crew of five). The IHSAA office will pay all playoff officials.
- E) **Championship Games:** Each official shall receive \$200.00 per game, plus up to one night's lodging at a hotel designated by the IHSAA Administrator (crew of five).
- F) **Mileage Reimbursement Policy:** In the state series, to assist officials for out-of-pocket expenses, a voucher system will be used to compensate officials when they actually drive in excess of 70 miles round trip per contest. Payment will be made through the IHSAA Office, after completion of the tournament series, at a rate of forty-five cents per mile for all mileage more than 70 miles round trip. No compensation will be permitted for trips of less than 70 miles round trip.



IMPORTANT NOTICE

Important reminder regarding the Football Terms and Conditions

Terms and Conditions — Item VIII-D, concerning out-of-state opponents:

- 1) Member schools who have scheduled games with out-of-state opponents will be responsible to forward a copy of each out-of-state opponent's football schedule to the IHSA Office no later than September 30 of the current football season.
- 2) Member schools who have contracted games with out-of-state opponents shall not be awarded a forfeit victory if the contract cannot be fulfilled because the out-of-state opponent has qualified for the playoffs in their state.

For purposes of at-large selection, the first nine (9) games of an out-of-state opponent's schedule shall be considered as the schedule for that opponent. Playoff games of out-of-state opponents may be considered as a part of the nine-game season schedule for at-large points. Playoff games in other states must meet other criteria established in these Terms and Conditions, such as starting times, tiebreakers, etc.



How to Find the Football Master Schedule

The annual Football Master Schedule is available on the IHSA Web site (www.ihsa.org), starting in mid-July.

From the main menu, choose "Football" to access the online version. Schedules and standings are updated with scores every Monday throughout the football season.

In addition, the weekly "Playoff Outlook" shows what teams are still in the playoff running and how the classes might be divided on Football Pairings Night. The online Football Master Schedule is never out of date. *Check it often!*

IMPORTANT DATES & TIMES TO REMEMBER

Mon., Aug. 12 — Opening Date for Practice

Thurs., Aug. 26 — Opening Date of Regular Season

Sat., Oct. 26 — Pairings Drawn in IHSA Office (The IHSA will not call any schools on Saturday night.)

The Pairings will be posted on the IHSA Web Site (www.ihsa.org) as soon as they have been completed.

Once the game days and starting times have been reported to the IHSA Office from the host school, the IHSA Office will post the list of the Officials assigned to each game on the IHSA School Center. You must call the crew chief of the officials assigned to your game on Tuesday by 3:00 p.m. They know they have an assignment, but they do not know where they will be going or the time of the game.

All host schools must report the game dates and times to the IHSA Office by phone (309-663-6377) or email Brooke Finchum at bfinchum@ihsa.org by 10:00 a.m. on the Monday prior to the next round of the Football Playoff Series.

Friday Games: If participating schools mutually agree, any game prior to the State Final may be played on Friday. Games shall not be played during school hours.

Saturday Games: All games shall be scheduled between 1:00p.m. and 7:00p.m. Starting times are to be determined by the host school after consulting with the visiting school. If visiting school has a concern, they may contact the IHSA.

First Round Games

Fri., Nov. 1 or Sat., Nov. 2

Second Round Games

Fri., Nov. 8 or Sat., Nov. 9

Quarterfinal Round Games

Fri., Nov. 15 or Sat., Nov. 16

Semifinal Round Games

Fri., Nov. 22 or Sat., Nov. 23

Session No. 1: Fri., Nov. 24 —

Championship Games

10:00 a.m. - Class 1A

1:00 p.m. - Class 2A

4:00 p.m. - Class 3A

7:00 p.m. - Class 4A

Session No. 2: Sat., Nov. 25 —

Championship Games

10:00 a.m. - Class 5A

1:00 p.m. - Class 6A

4:00 p.m. - Class 7A

7:00 p.m. - Class 8A

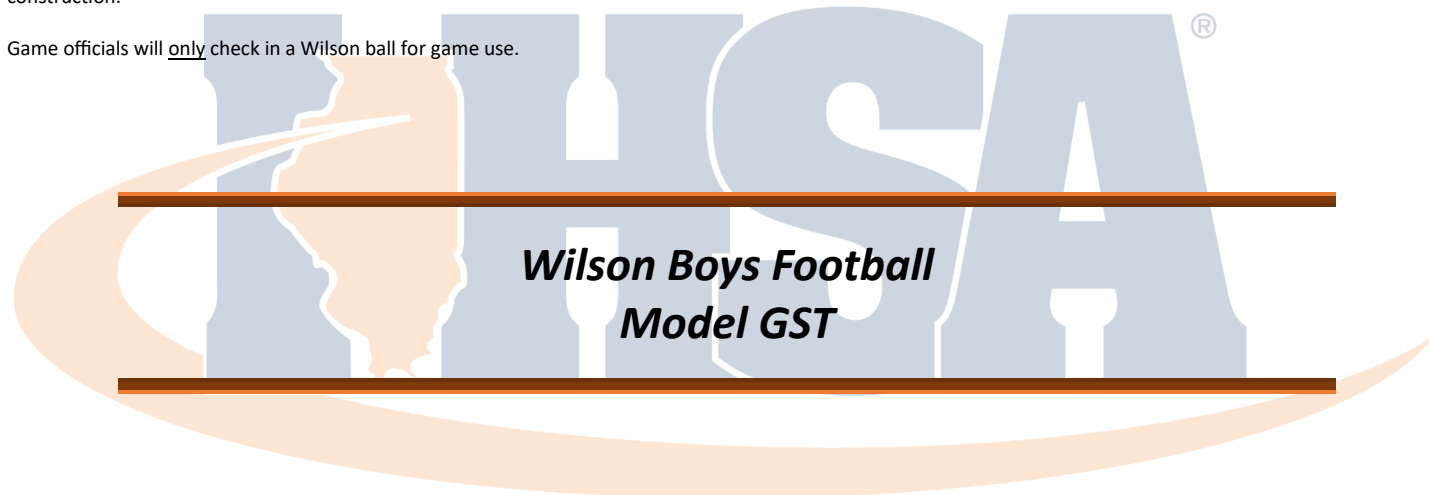


Official Ball 2024 Football

This memorandum is accompanied by the “official ball” use by your school in the playoff game upcoming. It has been manufactured for the Illinois High School Association by Wilson.

The Wilson football is required to be used in all Football Playoff Series Games. There can be no substitution of a ball manufactured by another company, but either school may substitute a different legal Wilson ball for this one. The ball being provided for each school incorporates the registered mark of the IHSA in its construction.

Game officials will only check in a Wilson ball for game use.



Playoff Teams:

- 1) **First Round:** Each team competing in the first-round game will receive one ball to be used in the first-round game and may keep it. The balls will be shipped to each school.
- 2) **Second Round:** Each team competing in the second-round game will receive one ball to be used in the second-round game and may keep it. The balls will be shipped to each school.
- 3) **Quarterfinal Round:** Each team competing in the quarterfinal game will receive one ball to be used in the quarterfinal game and may keep it. The balls will be shipped to each school.
- 4) **Semifinal Round:** Each team competing in the semifinal game will receive one ball to be used in the semifinal game and may keep it. The balls will be shipped to each school.
- 5) **Championship Round:** Each team competing in the championship game will receive one ball to be used in the championship game and may keep it. The balls will be shipped to each school.



NOCSAE Manual Helmet Information

NOCSAE Helmet Information

(From the current NOCSAE manual)

Licensed reconditioners themselves test used helmets to the original standard applicable when the helmet was new.

The NOCSAE helmet standards are voluntary test standards that have been developed to reduce head injuries by establishing requirements of impact attenuation for football helmets/face masks, baseball/softball batting helmets, baseballs and softballs, and lacrosse helmets/face masks. These standards are adopted by various regulatory bodies for sports, including the National Collegiate Athletic Association (NCAA) and the National Federation of State High School Associations (NFHS).

NOCSAE continually studies all types of helmets and test conditions, and the severity of the tests will be changed when credible evidence is presented that such changes will affect injury reduction.

The NOCSAE helmet standard is not a warranty, but simply a statement that a particular helmet met the requirements of performance tests when it was manufactured or reconditioned. For football helmets, NOCSAE does recommend that the consumer adhere to a program of periodically having used helmets recertified. Because of the difference in the amount and intensity of usage on each helmet, the consumer should use discretion regarding the frequency with which certain helmets are to be recertified.

Those helmets which meet the NOCSAE standard must bear the seal, "Meets NOCSAE standards" and the logo for that type of helmet. The seal and the logo are permanently branded on the outside rear portion of the helmet.

The NOCSAE standard does not require the use of specific brand-name replacement parts when helmets are reconditioned. Neither the test nor the performance standard call for any specific materials or designs. The standard speaks only to the performance of the helmet when new or after reconditioning and recertification.

The National Athletic Equipment Reconditioners Association, NAERA, policy will not certify any football helmet 10 years of age or older. **For example, at the end of this upcoming 2024 football season, any helmet dated 2015 or older will not be reconditioned/recertified.**

NOCSAE Licensed Reconditioners

Note: Check with your local Sporting Goods dealer regarding NOCSAE Licensed Football Helmet Reconditioners.

NOCSAE statement on third-party helmet add-on products and certification:

"NOCSAE helmet standards are specific to models which are identical in all aspects, except as to size. The testing required to support the certification is also specific to the model being certified. NOCSAE standards require that any change in configuration, padding, shell geometry, or protective system requires a new model designation with separate certification testing. The addition of after-market items by anyone that changes or alters the protective system by adding or deleting protective padding to the inside or outside of the helmet, or which changes or alters the geometry of the shell or adds mass to the helmet, whether temporary or permanent, voids the certification of compliance with the NOCSAE standard."



How To Determine the At-Large Teams

To complete the 32-team bracket in each class, “At Large” berths are filled according to a selection procedure outlined in the 2024 Football Playoff Series Terms and Conditions. Teams earn these “At Large” berths just like conference champions earn their regularly-provided berths — on the playing field. The point system and selection procedures require a win-loss record (through the final week of the season) of all schools.

Every game played by every football-playing school will have a bearing on the point system. How a school fared against each of its opponents and how that school’s opponents fared in the games it played, are taken into consideration in determining the teams to fill “At Large” berths available in a class. The team(s) with the highest point totals from among those eligible for consideration earn the berths.

Figuring Points

Should there be more teams at a certain win level than there are “At Large” berths available, the berths will be awarded according to the following procedure:

- 1) After adding the total number of wins by all the school’s opponents, the school with the most opponent wins will receive the berth.
- 2) If there still is a tie, only the wins of each opponent beaten by one of the tied teams will be added, and the school with the most wins by a beaten opponent will receive the berth.
- 3) If there still is a tie, only the wins of each opponent to beat a tied team will be added, and the berth will go to the school having lost to the opponent(s) with the most wins.

Here’s an example of how the procedure would work with the example on the following page:

Herscher, with eight (8) wins, would be given a berth before any of the teams with seven (7) wins.

If one berth remained, Geneseo would get the berth versus Roxana and/or Yorkville because of the 42 wins by all its opponents.

Between Roxana and Yorkville, the berth would be given to Yorkville because it had 33 wins from teams it beat compared to Roxana’s 32. If both had 32 wins, Step 3 would have given the berth to Roxana because the total wins of the two teams to beat Roxana was nine (8-1) compared to Yorkville’s eight (8-0).

- 4) If, after Step 3, there still is a tie, if the tied teams had played during the season, the team winning the regular season game would receive the berth.
- 5) Should none of the previous steps determine the team(s) to fill any remaining “At Large” berth, the final steps would be:

- Consider the number of playoff teams that the tied teams played. If this does not break the tie, then:
- Consider the total number of wins accumulated by the playoff teams that you played.
- Blind draw for remaining teams.

How Strikes Are Figured

If a scheduled contest between a Striking School and Non-Striking School is not rescheduled and played at a later date, two things can occur:

- 1) The two schools may mutually agree to cancel the contract between them for the contest.
- 2)) One or both schools may not agree to cancel the contest contract, and the Striking School must take a forfeit loss and the Non-Striking School must take a forfeit win for the contest(s) involved.

A team is allowed to play (participate in) a maximum of nine (9) games at a rate of one per week. This maximum of nine (9) games means either a game participated in by a given school on the gridiron, or a game won-lost by forfeit for a given school. The Football Playoff Point System used for determining “At Large” teams is based upon the nine (9) game maximum. Only one game per week can “count” in the Football Playoff Point System unless a change is approved by the Executive Director.

A Non-Striking team may receive both a forfeit win from a Striking School and may reschedule another opponent and play this “added” game in the same week, but only the original game is counted in the Football Playoff Point System (if it is one of the school’s nine).

For example, School A is on strike and is scheduled to play School B Friday night. The game is forfeited by School A to School B on Tuesday. On Wednesday, School B reschedules with School C, and they play Friday night. Here is how the situation is viewed:

- 1) IHSAA for Football Playoffs: The original game of A vs. B is the only counter.
- 2) By Media for Overall Won-lost Record: The news media season win-loss record of a given school should reflect both games actually played and games won-lost by forfeit. A school could play a total of nine games on the gridiron and receive credit in the media for winning or losing as many as nine more games because of forfeit.

How To Record Strike Games

If the game is rescheduled and played at a later date in the season, consider it only as a postponed game, and as a counting game for each of the competing schools.

If the game is not rescheduled and not played at a later date in the season, then:

- 1) Striking School is credited with a forfeit loss for purposes of the Football Playoff Point System, and its media season win-loss record.
- 2) Non-Striking School is credited with a forfeit win for purposes of the Football Playoff Point System, and its media season win-loss record.
- 3) Non-Striking School may play another opponent, but regardless of the outcome of the game, it will not count in the Football Playoff Point System for the Non-Striking School. It may be a counting game, however, for the new opponent. Each school must play a minimum of eight (8) games by the ninth (9th) week of the season to be eligible for consideration for the playoffs either as conference representative or “At Large” qualifiers.



- 4) Striking School may play another opponent, after forfeiting, and that game will not count in the Football Playoff Point System for the Striking School. (It may be counted by the opponent if it is one of the minimum-maximum number of games allowed for the opponent.)
- 5) If both schools scheduled to play are on strike, and if the game is not played at a later date, it is recorded as a non-game, and cannot be counted as one of the minimum eight (8) games played by the ninth (9th) week of the season. If one school had nine games scheduled (contracted) and the other had eight, the first school's schedule would be reduced to eight games (still eligible) and the second school's schedule would be reduced to seven games (not eligible).
- 6) The forfeit losses are considered as "games played" by both the Striking School and the Non-Striking School to meet the eight (8) game requirements of the Football Terms and Conditions.

How To Count "Added" Games

- 1) Non-Striking School will record a win forfeit and the outcome of the "added" game to its win-loss record. The "added" game will not count in the Football Playoff Point System, but the win-loss record published in the media, etc., will reflect both the forfeited game and the played game.
- 2) Striking School will record a loss for forfeit and the outcome of the "added" game to its win-loss record. The "added" game will not count in the Football Playoff Point System, but the win-loss record published by the media will reflect both the forfeited game and the played game.
- 3) "Added" opponent for the Non-Striking School may count this game as one of its maximum nine (9) which can be played. It cannot, however, be a game in excess of the maximum nine (9) allowed by the IHSAA Football Sport Season by-law. The outcome of the game shall be recorded on the win-loss record and in the Football Playoff Point System.
- 4) All team and individual statistics accumulated in an "added" game shall be maintained and shall be included in the team and individual totals for the season for each participating team.



'AT LARGE' POTENTIALS

The following is a hypothetical example of how the point system works:

HERSCHER

Opponent	Game Result	Step 1 Wins by all Opponents
Dwight	W	0-9
Watseka	W	4-5
Peotone	W	1-7
Momence	W	6-3
Paxton	W	4-4
St. Anne	W	0-9
Clifton (Central)	L	7-2
Ottawa (Marquette)	W	6-3
Kankakee (McNamara)	W	7-2
Total	8-1	35-44

ROXANA

Opponent	Game Result	Step 1 Wins by all Opponents	Step 2 Wins by Defeated Opponents
Piasa (Southwestern)	W	4-5	4
Mascoutah	L	8-1	0
St. Jacob (Triad)	W	2-7	2
Granite City (North)	W	4-5	4
Civic Memorial	W	6-3	6
Highland	W	7-2	7
Jerseyville	W	2-7	2
O'Fallon	L	1-8	0
Wood River	W	7-2	7
Total	7-2	41-40	32

GENESE (DARNALL)

Opponent	Game Result	Step 1 Wins by all Opponents
Pleasant Valley, IA	W	2-8
North Scott, IA	L	5-4
Macomb	W	4-4
Mendota	W	4-5
Hall Twp.	W	6-3
Rochelle	L	9-0
Rock Falls	W	2-7
Princeton	W	3-6
Kewanee	W	7-2
Total	7-2	42-39

YORKVILLE

Opponent	Game Result	Step 1 Wins by all Opponents	Step 2 Wins by Defeated Opponents
Kaneland	W	3-6	3
Marseilles	W	5-4	5
Lisle (Sr.)	L	8-1	0
Wilmington	W	6-3	6
Westmont	W	3-6	3
Minooka	W	4-5	4
Lemont	W	6-3	6
Dwight	L	0-9	0
Seneca	W	6-3	6
Total	7-2	41-40	33

Sample IHSAA Football At-Large Qualifying Teams

Points Figured for all 5-Win Teams in 8-Class Tournament

At-Large Qualifiers

School	W	L	Wins by all Opp.	Wins by Defeated Opp.
New Lenox (Providence)	5	4	52	23
Naperville (Neuqua Valley)	5	4	48	20
Carol Stream (Glenbard N.)	5	4	48	18
Lincolnshire (Stevenson)	5	4	47	18
Heyworth	5	4	46	19
El Paso (E.P.-Gridley)	5	4	46	17
Chicago Heights (Marian)	5	4	45	21
Riverside (R.-Brookfield)	5	4	45	18
Woodstock (H.S.)	5	4	45	16
Farmington	5	4	45	16
Batavia	5	4	44	18
Morton	5	4	44	15
Mt. Sterling (Brown County)	5	4	44	12
Sycamore	5	4	43	20
Tremont	5	4	43	20
Winnebago	5	4	43	19
Johnsburg	5	4	43	14
Hamilton [West Hancock Coop]	5	4	43	13
Richmond (R.-Burton)	5	4	42	19
Flossmoor (Homewood-F.)	5	4	42	19
St. Charles (North)	5	4	42	17
Rochester	5	4	42	14
Savanna (West Carroll)	5	4	42	14
Blue Island (Eisenhower)	5	4	42	14
Kewanee (Wethersfield)	5	4	42	12
Lena (L.-Winslow)	5	4	42	11
Carrollton	5	4	42	11
Chicago (Simeon)	5	4	41	17
Kankakee (McNamara)	5	4	41	17

School	W	L	Wins by all Opp.	Wins by Defeated Opp.
Oak Park (Fenwick)	5	4	41	16
Glen Ellyn (Glenbard West)	5	4	41	16
Normal (University)	5	4	41	15
Monmouth (M.-Roseville)	5	4	41	14
Gibson City (GCMS)	5	4	41	14
Frkin Pk.-Northk. (Leyden)	5	4	41	14
Coifax (Ridgeview)	5	4	40	16
Troy (Triad)	5	4	40	16
Rockford (R. Christian)	5	4	40	15
Aurora (Marmion Academy)	5	4	40	14
Virde	5	4	40	14
Rushville (R.-Industry)	5	4	40	14
Staunton	5	4	40	13
Champaign (Central)	5	4	40	13
Nokomis	5	4	40	13
Normal (Community West)	5	4	40	13
Danville (H.S.)	5	4	40	12
Flora	5	4	40	12
Jacksonville (H.S.)	5	4	40	12
Eureka [E.-Roanoke-Benson Coop]	5	4	40	12
Toledo (Cumberland)	5	4	40	11
Peru (St. Bede)	5	4	40	11
Macon (Meridian)	5	4	40	9
Villa Grove	5	4	39	17
Bradley (B.-Bourbonnais)	5	4	39	12
Elmwood [E.-Brimfield Coop]	5	4	39	11
Wheaton (North)	5	4	39	11
Waterloo (H.S.)	5	4	38	15
Burbank (St. Laurence)	5	4	38	14
Vernon Hills	5	4	38	12

School	W	L	Wins by all Opp.	Wins by Defeated Opp.
Mt. Prospect (Prospect)	5	4	38	9
Highland	5	4	37	16
Watseka	5	4	37	13
Fithian (Oakwood) [Coop]	5	4	37	13
Charleston	5	4	37	10
Rockford (Christian Life)	5	4	36	12

Non-Qualifiers with 5 Wins

School	W	L	Wins by all Opp.	Wins by Defeated Opp.
Maywood (Proviso East)	5	4	36	11
Chicago (Harlan)	5	4	36	8
Pleasant Hill [P.H.-Barry-West Pike Coop]	5	4	36	8
Waukegan (H.S.)	5	4	36	6
Monticello	5	4	35	10
Hampshire	5	4	35	9
Chicago Hts. (Bloom)	5	4	35	9
Barrington	5	4	34	13
Summit (Argo)	5	4	34	10
Deerfield	5	4	33	7
Crystal Lake (Central)	5	4	29	6

Current Tiebreaker History

Year	Automatic Qualifiers (6-3 or better)	5-Win Spots	5-Win Teams Qualifying	5-Win Teams Not Qualifying	Playoff Point Cutoff
2006	205	69	51	18	38
2007	189	76	65	11	36
2008	201	67	55	12	36
2009	218	60	38	22	38
2010	210	63	46	17	39
2011	221	60	35	25	40

Example of Breaking Tie at 36 Points

Schools	Step 1 Wins by all Opponents	Step 2 Wins by Defeated Opponents
Rock Falls	36	21
Eureka	36	19
Toulon (Stark Co.)	36	19
Naperville (North)	36	17
Crete (C.-Monee)	36	17
Tampico	36	14
Bethany	36	14
Peoria (Woodruff)	36	13



2024 Football Playoff Pairings Plan

Pairings Distribution Plan

On Pairings Night (Saturday, October 26, 2024), football playoff information will be posted on the IHSAA Web site (www.ihsa.org) and broadcast on the IHSAA TV Network.

Important Reminder: The IHSAA will not call any schools with pairing information on Saturday night of the Football Playoff Pairings. The following schedule is supplied for your convenience. This schedule is approximate and does not constitute a promise to release information at any time.

- 5:00 p.m. Final regular-season scores and standings
- 6:00 p.m. List of the 256 teams that have qualified for the playoffs and summary of information about the qualifying teams.
- 8:00 p.m. Pairings released on the IHSAA Web site and IHSAA TV Network, starting with Class 1A, and working in class order.

Dates and times of the first-round games will be released on the afternoon of Monday, Oct. 28.

How the Pairings are Determined:

The football playoffs are the only IHSAA tournament for which teams qualify based on their regular-season records. Only 256 of the 500 football-playing schools qualify for the post-season playoffs. The following steps are used to determine which teams receive a playoff berth and how the playoff teams are paired.

Selecting the Playoff Teams:

The first step is to select the 256 playoff teams. The process proceeds as follows: All conference champions receive a playoff berth. If two or more teams are tied for the best conference record, the football tiebreaker identified in the Terms and Conditions will determine the conference representative to the playoffs.

The remaining schools are sorted by three categories:

- Total wins
- Combined wins of all opponents (known as “tie-breaker points”)
- Combined wins of all defeated opponents

For example:

School	Opps. Wins	Opps. Wins	Wins
Smallville	9 30	30	
Bigtown	9 27	27	
Junction City	8 37	30	
Trestle Town	8 37	29	
Plainton	7 40	30	
Edgeburg	7 38	31	
Port Illinois	6 43	30	
Pig Creek	6 37	28	

Starting at the top of this sorted list, the teams are added to the playoff field until the 256-team limit is reached. In the event of a tie for the 256th position, the following tiebreakers are applied:

- Head-to-head competition (if the teams have met)
- Number of playoff teams that the tied teams have played
- Total number of wins accumulated by the playoff teams played
- Coin flip

In theory, teams with 9, 8, 7, and 6 wins will qualify for the playoffs. Teams with 5 wins will be “on the bubble,” and the tie will be broken by the number of tie-breaker points (the combined wins of all opponents).

Determining the Classes

After the 256 qualifiers have been determined, the schools are broken down into 8 classes of 32 teams each, based on the school’s adjusted enrollment (from last year’s report to the Illinois State Board of Education, adjusted by the 1.65 multiplier where applicable).

The largest 32 schools based on the football enrollment figures are placed in Class 8A, the next largest in Class 7A, and so on down to Class 1A. If a tie should occur for the final spot in a particular class, a coin flip is used to break the tie.



Seeding the Brackets

After determining the 32-team bracket, in classes 1A-6A, teams will be separated into two (2) brackets of 16. In classes 7A-8A, the brackets will be seeded 1-32

Within each bracket, the seeds are determined by sorting the teams by two of the factors used to determine playoff berths:

- Total wins
- Combined wins of all opponents (known as tie-breaker points.)

If two or more teams are tied for a particular seed, the following tiebreakers are applied:

- Head-to-head record (if exactly two teams are tied)
- Wins of defeated opponents
- Random selection by computer

Determining the Host Team

In the first round, the higher seed hosts the game. In subsequent rounds, the school that has hosted fewer times during the current playoff series hosts the game. In the semifinals, if both teams have hosted an equal number of times, the team with the highest seeding criteria at the end of the regular season (wins, tie-breaker points, conference standing, etc., as listed above) is the host. If all these criteria are equal, the team on the top of the bracket is the host.

When circumstances warrant, a site other than the designated host school's field may be requested by either school and may be used subject to the approval of the IHSAA Board of Directors and the host school.

The game must be played on Saturday, unless both schools agree to play the game on Friday. The host school then sets the time of the game. Friday games must not be scheduled during school hours. Saturday games must start between 1 pm and 7 pm.

For the state championship game at **Hancock Stadium, Illinois State University, in Normal, IL**, the team on the top of the bracket is the home team.



Determining Host Schools, Game Days, & Starting Times

All host schools are required to call (309-663-6377) or email Brooke Finchum: bfinchum@ihsa.org *at the IHSA Office by 10:00 a.m.* on the dates listed below with the date and time for the First, Second, Quarterfinal and Semifinal Round games. Please contact the administration of your school's next Football Playoff opponent prior to the dates listed below to determine your date and starting time.

Very Important: After each host school has notified the IHSA Office with their game date and starting time, the IHSA Staff will put the Officials Assignments on each Host School's IHSA School Center Web Site. The IHSA Office will not post the Officials Assignments on the School Center Web Site until all schools have reported their date and starting time. It is very important that each host school call the crew chief of the officials assigned to their game on Tuesday by 3:00 p.m. Officials know they have an assignment; they just do not know when or where they will be officiating.

First Round Hosts — Monday, Oct. 28th

Second Round Hosts — Monday, Nov. 4th

Quarterfinal Round Hosts — Monday, Nov. 11th

Semifinal Round Hosts — Monday, Nov. 18th

Dates and Times:

Friday Games: If participating schools mutually agree, any game prior to the State Final may be played Friday. Games shall not be scheduled during school hours.

Saturday Games: All games shall be scheduled between 1:00p.m. and 7:00p.m. Exact starting times shall be determined by the host school after consulting with the visiting school. If a problem exists with the home school's start time, the IHSA will set the start time after consulting with both schools.

The IHSA Office will post all game days and starting times on the IHSA's Web Site at www.ihsa.org as soon as they have been determined.

Determining Host Team: It is imperative you refer to the current class pairings bracket on the IHSA web site. Once the playoffs for 2024 commence, the individual class pairings bracketing for 2025 takes over. A school's previous hosting experience in previous years of playoffs **is not a factor at all**. The respective class pairings bracket prevails. The procedure for determining home teams is as follows:

- A) First round games will be hosted by the highest seeded team in each correlated bracket as determined by the IHSA Playoff point system.
- B) After the First Round, the team having hosted the fewest games in the current playoffs, shall be the host for the next round. If both teams have hosted an equal number of games in the current playoffs, the game shall be hosted by the higher seed. The home school for the semifinal game will be determined by the following criteria: a) home team will be the team that has hosted the fewest number of home games in the playoffs, b) if both schools have hosted equal number of times, then the team with the best overall record shall be the host school, c) if both schools have the identical record, then the team with the most tie-breaker points that was used for qualifying for the playoffs will be the home team, d) if both schools have the identical number of tie-breaker points, then the home team will be the team that has the most wins of defeated opponents, and e) if both teams had the same conference standing, then the home team will be the team on the top of the bracket. The brackets will be announced on the Playoff Pairings Show Saturday, October 26, 2024. The home team for the State Final games in Normal will be the team that is on the bottom of the bracket.

Thank you and your staff for your cooperation. Best of luck in the playoffs.



Submitting Required State Final Program Information Online

As your team gets close to qualifying for the state final tournament, you will be required to complete the State Final Program Information form online. This form provides the IHSA with most of the information printed in the state final souvenir program. You are required to provide this information once you have qualified for the Semifinal Round of the Playoffs.

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

To log in the Schools Center, go to the main IHSA Web page (www.ihsa.org) and click on the Schools Center link. Then use your School ID and password to log in. On the main menu of the Schools Center, click on the "Sport & Activity Tracker". The link and instructions can be found in the Football area.

The information you will provide online includes administration, coaching staff, coaching history, season record, roster and statistics.

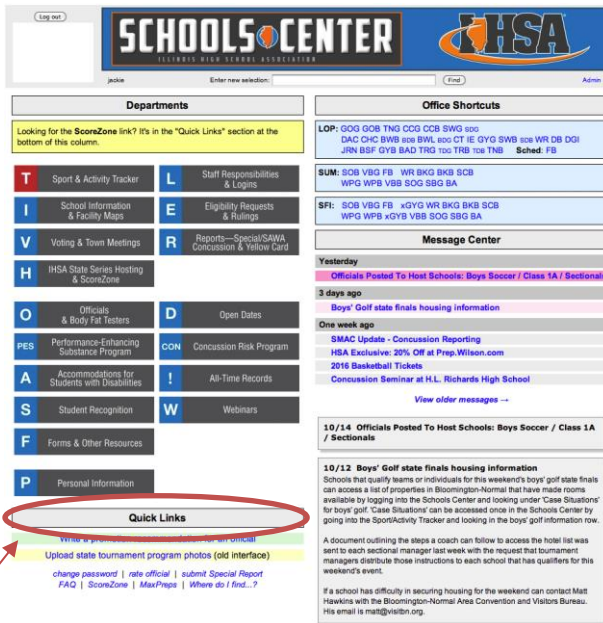
(If you experience any problems, please call the IHSA Office)

IMPORTANT REMINDER

Your football team picture, administration pictures (Superintendent, Principal, Athletic Director, and Head Football Coach) and all cutlines (photo identification) need to be uploaded into the Schools Center **no later than Wednesday, November 20. Your State Final Information ("SF Info") also needs to be entered online no later than Saturday, November 23.**

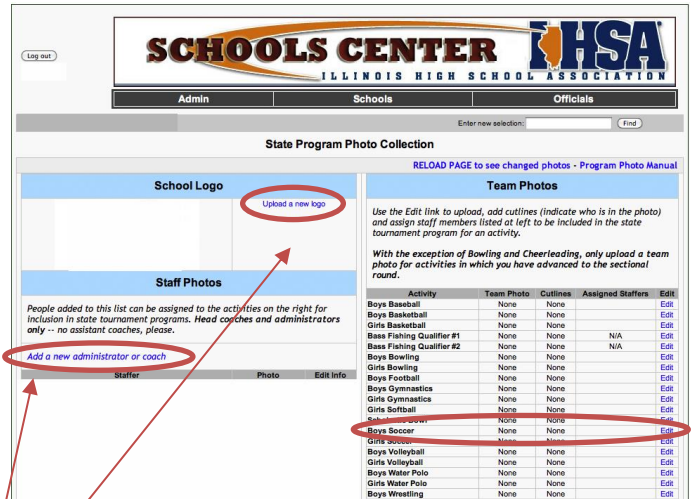
If your school qualifies for the State Final Football Playoffs, you are required to complete the IHSA UP-TO-DATE BOYS FOOTBALL STATISTICS form and email it to bfinchum@ihsa.org by 10:00 a.m. on Sunday, November 24.

INSTRUCTIONS FOR SUBMITTING PHOTOS



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

Submit your photos by uploading them in the Schools Center.



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

If you have any questions, please call Brooke Finchum—
309-663-6377 or email: bfinchum@ihsa.org

**Photos are due by Midnight Saturday,
November 23, 2024**



ADDITIONAL AWARDS ORDER FORM

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

This form is to be used only if the school is purchasing awards for one of the following reasons (Check one)
Team Roster Exceeds the number allowed in the T&C's
Dual Campus
Broken-Replacement
Coop School
Lost-Replacement
State Awards: Music Sweepstakes
Sport or Activity: Year: Qty.: Place:
Gender: Girls Boys Co-Ed
Classification: 1A 2A 3A 4A 5A 6A 7A 8A No Classification
A AA MUSIC SWEEPSTAKES ONLY
Level of Competition: Regional Sectional Super-Sectional State
1-5 (\$6.00) 6-12 (\$9.00) 13-24 (\$12.00) 25-above (\$14.00)

Type of Award:
Team Plaque
Team Trophy
Medal/Medallion
Sweepstakes Medallion
Badminton Gold Shuttlecock and/or Riser
Laser Trophy Plate
Replacement Trophy Plate w/o lasering
Bat, Tennis, Golf Club Replacement
Ind. Event Medals (indicate Event name):
Ordered By (Print):
Job Title: Principal A.D. Off. Rep. Coach
School Name:
School Address:
City, Zip:
Phone Number:
Email Address:
Official Representative Name (Printed):
Official Representative Signature:



ADDITIONAL AWARDS ORDER FORM

Once this form is completed and returned to the IHSA, an invoice attached will be provided to the email provided.

Invoice must accompany payment! The awards company refers to the invoice to process awards orders.

Duplicate/Replacement Awards will only be shipped to the school.

Duplicate Awards Orders must be approved by the School's Official Representative

Trophy Letters & Figurine Replacement: Schools who need replacement letters or figurine(s) for older model trophies, please contact A & M Products direct at 815-875-2667.

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

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

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

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

State Medallions and Reg./Sect. Medal Shipping Costs: 1-5 = \$6.00

- 6-12 = \$9.00
13-24 = \$12.00
25-above = \$14.00

Plaque/Trophy Pricing for Schools (Shipping included):

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

Plate Replacement Pricing:

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

IHSA State Final Miniature Replica Trophy Order Form

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

Price includes UPS shipping the total order to one address.

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



Sport _____

School _____

Off. Rep./A.D. _____

Phone _____

Address _____

City/Zip _____

Email _____

Method of Payment: Check Number: _____ Purchase Order No. (if necessary): _____

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

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

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

IHSA State Final Miniature Replica Trophy Order Form

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

Price includes UPS shipping the total order to one address.

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



Name to Appear on Base Plate		
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

Football Playoff Game Manager Checklist

Administration

- | | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>_____ 1. Email the game date and time to the office by 10:00 a.m. on Monday (sknox@ihsa.org or bfinchum@ihsa.org).</p> <p>_____ 2. Confirm availability of field, locker rooms, and other facilities.</p> <p>_____ 3. Arrange for concessions.</p> <p>_____ 4. Arrange for the preparation and sale of programs. Be alert to IHSA Royalty Policy.</p> <p>_____ 5. Arrange for gate workers (Digital / Cash Tickets).</p> <p>_____ 6. Arrange for ushers in the event reserved sections are used. See that ticket price signs are made and posted outside ticket windows.</p> <p>_____ 7. Assign a public address announcer and see that the person is properly informed.</p> <p>_____ 8. Arrange for timer, scoreboard operators, and down box officials.</p> <p>_____ 9. Provide chain gang and box operation with contrasting-colored vests.</p> <p>_____ 10. Provide "Stats Crew" to compile the necessary team and individual statistics during the game, to transfer that data to pre-printed final statistics forms at the game site immediately after the conclusion of the game, and to distribute the complete sets to the proper personnel.</p> <p>_____ 11. Arrange medical coverage. Medical coverage shall be defined as having either an ambulance or first medical responder (Licensed physician, EMT, or certified athletic trainer) on site.</p> <p>_____ 12. Arrange for an adequate number of law enforcement officers (including payment if not voluntary).</p> <p>_____ 13. Arrange for traffic control if necessary.</p> <p>_____ 14. Arrange for parking attendants if needed.</p> <p>_____ 15. Reserve parking spaces for visiting team buses and game officials. Notify game officials and visiting team of parking locations and dressing facilities.</p> <p>_____ 16. Make arrangements with performing bands.</p> <p>_____ 17. Arrange for the National Anthem to be played by a band or recording.</p> | <p>_____ 18. Assign pep club locations. Do not permit decorations on the goalposts, cross bars, or uprights above the cross bars.</p> <p>_____ 19. See that only approved banners or signs are displayed at the games.</p> <p>_____ 20. Assign spaces in the press box for stats crew, press, radio, and TV; provide equipment for operation of the press box; and collect TV rights fees.</p> <p>_____ 21. Provide a special entrance and a pass list for admittance of authorized superintendents, principals, athletic directors, players, managers, coaches, cheerleaders, student supervisors, and the press.</p> <p>_____ 22. Have the host manager meet visiting team bus and serve as host throughout the contest.</p> <p>_____ 23. See that the host manager meets officials and provides them with water at halftime.</p> <p>_____ 24. See that game balls are available to officials prior to game time.</p> <p>_____ 25. Have towels and managers available on the field to dry footballs if they should become muddy or wet.</p> <p>_____ 26. Make arrangements for field spotters. If field spotters are not available, it shall be the responsibility of the schools competing to furnish them.</p> <p>_____ 27. Introduction of players. The 11 starting offensive players and the head coach of the team receiving the ball will be introduced, and the 11 starting defensive players and the head coach of the team kicking off will then be introduced. Following player introductions, the game officials will be introduced by name and position. Kickoff will follow the playing of the National Anthem.</p> <p>_____ 28. Each school will be responsible for making its own arrangements for travel, meals, etc., but may contact the local manager for any assistance that may be given.</p> <p>_____ 29. AED is available and on-site.</p> |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|



Game Procedure:

- 1) Game time schedule as follows: (See Terms and Conditions)
 - Saturday Games:** All games shall be scheduled between 1:00p.m. and 7:00p.m. Exact starting times shall be determined by the host school after consulting with the visiting school.
 - Friday Games:** If participating schools mutually agree, any game prior to the State Final may be played on Friday. Games shall not be scheduled during school hours.
- 2) The captains will participate in the toss of coin ten (10) minutes prior to kickoff time. The toss may be done off the field prior to warm-ups. It may or may not then be simulated on the field at ten (10) minutes.
- 3) Warm-up prior to game time may be limited to a maximum of one (1) hour. Host school sets this time.
- 4) There shall be no practice on the official playing field (unless it is the home field of a participating school) anytime during the week of the game but another facility should be made available for the teams to loosen up and exercise if they so desire.
- 5) Only the official squad, including the coaches, will be permitted on the field of play.
- 6) **Sideline Passes:** In addition to team personnel, and other necessary workers, access to the sidelines will be limited to members of the working press (writers and photographers) from legitimate news media and the students from the competing teams representing their school newspaper and/or yearbook. Host managers should honor written requests on company stationery for sideline (and press box) credentials from legitimate news media and should issue special sideline passes clearly designating the bearer as a member of the working press. The same pass should be issued to students from the competing schools who provide a letter from their principal on school stationery indicating the student presenting the letter is a legitimate representative of the school newspaper and/or yearbook staff. (See Terms and Conditions).
- 7) **Press Pass Guidelines:** Because of the very nature of the Football Playoff Series, it may be difficult for members of the news media to write in advance for working credentials. Playoff game managers are urged to make every positive effort to honor requests for credentials from legitimate news media personnel. Newspapers (daily or weekly) which serve the communities of the two participating teams should be given preference in requests for Press Box and Sideline credentials.
 - Important: Should there be costs required to construct (or prepare) facilities for radio and/or television complete game originations, local managers can require stations to pay for such costs provided they mutually reach an agreement about such construction (preparation) in advance of the game(s).*
- 8) **Radio Broadcast Credentials:** Because of limited facilities at some sites, it may be difficult to provide space for all radio stations wishing to broadcast the game from your site. Effort should be made to provide space for each station wishing to broadcast the game from your site. Effort should be made to provide space for stations from each community in which the competing teams are located first, and then to stations which are not from the competing school community. Note: All stations approved by the local manager to originate a radio broadcast shall be assigned to weather-protected facilities. (Radio reporters from non-originating stations are not included in this requirement.)
- 9) Requests to stream First Round, Second Round, Quarterfinal and Semifinals round games using something other than NFHS Network should be sent to Matt Troha (mtraha@ihssa.org).
- 10) **Television Credentials:** Two types of coverage by television crews may be used. TV coverage may consist of: (a) A film crew from a station/system desiring to shoot footage for news telecasts, and/or (b) a crew from a station, system, or independent production company to originate a live or delayed telecast of the complete game. Again, it may be difficult for applicants desiring credentials to notify the local manager well in advance. Effort should be made to provide necessary sideline passes, etc., for camera crews shooting footage for news telecasts.
 - Note: All companies approved by the Local Manager to originate a complete game television live/tape delay telecast shall be assigned to weather-protected facilities. (TV stations shooting videotape for highlight use are not included in this requirement.**

In the event more than one applicant desires to originate a telecast, and weather-protected space is not available, Local Managers should inform the applicants of the space limitations and help them to develop a system for sharing of equipment, etc. Priority for space for crews originating should be for those located in the communities of the participating teams. All applicants originating a tape delay or live telecast of the complete game must be approved in advance by the Local Manager (and IHSAA for live telecasts), must pay rights fees in advance to the Local Manager, and meet the other terms of the television policy.
- 11) The halftime intermission will be fifteen (15) minutes, plus a three-minute warm-up.
- 12) **Ticket Prices:** The following prices for tickets to playoff games hosted by member schools shall be charged without exception:
 - FIRST ROUND:** If host school does not use GoFan: All Tickets: \$6
*If host school uses GoFan: Digital Ticket: \$6 & Cash Ticket: \$7
 - SECOND ROUND:** If host school does not use GoFan: All Tickets: \$7
*If host school uses GoFan: Digital Ticket: \$7 & Cash Ticket: \$8
 - QUARTERFINAL: GoFan is required.**
Digital Ticket: \$8 & Cash Ticket: \$9
 - SEMIFINAL: GoFan is Required.**
Digital Ticket: \$9 & Cash Ticket: \$10

Note: Babies in the arms of an adult ticket purchaser shall be admitted free.



2024 Important Football Playoff Information to Remember

All host schools are required to call (309-663-6377) or email Brooke Finchum at bfinchum@ihsa.org by 10:00 a.m. on the dates listed below with the date and time for the First, Second, Quarterfinal, and Semifinal Round games. Please contact the administration of your school's next Football Playoff opponent prior to the dates listed below to determine your date and starting time.

Very Important: After each host school has notified the IHSA Office of their game date and starting time, the IHSA Staff will put the Official's Assignments on each Host School's IHSA School Center Web Site. The IHSA Office will not post the Official's Assignments on the School Center Web Site until all schools have reported their date and starting time. It is very important that each host school call the crew chief of the officials assigned to their game on Tuesday by 3:00 p.m. Officials know they have an assignment; they just do not know when or where they will be officiating.

First Round Hosts— Monday, Oct. 28th

Second Round Hosts — Monday, Nov. 4th

Quarterfinal Round Hosts — Monday, Nov. 11th

Semifinal Round Hosts — Monday, Nov. 18th

Dates & Times:

Friday Games: If participating schools mutually agree, any game prior to the State Final may be played Friday. Games shall not be scheduled during school hours.

Saturday Games: All games shall be scheduled between 1:00 p.m. and 7:00 p.m. Exact starting times shall be determined by the host school after consulting with the visiting school. If a problem exists with the home school's start time, the IHSA will set the start time after consulting with both schools.

The IHSA Office will post all game days and starting times on the IHSA's Web Site at www.ihsa.org as soon as they have been determined.

Determining Host Team: It is imperative you refer to the current class pairings bracket on the IHSA website. Once the playoffs for 2023 commence, the individual class pairings bracketing for 2024 takes over. A school's previous hosting experience in previous years of playoffs is not a factor at all. The respective class pairings bracket prevails. The procedure for determining home teams is as follows:

- A) First-round games will be hosted by the highest-seeded team in each correlated bracket as determined by the IHSA Playoff point system.
- B) After the First Round, the team having hosted the fewest games in the current playoffs, shall be the host for the next round. If both teams have hosted an equal number of games in the current playoffs, the game shall be hosted by the higher seed.

The home school for the semifinal game will be determined by the following criteria:

- 1) home team will be the team that has hosted the fewest number of home games in the playoffs,
- 2) if both schools have hosted an equal number of times, then the team with the best overall record shall be the host school,
- 3) if both schools have the identical record, then the team with the most tie-breaker points that was used for qualifying for the playoffs will be the home team,
- 4) if both schools have the identical number of tie-breaker points, then the home team will be the team that has the most wins of defeated opponents, and
- 5) if both teams had the same conference standing, then the home team will be the team on the top of the bracket. The brackets will be announced on the Playoff Pairings Show Saturday, October 26, 2024. The home team for the State Final games in Normal will be the team that is on the bottom of the bracket.



Playoff Date Options:

First Round Games - Fri., Nov. 1st or Sat., Nov. 2nd

Second Round Games - Fri., Nov. 8th or Sat., Nov. 9th

Quarterfinal Round Games - Fri., Nov. 15th or Sat., Nov. 16th

Semifinal Round Games - Fri., Nov. 22nd or Sat., Nov. 23rd

Championship Games Dates and Times:

Session No. 1: Fri., Nov. 29th

Championship Games

10:00 a.m. - Class 1A

1:00 p.m. - Class 2A

4:00 p.m. - Class 3A

7:00 p.m. - Class 4A

Session No. 2: Sat., Nov. 30th

Championship Games

10:00 a.m. - Class 5A

1:00 p.m. - Class 6A

4:00 p.m. - Class 7A

7:00 p.m. - Class 8A

Thank you and your staff for your cooperation. Best of luck in the playoffs.



Football Playoff Game Statistical Summary

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

The fields in this form will accept a cursor and can be filled out prior to printing.

For News Media, Records, Competing Teams Playoff Host Schools MUST Provide Statistics

In order to maintain our uniform system of compiling and distributing Football Playoff Game statistics, to be used for purposes of maintaining records (All-Time, individual class and others) — as well as provide the news media covering playoff games with consistent, factual material for use in reports of the game(s) — managers of each game will compile and distribute a completed, photocopied or duplicated set of Final Statistics (individual, team and scoring) immediately after the game at their site.

The number of copies to be produced will vary according to the intensity of news media coverage. In general, the coaching staff of each of the two competing schools should be allowed five (5) complete sets, the school must be email the IHSA one (1) complete set, and each member of the news media covering the game would be allowed the opportunity to obtain two (2) complete sets.

All playoff game managers will be responsible to provide a “STATS CREW” to compile the necessary team and individual statistics during the course of the game, to transfer that data to the attached forms, to produce necessary numbers of each page at the game site immediately after the game, to distribute the complete sets to the proper personnel and to email one (1) set to the IHSA Office (twood@ihsa.org)

Principals are urged to establish their schools “official” statisticians crew—which may be made up of faculty members who have a knack for such detail or the local sports editor and/or member(s) of his staff—before the start of the regular season, and let the crew gain experience and acquire a certain degree of speed in compiling and producing what will be required of them if your school qualifies for the playoffs. The “dry runs” will be beneficial to the crew, and can provide data which may be used by your school’s coaching staff during the course of the season.

The forms to be used in the production process are labeled “Final Team Football Statistics,” “Final Individual Statistics,” and “Scoring Summary.” Team statistics are the totals of all individual categories by players from Team A (visiting team) and Team B (home team). Individual statistics are the totals of an individual player in each of the different categories. Addition of all individual totals in a particular category for a team should equal the figure printed as the team’s total in that category. The Scoring Summary is the way all points are scored in order.

It is imperative that the information be totaled, transcribed on the master and photocopied as soon as possible after the conclusion of the game.

This singular set of Final Statistics provided by the Playoff Game Manager allows uniform reporting of the game, as well as making definite the date, which may or may not be involved in IHSA Football Playoff Records. The material provided by the Playoff Game management is the statistics “official” set for that game. If a playoff game manager is responsible for calling various newspapers or other media throughout the state after the game to provide data about the game at his site, duplication allows more than one person to make necessary calls, thus providing essential information more quickly.

Football Scoring Summary

Date: Round:

Site : Attendance: Class:

Visitor (record): vs. Home (record): Game No:
(as team appears on bracket)

Score by Quarters	1	2	3	4	OT	OT	Final Score

Quarter	Time Left	Type of Scoring Play (List in order each occurs)	8	0
---------	-----------	--------------------------------------------------	---	---

List School -- First and last name of scorer on first line of play
 (List point after touchdown in second line of play in parentheses)

1st	11:49	Bloomington (H.S.)-- Kurt Gibson 95 yd. run (Ron McGraw pass from Matt Troha 2 PAT)	8	0

Time of Kickoff : Time of Game End : Total Elapsed Time:

Officials	Name	Hometown
-----------	------	----------

Referee :		
Umpire:		
Linesman:		
Line Judge:		
Back Judge:		

Final Team Statistics

Round:

<input type="text"/>	<input type="text"/>
Home	Visitor

Total First Downs	<input type="text"/>	<input type="text"/>
By Rushing	<input type="text"/>	<input type="text"/>
By Passing	<input type="text"/>	<input type="text"/>
By Penalty	<input type="text"/>	<input type="text"/>
Number of Rushing Attempts	<input type="text"/>	<input type="text"/>
Yards Gained Rushing	<input type="text"/>	<input type="text"/>
Yards Lost Rushing	<input type="text"/>	<input type="text"/>
Net Yards Rushing	<input type="text"/>	<input type="text"/>
Passes Attempted	<input type="text"/>	<input type="text"/>
Passes Completed	<input type="text"/>	<input type="text"/>
Had Intercepted	<input type="text"/>	<input type="text"/>
Net Yards Passing	<input type="text"/>	<input type="text"/>
Total Offensive Plays	<input type="text"/>	<input type="text"/>
Total Net Offense Yards	<input type="text"/>	<input type="text"/>
Fumbles: Number - Lost	<input type="text"/>	<input type="text"/>
Interceptions: Number - Yards	<input type="text"/>	<input type="text"/>
Punt Returns: Number - Yards	<input type="text"/>	<input type="text"/>
Kickoff Returns: Number - Yards	<input type="text"/>	<input type="text"/>
Total Return Yards	<input type="text"/>	<input type="text"/>
Number of Punts - Yards	<input type="text"/>	<input type="text"/>
Average per Punt	<input type="text"/>	<input type="text"/>
Penalties: Number - Yards	<input type="text"/>	<input type="text"/>
Possession Time	<input type="text"/>	<input type="text"/>
Sacks by Yards	<input type="text"/>	<input type="text"/>

Defensive Statistics

Round:

Home

Player	Solo Tackles	Assist Tackles	Total Tackles	No. of Sacks	Yds. for Sack

Visitor

Player	Solo Tackles	Assist Tackles	Total Tackles	No. of Sacks	Yds. for Sack

Final Individual Statistics

Round:

Home

Visitor

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--

Rushing	Att	Gain	Lost	Net	For TD	Long Gain
Totals						

Rushing	Att	Gain	Lost	Net	For TD	Long Gain
Totals						

Passing	Att-Comp-Int	Yds	For TD	Long	Times Sacked
Totals					

Passing	Att-Comp-Int	Yds	For TD	Long	Times Sacked
Totals					

Pass Receiving	No	Yds	For TD	Long Gain
Totals				

Pass Receiving	No	Yds	For TD	Long Gain
Totals				

Punting	No	Yds	Avg	Long Gain
Totals				

Punting	No	Yds	Avg	Long Gain
Totals				

Field Goals	Att	Made	Long Gain
Totals			

Field Goals	Att	Made	Long Gain
Totals			

Type of Returns	Punts No-Yds-Long		Kickoffs No-Yds-Long		Fumbles No-Yds-Long	
Totals						

Type of Returns	Punts No-Yds-Long		Kickoffs No-Yds-Long		Fumbles No-Yds-Long	
Totals						



2024 Football Playoff Injury Report

The fields in this form will accept a cursor and can be filled out prior to printing.

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

NOTE: This form must be completed and returned to the IHSA Office as soon as you have played your last game in the 2024 Playoffs.

School:

Injury Type: **Type A** - had to leave the game for at least one play.

Football Class:

Type B - Unable to return to that game but played or could have played the next game.

Type C - Unable to play the next game.

Person completing this form:

Mark the appropriate category with the number of results in that category.

Position:

Site	Game 1			Game 2			Game 3			Game 4			Title Game			Total		
	A	B	C	A	B	C	A	B	C	A	B	C	A	B	C	A	B	C
Cervical Strain/Sprain																		
<i>Concussion*</i>																		
Burner																		
Clavicle																		
Shoulder																		
Separation																		
Dislocation																		
Upper Arm																		
Elbow																		
Lower Arm																		
Wrist																		
Hand																		
Torso/Rib																		
Chest																		
Lower Back																		
Hip																		
Upper Leg																		
<i>Knee*</i>																		
Medial Collateral																		
Meniscus																		
ACL																		
Lower Leg																		
Ankle																		
Foot																		
Other																		
Total																		

*Please complete both pages of this report. We are requesting additional information concerning playing surface and specifics about any knee injuries or concussions.

Playing Surface and Weather Conditions

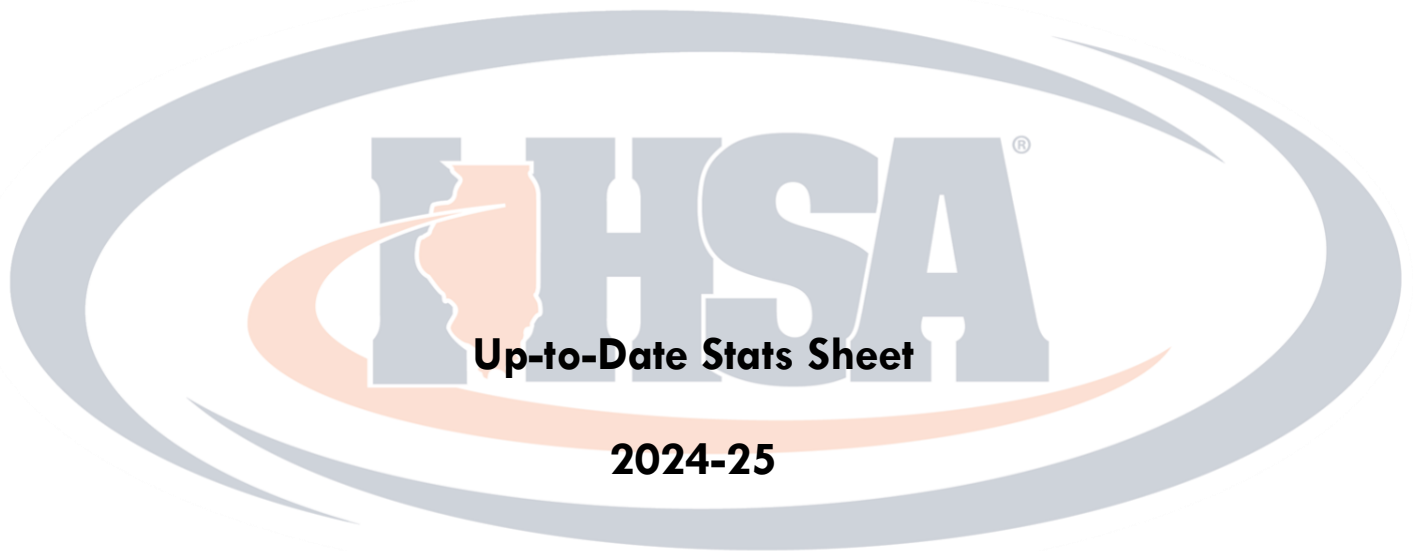
Game 1	<input type="radio"/> Natural Grass <input type="radio"/> Artificial Turf <input type="radio"/> Sport Turf	Comments:	<div style="border: 1px solid black; height: 60px;"></div>
Game 2	<input type="radio"/> Natural Grass <input type="radio"/> Artificial Turf <input type="radio"/> Sport Turf	Comments:	<div style="border: 1px solid black; height: 60px;"></div>
Game 3	<input type="radio"/> Natural Grass <input type="radio"/> Artificial Turf <input type="radio"/> Sport Turf	Comments:	<div style="border: 1px solid black; height: 60px;"></div>
Game 4	<input type="radio"/> Natural Grass <input type="radio"/> Artificial Turf <input type="radio"/> Sport Turf	Comments:	<div style="border: 1px solid black; height: 60px;"></div>
Title Game	<input type="radio"/> Natural Grass <input type="radio"/> Artificial Turf <input type="radio"/> Sport Turf	Comments:	<div style="border: 1px solid black; height: 60px;"></div>

Knee Injuries/Concussions

Injury Type	<input type="radio"/> Knee <input type="radio"/> Concussion	Brief account of injury:	<div style="border: 1px solid black; height: 100px;"></div>
Location of Injury	<input type="radio"/> Close Line Play <input type="radio"/> Open Field		
Injury Type	<input type="radio"/> Knee <input type="radio"/> Concussion	Brief account of injury:	<div style="border: 1px solid black; height: 100px;"></div>
Location of Injury	<input type="radio"/> Close Line Play <input type="radio"/> Open Field		
Injury Type	<input type="radio"/> Knee <input type="radio"/> Concussion	Brief account of injury:	<div style="border: 1px solid black; height: 100px;"></div>
Location of Injury	<input type="radio"/> Close Line Play <input type="radio"/> Open Field		

Complete and return this form to Brooke Finchum by email (bfinchum@ihsa.org) as soon as you have played your last game in the playoffs.

Signature of Principal/Official Representative _____ Date _____



Up-to-Date Statistics are to be completed after your school wins its Semifinal game.

We are currently working on an updated process of collecting these statistics. More details will be provided from our office closer to the date of the Semifinal.

Important reminder: Be sure to include cumulative statistics of all football games played by your school from the opening game of the regular season through the Semifinal round. This requires you to list only the leaders in the individual statistical categories. The information you provide will be posted on the IHSA website and included in the Championship Game program.

Each school that wins its Semifinal game is required to submit up-to-date stats to the IHSA office by 10:00 a.m. on Sunday, November 24th.



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

The following are the only persons representing a member school to be admitted free to this contest. The top eight (8) categories will be admitted for the entire tournament. Rostered players will only be admitted accompanied by the coach.

Participating schools must complete this form and return it to the tournament manager prior to the start of the event.

Sport/Activity:

Host School:

Level of Contest:

Your School:

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

Administration

1.

2.

3.

4. Head Varsity Coach Guest:

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

5. Assistant Coach

6. Assistant Coach

7. Assistant Coach

8. Assistant Coach

9. Manager

10. Scorekeeper

11. Video/Camera Operator

12. Bus Driver

13. Athletic Trainer

14. All rostered players according to the terms and conditions.

All other representatives from your school must pay to attend an IHSA tournament.

In case of Emergency or need to communicate changes to your school:

Contact Person: Contact Person:

Cell Phone: Cell Phone:

Email: Email:

IHSA State Series Press Box Priority List

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

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

IHSA Press Box Priority List

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

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

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

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

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



ScoreZone Reporting Procedures

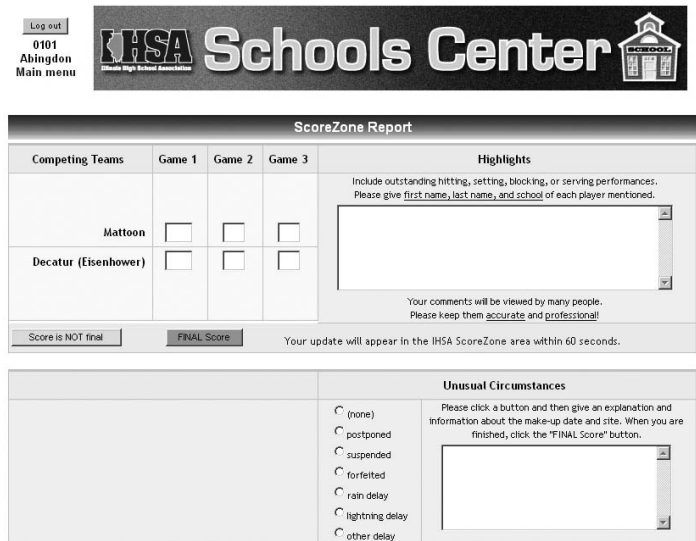
Managers: Please read the following page carefully.

If you have any questions, please call the assistant in charge of the sport at the IHSAA Office (309-663-6377).

How to Submit ScoreZone Final Scores

1. Log on to the IHSAA Schools Center using your Login ID and password (www.ihsa.org).
2. Look for the "IHSAA State Series Hosting & ScoreZone" icon. Click on the "ScoreZone" link. You will be shown a list of state series contests hosted by your school.
3. Find the game you want and click on "Edit".
4. Fill out the score and other appropriate information and click the button labeled "FINAL" to submit.

Please note: Your score must be submitted online. It will appear on the ScoreZone page moments after you submit it.



Interactive ScoreZone means live updates!

Submitting scores online means being able to submit scores during the contest. Imagine being able to track scores from dozens of hot games around the state — as they happen. The technology is here. All we need now is your help.

How to Submit "Live Updates"

1. Log on to the IHSAA Schools Center and find the contest you want to report (as outlined above).
2. Submit the score and the status of the contest (the inning, or the time remaining in the quarter or the half).
3. Submit the score as often as you like (including, of course, the final score).

Think it's a great idea, but need help?

Remember, you can give the ScoreZone pass- word to a trusted student or adult. The ScoreZone password gives access only to the ScoreZone area of the Schools Center. Live updates can be posted from the site of the contest, or even from home while listening to the radio.

No obligation: You are not required to submit "live updates" — but you just might want to!

It is the responsibility of each tournament manager to:

- Submit the final score of each contest you host.
- Submit the final score as soon as possible after the conclusion of each contest.

For more information, check out the ScoreZone page at www.ihsa.org/scores



2024 FOOTBALL PLAYOFF PA ANNOUNCEMENTS

On behalf of all the football-playing member schools of the Illinois High School Association, welcome to tonight’s (today’s) Class _____ A football game between _____ (Visitor) and _____ (Home). It is just one in a statewide series that will crown eight champions Thanksgiving weekend at Hancock Stadium on the campus of Illinois State University. The championship game for Class _____ A will be played _____ (fill in date and time).

(ANNOUNCE BEFORE THE START OF THE GAME)

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

(ANNOUNCE BEFORE EACH HALF)

The possession, distribution, and consumption of alcoholic beverages and other illegal substances are prohibited at the site and on any affiliated property of the IHSA State Series Contest. State series hosts are required to make all state series contest sites and any affiliated property, including parking lots, fan accommodation areas, and other school or event venue property, alcohol free zones on the date or dates of any IHSA event being held at the site. Event staff will enforce this policy rigorously.

(ANNOUNCE ONCE EACH DAY AND AS NEEDED)

Participation in interscholastic activities generates values that make student-athletes better citizens. Parents, coaches, and officials can reinforce the development of these students by expressing, supporting and displaying those positive values gained by participating and competing. Challenge our young people not just to go to school, but to go beyond. . . with the IHSA. The Future Plays Here!

(ANNOUNCE ONCE EACH DAY AND AS NEEDED)

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

(ANNOUNCE ONCE PER SESSIONS OR TWICE PER DAY)

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



ANNOUNCE ONCE PRIOR TO THE START OF THE CONTEST AND ONCE AT HALFTIME (OR ANOTHER BREAK)

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

(ANNOUNCE ONCE EACH DAY AND AS NEEDED)

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

(ANNOUNCE ONCE EACH DAY AND AS NEEDED)

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

(ANNOUNCE ONCE EACH DAY AND AS NEEDED)

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

(ANNOUNCE ONCE EACH DAY AND AS NEEDED)

Player safety is the IHSA's top priority, and the Play Smart. Play Hard.™ initiative is focused on further improving the safety of Illinois' student-athletes. For more information, please visit [Play Smart Play Hard Dot Org](http://PlaySmartPlayHard.org)

(ANNOUNCE ONCE EACH DAY AND AS NEEDED)

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

(ANNOUNCE AT START AND END OF GAME/SESSION)

Wilson Sporting Goods Co. is proud to call Illinois home and happy to be the Official football of the IHSA. Wilson Sporting Goods Co. manufactures the Official Ball that will be used in our Game/Match today and exclusively in all competitions leading up to crowning IHSA State Champions in 14 sports. Wilson. MORE WIN

(ANNOUNCE ONCE EACH GAME)

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



(ANNOUNCE THROUGHOUT THE DAY)

www.ihsa.org is the address for the IHSA web site on the Internet. Check it out anytime you want to find out immediately what's happening with high school activities throughout Illinois. IHSA.org is your home for schedules, scores and more!

(ANNOUNCE AT THE END OF THE GAME EACH SESSION AND AT THE END OF THE TROPHY PRESENTATION)

Seat Belts Save Lives, so the IHSA and the Illinois State Police wish to remind you to "Click it or Ticket". Please buckle up on your way home today and refrain from texting while driving. Don't drive inTEXTicated!

(ANNOUNCE SEVERAL TIMES DURING THE DAY)

The IHSA and the Illinois State Police wish to remind you that High school athletics and alcohol don't mix. Drive sober or get pulled over.

(ANNOUNCE TOWARD THE END OF THE GAME/MATCH/CONTEST RACE)

The IHSA and the Illinois State Police wish to remind you that texting while driving is illegal. Cell phone use while driving is responsible for over 3,000 deaths and over 30,000 injuries across United States each year.

(ANNOUNCE SEVERAL TIMES DURING THE DAY)

The IHSA and the Illinois State Police wish to remind you that drivers who use hand-held devices are four times more likely to get into crashes serious enough to injure themselves. Distractions cause infractions!

(ANNOUNCE ONCE PER GAME IF GAME IS STREAMING LIVE)

The N F H S Network is streaming this game live at www.IHSA.tv so text or call friends and family who aren't here and invite them to watch. Just log on to www.IHSA.tv, setup account and watch live on phone, tablet, computer or TV via the Apple TV app. The N F H S Network...High School Happens Here.



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



Sports Medicine

IHSA Protocol for Implementation of NFHS Sports Playing Rule for Concussions

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

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

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

Definition of a Concussion

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

Behavior or signs observed indicative of a possible concussion

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

Symptoms reported by a player indicative of a possible concussion

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

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

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

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



Concussion Information

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

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

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

Mandatory Concussion Education

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

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

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

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

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

IHSA Severe Weather Safety Guidelines

To be used during any IHSA state series contest

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

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

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

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

PROACTIVE PLANNING

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

EVACUATION PLAN

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

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

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

Wet Bulb Globe Temperature

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

Pre-Practice Preparation:

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

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

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

Treatment of Exertional Heat Stroke and Cold-Water Immersion:

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

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

Cooling Methods Due to Heat Related Illness

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

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

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

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

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

Resources

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



STUDENT MEDIA CREDENTIALS FOR PARTICIPATING SCHOOLS

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

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

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

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

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

VIDEO TAPING STATE FINALS FOR COACH FILM BREAKDOWN

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

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

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



INTERNET VIDEO BROADCASTING INFORMATION

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

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

If you as the postseason host are not an NFHS Network school, and no competing school contacts you about broadcasting on the NFHS Network, at that point, a third party can be granted the rights to broadcast the event on the internet. In this instance, a broadcast rights fee is due to the IHSA. The internet streaming fee schedule is listed below. Potential broadcasters should be directed to complete and submit the IHSA Broadcast Application form from the IHSA website (TV fee schedule also located in this application), which can be found here: www.ihsa.org/documents/media/Video%20Ap.pdf

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

INTERNET VIDEO BROADCAST RIGHTS FEE SCHEDULE

BOYS BASKETBALL

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

GIRLS BASKETBALL

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

FOOTBALL

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

ALL OTHER SPORTS

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

VOLLEYBALL

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

SWIMMING & DIVING

- Per Sectional Meet-\$250

TRACK & FIELD

- Per Sectional Meet-\$250

WRESTLING

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

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



For IHSA Tournaments

Effective February 18, 2015

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

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

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



IHSA LICENSED VENDOR

SCHOOL INFORMATION:

Please read the entire Trademark Use and Royalty Policy for full disclosures.

- By virtue of membership, schools are granted a license to use the IHSA Trademarks on or in connection with IHSA State Series Events. Member schools may produce their own programs or merchandise in accordance with the terms of the Trademark Use and Royalty Policy.
- Any writing or merchandise produced in connection with IHSA State Series Events must conspicuously display the IHSA name and at least one logo.
- Member schools contracting with an outside vendor to have programs or merchandise produced in connection with IHSA State Series Events are required to use IHSA licensed vendors.
- Member schools advancing to an IHSA State Final and choosing to have merchandise produced in connection with that event, must use Minerva Sportswear. The IHSA has a contract with this company to be the exclusive IHSA State Final Merchandise Vendor.
- A member school may use any IHSA Licensed Vendor.
To see the approved list, visit the IHSA website at <http://www.ihsa.org/Resources/Merchandise/LicensedVendors.aspx>.

VENDOR INFORMATION:

Please read the entire Trademark Use and Royalty Policy for full disclosures.

- Any printed material or merchandise produced in connection with IHSA State Series Events, must conspicuously display the IHSA name and at least one logo.
- IHSA marks and logos can only be utilized by those who are granted a license by the IHSA.
- Member schools contracting with an outside vendor to have programs or merchandise produced in connection with IHSA State Series Events must use an approved IHSA licensed vendor.
- IHSA licensed vendors can sell licensed material to any IHSA member school.
- IHSA licensed vendors cannot produce merchandise in conjunction with an IHSA State Final. The IHSA has an exclusive State Final Merchandise Vendor contract.
- Licensed publication vendors pay the IHSA a 5% royalty of gross advertising sales, and licensed merchandise vendors pay the IHSA an 8% royalty of gross merchandise sales (based on sale of the finished product) - Royalty Report.
- For unlimited events, vendors can be licensed by the IHSA and utilize the IHSA name and logos for an entire year for a \$500 annual fee; or
- For limited events, vendors can be licensed by the IHSA and can utilize the IHSA name and logos for a single event, up to three events in a year, for \$50 per event or \$100 for three events.

Applying to be an IHSA Licensed Vendor (unlimited events):

1. Submit a completed Licensed Vendor Application for approval;
2. Once approved, sign the IHSA Vendor License Agreement; and
3. Pay the annual licensing fee of \$500.

Applying to be an IHSA Licensed Vendor (limited events):

1. Contact the IHSA office for approval;
2. Once approved, sign the IHSA Limited Use Vendor License Agreement; and
3. Pay the single event fee of \$50 or \$100 for three events.

For additional information regarding Licensing and Royalty, contact Tammy Craig at 309-663-6377, or visit the IHSA website at <http://www.ihsa.org/Resources/Merchandise/LicensedVendors.aspx>.

School's Responsibility: Sportsmanship



SCHOOL'S RESPONSIBILITY TO AN OFFICIAL PRIOR TO THE SEASON

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

SCHOOL'S RESPONSIBILITY TO AN OFFICIAL PRIOR TO THE CONTEST

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

SCHOOL'S RESPONSIBILITY TO AN OFFICIAL DURING THE CONTEST

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

SCHOOL'S RESPONSIBILITY TO AN OFFICIAL AFTER THE CONTEST

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

Do What's Right! Sportsmanship



DWR Expectations

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

Acceptable Behaviors

- During the National Anthem, students, participants and fans should remove any hats, face the flag, not talk, place the right hand on the heart, and remain still until the end of the anthem.
- Applause during introduction of players, coaches and officials.
- Players shaking hands with opponents while both sets of fans recognize player's performance with applause.
- Accept all decisions of the game officials.
- Spirit Participants lead fans in positive support.
- Handshakes between participants and coaches at the end of contests, regardless of the outcome.
- Treat competition as a game, not a war.
- Coaches/players search out opposing participants to recognize them for outstanding performance or coaching.
- Applause at the end of the contest for performance of all participants.
- Everyone showing concern for an injured player, regardless of the team.
- Encourage surrounding people to display sportsmanlike conduct.

Unacceptable Behaviors

- Disrespectful or derogatory yells, chants, songs or gestures.
- Booming or heckling an official's decision.
- Criticizing officials in any way; displays of temper with an official's call.
- Yells that antagonize opponents.
- Refusing to shake hands or give recognition for good performances.
- Blaming the loss of the game on officials, coaches or participants.
- Laughing or name calling to distract an opponent.
- Use of profanity or displays of anger that draw attention away from the game.
- Doing own yells instead of following the lead of spirit participants.