

# Scholastics Bowl



2024-25

Manual for Schools and Managers



Illinois High School Association  
2715 McGraw Drive / Bloomington, IL 61704  
Tel 309.663.6377 / Fax 309.663.7479/ [www.ihsa.org](http://www.ihsa.org)



# 2024-25 Scholastic Bowl Table of Contents

## School Information .....1-22

Terms and Conditions .....	2-10
Important Dates .....	11
Coaches Letter .....	12-14
Coaches Checklist .....	15
Online Seeding Procedures .....	16-17
Questions Set Order Form .....	18
Additional Awards Order Form .....	19-20
Replica Awards Order Form .....	21-22

## Tournament Manager Information .....23-36

Managers Information.....	24-26
Managers Checklist .....	27-29
Tournament Personnel .....	30
Financial Report .....	31
PA Announcements .....	32
Scholastic Bowl Score Sheets.....	33-35
Awards Delivery Information .....	36

## General Information .....37-43

Emergency Action Plan & Venue Specific Action Plan.....	38-39
IHSA Licensed Vendor.....	40
Sportsmanship .....	41-42
ScoreZone Reporting Procedures .....	43



# School Information

2024-25 Academic School Year

Illinois High School Association



In accordance with Section 1.450 of the IHSA Constitution, the Terms and Conditions governing the IHSA Class 1A and 2A Scholastic Bowl State Tournament Series have been approved by the Board of Directors.

(5-digits, a letter followed by 4 letters), go to the activity tracker and click the button to add sports/activities for the upcoming year. Entry Deadline is Nov. 1.

## I. SCHOOL CLASSIFICATION

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

Schools participating in sports and activities operating under the two-class system shall be classified as follows:

**Class 1A:** Schools with enrollments of 445.00 and below (50% of the membership).

**Class 2A:** Schools with enrollments of 445.01 and above (50% of the membership).

**A. On-Line School Entries:** All member schools must enter their school into the State Scholastic Bowl competition through the IHSA School Center on the IHSA Website at [www.ihsa.org](http://www.ihsa.org) to compete at the Regional level. On-Line School Entries enter your school into State Series Competition for IHSA to assign your school to a Regional Meet. The deadline for school entry is November 1.

**B. Online Rules Video Presentation:** Please go to: <http://www.ihsa.org/Resources/Video.aspx>

This brief presentation will remind coaches of important dates and rule changes adopted by the IHSA Board of Directors for this school term to help coaches keep their teams eligible to compete in the 2025 Scholastic Bowl State Series. All schools entering Scholastic Bowl are encouraged to review changes pertaining to the Scholastic Bowl state series. The Rules Presentation is not a requirement. Head coaches will not receive credit in the School's Center for viewing the Rules Presentation through the IHSA Schools Center.

## II. DATES AND SITES

**A. Season Summary:** The deadline is Friday, **February 10, 2025**, at noon.

**B. Online Seeding:** Online seeding will begin **Tuesday, February 11 at 11:00 a.m.** and will conclude **February 12 at noon**.

**C. Sites and Assignments:**  
<http://www.ihsa.org/SportsActivities/ScholasticBowl/StateSeriesInformationResults.aspx>.

**D. Regionals:** Class 1A and 2A Regional tournaments will be held on **Monday, March 10**.

**E. Sectionals:** Class 1A and 2A Sectional tournaments will be held on **Saturday, March 15**.

**F. State:** The Class 1A and Class 2A State Final Tournament will be held on **Saturday, March 22** at Heartland Community College, Normal, Illinois.

**G. Changes to Dates, Sites and Times:** No local manager is authorized to change the date or order of matches as determined and announced by the IHSA. Matches must be played as listed from top to bottom on the official pairings unless otherwise changed and approved by the Illinois High School Association.

### C. Late On-Line School Entries

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

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

To withdraw without penalty, the Principal must send an email to [clowery@ihsa.org](mailto:clowery@ihsa.org), notifying IHSA of the school's intent to withdraw from Scholastic Bowl prior to **February 10**.

If a school withdraws after the Seeding Meeting and/or does not show up for competition, the school will be charged a **\$500** penalty. If applicable, the school may be charged for any additional financial loss sustained by the offended school(s) or the Association because of such breach.

**E. Eligibility:** Only students who are eligible in accordance with IHSA By-laws may participate in the IHSA Scholastic Bowl Tournament Series. A school may enter one (1) team in the IHSA Scholastic Bowl State Tournament Series. A maximum of fifteen (15) competitors will be allowed to participate for a school in the Regional, Sectional and/or State Final tournaments. Four or Five (4 or 5) team members must start the match. However, fewer than four (4) players may continue in the day's competition if there are extenuating circumstances. A coach must designate one of the participating players as captain.

**F. Season Summary:** All schools must submit their Season Summary via the Internet through the IHSA Schools Center Web Site to the IHSA Office. This form allows coaches to

## III. ONLINE ENTRIES, WITHDRAWAL PROCEDURES, ELIGIBILITY, AFFIRMATIVE ACTION, RULES MEETING PRESENTATION, SEASON SUMMARY

The policy for Original School Entry Deadlines, Late Entries, and Late Withdrawals shall be the policies and procedures regarding entry for all IHSA-sponsored sport/activities. Directions: go to [www.ihsa.org](http://www.ihsa.org); click on Schools & Officials Center login (an administrative password is required to access this area and perform this task), Enter your User ID and Password



provide their win/loss record for the purpose of seeding the top 8 teams in each sectional during the Online Seeding Meeting process. The Season Summary must be received in the IHSA Office by noon on **Friday, February 7**. You may go back online to revise your Season Summary until noon on **Monday, February 10**, but you must have entered it originally by **February 7** to meet the deadline. Please note that all participating schools are required to submit their Season Summary on-line through the IHSA Schools Center. If a school does not submit the Season Summary by the deadline, coaches and participants from that school are subject to sanctions, which could include but not be limited to being ruled ineligible to compete in the State Series. Schools which do not submit their school's Season Summary and are consequently ruled ineligible for the State Final Series must formally withdraw (see Withdrawal Procedures/Breach of Contract above in Section III-D).

**G. State Final Program Information:** All sectional champions are REQUIRED to go on-line and complete the State Final Data Form Information located in their school center by 8:00 a.m. the Monday following sectional tournaments, **March 17**. The IHSA will utilize the name spellings and year in school data from the State Final Program Information submitted on-line by Sectional Tournament winners for publication in the State Final Program. Failure to provide this information by the deadline will result in your team page in the State Final Program being blank. If you experience difficulties with this process, please email (clowery@ihsa.org) or contact Cheryl Lowery at (309) 663-6377 at the IHSA Office. This link will not be activated until the day following Regional contests, **Tuesday, March 11**.

#### IV. HOST FINANCIAL ARRANGEMENTS

**A. Regional Host Allowance:** The host school shall pay all local tournament expenses and issue checks to tournament workers. The host school shall receive a \$200.00 guarantee plus the cost of the moderators and scorers.

**B. Sectional Host Allowance:** The host school shall pay all local tournament expenses and issue checks to tournament workers. The host school shall receive a \$250.00 guarantee and reimbursement for the moderators and scorers.

**C. Team Tournament Expense:** Neither the State Association nor local meet management will assume responsibility for any team expenses for any tournament.

**D. Admission Prices:** There shall be no admission price for the Regional, Sectional or State Final tournaments.

**E. Rights Fees for TV and Radio**

1. Television Rights Fees to be charged by local managers and/or the IHSA are contained in the IHSA Television Policy.
2. Radio fees which shall be charged are:
  - a. Regional Tournament = No charge
  - b. Sectional Tournament = No charge
  - c. State Final = \$50.00
3. Policy regarding media requirements for each local manager is contained in the current News Media Directory.

#### V. TOURNAMENT ASSIGNMENTS AND SEEDING MEETINGS

**A. Assignment Structure:** All schools entered in the IHSA Class 1A and Class 2A State Scholastic Bowl Tournament Series will be assigned to thirty-two (32) regionals and eight (8) Sectional tournaments for each class on a geographical basis by the IHSA Office.

**B. Season Summary:** Schools participating will be required to submit a Team Record Report Form/Season Summary online in the IHSA Schools Center. Team Record Report Form/Season Summary must be entered on-line through the IHSA Schools Center (even if contests have not been conducted). The deadline to complete your Team Record Report Form/Season Summary is Noon on **Friday, February 7**. Failure for completing this process makes your school ineligible to compete in Regionals and/or Sectional Tournament. Head coaches may make changes up until **Monday, February 10** at noon.

**C. Electronic Seeding Meeting:** All seeding will be conducted online through the IHSA Schools Center. Each school shall have one (1) vote in the seeding process. Coaches shall not vote for their own team, therefore their school will not appear in the list of schools to seed. The link to seed the teams is in the IHSA Schools Center in the Head Coaches Activity Tracker and will be activated at 11:00 a.m. on **Tuesday, February 11**. The deadline to seed teams is 12:00 Noon on **Wednesday, February 12**. Seeding will only occur at the Regional tournament level. Coaches will rank the top eight (8) teams in their Sectional through the online ballot. The best team will be given 8 points, next best 7, etc. The total of each team's points will be calculated by dividing the team's total points by the number of teams who completed an online ballot. No school participating in the online seeding process may vote for itself. Therefore, we will use one (1) less than the total number of schools participating in the online seeding process when calculating the average. Schools that do not participate in the online seeding process will not have their seeding points averaged by using one (1) less than the total number of schools participating in the online seeding process. The average for these schools will simply be calculated by dividing the team's total points by the total number of teams participating in the online seeding process. All ballots will be made public in Schools Center. The team with the highest average will be the number one (1) seed. Continue with this process until eight (8) teams are ranked. The Sectional and the State Final shall not be seeded.

**D.** Any school who would like to be a Regional host must indicate their willingness to host by indicating so when they complete their Season Summary. Coaches must seek approval with their School Administration before they indicate they will host a Regional.

#### VI. Tournament Structure and Time Schedules

**A. Regional Pairings:** The bracketing and pairings of teams for each Regional will be completed in the IHSA Office. They will be determined by available host schools, geography, and seed. The pairing announcements will be posted on the IHSA



Scholastic Bowl; State Series Information and Results; assignments web page.

**B. Sectional Pairings:** At the Sectional Tournament the Regional Winners will compete in a pool play format. The teams will play three (3) matches. The team with the most wins will advance to the State Finals.

Within the Sectional, Regionals will be identified as A, B, C and D. Regionals A and B will contain the number 1 & 2 seeds respectively from their sectional. Regionals C & D will contain the number 3 & 4 seeds respectively from their sectional.

**The sectional round robin component of the State Series will be assigned as follows:**

- Round 1:** A vs. C  
B vs. D
- Round 2:** A vs. D  
B vs. C
- Round 3:** A vs. B  
C vs. D

1. If two teams are tied with identical records in a pool, the head-to-head result in pool play will break the tie and determine advancement.

2. If three teams are tied with identical records in a pool, the total points scored in pool play (against the tied teams) will be used to break the tie and determine advancement (regardless of head-to-head records in that pool).

3. If three teams are tied with identical records, and two of those three teams have identical total points scored in pool play (against the tied teams), the head-to-head result in pool play will break the tie between those two teams and determine advancement.

4. If three teams are tied with identical records in a pool, and all three teams have identical total points scored in pool play (against the tied teams), the team with the larger number of toss-up questions answered correctly will break the tie, with the head-to-head result in pool play used to break any remaining ties.

5. If the above methods cannot break a tie between three teams, teams will be drawn by lot to determine advancement among tied teams.

**C. Regional Rounds:** Each Regional Tournament will consist of three (3) rounds of single-elimination matches. At some Regionals, additional preliminary rounds may be necessary depending on the number of teams assigned to the regional.

**D. Number of Rounds:** Each Sectional Tournament will consist of three (3) rounds of pool play.

**E. Recommended Time Schedule:** The following are the recommended Time Schedules for the Regional and Sectional tournaments. These schedules may be adjusted to meet the needs of the host school:

Regional Time Schedule, with a Preliminary Round (4 Round Regional). Rounds may begin earlier if both teams are ready.

- Moderators' Meeting Starts** -- No later than 3:00 p.m.:
- Coaches' Meeting** -- 4:00 p.m. - 4:30 p.m.:
- Preliminary Round** -- 4:30 p.m. - 5:20 p.m.:
- Round One** -- 5:20 p.m. - 6:10 p.m.:
- Round Two** -- 6:10 p.m. - 7:00 p.m.:

**Round Three** -- 7:00 p.m. - 7:50 p.m.:

**Awards Ceremony** -- 7:50 p.m.:

Regional Time Schedule, Without a Preliminary Round (3 Round Regional). Rounds may begin earlier if both teams are ready.

- Moderators' meeting starts** -- No later than 3:00 p.m.:
- Coaches' Meeting** -- 4:00 p.m. - 4:30 p.m.
- Round One** -- 4:30 p.m. - 5:20 p.m.
- Round Two** -- 5:20 p.m. - 6:10 p.m.
- Round Three** -- 6:10 p.m. - 7:00 p.m.
- Awards Ceremony** -- 7:00 p.m.

Class 1A and Class 2A Sectional Time Schedule. Rounds may begin earlier if both teams are ready.

- Moderators' Meeting** -- 8:30 a.m. - 9:30 a.m.
- Coaches' Meeting:** - 9:30 a.m. - 9:45 a.m.
- Round One:** 10:00 a.m. - 10:50 a.m.
- Round Two** -- 10:50 a.m. - 11:40 a.m.
- Round Three** -- 11:40 a.m. - 12:30 p.m.
- Awards Ceremony** -- 12:30 p.m.

**Class 1A and Class 2A State Final Time Schedule** (Rounds may begin earlier, if both teams are ready, determined by IHSA).

- 8:00 a.m.:** Scholastic Bowl Coaches Check-In
- 9:00 a.m.:** Coaches/Captains/Moderators Meeting (optional)
- 9:15 a.m.:** Opening Ceremonies
- 10:00-10:50 a.m.:** First Round of Preliminary Pool Play
- 11:00-11:50 a.m.:** Second Round of Preliminary Pool Play
- 11:50 a.m.-1:05 p.m.:** Break
- 1:15 p.m.-2:05 p.m.:** Third Round of Preliminary Pool Play
- 2:25 p.m.-3:15 p.m.:** Championship and Consolation Rounds
- 3:30 p.m.-4:15 p.m.:** Awards Ceremony

Pairings will be Determined by Blind Draw to Determine Which Qualifying School Will Be A, B, etc. for each class.

	<b>Pool 1</b>	<b>Pool 2</b>
<b>Round 1</b>	Team A vs. Team B Team C vs. Team D	Team E vs. Team F Team G vs. Team H
<b>Round 2</b>	Team A vs. Team C Team B vs. Team D	Team E vs. Team G Team F vs. Team H
<b>Round 3</b>	Team A vs. Team D Team B vs. Team C	Team E vs. Team H Team F vs. Team G

- Championship** Pool #1 Winner vs. Pool #2 Winner
- Consolation** Pool #1 Runner-up vs. Pool #2 Runner-up

Immediately following the conclusion of the Regional or Sectional tournament, the tournament manager must scan and email a copy of the scoresheets for each match played in the tournament to Kraig Garber (kgarber@ihsa.org).





## VII. ADVANCEMENT OF WINNERS

**A. Regional to Sectional Advancement:** The winner from each Class 1A and Class 2A Regional tournament will advance to compete in their respective Sectional.

**B. Sectional to State Advancement:** The winning team from each Class 1A and Class 2A Sectional tournament will advance to compete in their respective Class State Final tournament. The winning teams from the eight (8) Class 1A and eight (8) Class 2A Sectional tournaments will compete in the State Final tournament for first, second, third, and fourth places in their class.

### C. State Final Format

**1.** Eight (8) teams from Class 1A and Class 2A will compete in Pool Play at the State Finals. The eight (8) teams in each class will be divided by blind draw into two separate pools of four (4) teams each. The teams will play a round-robin format in which each team will play three (3) matches. The winner of each pool will advance to the Championship match in their class. The runner-up in each pool will compete in the Consolation match in each class.

**2.** If two teams are tied with identical records in a pool, the head-to-head result in pool play will break the tie and determine advancement.

**3.** If three teams are tied with identical records in a pool, the total points scored in pool play (against the tied teams) will be used to break the tie and determine advancement (regardless of head-to-head records in that pool).

**4.** If three teams are tied with identical records, and two of those three teams have identical total points scored in pool play (against the tied teams), the head-to-head result in pool play will break the tie between those two teams and determine advancement.

**5.** If three teams are tied with identical records in a pool, and all three teams have identical total points scored in pool play (against the tied teams), the team with the larger number of toss-up questions answered correctly will break the tie, with the head-to-head result in pool play used to break any remaining ties.

**6.** If the above methods cannot break a tie between three teams, teams will be drawn by lot to determine advancement among tied teams.

**C. Local Manager's Authority:** The Local Manager shall be authorized to make all administrative decisions based on the enforcement of the current IHSA Scholastic Bowl School Terms and Conditions, IHSA Scholastic Bowl Rules Book, and the IHSA Scholastic Bowl Case Manual. These resources can be found at [www.ihsa.org](http://www.ihsa.org); click on Sports & Activities; click on Scholastic Bowl; under Resources, click on the appropriate link. Situations not stipulated in any of the IHSA rules are administrative in nature and shall be made by the local manager. The Local Manager's decision is final.

**D. Appeals to the IHSA:** The decisions of match moderators and Local Managers shall be final and cannot be appealed. The IHSA Board of Directors will not review decisions of the contest officials, whether an alleged error is due to faulty judgment, misinterpretations of the rules, or acceptability of the competition questions.

**E. Number of Players:** A team shall consist of a maximum of fifteen (15) players. A minimum of Four (4) team players must start the match. A coach must designate one of the five participating players as captain. Fewer than four (4) may continue in the day's competition if there are extenuating circumstances.

**F. Regional, Sectional, State Final Rosters:** At each level of competition, the coach or faculty representative must bring a copy of their School's Team Roster indicating which fifteen (15) players will compete in the respective level of competition before his/her team competes in the first round of competition in those tournaments. The fifteen (15) players for each level of competition (Regional, Sectional and State Final) can change if the players are in all aspects eligibility to compete in IHSA activities.

### G. Coaches

**1.** Each team must be accompanied by at least one faculty member or other adult who has been designated as coach by the principal of the high school.

**2.** Each school should designate to the moderator before the match begins the name of one (1) adult who will act as head coach. This head coach will be the only person permitted to approach the moderator and be involved in consultations with the moderator without being specifically requested to do so by the moderator.

**3.** A school using "co-coaches" must designate a single head coach for each match but may change head coaches for different matches in the same tournament.

## VIII. TOURNAMENT RULES

**A. Official Rules:** The official rules governing competition in the State series tournaments shall be those included in the IHSA Scholastic Bowl School Terms and Conditions, IHSA Scholastic Bowl Rules Book, and the IHSA Scholastic Bowl Case Manual. These resources can be found at [www.ihsa.org](http://www.ihsa.org); click on Sports & Activities; click on Scholastic Bowl. Local tournament managers are responsible for making sure the competition is conducted in accordance with these official rules.

**B. Moderator's Authority:** The moderator has the final authority and shall decide all matters arising during the match that are not specifically covered in the current IHSA Scholastic Bowl School Terms and Conditions, IHSA Scholastic Bowl Rules Book, and the IHSA Scholastic Bowl Case Manual.

**H. State Final Team Seating:** The team on the left side of the bracket (pairings) will be designated as the "Home" team and will be seated facing the left-hand side of the Moderator. The team on the Right-side of the bracket (pairings) will be designated as the Visiting team and will be seated facing the right-hand side of the Moderator. The competitors within each team will be seated side-by-side and facing in the same direction. The moderator will be positioned to see the faces, name plates, and responder lights of all competitors, and as close as possible to halfway between the two teams. Coaches and reserve players should be physically separated from the competitors and may be behind or in front of the teams depending on room constraints. Only coaches, school officials, and substitute players may sit at the coaches' table. If there is many spectators watching a match, the preferred setup is to have the teams positioned in a chevron (V-shape), with



moderator at the point of the V, all facing the coaches, reserve players, and spectators.

**I. Dress:** All Scholastic Bowl teams must wear appropriate matching tops for competing in the state series. Matching tops shall be defined as being similar in style, color, and markings.

**1.** Team competitors and coaches will appear in appropriate attire. Acceptable apparel will include, but not be limited to school uniform, slacks, turtlenecks, sport shirts with collars, sport coats, T-shirts, sweatshirts, hooded sweatshirts (analogous to hats, hoods shall not be worn during competition), sweaters, nice jeans, skirts and dresses. **2.** Unacceptable apparel will include, but not be limited to: tank tops, cutoffs, short-shorts, clothing that advertise alcohol, drugs, or explicit material, jeans with holes or patches, hats or non-religious head gear, boxer-type shorts, spandex tights, or pants worn below the hips.

**2.** Unacceptable apparel will include, but not be limited to tank tops, cut-offs, short-shorts, clothing that advertise alcohol, drugs, or explicit material, jeans with holes or patches, hats or non-religious head gear, boxer-type shorts, spandex tights, or pants worn below the hips.

**J. Illegal uniform**

**1.** When a team cannot begin a match with at least 4 players wearing legal, matching uniform tops, 30 points shall be awarded the opponents. The penalty will be assessed at the beginning of each match of the state series that the team is in violation. The moderator will notify the IHSAA of non-compliance.

**2.** If it is discovered that a player with an illegal uniform started or entered the match, and at least one toss-up has been read while that player was in the match, the moderator will call a time out. The player must leave the match, and a substitute player with a legal uniform, if available, may enter in his/her place. The player with the illegal uniform may not re-enter the match until he/she has a legal uniform, and the coach has called a time out. If a substitute player with a legal uniform is not available; 30 points shall be awarded the opponents and the player with the illegal uniform may re-enter the match immediately.

**K. Nameplates:**

**1.** Each player in the match must display their name on a legible placard (must be always displayed in front of the player) so that the moderator can read the name on the placard. IHSAA will supply state final nameplates determined by the schools' roster submitted for the State Final program.

**2.** The name printed on the placard must match the first name of the player on the team roster given to the tournament manager before the tournament began. Diminutive forms of names (i.e., Mary for Maria; John or Jack for Jonathan) are acceptable. Nicknames are unacceptable.

**3.** Players attempting to enter the game will not be permitted to enter the game until they comply.

**L. Forfeit(s):**

**1.** Time: Each team present at the host site should be at their match location at least five (5) minutes before the match is scheduled to begin. A team that is not present when the round is scheduled to begin shall forfeit its match. A team arriving at a host site and their match location after the scheduled start time for the match, without calling ahead, shall forfeit all its matches that day. If a team calls ahead to notify the host of the delay, the start time can be moved to accommodate the delay, but never by more than 45 minutes. Note: When entering a forfeit in the IHSAA ScoreZone managers must select the "forfeit" option. In addition, they must

enter a score of 1 to 0 to indicate to the computer software which team received the forfeit and the win.

**2.** School representative: Each team shall be accompanied by at least one faculty member or other adult who has been designated as coach by the principal of the high school. Failure to have such a representative will call for the team to forfeit.

**3.** Number of players: A minimum of four (4) team players must start the match. Failure to start the match with at least four (4) team players will cause the team to forfeit. However, fewer than four (4) team players may continue in the day's competition if there are extenuating circumstances.

Note: Any team which forfeits a match in pool play, will be excluded for the remainder of that competition and all matches played to that point in that pool play will become void. This will eliminate all points scored for and against for the forfeiting team and the teams they have competed against.

**4.** To Record a Forfeit: When reporting scores in the IHSAA ScoreZone, forfeits must be recorded as a forfeit. In the appropriate box, click on "Forfeit." In the score box, you must enter a score of 1 to 0 so the computer knows who received the forfeit, and consequently won the match.

**M. Question formats:**

**1.** Match questions will be a combination of toss-up and bonus. Toss-ups are worth ten (10) points each. Bonus questions are three (3) parts worth ten (10) points each and are rebounding. Rebounding refers to the fact that the team to which the bonus is NOT awarded must have the opportunity to answer any part(s) not answered correctly by the team to which the bonus was originally awarded.

**2.** No true-false or other types of two-option questions will be permitted.

**3.** Multiple choice toss-up questions will not be permitted. Multiple choice bonus questions will not be permitted except in the case where the setup enumerates a list of potential word-choice answers (in order to limit the range of possible answers) and there is not a one-for-one matching correspondence between the choices and bonus parts.

**4.** Audio and visual material in questions may be used.

**5.** If a handout is to be used for a question, a copy of the handout must be provided to each playing member of both teams.

**6.** Bonus parts will be read, and rebounded, if necessary, one part at a time. As such, succeeding parts of bonus questions (parts 2 and 3) may reveal, or refer to, the answer to previous parts of the same bonus question.

**7.** The topic of the toss-up should be different from its bonus. Question category in a round should be ordered in a non-predictable, apparently random way but with some balance between halves. The last three (3) toss-up questions and the last three (3) bonus questions in each match may not be from the miscellaneous category.

**8.** Bonus parts should be related in some way and tied together with a setup that helps focus players' thoughts.

**9.** For non-computational toss-ups, the preferred style is multi-clue, starting with a more challenging clue and ending with a clue that most teams should reasonably be expected to answer correctly. Question writers and editors should exercise restraint and use their best judgment to limit the number of, and length of, clues so that toss-ups are of a reasonable length.





10. For all bonus questions, the preferred style for each part is straightforward or single clue, with brevity a consideration. This guideline is not intended to stifle creativity, limit necessary information, or require that all bonus parts be easy. Each bonus should be constructed with one easy part, one moderately difficult part, and one difficult part.

11. For computational bonus questions, each part should be answerable by a competent player within 10 seconds. While the bonus parts should be in some way related, having all parts use the same exact formula, pattern, or algorithm is discouraged.

12. Question writers and/or editors are encouraged to consider and research alternative correct answers and/or common, similar, or related incorrect answers and to list them with instructions to the moderator to "accept also", "do not accept", "prompt on" or "anti-prompt".

13. Questions should be pristine to all competing teams - writers may not re-use questions from previously written competition sets or practice sets heard by Illinois teams. Questions reused from tournaments not heard by Illinois teams must not have been released publicly in practice sets and must not have been used in competition prior to the start of that academic year. Word-for-word plagiarism from copyrighted sources or previously used question sets is not permitted. Writers may consult printed or online sources for facts or definitions to use in creating fresh questions. If a source is paraphrased or quoted verbatim, the source must be cited in a note or as part of the question; no citation is needed for information that is generally known or that can be found in many different sources. Short excerpts from primary sources such as literature, poetry, music, film, and other media are permitted, especially when the intent of the question is to identify the source, author, era, or other information for which the excerpt is a clue.

14. The vast majority of questions should be academic in nature and relevant to topics typically taught in Illinois High Schools, including Advanced Placement courses, as per the sub-categories listed in VIII-O. Each round should contain questions from a variety of places and eras. No one place or era should dominate any category or the series. While there should be some basic questions and some challenging questions in every round, the general trend and flow of the series should be increasing in difficulty from Regionals to Sectionals to the State Finals.

15. Within the first few words or within the first clue, toss-up questions should uniquely identify what is being asked (by using a pronoun, or a phrase such as "identify the person" or "name the book"). Avoid starting toss-up questions with statements containing superfluous information that will cue a knowledgeable player to buzz in early with an applicable, germane, but incorrect answer. In no case should a toss-up begin by heading in one direction, then change direction and ask a completely different question.

**N. Lockout System:** A ten-position electronic lockout response system will be used for all matches in the State Scholastic Bowl Series. Lockout systems will be provided by IHSA for use during the State Final matches.

**O.** Tournament Rules, Categories and Sub-categories for Toss-up and Bonus Questions (X/Y =# of Tossups/Number of Bonuses)

**SCIENCE 4/4**

- A. 1/1 Biology
- B. 1/1 Chemistry
- C. 1/1 Physics
- D. 1/1 Drawn from other sciences such as but not limited to: Astronomy, Earth Science, Environmental Science, Health Science, Archaeology/Paleontology and not requiring II subcategories to be represented equally or at all.

**MATH 4/4**

Drawn from a mix of Algebra, Geometry, Trigonometry, Calculus, Probability, Statistics, History of Mathematics, Computer Science, and Miscellaneous Math Topics. Subcategories are not required to be represented equally or at all.

**HISTORY 4/4**

- A. 2/2 US History
- B. 1/1 European History
- C. 1/1 World History

**SOCIAL SCIENCES 4/4**

- A. 1/1 Geography
- B. 1/1 Religion
- C. 1/1 Mythology
- D. 1/1 Drawn from a mix of: Current Events, US Government, Comparative Government, Psychology, Sociology, Economics, Philosophy, Political Science and not requiring all subcategories to be represented equally or at all.

**LITERATURE 4/4**

- A. 2/2 US Literature
- B. 1/1 British Literature
- C. 1/1 World Literature

**FINE ARTS 3/3**

- A. 1/1 Visual Art, focusing on painting and/or sculpture
- B. 1/1 Auditory Art, focusing on classical music and/or opera
- C. 1/1 Other Fine Arts. Topics are drawn from the following groups of subcategories. Each group of subcategories will appear in each packet; that is, if the tossup primarily focuses on a topic from group a, the bonus will take its focus from group b, and vice versa.
  - a. Other Visual Fine Arts: art theory, architecture, photography, film, dance, other visual-based art forms



b. Other Auditory Fine Arts: music theory, jazz, folk music, world music, musical theater, music written to accompany dance, other auditory-based art forms

### MISCELLANEOUS 1/1

Drawn from the different categories: Interdisciplinary, Journalism, Sports, Technology, Agriculture, Family Consumer Science, Drivers Education, Industrial Arts, Pop Culture, Consumer Education and not requiring all subcategories to be represented equally or at all.

**P. Breakdown of Questions** at all levels of the IHSA State Final Series: The forty-eight (48) questions, twenty-four (24) toss-up and twenty-four (24) bonus questions, for each match throughout the state series will consist of the following specific number of questions in each category:

1. Science: Four (4) toss-up and four (4) bonus questions per match.
2. Mathematics: Four (4) toss-up and four (4) bonus questions per match.
3. History: Four (4) toss-up and four (4) bonus questions per match.
4. Social Sciences: Four (4) toss-up and four (4) bonus questions per match.
5. Literature: Four (4) toss-up and four (4) bonus questions per match.
6. Fine Arts: Three (3) toss-up and three (3) bonus questions per match.
7. Miscellaneous: One (1) toss-up and one (1) bonus question per match.
8. There will be no computational toss-ups.

Note: For each level of competition (Regionals, Sectionals, State Finals) there will be a replacement set with and two (2) toss-up and two (2) bonus questions in History, Social Sciences, Science, Mathematics, and Literature; and one (1) toss-up and one (1) bonus question in Fine Arts and Miscellaneous. The replacement questions will appear in two groups: twelve (12) toss-up questions followed by twelve (12) bonus questions. Within each group questions will be ordered in an apparently random way but adjusted to ensure that no two in a row are from the same category.

### Q. Sets of Questions

1. Class 1A and Class 2A will use the same sets of questions for each round of play in the State Series.
2. Three (3) different sets of questions will be used at each Class 1A and Class 2A Regional Tournament. At some Regional tournaments, it will be necessary to use four (4) different sets of questions.
3. Three (3) different sets of questions will be used at each Class 1A and Class 2A Sectional Tournament.
4. Four (4) different sets of questions will be used at each Class 1A and Class 2A State Final Tournament.
5. Questions used at Regional and Sectional competition are the property of the IHSA and must be destroyed by the host school immediately following the tournament. Questions should not be returned to the IHSA office, nor kept by the host school for use in the future.

### R. Moderators' Meeting

1. Regional and Sectional Managers may allow the moderators to view the questions starting one (1) week prior to the round of competition and to bring their findings to the Moderators' Meeting. Regional and Sectional moderators may communicate with each other for purposes of reviewing the questions as soon as they are able to.

2. Before each round of the State Scholastic Bowl Series, the local manager will arrange for a moderators' meeting to be held at least one hour before the beginning of the first round of play for that tournament (or as soon as possible before the start of the first round if the school day intrudes).

3. No coach should be present at the moderators' meeting. No coach should at any time prior to the conclusion of the competition view the questions in any round(s) in which their team will compete.

4. Moderators should have access to all question sets in use at the tournament, and copies of the IHSA Scholastic Bowl School and Manager Manual.

5. The moderators should open the sets of questions and examine them for completeness, accuracy, and pronunciation.

6. Moderators may consult printed material to confirm answers and pronunciation.

7. Moderators should review the rules among themselves. Review procedures in conducting the match, consult the Local Manager to confirm room assignments and the procedure for reporting results, obtaining new question sets and to prepare themselves to begin the match.

### S. Tournament Personnel

1. At each Regional and Sectional tournament, moderator's and scorer's will be appointed by the Local Manager of that tournament. For the State Final tournament, ten (10) moderators and scorer's will be appointed by the IHSA.

2. The officials for each match in the State Series will include a moderator and a scorer. The adult scorer also serves as an assistant judge to the moderator.

3. The moderator must always be an adult, and it is highly advised that an experienced moderator be used in each match of the State Series.

### T. Coaches' Meeting

1. At least one coach from each school participating in the tournament should be present at the Coaches' meeting. All moderators and the Local Manager should also be present.

2. Assistant coaches and scorers are also advised to attend if they are able. It is understood that some of these people may need to supervise competition rooms while other adults are attending the Coaches' meeting.

3. The Local manager should review times and locations of facilities and all events for the tournament.

4. The Local Manager may have the most experienced moderator discuss specific rules or may conduct that part of the meeting himself/herself.

5. Allow the meeting to end so that coaches and personnel have time to arrive at the competition rooms and begin the initial round on time.

### U. End of Match, Overtime Procedures

**3-G.** End of Match

**3-G-1.** The team that scores the greatest number of points during a match wins the match.



**3-G-2.** If there is a tie at the end of regulation, overtime will be played.

**3-G-2a.** Overtime will consist of one or more readings of a toss-up question and a bonus, drawn from the set of replacement questions provided for the tournament at each venue.

**3-G-2b.** Select the first available (not previously used as a replacement) toss-up, and pair it with the first available (not previously used as a replacement) bonus from a different category.

**3-G-2c.** If the toss-up question is answered correctly, the winner of the match shall be the team leading after the accompanying bonus question is attempted and completed.

**3-G-2d.** If there is still a tie after a toss-up question is answered correctly and a bonus is attempted and completed; or the toss-up question is not answered correctly, the moderator will once again randomly select a toss-up question and bonus question and continue.

**V. Technology Use During Competition**

**1.** Players must have communication/smart devices turned off and stored in inaccessible places (pockets, purses, held by non-players or coaches, etc.) while playing. Any use of technology that appears to be allowing illegal communication to the current players is prohibited and will result in a team’s disqualification. This does not include the use of technology, internet-capable or otherwise, for doing research during an appeal.

**IX. TOURNAMENT POLICIES**

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

**B. Qualified Coaches:** In accordance with IHSA By-laws 2.020 and 2.030, all schools are required to have a coach or faculty representative who has been appointed by the high school principal to be present at the tournament site during tournament play. If a school does not have a duly appointed coach or faculty representative present at the tournament site during tournament play, the school’s competitors shall not be permitted to participate.

**C. Signs, Banners, Balloons and Mechanical Noisemakers**

- 1.** The display of signs, banners, posters, 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.

**2.** All mechanical noisemaking devices, including balloons, shall be excluded from the Scholastic Bowl facilities.

**D. Media Requirements**

**1.** Providing Space: Space shall be set aside to provide for news media representatives covering the state series (newspapers, radio stations, commercial television stations and/or cable television stations).

**2.** Radio and TV Originators: It is the responsibility of the local manager to accept applications, approve requests to originate, collect proper rights fees payment (where required) and make cancellation refunds for television and/or radio play-by-play origination’s, according to the IHSA Television and/or IHSA Radio Broadcast Policy.

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

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

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

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

**4.** Sessions at the Sectional and State Final may be videotaped

**E. Video Replay and Television Monitoring Equipment:**

Use of video replay or television monitoring equipment other than the official equipment approved by the IHSA shall not be used to make decisions related to the tournament. Only IHSA state meet officials, will have the authority to review official video results.

**F. Flash Photography:** Flash photography is not allowed by anyone, except the IHSA Official photographers from V.I.P. These photographers are contracted by the IHSA and have been trained in the appropriate uses of flash photography during events.

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

**H. Use of Inhalers:** A student with asthma may possess and use his/her medication during an IHSA competition, while



under the supervision of school personnel, provided the school meets the outlined procedures of self-administration in the Illinois School Code.

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

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

**XI. OFFICIALS**

**A. Regional Appointment and Fees:** Local Managers are responsible for hiring the Moderator and Scorer. The host school shall issue payment to each official which will be reimbursed by the IHSA Office upon receipt of the Financial Report Form.

Moderator: \$15.00 per match  
Scorer: \$10.00 per match

**B. Sectional Appointment and Fees:** Local Managers are responsible for hiring the Moderator and Scorer. The host school shall issue payment to each official which will be reimbursed by the IHSA Office upon receipt of the Financial Report Form.

Moderator: \$15.00 per match  
Scorer: \$10.00 per match

**C. State Final Appointment and Fees:** State Final Officials will be paid and appointed by the IHSA Office.

Moderator: \$100.00 per day.  
Scorer: \$10.00 per match worked

**D. Mileage Reimbursement Policy:** The Moderators appointed by the IHSA will be paid mileage. Moderators will receive 45 cents per mile for every mile over 70 miles for each round trip. Mileage is determined to and from the official's home to the State Final site unless prior approval has been given from the administrator in charge.

**X. AWARDS**

**A. Regional:** A plaque will be distributed to the winning team. No individual awards.

**B. Sectional:** A plaque will be distributed to the winning team. No individual awards.

**C. State Final:**

**1. Individual:** Fifteen (15) individual medallions will be presented to the members of the first, second, third, and fourth place teams at the State Final Tournament. Two (2) coaches' medallions will be provided to the coaches of the first, second, third, and fourth place teams at the State Final Tournament. In addition, one medallion for the Superintendent, Principal and Activities Director will be provided for each team finishing 1st - 4th.

**2. Team:** Trophies will be presented to the first, second, third, and fourth place teams.



February 7: Season Summary/Team Record Report deadline  
 February 10: Last chance to edit Season Summary/Team Record Report Form or withdraw by noon.  
 February 11: Online Seeding Meeting begins at 11:00 a.m.  
 February 12: Online Sectional Seeding Meetings ends at noon.  
 February 14: Regional Sectional Assignments, upon securing Regional hosts will be posted @ <https://www.ihsa.org/SportsActivities/ScholasticBowl/StateSeriesInformationResults.aspx?url=/data/scb/1assign.htm>

March 10: **Regional Time Schedule with a Preliminary Round** (4 Round Regional) Rounds may begin earlier if both teams are ready.

No later than 3:00 p.m.	Moderators' meeting starts
4:00 p.m. – 4:30 p.m.	Coaches' Meeting
4:30 p.m. – 5:20 p.m.	Preliminary Round
5:20 p.m. – 6:10 p.m.	Round One
6:10 p.m. – 7:00 p.m.	Round Two
7:00 p.m. – 7:50 p.m.	Round Three
7:50 p.m.	Conclusion

**Regional Time Schedule Without a Preliminary Round** (3 Round Regional) Rounds may begin earlier if both teams are ready.

No later than 3:00 p.m.	Moderators' meeting starts
4:00 p.m. – 4:30 p.m.	Coaches' Meeting
4:30 p.m. – 5:20 p.m.	Round One
5:20 p.m. – 6:10 p.m.	Round Two
6:10 p.m. – 7:00 p.m.	Round Three
7:00 p.m.	Conclusion

March 10: Regional Manager must report the results of their Tournament to the IHSA Score Zone (IHSA Schools Center).

March 15: **Class 1A and Class 2A Sectional Time Schedule.** Rounds may begin earlier if both teams are ready.

8:30 a.m. – 9:30 a.m.	Moderators' Meeting
9:30 a.m. – 9:45 a.m.	Coaches' Meeting
10:00 a.m. – 10:50 a.m.	Round One
10:50 a.m. – 11:40 a.m.	Round Two
11:40 p.m. – 12:30 p.m.	Round Three
12:30 p.m.	Conclusion

March 15: Sectional Manager must report the results of their Tournament to the IHSA Score Zone (IHSA Schools Center).

March 22: State Final Tournament at Heartland Community College, Normal, IL 61761  
**Class 1A and Class 2A State Final Time Schedule** (Rounds may begin earlier, if both teams are ready, determined by IHSA).

**8:00 a.m.:** Scholastic Bowl Coaches Check-In  
**9:00 a.m.:** Coaches/Captains/Moderators Meeting (optional)  
**9:15 a.m.:** Opening Ceremonies  
**10:00-10:50 a.m.:** First Round of Preliminary Pool Play  
**11:00-11:50 a.m.:** Second Round of Preliminary Pool Play  
**11:50 a.m.-1:05 p.m.:** Break  
**1:15 p.m.-2:05 p.m.:** Third Round of Preliminary Pool Play  
**2:25 p.m.-3:15 p.m.:** Championship and Consolation Rounds  
**3:30 p.m.-4:15 p.m.:** Awards Ceremony

Pairings will be Determined by Blind Draw to Determine Which Qualifying School Will Be A, B, etc. for each class.



Coaches:

Most IHSA coaching requirements to keep IHSA Scholastic Bowl Teams eligible to compete in Regionals and Sectional will be completed online through the IHSA School's and Official's Center. It is open 24/7 (if completed by the deadline). Coaches can complete tasks at their leisure by logging into the IHSA School's Center. The manual is a guide with specific instructions for each task. When a coach logs-in to the IHSA School's Center/Activity Tracker, the Activity Tracker will identify upcoming deadlines by highlighting them in "RED". Please refer to this manual as well as the School's Center to keep yourself well informed and familiar with the following important items, dates and times.

### *Double-Check's for Coaches*

*Existing Coaches: Please make sure your email address is current in the IHSA Schools Center for this school term*

### If you do not have an IHSA Schools Center USER ID and Login

1. Possess a User ID and Password for the IHSA School's Center (AD or Act. Director can supply this)
2. Review your coaching data in the IHSA School's Center. Be sure IHSA has current information on file for you (this is how IHSA Communicates with its coaches).
3. School is entered to participate in the Scholastic Bowl State Series (if you haven't been assigned to a Sectional, IHSA does not have your school entered to participate in Scholastic Bowl).
4. Review the Rules Presentation. This is not a requirement, but a strong suggestion. The Rules presentation box will stay "red" because it isn't required.
5. Review the Scholastic Bowl Manual. This is a guide to help coaches.

If you receive an email from the IHSA office, please do not ignore it. We have information indicating your school plans to participate in the Scholastic Bowl State Series. Please forward it immediately to the appropriate person for follow up with our office. This is a "Red Flag" that IHSA needs important information from your school. If you are not the person or your personnel has changed, please notify our office so IHSA can correct our records.

If you don't intend on participating in the current Scholastic Bowl State Series, please notify your Official Representative immediately and ask them to withdraw your school from the Scholastic Bowl State Series (failure to do so will result in a \$500.00 penalty to your school).

### To withdraw from participating in Scholastic Bowl without penalty

The Principal *must email Cheryl Lowery (clowery@ihsa.org)*, notifying IHSA of your school's withdrawal from Scholastic Bowl *prior to the Season Summary/Team Record Report Form deadline (February 10)*.

If a school withdraws after the Season Summary deadline and/or does not show up for competition, the school will be charged a \$500.00 penalty (Breach of Contract By-law 6.041–Withdrawal Procedure). The school will be locked out of the future Scholastic Bowl entry until an official letter is received from the Official Representative with an explanation. If applicable, the school may be charged for any additional financial loss sustained by the offended school(s) or the Association because of such breach.



---



---

### *IHSA School's and Official Center*

---

Coaches User ID/and Password Information: Previous Coaches should already have a prior User ID and password for the IHSA Schools Center. New coaches should have been sent a User ID and Password from their School Administration when they became the Scholastic Bowl Coach. If not, please contact them or you can contact Cheryl Lowery (clowery@ihsa.org). Coaches must have a current/valid email on file in the School's Center to be issued a password. **PASSWORDS ARE ASSIGNED TO EACH & EVERY COACH.**

---

### *Directions to login to the IHSA School's Center*

---

Go to [www.ihsa.org](http://www.ihsa.org) - Click on "Schools & Officials Center login" - Enter your "User ID" (5 digits, a letter followed by 4 numbers) and the password issued to you via email by your school; Click on "T" Sport & Activity Tracker. Click on any interactive links (especially the ones identified in "red"). This is what coaches will typically see when logging into the School's Center correctly (Sample only):

### Assignments

Schools entered to participate in the Scholastic Bowl State Series will be assigned to Sectionals and Regionals throughout the state. Participating schools will be assigned to 32 Class 1A and 32 Class 2A regional sites (after seeding). Sectional assignments will be posted on our Scholastic Bowl Activity webpage at:

### School Entry Deadline

<http://www.ihsa.org/SportsActivities/ScholasticBowl/StateSeriesInformationResults.aspx>, after the November 1 school entry deadline. Please contact Kraig Garber or Cheryl Lowery at the IHSA if your school isn't assigned or is assigned and will not be participating. Assignments indicate what Sectional your school is assigned to. Regional pairings will be posted upon securing hosts after the online Seeding Meeting. **Unless schools officially withdraw through the IHSA Office by February 10, they will be included in the online seeding procedures.**

### Terms and Conditions

The Terms and Conditions govern the IHSA State Scholastic Bowl Tournament Series and are available with this manual as well as on-line on the Scholastic Bowl Activity webpage under "Resources". The highlighted areas denote new changes. **TO AVOID MAKING PROCEDURAL ERRORS THAT COULD PUNISH YOUR TEAM PLEASE READ THEM CAREFULLY!**

### Coaches Informational Rules Presentation:

This brief Power Point Presentation is provided to coaches for the purpose of supplying information regarding participation in the Scholastic Bowl State Series. The Power Point presentation may be viewed (not required) on the Scholastic Bowl Activity webpage under "Resources".

### Rule Book

This book is intended to assist coaches and moderators with regular season contest(s) and offer greater detail than available in the Terms and Conditions. The Rule Book is also available on-line on the Scholastic Bowl Activity webpage under the "Resources" Section. Please, review this section as well.

Kraig Garber  
Email: [kgarber@ihsa.org](mailto:kgarber@ihsa.org)

[www.ihsa.org](http://www.ihsa.org)

Cheryl Lowery  
Email: [clowery@ihsa.org](mailto:clowery@ihsa.org)

### Case Book

The Case Book is a supplement to the Terms and Conditions and Rule Book and is available on-line. The Case Book contains illustrations on how the Terms and Conditions are to be interpreted and applied. The Case Book is also available on-line on the Scholastic Bowl Activity webpage under the "Resources" Section. Please, review this section as well.

### Previous Year Question Sets

IHSA has Question Sets from previous State Tournament Series available for purchase by completing the Questions Order Form located elsewhere in this manual and on the Scholastic Bowl Activity Webpage.

### School and Team Information

Schools may be requested to send information to Regional Managers and/or Sectional Managers well in advance of the competition dates for planning purposes and for use in preparation of programs. You are encouraged to mail or FAX this information in a timely manner, if requested to do so.

### Official Regional Team Roster

A team roster must be submitted to the Regional Tournament Check-In Manager upon arrival, or at the latest, immediately following the coaches' meeting. The team roster shall include a maximum of 15 players (mark the 15 participants on your List of Participants). The school will be limited to the use of no more than 15 eligible players included on the team roster. Four or Five team members must start the match. A coach must designate one of the five participating players as captain. To be included on the team roster, a player must be eligible under all the eligibility rules and conditions of the IHSA. Eligibility is certified by the Principal of the participating school. Eligibility questions should be directed to your Principal.

### Regionals

All teams must be accompanied by their School designated Head Coach, otherwise must forfeit competition. Teams without a coach will not be allowed to compete. The regional champion team will advance to the local Sectional Tournament. The date for all Class 1A and 2A Regional Tournaments is **Monday, March 10** (after school hours).

### Sectionals

All teams must be accompanied by their School designated Head Coach, otherwise must forfeit competition. Teams without a coach will not be allowed to compete. The date for all Class 1A and 2A Sectional Tournaments is **Saturday, March 15**. Four teams compete at a Sectional and all Sectional Tournaments will consist of 3 matches in a pool play format.

We hope that all these resources will help coaches throughout their season. We wish all coaches and teams the best of luck in their pursuit of a Regional or Sectional Scholastic Bowl Championship!

1. **Online Rules Presentation:** It is not mandatory, but it is very important for coaches to watch a short video to help give coaches an overview of what to expect during the season. **Because it is not required, you will not receive credit** in the IHSA Schools Center for viewing the presentation, if you watch it. The online Rules Presentation is available through <http://www.ihsa.org/Resources/Video.aspx>
2. **Required Online Season Summary Form:** Complete Instructions are included in this manual.
3. **Team Rosters:** Each coach will provide a team roster to the manager the day of the Regional and/or Sectional Tournament in which they compete. A typed list is preferred by tournament managers. You must designate 15 students you plan to use in each level of the state series. You may use different combinations at each level of competition. However, all participants to be used at any level provided they are eligible in all aspects to compete in IHSA events.
4. **Nameplates:** No nicknames are allowed
5. **Online Seeding Meeting:** Coaches will continue to have the option of participating in the Online Seeding meeting, but they must **SUBMIT THE SEASON SUMMARY ON-LINE THROUGH THE IHSA SCHOOLS CENTER.**
6. **Required by All Coaches:**
  - a. Each team must be accompanied by at least one faculty member or other adult who has been designated as coach by the principal of the high school.
  - b. Each school should designate to the moderator before the match begins the name of one (1) adult who will act as head coach. This head coach will be the only person permitted to approach the moderator and be involved in consultations with the moderator without being specifically requested to do so by the moderator.
  - c. A school that uses "co-coaches" must designate a single head coach for a match but may change head coaches for different matches in the same tournament.
  - d. A team is required to have four or five (4 or 5) members to begin a match. Fewer than four (4) may continue in a day's competition if there are extenuating circumstances.
7. **Required Dress Code:** All Scholastic Bowl teams must wear appropriate matching tops for competing in the state series. Matching tops are required (tops must be similar, but not necessarily identical). Matching tops shall be defined as **BEING SIMILAR** in style, color, and markings.
  - a. Team competitors and coaches will appear in appropriate attire. Acceptable apparel will include, but not be limited to school uniform, slacks, turtlenecks, sport shirts with collars, sport coats, T-shirts, sweatshirts, hooded sweatshirts (analogous to hats, hoods shall not be worn during competition), sweaters, nice jeans, skirts and dresses.
  - b. Unacceptable apparel will include, but not be limited to tank tops, cut-offs, short-shorts, clothing that advertise alcohol, drugs, or explicit material, jeans with holes or patches, hats or non-religious head gear, boxer-type shorts, spandex tights, or pants worn below the hips.
  - c. A student or coach may wear apparel that bears the trademark or logo of a manufacturer or distributor during competition provided that the student or coach's apparel bears only a single manufacturer's normal label or trademark, not to exceed a one and one-half inch by one and one-half inch square.

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

***There will be no physical Sectional Seeding Meetings. The seeding meeting will be conducted online through the IHSA Schools Center.***

The following is intended to provide an explanation of the process that coaches will follow in seeding the first level tournament assignment for their school.

Coaches are expected to take part in the seeding process with the highest standard of integrity and to ensure fairness and equity for all participants. One coach or an official representative from each school who has completed the *IHSA Season Summary* on-line will be allowed to vote. Schools who have not submitted the *Season Summary* will not vote or participate in the seeding process. The *Season Summary* can be found in the Activity Tracker section of the IHSA Schools Center under the 'Required Data Forms' column for Scholastic Bowl.

***Coaches will not be allowed to vote for their school team, therefore, their school name will not appear to them in the list, but will appear to all other schools assigned to their Sectional.***

**Coaches will determine their seeds based on these factors**

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

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

**If schools tie for a seed, the IHSA will use the following criteria to break the tie**

1. Head-to-head competition between the tied schools (games played prior to the final release of seeds)
2. Random draw (if more than 2 schools are tied for a seed)
3. Coin flip (if 2 schools are tied for a seed and head-to-head competition can't break the tie)

Schools will be able to access all the seeds made by other schools assigned to their seeding meeting prior to the seeds being posted on-line through the IHSA website. Tournament assignments will then be posted by the end of the week during which seeding occurs.

---



---

*Head Coaches Season Summary Instructions & Seeding Information*

---

**Season Summary Instructions (February 7 deadline, but may make changes until noon, February 10)**

1. Head Coaches will log into their School Center to complete the Season Summary/Team Record Report Form.
2. On the "Coaches" link, please indicate your head and assistant coaches.
3. On the "Comments" link, please submit your won/lost record (even if you haven't had any matches) and any comments you would like to make regarding your season or seeding placement.
4. On the "Hosting" link, please indicate if your school is willing to host a Regional Tournament. Coaches must seek approval with their School Administration before they indicate they will host a Regional.

**Online Seeding Instructions**

1. The seed link will be active at 11:00 a.m. on February 11.
2. Log into your School Center, and access the "Seeding Form" in your Sport/Activity Tracker
3. Follow the instructions to seed your Sectional
4. A school shall not vote for their own team (schools voting will not see their school listed because they can't vote for themselves)
5. The seeding deadline is 12:00 noon on February 11
6. The seeding results will be posted by 4:00 p.m. on February 12
7. Contest pairings will be posted upon securing all regional hosts.

**SEASON SUMMARY TIMELINE:**

*NOON - Friday, February 7*

*IF the school submitted a record on February 7 any school may login to make additional changes up until Noon - Monday, February 10.*

**ONLINE SEEDING TIMELINE:**

*11:00 A.M. - Tuesday, FEBRUARY 11  
THROUGH*

*12:00 NOON - WEDNESDAY, FEBRUARY 12*

---



Scholastic bowl Questions used in previous IHSA State Series Tournaments are available for purchase through our office. The cost of each set is \$50.00, unless noted. Each year has 11 rounds (Regional, Sectional and State), plus 3 sets of Replacement questions for each state series level. Question files will be emailed upon receipt of payment.

The following question sets are available for purchase:

Year	Quantity	Year	Quantity
2002-2003		2013-2014	
2003-2004		2014-2015	
2004-2005		2015-2016	
2005-2006		2016-2017	
2006-2007		2017-2018	
2007-2008		2018-2019	
2008-2009		2019-2020	
2009-2010		2020-2021	
2010-2011		2021-2022	
2011-2012		2022-2023	
2012-2013		2023-2024	

Incomplete set \$35.00

Available May 2024

Name:
Email Address:
School/City:
Purchase Order Number:
Name as appears on Credit Card:
Credit Card Number (Mastercard, Visa or Discover):
Credit Card Expiration Date:
CSV Number:
Phone Number:

Complete and remit with payment to:  
**Attn.: Tammy Craig (tcraig@ihsa.org) or fax 309-663-7479**  
 Illinois High School Association  
 2715 McGraw Drive  
 Bloomington, IL 61704





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 \_\_\_\_\_

Email \_\_\_\_\_

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

Method of Payment:

Check Number: \_\_\_\_\_

Purchase Order No. (if necessary): \_\_\_\_\_

Description	Gender (check one)			Place: Champion; Runner-up; Third; Fourth Place	Year Trophy Was Won	Class	Qty	Price per Item	Amount
	Girls	Boys	Coed						
11" x 8" Walnut Trophy								\$75.00 ea.	
Number of Name Personalization's	Use Spaces Below for each name personalization								
								\$ 5.00 ea.	
	<b>Order Total</b>								

**A&M Products**

Contact: Andy Austin

Address: 575 Elm Place, P.O. Box 266

Princeton, IL 61356

Phone: (815) 875-2667

Fax: (815) 879-0400

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

# IHSA State Final Miniature Replica Trophy Order Form

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

Price includes UPS shipping the total order to one address.

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



Name to Appear on Base Plate		
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

To: Regional and Sectional Managers

From: Kraig Garber, Assistant Executive Director

This section of the manual has been created for Regional and Sectional Managers to assist in the preparation to conduct a Scholastic Bowl tournament. We'd like to call your attention to the following items on the IHSA Scholastic Bowl Activity Webpage and the IHSA School's Center. Please review carefully:

#### Terms and Conditions

The Terms and Conditions govern the IHSA State Scholastic Bowl Tournament Series (included in this manual).

#### Coaches Informational Rules Presentation

This brief Rules Presentation is provided to coaches for the purpose of supplying information regarding participation in the Scholastic Bowl State Series. The Rules presentation may be viewed on the Scholastic Bowl Activity page. ***Coaches will not receive credit for viewing the Rules Presentation because it is not a requirement.***

#### Rule Book

The IHSA has published an online Scholastic Bowl Rule Book. This is intended to assist coaches and moderators with regular season contest(s) and offer greater detail than available in the Terms and Conditions.

#### Case Book

The Case Book is an online supplement to the Terms and Conditions and Rule Book. The Cases contain illustrations on how the IHSA requires the Terms and Conditions and Rule Book to be interpreted and applied.

#### IHSA School's Center

All Tournament manager responsibilities must be accessed through the IHSA State Series Hosting & ScoreZone Section of the IHSA Schools Center. User ID and Password Required (Principal, Activity Director, Athletic Director or Official Representative or Tournament Manager passwords only).

#### Regional and Sectional Tournament Assignments/Pairings

Participating schools will be assigned to 32 Class 1A and 32 Class 2A Regional sites and 16 Sectional sites. The pairings will be posted after all regional hosts have been secured on the IHSA Scholastic Bowl website at: <http://www.ihsa.org/SportsActivities/ScholasticBowl/StateSeriesInformationResults.aspx>

#### Facilities and Equipment

Hosts/Managers are responsible for designating a "Tournament Central" room or area and four rooms for competition. Contest rooms need appropriate tables and chairs; a moderator's podium; chalkboard, chalk, eraser (or equivalent); scratch paper and sharpened pencils; copies of the tournament schedule; and bonus grid cards. Contest rooms should be free of any displayed instructional material which may aid competitors. Encourage participating schools to bring fully functioning lockout systems. Additional stopwatches should be available if timers are not built into the lockout system.

#### Tournament Personnel

Hosts/Managers are responsible for recruiting (and possibly training) all personnel needed to run the tournament. Each match needs a paid adult moderator and Scorekeeper. For Regional Tournaments only, the Scorekeeper may be an experienced student, if adults aren't available. A Check-in Manager is also helpful. Door security and an announcer are optional personnel. You may recruit these personnel from participating schools. Timekeeper/Lockout System Operator position has been eliminated).



**Programs**

While optional, you are encouraged to prepare programs for participants and spectators. Programs should contain pertinent information about participating schools. You may request this information from your competing schools. They have been instructed to cooperate with your requests.

**Contacting Schools in your Regional/Sectional**

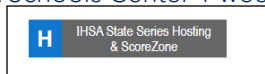
Once the Assignments/pairings have been released by IHSA to the website, please contact schools assigned to your site with any pertinent details. This announcement should consist of reminders (ie.: where teams need to check in, when they need to arrive, and what they need to bring). You may also request information about the school and team for a program at this time.

**Team Roster**

A team roster must be presented to both the Regional and Sectional Tournament Manager no later than end of the Coaches' Meeting before competition. The Team Roster can be a printed list, a handwritten list, etc. You must designate 15 students you plan to use in each tournament. You may use different combinations at each level of competition. However, all participants to be used at any level must be eligible to compete. The head coach must designate one of the four or five players to be "captain".

**Competition Questions**

Questions will be posted in the IHSA Schools Center 1 week prior to each tournament by clicking on this link:



The principal or official building representative must keep questions secure until the moderator's meeting before competition. **ONLY** the Moderator is to view the questions at any time. The moderators will review the questions for the purpose of identifying possible errors. No coach will be allowed to view the questions for any reason. Coaches may not print/download questions for the Moderator. Do not return the questions to the IHSA Office after your tournament. Instead you are directed to destroy the questions. The questions remain the property of the IHSA and must not be kept by the host school, nor given to anyone else.

**Regional Managers/Hosts**

All rounds of Questions will be posted in the IHSA Schools Center. Depending upon how many teams are assigned to your tournament, you may not have to use all rounds. See chart below: (1 set per room)

**5 TEAM BRACKET**

Round 1 = 1  
Round 2 = 2  
Round 3 = 1  
Replacement Sets = 2

**6 TEAM BRACKET**

Round 1 = 2  
Round 2 = 2  
Round 3 = 1  
Replacement Sets = 2

**7 TEAM BRACKET**

Round 1 = 3  
Round 2 = 2  
Round 3 = 1  
Replacement Sets = 3

**8 TEAM BRACKET**

Round 1 = 4  
Round 2 = 2  
Round 3 = 1  
Replacement Sets = 4

**9 TEAM BRACKET**

Round 0 = 1  
Round 1 = 4  
Round 2 = 2  
Round 3 = 1  
Replacement Sets = 4

**10 TEAM BRACKET**

Round 0 = 2  
Round 1 = 4  
Round 2 = 2  
Round 3 = 1  
Replacement Sets = 4

**11 TEAM BRACKET**

Round 0 = 3  
Round 1 = 4  
Round 2 = 2  
Round 3 = 1  
Replacement Sets = 4



**Sectional Managers/Hosts**

You will find Question files for Round 4, Round 5 and Round 6, replacement questions (one copy per room) posted in the IHSA Schools Center one week prior to your tournament. Important: You must login as the Official Representative, Athletic/Activities Director or Tournament Manager to be able to access the question sets. If the person designated as Tournament Manager is not your Official Representative, Athletic/Activities Director) then you must login to the IHSA Schools Center and add Tournament Manager to the person's job profile (who will be serving as the Tournament Manager). **2 Rooms are needed for Sectional Rounds 4, 5 and 6 with replacement sets:**

**Awards**

Plaques for the Regional and Sectional Champions are provided by the IHSA. They will be sent directly (from A & M Products, Princeton) to host schools at least one week in advance of their tournament. Please inspect the awards for damage prior to your tournament, so that replacements can be shipped in time for your tournament.

**After each tournament:**

\*Reporting Scores: "IHSA State Series Hosting & ScoreZone" Managers must report the results of their tournament (when entering a forfeit, please select the Forfeit feature provided and enter a score of 1 to 0, this is so the software knows which team receives credit for the forfeit). No later than midnight the day of the tournament or the link will deactivate.

\*Financial Report: "IHSA State Series Hosting & ScoreZone". You must submit a Financial Report and report any Unofficial Withdrawals (a team who doesn't show up to the tournament and a Royalty Report (if merchandise was sold) to the IHSA Office within 10 days.

\*Scan a copy of each tournament round of the completed Tournament Scoresheet and email them to kgarber@ihsa.org.

**Financial Arrangements:**

**Regional Hosts** will receive a \$200.00 guarantee upon submission of the Regional Financial Report. The IHSA WILL reimburse the host school for Scorekeepers at a rate of \$10.00 per match. The IHSA WILL reimburse host schools for Moderators at the rate of \$15 per match worked. Only the champion from each regional will advance to the Sectional Tournament.

**Sectional Hosts** will receive a \$250.00 guarantee upon submission of the Sectional Financial Report. The IHSA WILL reimburse the host school for Scorekeepers at a rate of \$10.00 per match. The IHSA WILL reimburse host schools for Moderators at the rate of \$15 per match worked.

**Commercialism**

No commercial advertising or sales will be approved unless authorized by the IHSA. In addition, exhibition by performers or other groups are not permitted. Managers should be familiar with the Royalty Policy and the Royalty Reports that must be filed in the event merchandise is sold. Any questions regarding merchandise or royalty should be directed to Tammy Craig (tcraig@ihsa.org) at the IHSA.

Local managers are not authorized to change the dates or order of matches as determined and announced by the IHSA. Matches must be played as listed from top to bottom on the official pairings, unless otherwise changed and approved by the IHSA.

The IHSA wishes to extend its appreciation to all the members of your faculty, staff and student body who help in the conduct of the tournament. Your hard work and commitment to Scholastic Bowl is not only appreciated by this office, but by the competitors, their parents, coaches, schools and communities who have the opportunity to be a part of the IHSA Scholastic Bowl Tournament.

Thank you in advance for hosting.



## Tournament Manager's Checklist

**Important:** Please provide the current email address to Cheryl Lowery at the IHSA Office for your school's tournament manager. This will be the way we can communicate effectively with each of our schools/managers.

### 8 Weeks Prior to Tournament

- \_\_\_\_\_ Clear date with school authorities & all departments within school who schedule other events
- \_\_\_\_\_ Reserve "important" rooms that may be needed such as Library, Gym, Cafeteria, Auditorium
- \_\_\_\_\_ Issue initial plea to faculty & staff within school asking for potential tournament personnel
- \_\_\_\_\_ Preliminary courtesy alert to Custodial &/or Cafeteria staff notifying them of potential services needed
- \_\_\_\_\_ Make merchandise arrangements if desired. See IHSA Royalty Policy & consult list of approved vendors – OPTIONAL

### 7 Weeks Prior to Tournament

- \_\_\_\_\_ Identify Tournament Manager
- \_\_\_\_\_ Identify Assistant Tournament Manager if Tournament Manager is also a Coach
- \_\_\_\_\_ Identify Check-in Manager
- \_\_\_\_\_ Identify Check-in Announcer
- \_\_\_\_\_ Issue follow-up plea to faculty & staff within school asking for potential tournament personnel
- \_\_\_\_\_ Map of local area &/or floor plan of building if you plan to issue these to participating schools
- \_\_\_\_\_ Tour building & designate rooms you will be using. Identify four contest rooms.
- \_\_\_\_\_ Identify Check-in Area near school entrance
- \_\_\_\_\_ Identify Tournament Central (needed for entire time)
- \_\_\_\_\_ Identify Meeting Rooms for:  
Coaches: \_\_\_\_\_ Moderators: \_\_\_\_\_ Timers: \_\_\_\_\_ Student Helpers: \_\_\_\_\_
- \_\_\_\_\_ Identify eight "homerooms" for visiting teams if possible: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

### 6 Weeks Prior to Tournament (note: The TIMEKEEPER/LOCKOUT SYSTEM OPERATOR Position has been eliminated)

- \_\_\_\_\_ Identify Moderators, Scorekeepers, Timekeeper, Lockout System Operators & notify them to "Save the Date"
- \_\_\_\_\_ Set dates & times for training sessions (necessary for all rookie workers!) & Notify your tournament personnel
- \_\_\_\_\_ Distribute Moderator, Scorekeepers, Timekeeper, Lockout System Operator Instructions (included in this manual)
- \_\_\_\_\_ Sketch out preliminary plan of which personnel will work together in which rooms, during which hours or rounds

### 5 Weeks Prior to Tournament

- \_\_\_\_\_ Issue formal request to Custodial &/or Cafeteria staff notifying them of potential services needed
- \_\_\_\_\_ Finalize all maps you will be distributing: How to get to your school, parking if problematic, restaurants, floor plans
- \_\_\_\_\_ Rent lockout systems if necessary
- \_\_\_\_\_ Note: Rentals cost \$50-\$75 per system plus UPS & are not reimbursed by the IHSA. Consider as a last option.

### 4 Weeks Prior to Tournament

- \_\_\_\_\_ Collect all materials that you plan to use in your Regional or Sectional program (if desired). Final calls to any schools that have not sent rosters.
- \_\_\_\_\_ Consider including information about your school, your team, the state series, & Scholastic Bowl rules/procedures
- \_\_\_\_\_ Run training session(s) for tournament personnel – possibly multiple sessions scheduled over several days or weeks
- \_\_\_\_\_ Locate or purchase materials such as scratch paper, pencils, masking tape, markers, poster paper, & name tags



3 Weeks Prior to Tournament

- \_\_\_\_\_ Regional pairings will be posted on Scholastic Bowl State Series Information website.
- \_\_\_\_\_ Identify Room Organizers & Door Security Personnel
- \_\_\_\_\_ Check existing signage & prepare supplementary signs for Tournament Central, restrooms, & hard-to-find rooms
- \_\_\_\_\_ Obtain from Business Office whatever forms you will need to use to get paychecks for tournament personnel
- \_\_\_\_\_ Receive awards from A & M Products. Follow the instructions provided in this manual if there are problems

2 Weeks Prior to EACH Tournament

- \_\_\_\_\_ All materials for Regional/Sectional program ready to go except specific team rosters in the case of Sectionals & State Finals.
- \_\_\_\_\_ Adjust plans for personnel, room usage, & schedule if necessary based pairings on final draw sheet
- \_\_\_\_\_ Email coaches at participating schools with all necessary information. Here are some suggestions: *Maps of how to get to your school; map of area with notes on parking situation if problematic. Final schedule, including times for arrival, meetings, competition rounds, & awards ceremony. Reminders to those schools you are counting on to bring lockout systems & adult judges. Phone numbers where you can be reached in the days before, night before, & day of the event.*
- \_\_\_\_\_ Press release alerting media of date, times, & participating schools in an IHSA state series tournament

Handling of IHSA Scholastic Bowl Questions

- \_\_\_\_\_ Go to [www.ihsa.org](http://www.ihsa.org)
  1. Click on IHSA Schools Center
  2. Type in your School's User ID Number (5 digits, a letter followed by 4 numbers).
  3. YOU MUST USE/Type in the Principal, Official Representative, Activity/Athletic Director or Tournament Manager Password, otherwise the questions will not appear) Coaches passwords WILL NOT WORK

Scholastic Bowl Regional and follow the row to the right.

  4. Click on the Link that states "Officials Info". At this point you can download the .pdfs; or print them for the Moderator to review. The SECURITY OF QUESTIONS is critical to the success of your IHSA Scholastic Bowl Tournament. The Illinois High School Association needs your cooperation in making sure the questions are protected prior to the tournament.
- \_\_\_\_\_ Send an E-Mail to Cheryl Lowery ([clowery@ihsa.org](mailto:clowery@ihsa.org)) verifying you have successfully accessed the Sets of Questions through the IHSA Schools Center.
- \_\_\_\_\_ Secure the questions in a safe location.
- \_\_\_\_\_ The moderators should meet prior to the tournament to discuss the questions.
- \_\_\_\_\_ Print Score Sheets from IHSA web site (instructions in Handbook for Schools and Managers) and make enough copies for your tournament.

1 Week Prior to Tournament - Moderators Meeting

In selecting the room for the moderators meeting, provide a meeting room that is equipped with some basic reference books. The moderators' meeting room should be equipped with computer access to the internet.

Follow this checklist in the handling of the questions at the moderators meeting:

- \_\_\_\_\_ The moderator coordinator should verify that all moderators are in possession of the questions.
- \_\_\_\_\_ Have moderator coordinator inspect the questions and verify that you have the appropriate (CD's or printed sets) of questions for your tournament.
- \_\_\_\_\_ Moderators assigned to the matches in a round are to review the set of questions for the rounds they are assigned.
- \_\_\_\_\_ Moderators review their round of questions and make necessary corrections. Any changes must be agreed upon by all moderators prior to competition.

Other Tournament Duties

- \_\_\_\_\_ Photocopy materials for handout to coaches upon arrival. Here are some suggestions:  
*Floor plan of building; list of teams & homerooms; spare "Official Entry Form - Team Roster" sheets; Reminder memo about security, building rules, hospitality locations, meeting locations, & name plates*



## 2024-2025 Scholastic Bowl

## Tournament Managers Checklist

- \_\_\_\_\_ Send reminders to all adult & student workers regarding meetings, times working, & dress suggestions
- \_\_\_\_\_ Prepare poster-sized bracket for display or ongoing results during tournament outside Tournament Central
- \_\_\_\_\_ Questions will be posted in the IHSA Schools Center
- \_\_\_\_\_ Receive awards package. Follow instructions in this manual if there are problems
- \_\_\_\_\_ Photocopy programs & prepare packets of appropriate materials for each team upon arrival
- \_\_\_\_\_ Print Download IHSA Score Sheets & Bonus Grid Cards (included in this manual) & prepare packets for each room
- \_\_\_\_\_ Locate stopwatches or watches with sweep second hands for rooms whose lockout systems have none built in

### Day of Tournament

- \_\_\_\_\_ Set up rooms as needed (furniture & materials) & post direction signs around building as planned
- \_\_\_\_\_ Set up Tournament Central & Check-in Area (furniture & materials). Display Awards at Check-in Area.
- \_\_\_\_\_ Tournament Manager runs Coaches meeting: *Welcome, sportsmanship, questions on Terms & Conditions, awards*
- \_\_\_\_\_ Experienced Moderator runs Moderators meeting.
- \_\_\_\_\_ Check-in Manager handles any last-minute instructions for Door Security Personnel

### After Competition

- \_\_\_\_\_ Distribute Regional and Sectional Champion Plaques to the winner of your Regional or Sectional.
- \_\_\_\_\_ Submit Scores of your Scholastic Bowl match(es) in the IHSA ScoreZone. We would like you to post score(s) immediately following each match, no later than Midnight the day of your meet. Complete instructions on how to submit scores in the IHSA ScoreZone, included in this manual.
- \_\_\_\_\_ Create a copy of all the final scoresheets from your level of tournament and email them to kgarber@ihsa.org
- \_\_\_\_\_ Submit Financial report to the IHSA Office.
- \_\_\_\_\_ Photocopy & distribute sets of Score Sheets to all coaches (may need to be done by mail for teams that left early)
- \_\_\_\_\_ (Regionals) Record scores from each match on the IHSA ScoreZone. Complete Instructions included in this manual. You must use an Activity Directors or Tournament Managers User ID and password (5 digits, a letter followed by 4 numbers) to access the ScoreZone area.
- \_\_\_\_\_ (Sectionals) Record scores from each match on the IHSA ScoreZone. Complete Instructions included in this manual. You must use an Activity Directors password and School User ID Number (5 digits, a letter followed by 4 numbers) to access the ScoreZone area.
- \_\_\_\_\_ Send in the Report of Unofficial Withdrawals (on the Financial Report Form), the Financial Report, & the Royalty Report to the IHSA Office
- \_\_\_\_\_ Destroy all questions. Do not mail the question sets back to IHSA office. The questions are the property of the IHSA. Schools are not allowed to keep them for use later.
- \_\_\_\_\_ Distribute the Sectional winner packet and plaque to the team winning the sectional tournament.



**Local Manager**

The Local Manager is the organizer at the tournament site. The Local Manager performs all the duties expressed or implied in the Terms and Conditions including, but not limited to, recruiting, and training the personnel needed to run the tournament; communicating with the participating schools; preparing a program; maintaining the security of the tournament questions; coordinating all necessary meetings; posting results on the IHSA's ScoreZone website; and destroying printed question sets after the event. The Local Manager makes final decisions in accordance with the Terms and Conditions in all matters regarding the conduct of the meet. If the Local Manager is also a Coach of a participating team, he or she should appoint a capable assistant who can be free to roam the building and help solve any minor problems that come up during the tournament.

**Judges:**

Moderators and Scorekeepers – Each match in the state series needs an adult Moderator and a Scorekeeper. They are the recognized judges, with the Moderator making final decisions. If possible, Judges should be assigned based on different academic backgrounds. Judges can be recruited from among the participating schools if the Local Manager so desires. For Regionals only, a Scorekeeper may be a student, but only if it is impossible to staff the room with enough adults. Student workers are not used as judges. Also at Regionals, one of the Coaches may serve as the Scorekeeper for the match, but in that case is not used as a Judge.

**Moderators (must be adults)**

During the week prior to the event, Moderators are permitted to review the question sets, typically in PDF format; to consult with one another and/or with outside experts; and to share significant findings with other sites – all in a secure manner. Moderators conduct the introductions, read the questions, recognize the players who respond, and indicate whether the answers given are correct or incorrect. For Sectionals, moderators attend a scheduled meeting to review the questions and answers before the tournament. For Regionals, there may or may not be time for this review session. The Moderator sets the tone, atmosphere, and pace of the match, and is responsible for ejecting any unruly persons. Moderators pick up two copies of the question set from Tournament Central; give one to the scorekeeper; and return both copies to Tournament Central after the match is over. Local Managers are permitted to offer Moderators the option to read from laptops or tablets. Moderators have the final authority for the match they are running. They consider appeals and consult with the other judges on interpretation of answers if necessary. The Moderator typically keeps time and operates the lockout system; if the Moderator needs help with either, she/he may ask the Scorekeeper to assist, or a volunteer can be appointed.

**Scorekeepers**

Scorekeepers use IHSA Score Sheets to score the match. They enter the team rosters, note every attempted answer, note every correct answer, keep track of time-outs, record the running score, declare a winner, sign the Score Sheet, and ask each Head Coach to initial the Score Sheet. Scorekeepers act as assistant judges for consultation on appeals and interpretation of answers. Scorekeepers pick up Score Sheets and rosters from Tournament Central and return them there after the match is over. The Moderator may ask the Scorekeeper to assist with keeping time or operating the lockout system.

**Check-in Manager (may be a student)**

The Check-in Manager collects the entry forms from each coach and gives them any materials prepared for the day, such as building maps, schedules, name tags, or information regarding telephones, vending machines, rest rooms, or first aid. The Check-in Manager turns the team rosters over to Tournament Central for distribution to Scorekeepers during the match.

**Announcer (may be a student) -**

The Announcer gives PA announcements prior to the start of each match. A sample script is included in this manual.

**Door Security (may be students)**

Door Security personnel make sure that there is no traffic during competition – only at half-time or between matches.

**Student Scorekeeper/Room Organizers**

The Student Scorekeeper posts the running score on a blackboard or equivalent during the match, checking periodically with the official Scorekeeper. As the Room Organizer, this person straightens the furniture and equipment between matches, discards used scratch paper, supplies clean scratch paper, sharpens pencils used by the teams, and erases the board. Student Scorekeepers may be drawn from the pool of non-competing players; if this is the case, and if she/he is a potential competitor in the match, she/he should stand where she/he can't see the question sets that the Moderator and/or Scorekeeper are using.

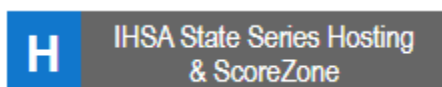


---

*Financial Reports Must Be Completed online through the IHSA Schools Center.*

---

The final phase of your hosting responsibilities is to file the financial report with the IHSA. The financial report forms are available in the password-protected Schools Center. Login to the IHSA Schools center with your school ID and password. Only Official Representative, Principal or Activities/Athletic Director User ID and Passwords will allow you access to this section. The form is located in this portion of the IHSA Schools Center. **Click:**



Then click on Financial Report link. Please fill out the one-page form and press the submit button to file your report.



---

## *Suggested Script for Regional and/or Sectional Public Address Announcer*

---

1. Welcome spectators to your school and the level (Regional/Sectional).
2. Explain that your tournament is being conducted under the sponsorship of the IHSA, and that it is being conducted according to the official Terms and Conditions for Scholastic Bowl as published by the IHSA.
3. Explain how Regionals and/or Sectionals work – single elimination, with a Regional Champion. Only the champion will advance to the Sectional (give location, date, and starting time).
4. Briefly explain the schedule for the day.
5. List the expectations for spectators: Please do not enter or leave the room during a match, except at half-time. Remain silent during the match; comments from spectators may result in unfair consequences to both teams. Applause will be appreciated at the end of the match.
6. Each match consists of two halves, each with 12 toss-up questions and a possible 12 bonus questions. Questions are supplied by the IHSA and are the same for all tournaments in both classes throughout the state today. Each match contains questions in the areas of science, math, social studies, literature, arts, and miscellaneous.
7. National Anthem played, followed by the start of the first match.
8. At the beginning of the final match, thank the host school and personnel for conducting the tournament. Invite spectators to remain for the awards ceremony. Announce the date, time, and place for the upcoming state series tournaments.

### IHSA Scholastic Bowl State Series Score Card

Round: **4** Room: **108** Start: **10:00** End: **10:50**

Team 1: **Lincoln Township East**

Head Coach: **Chris Ethridge**

Players (1-5 starters)	TH*	8 <b>Diane Kay</b>	6
1 <b>Jim Fessler</b>	<b>12</b>	9 <b>Dawn Schepler</b>	<b>6</b>
2 <b>Marcus Hayes</b>	<b>12</b>	10 <b>Dan Shank</b>	<b>6</b>
3 <b>Heidi Serena</b>	<b>24</b>	11 <b>Mark Branson</b>	
4 <b>Tim Ammons</b>	<b>24</b>	12 <b>Charlie Brown</b>	
5 <b>Tim Biondo</b>	<b>12</b>	13	
6 <b>Deanna Davies</b>	<b>6</b>	14	
7 <b>Joe Augello</b>	<b>12</b>	15	

	Tossup Points		Bonus Points			Total	Running Total
	First Name and # of Points or —	Part 1	Part 2	Part 3	Total		
1	<b>Heidi 10</b>	<b>10</b>	<b>•</b>	<b>10</b>	<b>30</b>	<b>30</b>	
2	<b>Marcus —</b>	<b>•</b>	<b>10</b>		<b>10</b>	<b>40</b>	
3	<b>Tim B 10</b>	<b>10</b>	<b>10</b>	<b>10</b>	<b>40</b>	<b>80</b>	
4							
5	<b>Jim —</b>						
6	<b>Tim A 10</b>	<b>10</b>	<b>10</b>	<b>•</b>	<b>30</b>	<b>110</b>	
7	<b>Heidi 10</b>	<b>10</b>	<b>10</b>	<b>10</b>	<b>40</b>	<b>150</b>	
8				<b>10</b>	<b>10</b>	<b>160</b>	
9	<b>Heidi 10</b>	<b>•</b>	<b>•</b>	<b>10</b>	<b>20</b>	<b>180</b>	
10	<b>Heidi 10</b>	<b>10</b>	<b>•</b>	<b>10</b>	<b>30</b>	<b>210</b>	
11	<b>Tim B —</b>						
12	<b>Marcus 10</b>	<b>10</b>	<b>10</b>	<b>•</b>	<b>30</b>	<b>240</b>	
13				<b>•</b>			
14							
15		<b>•</b>	<b>•</b>				
16	<b>Heidi 10</b>	<b>10</b>	<b>10</b>	<b>10</b>	<b>40</b>	<b>280</b>	
17	<b>Deanna —</b>						
18	<b>Joe —</b>			<b>•</b>			
19		<b>•</b>		<b>10</b>	<b>10</b>	<b>290</b>	
20				<b>10</b>	<b>10</b>	<b>300</b>	
21	<b>Dan 10</b>	<b>10</b>	<b>•</b>	<b>10</b>	<b>30</b>	<b>330</b>	
22	<b>Tim A 10</b>	<b>•</b>	<b>•</b>	<b>10</b>	<b>20</b>	<b>350</b>	
23	<b>Dawn —</b>						
24	<b>Heidi 10</b>	<b>10</b>	<b>•</b>	<b>•</b>	<b>20</b>	<b>370</b>	
TB							

Coach initial here to accept Final Score: **C.E.**

\* TH = Tossups Heard – ask coach to verify numbers – total for all players should be 120, plus 5 for each Tie Breaker question used

**Time Outs:** 1st Half 30s 60s 2nd Half 30s 60s

Venue: **Central HS** Moderator: **Matt Johnson**

Date: **3/9/24** Scorekeeper: **Allen Giorgi**

Team 2: **Prairie Catholic Academy**

Head Coach: **Jerry Monica**

Players (1-5 starters)	TH*	8	8
1 <b>Jen Parks</b>	<b>24</b>	9	
2 <b>Mike Henderson</b>	<b>12</b>	10	
3 <b>Dave Neary</b>	<b>24</b>	11	
4 <b>Barb Beckman</b>	<b>24</b>	12	
5 <b>Bill Klaves</b>	<b>12</b>	13	
6 <b>Jeff Barrett</b>	<b>12</b>	14	
7 <b>Nicole Murray</b>	<b>12</b>	15	

	Tossup Points		Bonus Points			Total	Running Total
	First Name and # of Points or —	Part 1	Part 2	Part 3	Total		
1			<b>10</b>		<b>10</b>	<b>10</b>	
2	<b>Dave 10</b>	<b>•</b>	<b>•</b>	<b>10</b>	<b>20</b>	<b>30</b>	
3							
4	<b>Mike 10</b>	<b>10</b>	<b>10</b>	<b>10</b>	<b>40</b>	<b>70</b>	
5	<b>Bill —</b>						
6				<b>10</b>	<b>10</b>	<b>80</b>	
7							
8	<b>Dave 10</b>	<b>10</b>	<b>10</b>	<b>•</b>	<b>30</b>	<b>110</b>	
9		<b>10</b>	<b>10</b>		<b>20</b>	<b>130</b>	
10			<b>•</b>				
11	<b>Mike —</b>						
12				<b>10</b>	<b>10</b>	<b>140</b>	
13	<b>Jeff 10</b>	<b>10</b>	<b>10</b>	<b>•</b>	<b>30</b>	<b>170</b>	
14	<b>Jeff 10</b>	<b>10</b>	<b>10</b>	<b>10</b>	<b>40</b>	<b>210</b>	
15	<b>Jen 10</b>	<b>•</b>	<b>•</b>	<b>10</b>	<b>20</b>	<b>230</b>	
16							
17	<b>Jen —</b>						
18	<b>Dave 10</b>	<b>10</b>	<b>10</b>	<b>•</b>	<b>30</b>	<b>260</b>	
19	<b>Barb 10</b>	<b>•</b>	<b>10</b>	<b>•</b>	<b>20</b>	<b>280</b>	
20	<b>Nicole 10</b>	<b>10</b>	<b>10</b>	<b>•</b>	<b>30</b>	<b>310</b>	
21	<b>Nicole —</b>		<b>10</b>		<b>10</b>	<b>320</b>	
22		<b>•</b>	<b>•</b>				
23	<b>Dave 10</b>	<b>10</b>	<b>10</b>	<b>10</b>	<b>40</b>	<b>360</b>	
24			<b>10</b>	<b>10</b>	<b>20</b>	<b>380</b>	
TB							

Coach initial here to accept Final Score: **J.M.**

**Time Outs:** 1st Half 30s 60s 2nd Half 30s 60s

### IHSA Scholastic Bowl State Series Score Card

Round:	Room:	Start:	End:
--------	-------	--------	------

School:
---------

Head Coach:
-------------

Players (1-5 starters)	TH*	8		
1		9		
2		10		
3		11		
4		12		
5		13		
6		14		
7		15		

	Tossup Points		Bonus Points			Total	Running Total
	First Name and # of Points or —	Part 1	Part 2	Part 3	Total		
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							
22							
23							
24							
TB							

**Coach initial here to accept Final Score:**

\* TH = Tossups Heard – ask coach to verify numbers – total for all players should be 120, plus 5 for each Tie Breaker question used

**Time Outs:** 1st Half 30s 60s 2nd Half 30s 60s

Venue:	Moderator:
--------	------------

Date:	Scorekeeper:
-------	--------------

School:
---------

Head Coach:
-------------

Players (1-5 starters)	TH*	8		
1		9		
2		10		
3		11		
4		12		
5		13		
6		14		
7		15		

	Tossup Points		Bonus Points			Total	Running Total
	First Name and # of Points or —	Part 1	Part 2	Part 3	Total		
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							
22							
23							
24							
TB							

**Coach initial here to accept Final Score:**

**Time Outs:** 1st Half 30s 60s 2nd Half 30s 60s

Label
-------

School:
Head Coach:

Players (1-5 starters)	TH*	8		
1		9		
2		10		
3		11		
4		12		
5		13		
6		14		
7		15		

	Tossup Points	Bonus Points			Total	Running Total
	First Name and # of Points or	Part 1	Part 2	Part		
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
TB						

**Coach initial here to accept Final Score:**

State Final Tournament: March 16, 2024					
Round:	(circle)	7	8	9	10
Moderator:					
Scorekeeper:					

School:
Head Coach:

Players (1-5 starters)	TH*	8		
1		9		
2		10		
3		11		
4		12		
5		13		
6		14		
7		15		

	Tossup Points	Bonus Points			Total	Running Total
	First Name and # of Points or	Part 1	Part 2	Part		
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
TB						

**Coach initial here to accept Final Score:**

H = Tossups Heard – ask coach to verify numbers – total for all players should be 120, plus 5 for each Tie Breaker question us

**Time Outs:** 1st Half 30s 60s 2nd Half 30s 6

**Time Outs:** 1st Half 30s 60s 2nd Half 30s 6



## State Series Awards Delivery Information For Tournament Managers

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

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



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

2. Be advised that **IHSA Tournament**, medals and plaques may be shipped separately and may not arrive at your tournament site on the same day. Please open boxes immediately to check contents, as medals **CAN** be in plaque boxes. **NOTE:** There are no medals given at Regional and/or Sectional Levels in the team sports of baseball, basketball, competitive cheerleading, football, soccer, softball and volleyball, and in the activities of Drama/Group Interpretation and scholastic bowl.
3. It is very likely that some awards (particularly trophies) will arrive in two or more boxes. They may not arrive on the same day but should be opened as they arrive.

Our awards supplier, A and M Products of Princeton, IL, often ships Regional and/or Sectional medals in the box with the plaque. **PLEASE CHECK THE PLAQUE BOXES CAREFULLY AND DO NOT DISCARD THEM UNTIL YOU HAVE DETERMINED THE MEDALS ARE NOT THERE!!**

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

State Final Tournaments, medallions and trophies may be shipped separately and may not arrive at your tournament site on the same day. Please open boxes immediately to check contents, as medallions can be in trophy boxes.



# General Information

2024-25 Academic School Year

Illinois High School Association



# Emergency Action Plan (EAP)

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

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

EAP's should consist of the following components:

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

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

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

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

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

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

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



VENUE-SPECIFIC ACTION PLAN

VENUE

Sport: [ ]
Location: [ ]

EMERGENCY PERSONNEL

Present: [ ]
On-Call: [ ]

EMERGENCY EQUIPMENT LOCATION ON-SITE

Nearest AED: [ ]
First Aid Kit: [ ]
Items for proper care of blood-borne pathogens: [ ]
Ice or chemical ice packs, water and towels: [ ]
Player Medical Information: [ ]
Other equipment as deemed necessary by local circumstances and qualifications of available personnel: [ ]

COMMUNICATION

Access to 911: [ ]
Access to on-call emergency medical personnel: [ ]

ROLE OF FIRST ON THE SCENE:

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

EMS ACCESS:

If EMS is called provide directions/access to scene
Directions to site/location: [ ]

Open access gates
Designate individual to meet EMS at entrance



## IHSA LICENSED VENDOR

### SCHOOL INFORMATION:

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

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

### VENDOR INFORMATION:

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

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

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

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

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

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

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

# School's Responsibility: Sportsmanship



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

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

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

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

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

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

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

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

# Do What's Right! Sportsmanship



## DWR Expectations

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

## Acceptable Behaviors

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

## Unacceptable Behaviors

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



### ScoreZone Reporting Procedures

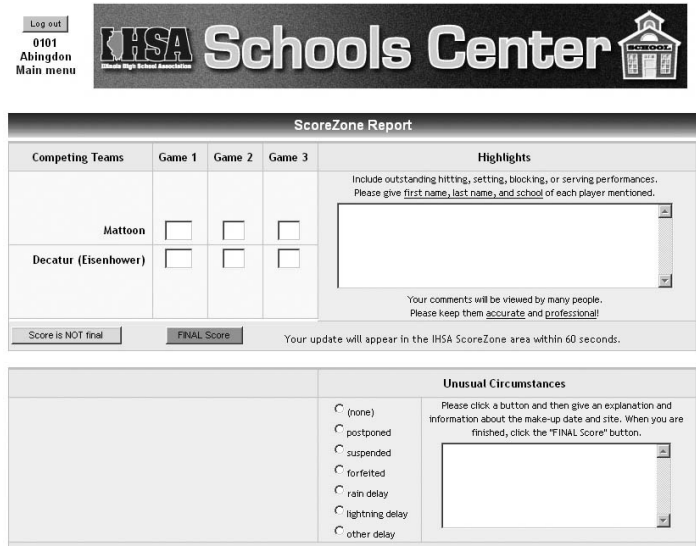
Managers: Please read the following page carefully.

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

### How to Submit ScoreZone Final Scores

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

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



### Interactive ScoreZone means live updates!

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

### How to Submit "Live Updates"

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

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

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

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

### It is the responsibility of each tournament manager to:

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

**For more information, check out the ScoreZone page at [www.ihsa.org/scores](http://www.ihsa.org/scores)**