

2022-23

Boys & Girls  
Water Polo

Manual for  
Schools and Managers



# Water Polo Table of Contents

## School Information

Terms and Conditions.....	1-4
School Information Letter.....	5-6
Important Deadlines and Dates.....	6
Season Summary Form Instructions/Seeding Information.....	7
MaxPreps Reporting Procedure.....	8
Pass Gate Form.....	9
Required State Final Program Information.....	10
Instructions for Submitting Photos.....	11
State Final Hotel Information.....	12
State Final Student Media Credentials.....	13
Duplicate Awards Order Form.....	14-15

## General Information

School's Responsibilities to Hosting Officials.....	16-17
Do What's Right! Sportsmanship Criteria.....	18
Emergency Action Plan.....	19-20
IHSA Protocol for Implementation for NFHS Sports Playing Rule for Concussions.....	21
Concussion Information.....	22
-Return to Play Policy	
-Mandatory Concussion Education	
Drone Policy.....	23

## Manager Information

Manager Information Letter.....	24-25
Manager Reminders.....	26
Official Ball Distribution.....	27
Awards Delivery Data.....	28
General Time Schedule.....	29
GoFan Information.....	30-31
Desk Functions for all Water Polo Games.....	32-34
PA Announcements for the IHSA State Series.....	35-37
ScoreZone Reporting Procedures.....	38
Internet Video Broadcasting Information.....	39
Licensed Vendor Information.....	40

## Revision History





# 2022-23 Boys and Girls State Water Polo Series Terms and Conditions

In accordance with Section 1.450 of the Constitution, the Terms and Conditions governing the 2022-23 IHSA Boys and Girls Water Polo Tournament Series have been approved by the Board of Directors.

## I. SCHOOL CLASSIFICATION

Competition in the IHSA Boys/Girls Water Polo Tournament Series will be held for all member schools without classification.

## II. DATES AND SITES

**A. Game Sites:** Eight sites shall be selected by the IHSA Office to host the Sectional series. The winners of the eight Sectional sites will automatically advance to the Quarterfinals of the State Tournament.

**B. Sectional Game Dates:** May 4-13, 2023

**C. State Final Tournament:** The State Final Tournament on **May 18-20, 2023**, will be hosted by Stevenson High School in Lincolnshire, Illinois.

## III. ONLINE ENTRIES, WITHDRAWL PROCEDURES, ELIGIBILITY, AFFIRMATIVE ACTION

The policy for Original Entry Deadlines, Late Entries, and Late Withdrawals shall be the policies and procedures regarding entry for all IHSA-sponsored sport/activities included in the 2022-23 Entry Policies and Procedures.

**A. Online Entries:** All member schools must enter their school into the state series competition through the IHSA School Center on the IHSA Website at [www.ihsa.org](http://www.ihsa.org). The deadline for entry is (February 1, 2023). The 2022-23 Entry Policy and Procedures outlining the online entry procedures for all IHSA-sponsored tournaments can be found in the Schools Center on the IHSA website.

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

**C. Breach of Contract By-law 6.041 (Withdrawal Procedure):** To withdraw without penalty, the Principal or Athletic Director must notify the IHSA Office, in writing, of the school's intent to withdraw from the respective sport prior to the seed meeting date

If a school withdraws after the seed meeting but before the first competition, the school will be charged a \$100 penalty and, if applicable, the cost of game officials, and the host school guarantee provided for in the Terms & Conditions.

If a school does not officially withdraw prior to the first competition and/or does not show up for competition, the school will be charged a \$100 penalty, the cost of game officials and the host school guarantee according to the Terms & Conditions for the respective sport.

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

**E. Affirmative Action:** Boys and girls shall be permitted to participate in the state series except as provided in the IHSA Affirmative Action Policy.

## IV. HOST FINANCIAL ARRANGEMENTS

**A. Preliminary Games:** Games will be financially independent. Host school shall pay for all local expenses and issue the checks to goal judges (\$15). If admission is charged, the host school shall retain 100% of the gate receipts. Deck officials will be paid by the IHSA using ArbiterPay.

**B. Quarterfinal Games:** Host school shall pay for all local expenses and issue the checks to goal judges. The host shall receive a guarantee of \$300 each for Boys and Girls Quarterfinals, reimbursement of goal judges, and 20% of net income. If admission is not charged, the host school shall forfeit the guarantee. Deck Officials will be paid by the IHSA using ArbiterPay.

**C. Sectional Semifinal and Final:** Host school shall pay for all local expenses and issue the checks to goal judges. Host shall receive a guarantee of \$600, reimbursement of goal judges, and 20% of net income. If admission is not charged, the host school shall forfeit the guarantee.

The host school guarantee for each IHSA State series event has been calculated on the premise that certain expense components will likely be incurred by the host school.

## E. Admission Prices:

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

Preliminary Rounds: \$6.00 per game  
Quarterfinal Rounds: Digital Ticket: \$7.00 per day; Cash ticket: \$8 per day  
Sectional Semifinals: Digital Ticket: \$7.00 per day; Cash ticket: \$8 per day  
Sectional Finals: Digital Ticket: \$7.00 per day; Cash ticket: \$8 per day  
State Final: Digital Ticket: \$9.00 per session; Cash ticket: \$10 per session

**F. State Final Team Expenses:** In the State Final Tournament, the teams participating in the tournament shall be allowed transportation expenses at the rate of \$2.00 per mile per team for one round trip to and from the site where the tournament will be played. In addition, each school will receive a flat expense reimbursement to cover some of the costs incurred by schools at the State Final.

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

## G. 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. Sectional Contest = No Charge

b. State Final = \$50.00

3) Policy regarding media requirements for each Local Manager is contained in the current News Media Directory and IHSA Official Handbook.

## V. TOURNAMENT ASSIGNMENTS AND SEEDING

**A. Sectional Assignment:** All teams will be assigned to a Sectional complex on a geographic basis. If possible, an equal number of teams shall be assigned to each of the eight (8) Sectional tournament complexes.

**B. Season Summary Form:** Schools entered into the Boys and Girls Water Polo state series will be required to submit a Season Summary Form online in the IHSA Schools Center. Contest results shall be entered onto the MaxPreps website. The deadline to enter your scores and complete the Season Summary is **10:00 a.m.** on Wednesday, **April 19**.

**C. Seeding:** All seeding will be conducted online through the IHSA Schools Center. Each school shall have one (1) vote in the seeding process. A school will not vote for their own team. The link to seed the teams is located in the IHSA Schools Center and will be activated at **11:00 a.m.** on Wednesday, **April 19**. The deadline to seed teams is 12:00 Noon on Thursday, **April 20**. Seeding will only occur at the Sectional tournament level.

**D.** State Final pairings will be made by chance drawing in the IHSA Office.

## VI. TOURNAMENT STRUCTURE AND PLAYING SCHEDULES:

### A. Playing Schedules: Sectionals

#### Girls:

Sectional Preliminary Round (if needed):

#### Thursday, May 4

Sectional Quarterfinals: **Monday, May 8 (upper bracket) and Tuesday, May 9 (lower bracket)**

Sectional Semifinals: **Friday, May 12**

Sectional Finals: **Saturday, May 13**

#### Boys:

Sectional Preliminary Round (if needed):

#### Friday, May 5

Sectional Quarterfinals: **Wednesday, May 10 (upper bracket) and Thursday, May 11 (lower bracket)**

Sectional Semifinals: **Friday, May 12**

Sectional Finals: **Saturday, May 13**

#### 1) Starting Times:

Preliminary Game: (hosted by the higher-seeded team) Between 5:00 and 7:30 p.m.

Quarterfinal Games: 5:00 and 6:15 p.m. each night

Semifinal Games: 5:00, 6:15, 7:30, and 8:45 p.m.

Final Games: Two games between 10:00 a.m. and 4:00 p.m.

2) Warm-up time is 15 minutes prior to each game in the competition pool if an auxiliary pool or swim lanes are not available for teams to use. If an auxiliary pool or lanes are available at a Sectional site, then warm-up time is 10 minutes prior to each game in the competition pool.

3) In the event of a tie at the end of regulation play in tournament games, the overtime procedures in the National Federation Rules Book will be followed.

4) Preliminary Round games shall be held at the higher-seeded school if facilities meet NFHS specifications. If not, a mutually agreed site shall be chosen.

5) In Even numbered years Boys will play **Th-M-T-F-S** and Girls will play **F-W-Th-F-S**.

6) In Odd numbered years Girls will play **Th-M-T-F-S** and Boys will play **F-W-Th-F-S**.

7) Local managers are not authorized to change the order of games which are to be played as determined by the system adopted and announced by the IHSA Office.

### State Final:

#### Thursday, May 18 Girls Quarterfinals

Game 1 4:30 p.m.

Game 2 5:45 p.m.

Game 3 7:00 p.m.

Game 4 8:15 p.m.

#### Friday, May 19 Boys Quarterfinals

Game 5 4:30 p.m.

Game 6 5:45 p.m.

Game 7 7:00 p.m.

Game 8 8:15 p.m.

#### Saturday, May 20 Girls Semifinals

Game 9 9:00 a.m. - Winner Game 1 vs. Winner Game 2

Game 10 10:15 a.m. - Winner Game 3 vs. Winner Game 4

#### Saturday, May 20 Boys Semifinals

Game 11 11:30 a.m. - Winner Game 5 vs. Winner Game 6

Game 12 12:45 p.m. - Winner Game 7 vs. Winner Game 8

#### Saturday, May 20 3rd Place and Championships

Game 13 3:30 p.m. - Loser Game 9 vs. Loser Game 10 (Girls Third Place)

Game 14 5:00 p.m. - Loser Game 11 vs. Loser Game 12 (Boys Third Place)

Game 15 6:30 p.m. - Winner Game 9 vs. Winner Game 10 (Girls Championship)

Game 16 8:00 p.m. - Winner Game 11 vs. Winner Game 12 (Boys Championship)

1) A Third-place game shall be played at the State Final Tournament between the losers of the two semifinal games.

2) In the event of a tie at the end of regulation play in tournament games, the

overtime procedures from the National Federation rules book will be followed.

3) In Even numbered years Boys will play TH-S and Girls will play F-S

4) In Odd numbered years Girls will play TH-S and Boys will play F-S

## VII. ADVANCEMENT OF WINNERS

The eight (8) Sectional winners shall be advanced to the State Final Tournament.

## VIII. TOURNAMENT RULES

**A. Rules of Play:** The 2022-24 National Federation Water Polo Rules as published by the National Federation of State High School Associations are adopted as the official playing rules for all tournament matches.

1) Each game in the tournament series will be played in four, 7-minute periods.

2) A game shall not remain in a tie. Overtime procedures in the NFHS are to be followed.

3) Mercy Rule: The Mercy Rule will be used in all regular season contests, regular season tournament contests, and IHSA Sectional contests. A running clock shall be used in the fourth quarter in which there is at least a 10-point score differential. Once a game reaches this differential, the clock will run continuously and stop only for the following reasons:

- A team timeout
- An injury timeout or the removal of a disqualified player
- 5-meter penalty
- An officials' timeout
- Clock adjustment
- After a goal

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

**B.** Warm-up time is 15 minutes prior to each game in the competition pool if an auxiliary pool or swim lanes are not available for teams to warm up during the preceding game. If an auxiliary pool is available at the Sectional site, competing teams will warm up after half time of the preceding game. The host manager will determine if swimming and passing drills may be practiced during this warmup or just swimming drills based upon the configuration of the pool. Warm-up time in the competition pool is then reduced to 10 minutes prior to each game in the competition pool when an auxiliary pool or swim lanes are available for teams to use.

**C. Home Team:** Throughout the tournament series, the teams listed on the top line, or the team listed first of a single game playing bracket shall wear dark colored caps and will be considered the home team. The

team listed on the bottom line shall wear white caps and will be considered the visiting team.

**D. Balls:** The KAP7 International, Inc. KAP 105 is the Official Game Ball of the IHSA Boys Water Polo State Tournament. The KAP7 International, Inc. KAP 104 is the Official Game Ball of the IHSA Girls Water Polo State Tournament. Each Sectional Manager will receive three balls to be used in the games at the site. The Manager shall give one ball to the Sectional winner upon completion of the Sectional Tournament.

**E. Team Roster:** Prior to each game of the tournament series, the coach of each competing team must indicate the names of a maximum 21 team players who will constitute the squad.

**F. Players in Team Uniform:** In each of the tournaments, a school shall have a maximum of 21 participants in uniform. The 21 players shall be the ones designated in E above. A maximum total of 25 persons from a school may be on the team bench.

**G. Player Uniforms:**

1) All players shall wear regulation caps. Please refer to the NFHS Water Polo Rules Book Rule 4, Sections 1-6 regarding cap specifications.

2) The color of the ear guards on the field players' caps must match the color of the caps as closely as possible. Ear guards on the cap of the home goalkeeper must be dark; the ear guards on the caps of the visiting goalkeeper must be white.

3) Players shall wear non-transparent, one-piece swimsuits. The suits shall contain only one visible manufacturer's logo/trademark/reference not exceeding 2 ¼ square inches in area and not exceeding 2 ¼ inches in any dimension. The suits may also include the name of the school or mascot.

4) Players shall remove any articles likely to cause injury including the following: jewelry, medical or religious medals, watches, and swim goggles.

**H. Scorers and Timers:** Adults are recommended.

**I. Goal Judges:** Goal judges will be hired by the local manager. It is recommended that you use an IHSA licensed official. If a licensed IHSA official is not available, adults at least 21 years of age are recommended. Goal judges may not be a member of the Girls or Boys Water Polo competing teams. All goal judges should wear a plain white shirt and khakis while working the games.

**J. Assignment of Officials:** IHSA will hire four officials for Sectional Site prior to the State Final. Host schools will be notified of those assigned officials. The IHSA will hire a total of eight officials for the Boys and Girls State Finals.

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

1) No coach, player or any other person connected with the team shall be permitted to use tobacco products on the bench or playing area either during practice or while a game is in progress.

2) The captain and the head coach shall be the official spokesmen and the sole representatives of their team in all communications with the officials.

3) Abusive remarks to game officials by coaches or players shall be regarded as unsportsmanlike conduct and shall be punishable under the provisions of By-law 3.151, 6.011, and 6.012.

**IX. TOURNAMENT POLICIES**

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

**B. Presale Tickets:** The IHSA will utilize digital tickets (tickets redeemed on a smartphone) at **Sectional and State Final** events via GoFan. Digital tickets can be purchased and downloaded to an iPhone using the GoFan app or on Android devices at [gofan.co/IHSA](http://gofan.co/IHSA) (.co is not a typo). Sectional Prelim sites have the option of using GoFan or cash tickets.

**C. All-Star Teams:** Tournament personnel, game officials or anyone serving under the supervision of the Illinois High School Association may not cooperate in any way in the selection of an all-star tournament team.

**D. Consolation Games:** In the Sectional tournaments, consolation matches to determine third place winners will not be permitted.

**E. State Final Passes:** Teams shall not be given passes to any Sectionals. For the State Final Tournament games, each Sectional winner will receive up to 25 deck passes for its 21 players and other team personnel for the State Final tournament. Three additional passes for the Superintendent, Principal and Athletic Director will be given to gain entry to the tournament, but not on the deck.

**F. Bands:** Musical Instruments and bands shall be excluded from the natatorium.

**G. Signs and Noisemakers:** The display of signs, banners, placards, or similar items at IHSA state series events is permitted, provided they are in good taste, reflect good sportsmanship in their message, they reflect identification and encouragement to participants and their school/community, they are not displayed on the field of play or in a manner which interferes with play, they do not obstruct the view of participants or spectators, and they are safe.

All mechanical and artificial noisemaking devices shall be excluded from the natatoriums. The local manager has the authority to exclude other noise making devices that distract from the competition including megaphones.

**H. 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.

**I. Practice Sessions:** For the Sectional and State Final Tournament games, teams will not be permitted to practice in the pool, unless it is their home school.

**J. Media Requirements:**

1) Provide Space: Space shall be set aside to provide for news media representatives covering the state series whether they are for 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 payments (where required) and make cancellation refunds for television and/or radio play-by-play origination's, according to 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 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) All media requirements for the State Final tournament shall be handled through the IHSA Office.

4) Local tournament managers shall be responsible for reporting tournament information and results to the IHSA Office and the news media as stipulated in printed instructions received from the IHSA Office.

**K. Videotaping by Schools or Spectators:** Videotaping is allowed under the following conditions:

1) Local managers should be ready to provide an area for a competing school to videotape, if requested. When one school requests video space, then the local manager should provide similar space to both competing schools.

2) Non-competing schools and spectators will be allowed to videotape matches in the stands provided they do not obstruct the view of participants or spectators.

**L. Flash Photography:** The use of flash cameras is prohibited by fans during any match. News media is allowed the use of strobe lighting or electronic flashes provided the local manager agrees that the flashes are not causing interference with the conduct of the contest. The local manager can require, at any time, the photographer to cease use of the flash. The manager's decision is final.

**M. Tobacco/Liquid Nicotine Products:** The use of tobacco or liquid nicotine products in any competition area, either during a practice or while a contest is in progress, or affiliated property of any 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.

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

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

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

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

## **X. AWARDS**

### **A. Sectional:**

1) Team awards will be provided by the IHSA for the winning team at each Sectional tournament.

### **B. State Final:**

1) Team awards and individual medallions will be presented to the first, second, third and fourth placing teams at the State Final.

2) A medallion will also be presented to the Superintendent, Principal, Athletic Director, and Athletic Trainer of the first, second, third and fourth placing teams at the State Final.

## **XI. OFFICIALS**

### **A. Appointment and Fees:**

#### **1. Sectional Prelim Game:**

a) Two deck officials will be hired by the Prelim game host. Goal Judges are also secured by the host school and will be paid a flat fee of \$15.00 per game worked. Deck official will be paid by the IHSA utilizing ArbiterPay at a fee of \$35.00 per game.

#### **2. Sectional:**

a) Four deck officials will be appointed by the IHSA Office for each Sectional site. Deck official will be paid by the IHSA utilizing ArbiterPay at a fee of \$35.00 per game. Goal Judges are secured by the host school and will be paid a flat fee of \$15.00 per game worked.

#### **3. State Final:**

a) Eight (8) officials will be appointed by the IHSA Office for the State Final games. Officials will be paid by the IHSA utilizing ArbiterPay at a fee of \$49.00 per game worked plus up to three nights lodging at a hotel designated by the IHSA Administrator.

b) Goal Judges will be paid a fee of \$15.00 per game worked plus up to three nights lodging at a hotel designated by the IHSA Administrator.

c) One Head Official will be appointed by the IHSA Office for the State Final games. The Head Official will be paid \$125.00 per day plus up to three nights lodging at a hotel designated by the IHSA Administrator.

### **B. Mileage Reimbursement Policy:**

1) Each of the appointed officials, who incurs the expense, will receive 30 cents per mile for each mile over 70 miles for one round trip to the site provided the official submits a mileage reimbursement form to the IHSA office.



# School Information Letter



ILLINOIS HIGH SCHOOL ASSOCIATION  
2715 McGraw Drive • Bloomington, IL 61704  
www.ihsa.org • Phone: 309-663-6377 • Fax: 309-663-7479

To: All school teams entered in the 2023 Boys and Girls Water Polo Tournament Series:

1. **Sectional Seeding:** All Seeding will be conducted online in the IHSA Schools Center. Refer to the Season Summary Form Instructions and Seeding Information located in this manual.
2. **Dates and Places:** Boys and Girls Sectional Water Polo games will be held the week of Thursday, May 4 through Saturday, May 13. Boys and Girls Water Polo Sectional assignments can be found on the IHSA Boys and Girls Water Polo webpages.
3. **Terms and Conditions:** Please read the Terms and Conditions for the 2023 Boys and Girls Water Polo State Series which are included at the beginning of this manual.
4. **State Final Program Pictures:** All team photos submitted to the IHSA for program publication **require athletes to wear team warm-ups, t-shirts and shorts or school uniform.** Teams submitting a photo without the required apparel will not be printed in the program.
5. **Filming/Videotaping by Schools/Spectators:** Please see Item IX-I of the Terms and Conditions.
6. **No Children Allowed on Deck:** No Children will be allowed on deck at the Sectionals or State Finals. **NO EXCEPTIONS!**
7. **Special Note:** Each principal/official representative is reminded that in accordance with the provisions of IHSA By-law 2.020, an accredited faculty representative must be appointed to be present and responsible for the conduct of the competitors and persons from their school at all times during their participation or attendance at the Sectional and/or State Final Meets.
8. **Assignment of Officials:** IHSA will hire 4 officials for all Sectional sites. Host schools will be notified of those assigned officials. The IHSA will hire a total of 8 officials for the Boys and Girls State Finals.
9. **Officials Payment:** All state series game officials are paid directly by the IHSA through ArbiterPay. Goal judges are paid by the host school.
10. **Water Polo General Reminders:**
  - High School players may not compete on non-school teams 7 days after the first high school practice or tryout.
  - High school teams may not compete against non-high school teams during the season or school year.
  - Tournament games count toward the 30-game contest limitation during a season.
  - Advantage Rules: Referee does not call a foul when the advantage is away from the team in possession of ball has an opportunity to score.
  - The shot clock changes when the possession changes.
  - Loss of possession occurs when the other team clearly has possession.
  - Feet first entry
  - Tattoo—Non-Permanent is illegal; Permanent cannot be objectionable
  - Provide room for officials to get down sides of pool
  - Warm-ups – Warm-up time is 15 minutes prior to each game in the competition pool. **Note:** If a separate warm-up area is available to all schools, then each team must have equal access.
  - No foreign materials in the pool without referee-specific permission

11. Inquiries: Please direct all inquiries about the IHSA Boys and Girls Water Polo to LeAnna Mutchler ([lmutchler@ihsa.org](mailto:lmutchler@ihsa.org)), or myself ([bsauser@ihsa.org](mailto:bsauser@ihsa.org)).
12. Sectional Note: Preliminary Round games shall be held at the higher-seeded school if their facilities meet NFHS specifications. If not, a mutually agreed-upon site shall be chosen. Game hosts will secure 2 game officials and 2 goal judges for the game.
13. State Final Note: For the Quarterfinal and Semifinal games held on Thursday, May 18 and Friday, May 19, doors will open at 3:30 p.m.

*Beth A. Sauser*

Beth Sauser  
Assistant Executive Director

## IMPORTANT DEADLINES AND STATE SERIES DATES

### Boys/Girls Water Polo

April 19 (Wed.)	<b>Schools Must Submit Contest Results to MaxPreps, and Complete the <i>Season Summary Form</i> in the IHSA School Center by 10:00 a.m.</b>
April 19	View and/or Print Season Summary Forms at 11:00 a.m.
April 19	Submit Seeds Online in Schools Center beginning at 11:00 a.m.
April 20 (Thurs.)	<b>Deadline to Complete the Seeding Form by 12:00 Noon.</b>
April 20	<b>Seeding Results Released Online at 2:00 p.m.</b>
April 21 (Fri.)	Sectional Pairings and Schedules Posted Online at 4:00 p.m.
May 4-5 (Thurs.-Fri.)	Sectional Preliminaries
May 8-11 (Mon.-Thurs.)	Sectional Quarterfinals
May 12 (Fri.)	Sectional Semifinals
May 13 (Sat.)	Sectional Finals
May 13 (Sat.)	<b>State Qualifier Data Forms Due On-Line and PrograPictures Uploaded in your School Center (<i>See Instructions in Manual</i>)</b>
May 15 (Mon.)	<b>Up-To-Date Statistics due to IHSA Office by 10:00 a.m. through the IHSA School Center</b>
May 18 (Thurs.)	State Final (Girls Quarterfinal Games)
May 19 (Fri.)	State Final (Boys Quarterfinal Games)
May 20 (Sat.)	State Final (Girls/Boys Semifinal Games)
May 20 (Sat.)	State Final (Girls/Boys Consolation & Title Games)



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

## **SEASON SUMMARY FORM INSTRUCTIONS/SEEDING INFORMATION**

Schools entered into the IHSA State Series will be required to complete a *Season Summary Form* in the Schools Center.

### **SEASON SUMMARY INSTRUCTIONS:**

- **Coaches will submit their contest results online using MaxPreps ONLY. (this can be updated throughout the season)**
- **Coaches will log into their School Center to confirm contests results and *complete* the Season Summary form.**
- **On the “Coaches” link, please indicate your head and assistant coaches.**
- **On the “Comments” link, please list your team’s W-L record, and submit any comments you would like to make regarding your season or seeding placement. Click on SAVE.**

### **SEEDING INSTRUCTIONS:**

- The seed link becomes available at **11:00 a.m.** on April 19.
- Log into your School Center and access the “Seeding Form” in your Sport/Activity Tracker.
- Follow the instructions to seed your Sectional.
- A school shall not vote for their own team.
- The seeding deadline is **12:00 noon** on April 20. Results will be posted at 4:00 p.m.

### **SEASON SUMMARY FORM DEADLINE:**

**10:00 A.M. - WEDNESDAY, APRIL 19**

### **ONLINE SEEDING DEADLINE:**

**12:00 Noon – THURSDAY, APRIL 20**



## IHSA/MaxPreps Partnership FAQ



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

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

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

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

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



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

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

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

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

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

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

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

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

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





SAMPLE FORM

# IHSA Pass Gate List

(Not valid at State Final Events)

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

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

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

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

<b>Sport/Activity:</b>	
<b>Host School:</b>	
<b>Level of Contest:</b>	
<b>Your School:</b>	

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

### Administration

1.		
2.		
3.		
4. Head Varsity Coach		Guest <input type="text"/>

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

5. Assistant Coach	
6. Assistant Coach	
7. Assistant Coach	
8. Assistant Coach	
9. Manager	
10. Scorekeeper	
11. Video/Camera Operator	
12. Bus Driver	
13. Athletic Trainer	
14. All rostered players according to the terms and conditions.	

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

**In case of emergency or need to communicate changes to your school:**

<b>Contact Person:</b>	<input type="text"/>	<b>Contact Person:</b>	<input type="text"/>
<b>Cell Phone:</b>	<input type="text"/>	<b>Cell Phone:</b>	<input type="text"/>
<b>Email:</b>	<input type="text"/>	<b>Email:</b>	<input type="text"/>



## SCHOOLS ARE REQUIRED TO SUBMIT STATE FINAL PROGRAM INFORMATION ONLINE

Dear Coach and Athletic Director:

As your team gets close to qualifying for the State Final tournament, you will be required to complete the **State Qualifier Data** form online. This form provides the IHSA with most of the information in the State Final program. You are required to provide this information once you have qualified for the Boys or Girls Water Polo State Final Tournament.

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

To log in to the Schools Center:

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

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

**Up-to-date statistics must be submitted on the Roster page of the State Qualifier Data form in your School Center after the Sectional Tournament. (deadline: Monday, May 15<sup>th</sup> at 10:00 a.m.)**

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

*State Final Program Pictures:* All team photos submitted to the IHSA for program publication **require athletes to wear team warm-ups, t-shirts and shorts, or a school uniform.** Teams submitting a photo without the required apparel will not be printed in the program.

### Due May 13 at midnight

# INSTRUCTIONS FOR SUBMITTING PHOTOS

Submit your photos by uploading them in the Schools Center.

1. Sign into the Schools Center. Choose: [Upload state tournament program photos here](#) on Main Menu

The screenshot shows the Schools Center interface. On the left is a 'Departments' menu with various options like 'Sport & Activity Tracker', 'School Information & Facility Maps', etc. Below it is a 'Quick Links' section with a link 'Upload state tournament program photos (old interface)' highlighted in yellow and pointed to by a red arrow. On the right is a 'Message Center' showing a message from 'IHSA Webinar on Residence & Transfer - Oct. 30 at 1 pm'.

2. Add administrators and coaches.  
Choose: [Add a new administrator or coach](#).  
**Do this step before adding team photos.** Follow the step-by-step instructions, making sure that you **SAVE the photos**. Do not use all capital letters.

3. Upload your School logo in .jpg format

4. **Upload your team photo.**  
Choose: The [Edit](#) button that corresponds with your sport.

- a. Following the instructions to upload your team photo. **SAVE changes**.

- b. Assign staff members. Use the pull-down menus to assign staff members to be included in this program. **SAVE changes to staff assignments**.

- c. Add your outline. List the individuals (first and last name) in each row. Do not use all capital letters. Do not include numbers, year in school, etc. Please use the following to designate supervisors in the photo: Head Coach John Smith, Asst. Coach Billy Bob, Mgr. Jane Doe. **SAVE changes to outline**.

5. Go back to School Photos Menu. Check to make sure you have included all photos and cutline for this sport. If everything is correct, you can exit the Schools Center.

The screenshot shows the 'State Program Photo Collection' interface. It has two main sections: 'Staff Photos' and 'Team Photos'. In the 'Staff Photos' section, there is a button 'Add a new administrator or coach' circled in red. In the 'Team Photos' section, there is a table with columns: Activity, Team Photo, Outlines, Assigned Staffers, and Upload Photo Edit Outlines Assign Staff. The 'Girls Basketball' row is circled in red, and the 'Edit' button in the 'Upload Photo' column is also circled in red.

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

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

**Photos are due by midnight Saturday, May 13, 2023**



## Hotel Information

Following is a list of hotels in the Lincolnshire area. You will be responsible for making your own hotel reservations during the Water Polo State Series Tournament. If you would like more information concerning these hotels, other hotels in the Lincolnshire area and/or any restaurants, please contact the Lake County Convention and Visitors Bureau at *1-800-LAKE-NOW*, or by logging onto [www.lakecounty.org](http://www.lakecounty.org).

Staybridge Suites

**100 Barclay Blvd.**

Lincolnshire, IL 60069

Phone: 847-634-9555

[www.ihg.com](http://www.ihg.com)

Courtyard by Marriott

**505 Milwaukee Ave.**

Lincolnshire, IL 60069

Phone: 847-634-9555

[www.courtyard.com](http://www.courtyard.com)

Hampton Inn & Suites

**1400 Milwaukee Ave.**

Lincolnshire, IL 60069

Phone: 847-478-1400

[www.hamptoninn.com](http://www.hamptoninn.com)

### **SpringHill Suites by Marriott Lincolnshire**

300 Marriott Dr.

Lincolnshire, IL 60069

Phone: 847-793-7500

[www.marriott.com](http://www.marriott.com)

## STUDENT MEDIA CREDENTIALS FOR PARTICIPATING SCHOOLS

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

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

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

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

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

## VIDEO TAPING STATE FINALS FOR COACH FILM BREAKDOWN

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

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

*Please contact Matt Troha (309-663-6377) at the IHSA for any questions related to this document.*

## 2022-2023 IHSA Replacement Pricing and Order Form For Additional State Series Awards

**TOURNAMENT HOSTS: DO NOT USE THIS FORM.** An order form for STATE SERIES TIES is provided in the Manual for Schools for each sport.

- 1.) Please print and complete this form with Official Representative Signature.
- 2.) Please fax or email completed form to Cheryl Lowery @ 309-663-7479 (clowery@ihsa.org).
- 3.) From this form, an invoice will be generated and emailed back to the school email address supplied

**This form is to be used only if the school is purchasing awards for one of the following reasons (check one):**

- |   |   |
|---|---|
| <input type="checkbox"/> Team Roster Exceeds the number allowed in the T&C's<br><input type="checkbox"/> Dual Campus<br><input type="checkbox"/> Broken-Replacement | <input type="checkbox"/> Coop School<br><input type="checkbox"/> Lost-Replacement<br><input type="checkbox"/> 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 (Indicate Classification: AA, A, B, C, D)

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:

- |  |   |
|--|---|
| <input type="checkbox"/> Team Plaque<br><input type="checkbox"/> Team Trophy<br><input type="checkbox"/> Medal/Medallion<br><input type="checkbox"/> Sweepstakes Medallion | <input type="checkbox"/> Badminton Gold Shuttlecock and/or Riser<br><input type="checkbox"/> Replacement Trophy Plate w/lasering<br><input type="checkbox"/> Replacement Trophy Plate w/o lasering<br><input type="checkbox"/> Bat, Tennis, Golf Club Replacement |
|--|---|

Ind. Event Medals (indicate Event name): \_\_\_\_\_  
 (ie: Pole Vault, Long Jump, Diving, 100-yd. Butterfly, Single, Doubles, 102lb., Speech: IE, etc.)

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: \_\_\_\_\_



## 2022-2023 IHSA Replacement Pricing and Order Form For Additional State Series Awards

**TOURNAMENT HOSTS: DO NOT USE THIS FORM.** An order form for STATE SERIES TIES is provided in the Manual for Schools for each sport.

- ◆ 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 IHSA approved 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 3rd/4th Place-top figure (#1)                            |
| ◆ Gold State Champion-side figure (#1)  | ◆ State 3 <sup>rd</sup> /4 <sup>th</sup> Place Gold-side figure (#2)  |
| ◆ Gold State Runner-up-top figure (#1)  | ◆ Gold Girls Soccer-side figure 3 <sup>rd</sup> /4 <sup>th</sup> (#3) |
| ◆ Gold State Runner-up-side figure (#1) | ◆ Gold Music Lyre-side figure 3rd (#3)                                |

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

<u>Finish</u>	<u>State Medallion</u>	<u>Reg./Sect Medal</u>
Goldtone (1 <sup>st</sup> )	\$4.40	\$3.60
Nickel Silver (2 <sup>nd</sup> )	\$4.40	\$3.60
Copper (3 <sup>rd</sup> & 4 <sup>th</sup> )	\$4.40	\$3.60

### 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):

Regional Champion Plaque (AM-260)	\$ 75.00
Sectional and Super-Sectional Champion Plaque (AM-261)	\$ 95.00
Third/Fourth place trophy (AM-558)	\$195.00
Champion/Runner-Up (AM-557/AM-557-1)	\$200.00

### Plate Replacement Pricing:

Replacement Trophy Plate w/ lasering names	\$30.00, plus \$10.00 shipping
Replacement Black Plate for SF Trophy w/o lasering	\$12.00, plus \$10.00 shipping
Bat, Tennis, Golf Club Replacement for All Figurines	\$16.00, plus \$10.00 shipping



# 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

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

### Acceptable Behavior...

- 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 Behavior...

- 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.



# 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 interscholastic 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

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

### 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

ILLINOIS HIGH SCHOOL ASSOCIATION

2715 McGraw Drive • Bloomington, IL 61704

• [www.ihsa.org](http://www.ihsa.org) • Phone: 309-663-6377 • Fax: 309-663-7479 •

## IHSA Protocol for Implementation of NFHS Sports Playing Rule for Concussions

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

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

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

### **Definition of a Concussion**

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

### **Behavior or signs observed indicative of a possible concussion**

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

### **Symptoms reported by a player indicative of a possible concussion**

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

This protocol is intended to provide the mechanics to follow during the course of contests/matches/events when an athlete sustains an apparent concussion. In accordance with the Youth Sports Concussion Safety Act, appropriate health care professionals are defined as: physicians licensed to practice medicine in all its branches in Illinois, certified athletic trainers, advanced practice nurses (APN) and physician assistants (PA).

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

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

ILLINOIS HIGH SCHOOL ASSOCIATION

2715 McGraw Drive • Bloomington, IL 61704

• [www.ihsa.org](http://www.ihsa.org) • Phone: 309-663-6377 • Fax: 309-663-7479 •

## Concussion Information

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

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

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

### Mandatory Concussion Education

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

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

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

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

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



## **Unmanned Aerial Vehicle (Drone) Policy**

**For IHSA Tournaments**

**Effective February 18, 2015**

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

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

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

# Manager information Letter



## ILLINOIS HIGH SCHOOL ASSOCIATION

2715 McGraw Drive • Bloomington, IL 61704

• [www.ihsa.org](http://www.ihsa.org) • Phone: 309-663-6377 • Fax: 309-663-7479 •

## Sectional Manager Information

- Terms and Conditions:** Review the Terms and Conditions for the 2023 IHSA Boys and Girls Water Polo Tournament Series which are available online on the Boys and Girls Water Polo web pages.
- Sectional Seeding:** All Seeding will be conducted online in the IHSA Schools Center. Refer to the Season Summary Form Instructions and Seeding Information located in this manual.
- Official Rules:** The National Federation Edition of the 2022-2024 Water Polo Rules will govern the competition unless otherwise specifically indicated in the Terms and Conditions or printed instructions.
- Ticketing:** GoFan digital ticketing will be required for all Sectional games (except the Prelim). Fans can purchase and download digital tickets to an iPhone using the GoFan app, or on Android devices at [gofan.co/IHSA](http://gofan.co/IHSA). Prelim game hosts have the option of using GoFan or cash tickets.
- Admission Prices:**

Preliminary Rounds	\$6.00 per game
Quarterfinal Rounds	Digital Ticket: \$7.00 per day. Cash ticket: \$8 per day
Sectional Semifinals	Digital Ticket: \$7.00 per day. Cash ticket: \$8 per day
Sectional Finals	Digital Ticket: \$7.00 per day. Cash ticket: \$8 per day
State Final	Digital Ticket: \$9.00 per session. Cash ticket: \$10 per session
- Assignment of Officials:** The IHSA will hire 4 officials for each Sectional site. Host schools will be notified of those assigned officials.  
**Prelim games hosts will secure 2 deck officials and 2 Goal Judges for their game.**  
**All Sectional Officials will be paid directly by the IHSA using ArbiterPay.**
- Goal Judges:** Two goal judges will be hired and compensated by the local host manager. It is recommended that you use IHSA licensed officials as goal judges. If a licensed IHSA official is not available, adults at least 21 years of age are recommended. All goal judges should wear a plain white shirt and khakis while working the games.
- Officials' Decisions:** In accordance with By-law 6.033, the decisions of game officials shall be final.
- ScoreZone Reporting:** Immediately following the conclusion of each match, report the score through the Schools Center under IHSA State Series Hosting & ScoreZone. Click on the ScoreZone link, fill out the score and other appropriate information and click the button labeled "FINAL" to submit.
- Players on Team Bench:** In each of the tournaments, a school shall have in uniform a maximum of twenty-one (21) participants. The twenty-one (21) players shall be the participants designated on the tournament roster. A maximum of twenty-five (25) persons from a school may be on the team bench.



11. **NEW:** The Mercy Rule will now be used in IHSA Sectional contest. For details, please refer to the Water Polo Terms & Conditions, Item VIII. A. 3)
12. **Awards:** Awards will be presented at your Sectional meet in accordance with Item X-A of the Terms and Conditions.
13. **Financial Reports:** Please see Item IV of the Terms and Conditions for the financial terms for Sectional meets. Following completion of tournament, a Financial Report will be emailed to you from our business office for you to approve. It will include proceeds from GoFan digital ticketing at your host site.
14. **No Children Allowed on Deck:** No Children will be allowed on deck at the Sectionals or State Finals. Only authorized meet personnel, coaches, and participants are permitted on deck. **NO EXCEPTIONS!**
15. **Videotaping:** Videotaping is allowed under the following conditions: Local managers should be ready to provide an area for a competing school to videotape, if requested. When one school requests video space, then the local manager should provide similar space to both competing schools.
16. **Checklist:** Refer to the enclosed “Sectional Meet Manager Checklist” to assist you in completion of hosting responsibilities.
17. **Inquiries:** Any inquiries about the IHSA Boys and Girls Water Polo Tournament Series should be directed to Beth Sauser, Asst. Executive Director of IHSA ([bsauser@ihsa.org](mailto:bsauser@ihsa.org)) or LeAnna Mutchler ([lmutchler@ihsa.org](mailto:lmutchler@ihsa.org))

The Illinois High School Association sincerely appreciates your willingness to serve as the host manager of the Boys and Girls Water Polo Sectional Tournament.

# Manager Reminders



## ILLINOIS HIGH SCHOOL ASSOCIATION

2715 McGraw Drive • Bloomington, IL 61704

• [www.ihsa.org](http://www.ihsa.org) • Phone: 309-663-6377 • Fax: 309-663-7479 •

- ❖ **Review the contents of this Manual and have a copy of the Terms and Conditions available at the tournament.**
- ❖ Make sure the game balls that were sent to you have been filled with air.
- ❖ Familiarize yourself with the GoFan Digital Ticketing system or attend the webinar offered by the IHSA office.
- ❖ **Warm-up time is 15 minutes prior to each game in the competition pool if an auxiliary pool or swim lanes are not available for teams to warm up during the preceding game.**
  - Warm-up time in the competition pool is reduced to 10 minutes prior to each game in the competition pool when an auxiliary pool or swim lanes are available for teams to use.
  - **Note: If a separate warm-up area is available, then each team must have equal access.**
- ❖ Teams will not be permitted to practice in the pool where the Sectional tournament will be played once the tournament series has begun unless it is their home facility.
- ❖ At the completion of the Sectional Championship, award the Sectional plaque to the winning school.
- ❖ Report the results of Water Polo match into the IHSA ScoreZone immediately after each game.
- ❖ **You will not issue payment to the officials. The IHSA will make payments to the officials through ArbiterPay following the tournament.**
- ❖ **You will need to pay your Goal Judges \$15.00 per game worked.**
- ❖ **Until the State Final is completed, you are asked to keep all score sheets and a copy of all official game results from your Sectional Meet.**

Thank you for hosting a Boys and Girls Water Polo Sectional Tournament.

## Required “Official Ball” Use



### ILLINOIS HIGH SCHOOL ASSOCIATION

2715 McGraw Drive • Bloomington, IL 61704

• [www.ihsa.org](http://www.ihsa.org) • Phone: 309-663-6377 • Fax: 309-663-7479 •

To: Girls/Boys Water Polo Sectional Managers

Subject: Required “Official Ball” Use

This memorandum acknowledges the “Official Ball” to be used in the tournament competition hosted by your school. It has been manufactured for the Illinois High School Association by **KAP7 International, Inc.**

The KAP7 ball is required to be used in all Girls and Boys Water Polo state series games. There can be no substitution of a ball manufactured by another company, nor can you substitute a different KAP7 ball for this one.

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

### **Girls Water Polo Model: KAP 104**

Note: Each manager is required to use the KAP7 ball supplied by the IHSA for all games in the tournament series hosted by the local manager’s school.

1) **Each Sectional Manager** will receive **three (3)** Water Polo balls to be used in the games at the site, and the manager will give one (1) ball to the Sectional winner upon completion of the Sectional tournament.

### **Boys Water Polo Model: KAP 105**

Note: Each manager is required to use the KAP7 ball supplied by the IHSA for all games in the tournament series hosted by the local manager’s school.

1) **Each Sectional Manager** will receive **three (3)** Water Polo balls to be used in the games at the site, and the manager will give one (1) ball to the Sectional winner upon completion of the Sectional tournament.

**Delivery System:** KAP7 ships all balls to the IHSA office. Site allocations will be shipped from the IHSA Office by IHSA staff. The Administrator in charge of the sport is responsible for delivery of the State Final ball allocation.



## **Awards Delivery Information**

To Managers of All IHSA Tournaments:

In an effort to better serve our tournament sites and the suppliers of our awards, we would like to have you read this bulletin carefully and then do what you can to expedite the instructions:

1. Be advised that at **Regional and Sectional Tournaments**, 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.

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!!**

**At 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.

2. Awards will be shipped to the school sites directly from A & M Products via United Parcel Service.
3. Please inform whoever receives your United Parcel deliveries to expect awards to arrive up to two weeks prior to the tournament, and ask them to deliver the packages directly to you when they arrive.
4. 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.**
5. Please check all trophies, plaques, etc., to see that they are in good condition and not damaged in any way. You should note that they are engraved with the proper sport/activity, tournament level, year, etc.

If, after doing all of this, a problem develops, please contact Cheryl Lowery at the IHSA office at (309) 663-6377.

Thank you very much for your cooperation.

Kraig Garber  
Asst. Executive Director

# Water Polo State Tournament 2023 Time Schedule

## Thursday May 18

### Girls Quarterfinals

Ticket Booth and Doors Open	3:30 p.m.
Game 1	4:30 p.m.
Game 2	5:45 p.m.
Game 3	7:00 p.m.
Game 4	8:15 p.m.

## Friday May 19

### Boys Quarterfinals

Ticket Booth and Doors Open	3:30 p.m.
Game 5	4:30 p.m.
Game 6	5:45 p.m.
Game 7	7:00 p.m.
Game 8	8:15 p.m.

## Saturday May 20

### Girls Semifinals

Ticket Booth and Doors Open	8:00 a.m.
Game 9	9:00 a.m. - Winner Game 1 vs. Winner Game 2
Game 10	10:15 a.m. - Winner Game 3 vs. Winner Game 4

### Boys Semifinals

Game 11	11:30 a.m. - Winner Game 5 vs. Winner Game 6
Game 12	12:45 p.m. - Winner Game 7 vs. Winner Game 8

## Saturday May 20

### 3<sup>rd</sup> Place and Championship

Ticket Booth and Doors Open	3:00 p.m.
Game 13	3:30 p.m. - Loser Game 9 vs. Loser Game 10 (Girls Third Place)
Game 14	5:00 p.m. - Loser Game 11 vs. Loser Game 12 (Boys Third Place)
Game 15	6:30 p.m. - Winner Game 9 vs. Winner Game 10 (Girls Championship)
Game 16	8:00 p.m. - Winner Game 11 vs. Winner Game 12 (Boys Championship)

# Water Polo State Series Tickets

## **Tickets for Sectional and State Final Tournaments**

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

## **Presale Ticket Purchase**

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

## **Ticket Prices**

Statewide prices have been adopted for all Water Polo State Series tournaments.

### **Admission Prices:**

Preliminary Rounds	\$6.00 per game
Quarterfinal Rounds	Digital Ticket: \$7.00 per day. Cash ticket: \$8 per day
Sectional Semifinals	Digital Ticket: \$7.00 per day. Cash ticket: \$8 per day
Sectional Finals	Digital Ticket: \$7.00 per day. Cash ticket: \$8 per day
State Final	Digital Ticket: \$9.00 per session. Cash ticket: \$10 per session

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

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

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

### **Restricted Tickets**

\* “Restricted tickets” means that due to a potential sellout, or fan restrictions on attendance at a State Series event, rather than list all tickets for sale, the ticket allotment will be to split 40% for each competing team and 20% for sale to the public (or 45-45-10 or 50-50; split will be host decision). The IHSA will provide a private link to the Athletic Director at each competing school with their ticket allotment, so they can share it with their athletes’ families, students, and fans, to allow the first opportunity to purchase tickets. There will be a pre-determined date/time at which any unsold tickets from the school allotments will be released for sale to the public.

\* Restricted tickets will occur in team sports for IHSA State Series contests if determined to be prudent by the host school, if requested within 72 hours before the event by a competing school, or upon request by the IHSA office.



\* Communication by hosts with potential teams competing is imperative in a postseason event they are hosting. It is encouraged for hosts to look ahead/communicate with the potential teams who could be playing in their State Series events, and couple their historic fan attendance with your venue capacity. If concerns arise based on that, contact [mtroha@ihsa.org](mailto:mtroha@ihsa.org) to move to restricted ticketing for that event.

### **Education & FAQ**

GoFan has a series of videos that are helpful for both alerting fan bases about the buying process and for gate workers to learn more about the ticket redemption process.

**How To Buy Tickets Video:** <https://www.youtube.com/watch?v=tkZqTY5d6Bg>

**Accessing & Sharing Tickets Video:** <https://www.youtube.com/watch?v=H0Xhso4QobA>

**Ticket Redemption Video:** <https://www.youtube.com/watch?v=lzAYgP6tFEM>

For more information and answers to FAQs, please watch this webinar provided by GoFan & IHSA Staff:  
[Click here for GoFan webinar](#)

# Desk Functions for all Water Polo Games



**ILLINOIS HIGH SCHOOL ASSOCIATION**

**2715 McGraw Drive • Bloomington, IL 61704**

**• www.ihsa.org • Phone: 309-663-6377 • Fax: 309-663-7479 •**

## **Shot Timer**

Each team receives 30 seconds to take a shot. If they do not take a shot within this time, the desk official sounds a horn and the other team takes a “free throw” at the spot where the ball was located when time expired.

The key to working the shot clock well is accurately timing a team’s possession and re-setting on a turnover. In order to accurately time a possession, the timer needs to understand the phrase “dead time”. “Dead time” is the period of time beginning when the referee blows his/her whistle and ending when the player takes a “free throw”. During this entire period, the clock should be stopped. It is easy to understand when to stop the clock, because you can hear the whistle. The problem lies in determining when the player puts the ball back into play. The method of putting the ball back into play is called a “free throw”. A player can take a “free throw” by throwing the ball into the air a few inches to himself, or by swimming with it. The desk official must be aware of where the official is requiring the “free throw” to be taken, in order to accurately judge whether the player has put the ball back into play.

The other function of a 30 second timer is to reset the clock for any of the following circumstances:

- The offense takes a shot.
- The defense regains possession and is clearly in control of the ball (having the ball tipped by the defense with the offense retaining the ball does not reset the clock).
- The referee calls a “face-off” where he throws the ball to neutral water.
- The 30-second clock expires on the offensive team.
- The referee calls a major foul.

If the ball goes out-of-bounds from a pass and is last touched by the defensive team, the clock does not reset.

The timer should start the clock only when the player taking the “free throw” has put the ball back in play, not when the incident occurs. In other words, the timer should reset the clock when the player takes his “free throw” or the ball is clearly in the possession of a player. The timer does not reset the clock when the foul is called or when the shot is taken. The most common mistake occurs when the timer resets the clock when the ball is shot. The clock should be reset when the rebound is controlled.

## **Game/Ejection Timer**

A water polo game consists of four, seven-minute quarters, unless otherwise dictated by tournament constraints.

The primary job of the game timer is to start and stop the game time according to the flow of the game. As with the shot clock, the game clock stops at each whistle and does not start again until the “free throw” is taken.

The secondary job is to keep score, either by using the scoreboard or flip chart. Make sure that the scoreboard always reflects the actual score according to the scorebook.

The third job of this timer is to monitor ejection time. There are two types of major fouls, penalty shots and ejections. Each foul has its own penalty. However, only the ejection foul causes a player to sit out for 20 seconds. When this happens, the game timer must keep track of his penalty time and if necessary, let him know when to re-enter. The timer does this by writing down when the ejection occurred according to the game time (the scorer writes the same time down in the scorebook). The timer can record the ejection on



scratch paper. The timer either adds or subtracts 20 seconds, depending on whether the game clock counts up or down. The result is the time the player should re-enter. The only exception to this procedure occurs when the offensive team scores, or the defensive team regains possession. In these cases, the player may re-enter immediately.

All re-entries during “live-time” must occur from the designated re-entry areas, which are on the opposite side of the pool from the table at each corner of the pool.

If the other team scores, or if 20 seconds expire on the game clock, the game timer is responsible to let the player know. The timer does this by lifting the appropriate colored flag up until the player has re-entered the pool.

If any player receives a third major foul according to the scorer, the game timer should begin waving a red flag as soon as the foul is called. If the third foul was an ejection type foul, simply continue to show the flag until the team and player at fault see the flag. If you have been displaying the red flag and the player still re-enters, you need to let the referee know immediately by using the horn, unless the opposing team has an immediate and likely chance to score. In this instance, wait until the first available moment to use the horn, rather than take away their chance to score. If the player re-enters under a red flag, it is a penalty shot for the other team, so make sure he has three.

If an athlete commits a third foul resulting in a penalty shot, let the referee know before the shot is taken, so he can remove the defensive player from the pool. You may need to use the horn to get his attention.

### **Scorer**

The scorer’s job is a little more complex than either of the timers. This individual is providing a minute-by-minute description of the game and is ultimately responsible for all information regarding the contest. A properly scored game can be easily reconstructed to determine who officiated, which teams and individuals played, when it took place and where, and how each individual and team performed.

The scorer must record everything that happens in the game that produces a statistic. This includes everything from scores and attempts to fouls and steals. The statistical portion is extremely valuable for coaches, players, and the media.

The first step to scoring is to record the incidental information thoroughly. You should use a No.2 pencil. This makes dark enough marks for photocopying and yet allows you to erase a mistake to keep the sheet neat.

Recording incidental information includes writing the names of the referees, timers, scorer, players, and coaches, as well as the location, date, and time of the game. Make sure you get the full name of each player spelled correctly. This is extremely important for statistics. Do not accept less than a full roster. Additionally, this should be done before the game begins. You may use the program as a guide and ask the teams if they have any changes. However, TEAMS MUST USE THE SAME NUMBERS AS LISTED IN THE PROGRAM! No Exceptions. In other words, if the athlete is playing, he must use the cap number listed in the program. If he is not in attendance and the team has another athlete to take his place, the new athlete may use that number.

Once the game starts, follow everything that happens in chronological order. In viewing the scoresheet, it is best to think of the top portion as a summary of what happens during the game and the bottom portion as the actual progress of the game. If the two do not agree, the bottom portion is the one you must abide by, so make sure it is accurate.

The symbols used to describe what takes place in the remarks column are as follows:  
E = ejection foul, P = penalty shot foul, S = score

Each incident that takes place is marked by writing the time, cap number, team color, remark code, and change of score when necessary. Make sure you record the white team’s score on the left, followed by a hyphen and then the blue team’s score. If you get them switched, you will be headed towards major problems. The beginning of the game starts at the top left side and continues over to the next column, until the game is completed.

In recording the summary information at the top, each area has its own column, beginning at the left with the roster that you have already completed, and continuing with columns for attempts and scores by quarter. These areas can also be used to record the incidental statistics (steals, assists, kickouts drawn).

Moving further to your right you see the column for personal fouls. Here you should write in the type of major foul in the top triangle and the quarter it was committed in the bottom triangle. For example, e/3 would indicate an ejection occurred in the third period.

### **Incidental Statistics**

Beginning with the first column and each thereafter, you should record a statistic by making a slash in the appropriate column. Every fifth slash should be made diagonally across a group of four.

**Attempt:** A shot is recorded in the attempt column (ATT) whenever a player shoots the ball and it does not score, regardless of whether a field player or goalie blocks it, or whether it missed the cage completely. Attempts do not include scores. Total shots for each player are therefore the sum of scores plus attempts.

**Assist:** an assist occurs when one player makes a pass to another player, which results in an immediate goal. To do so, the ball must remain dry and the shooter must not fake.

**Kickout Drawn:** occurs when an offensive player, through his own efforts, gets his defender ejected for 20 seconds (penalty shot fouls drawn are also counted in this column). Although difficult to determine, generally the player who was fouled should receive the stat. For example, the team's two-meter set gets fouled by his defender too aggressively, and the defender is ejected. The center receives a kickout drawn.

**Steal:** a steal occurs when the player takes clear possession of the ball from the other team. It is not a steal when the player wins a face-off or retrieves a neutral ball. It is also not a steal for a player to be in the way of a bad pass. He must be doing something active to produce the turnover. However, a player that forces the ball underwater when guarding an opponent does receive a steal for forcing the turnover. Likewise a blocked shot that returns to his team is recorded as a steal.

**Sprint:** At the beginning of each quarter, the players line up at the ends and swim to the middle to get the ball. Record the winner of the two players sprinting.

**Goalie Save:** a goalie save is recorded any time the goalie touches a ball that would have scored, had he not intervened. It is therefore not a save if the shot would not have scored or the goalie did not touch the ball. A shot can be taken without a save recorded.

**Penalty Shots Blocked (PSB):** These are shots blocked by the goalie that are the result of a major foul being committed within four meters of the goal.

**Quarters Played:** Since goalies may alternate during the game, you should record how many quarters each goalie played. This will allow you to give the goals scored by the other team to the appropriate goalie.

**Timeouts:** All timeouts must be recorded on the scoresheet at the time they occur. The scorer must also update a visible record or tally board that both coaches can see from their benches, indicating how many timeouts remain for each team.



## 2023 Water Polo Sectional PA Announcements

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

**ATTENTION: PA and Bench personnel shall remain unbiased and non-partial towards participating teams.**

**1. (Announce before the start of each game, each session)**

Good people make good sports. Sport A Winning Attitude Today. Welcome to this I-H-S-A Boys/Girls Water Polo Sectional Tournament. Interscholastic athletics are an extension of the educational process, and the athletic arena is the coach's classroom. Be smart, Do What's Right!

**2. (Announce before the start of each game & at half time)**

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

**3. (Announce before the start of each game or at half time)**

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

**4. (Announce before the start of each game)**

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

**5. (Announce once each game)**

Participation in interscholastic activities generates values that make student-athletes better citizens. Challenge our young people not just to go to school, but to go beyond. . . with the IHSA. The Future Plays Here!

**6. (Announce before start of each game & at halftime)**

KAP7 International, Inc. is the Official Ball of the IHSA Boys/Girls Water Polo State Series. If you want the best in the water and on deck, sprint to the markers, palm the assist and score with KAP7.

**7. (Announce before the start of each game)**

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

**8. (Announce once each game)**

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

**9. (Announce once each day and as needed)**

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

**11. (Announce once each game)**

Nearly 10,000 young people in Illinois High School Association member schools annually earn the I-H-S-A Academic Achievement Award. This unique program helps accentuate the interscholastic experience by highlighting the academic success of individual players and teams. Contact the IHSA office to find out more about how an individual high school athlete or team can be recognized for their academic achievements.

**12. (Announce once each game)**

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

**13. (Announce once per game)**

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

**14. (Announce once each game)**

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

**15. (Announce before start of each game & at half time & at the end of each game)**

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

**16. (Announce throughout each game)**

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

**17. (Announce at the end of each game)**

The 21<sup>st</sup> year of the IHSA Boys and Girls Water Polo State Finals, will be held at Stevenson High School in Lincolnshire. High School Boys and Girls Water Polo is exciting and unpredictable, so join us for the fun!

**18. (Announce at the end of each game)**

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

# ScoreZone Reporting Procedures

Managers: Please read the following page carefully. If you have any questions, please call the IHSA Office (309-663-6377).

## How to Submit ScoreZone Final Scores

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

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

Competing Teams	Score	Status	Highlights
Lincolnshire (Stevenson)	<input type="text"/>		Include high scorer for both teams. Please give first name, last name, and school of each player mentioned. <input type="text"/>
Oak Park (Fenwick)	<input type="text"/>	Time remaining <input type="text"/> Period <input type="text"/> (if game is in progress)	
Last updated at 7:04:12 pm			Your comments will be viewed by many people. Please keep them accurate and professional!
Score is NOT final		FINAL Score	Your update will appear in the IHSA ScoreZone area within 60 seconds.

  

Unusual Circumstances	
<input checked="" type="radio"/> (none) <input type="radio"/> postponed <input type="radio"/> suspended <input type="radio"/> forfeited <input type="radio"/> rain delay <input type="radio"/> lightning delay <input type="radio"/> other delay	If applicable, choose an option and give an explanation with information about the make-up date and site. Then click the "FINAL" button (if forfeited) or the "NOT FINAL" button. <input type="text"/>

A sample of the page in the IHSA Schools Center where you will submit Water Polo scores.

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

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

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

## Interactive ScoreZone means live updates!

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

## How to Submit "Live Updates"

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

Think it's a great idea, but need help? Remember, you can give the ScoreZone password to a trusted student or adult. The ScoreZone password gives access only to the ScoreZone area of the Schools Center. Live updates can be posted from the site of the contest, or even from home while listening to the radio.

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

## Internet Video Broadcasting Information



Contact: Matt Troha • [mtroha@ihsa.org](mailto:mtroha@ihsa.org) • Phone: 309-663-6377 • Fax: 309-663-7479

IHSA Tournament Managers/Hosts,

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

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

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

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

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

### *Internet Video Broadcast Rights Fee Schedule*

#### **BOYS BASKETBALL**

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

#### **GIRLS BASKETBALL**

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

#### **FOOTBALL**

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

#### **ALL OTHER SPORTS**

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

#### **VOLLEYBALL**

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

#### **SWIMMING & DIVING**

Per Sectional Meet-\$250

#### **TRACK & FIELD**

Per Sectional Meet-\$250

#### **WRESTLING**

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

## 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>.

**Royalty Report:** For a downloadable pdf of the Royalty Report go to [http://www.ihsa.org/documents/forms/State\\_Tournament\\_Series\\_Royalty\\_Report.pdf](http://www.ihsa.org/documents/forms/State_Tournament_Series_Royalty_Report.pdf)