

# Administrative Procedures, Guidelines and Policies

These administrative procedures, guidelines and policies are for use during the 2007-08 IHSA school term only. They shall be superseded by a subsequent publication of the policies and are not applicable to any year subsequent to the 2007-08 IHSA school term. In the case of any conflict, whether actual or believed, with the constitution or by-laws of the IHSA, the constitution and by-laws shall control. Any understanding, misunderstanding, opinion or belief by any individual as a result of reading these policies shall not be binding on the IHSA. Official rulings shall be requested in writing only by the principal or designated official representative of a member school and shall be provided in writing by the Executive Director. Only a formal ruling from the Executive Director is binding on the IHSA.

## Administrative Procedures, Guidelines and Policies

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## 1. Philosophy Underlying IHSA Eligibility Rules

IHSA by-laws provide the standard by which the Executive Director is authorized to rule in determining eligibility. Following is a brief resume of the principle points of philosophy which underscore the rules of the Association:

1. Participation in interscholastic athletics is a privilege provided for students who meet democratically established standards for qualification.
2. Participation in interscholastic athletics is a privilege which should fundamentally be available to bona fide students in school districts where they live full time with their parents, custodial parent or legal guardian appointed by a court of proper jurisdiction.
3. Standards governing eligibility are a necessary prerequisite to participation in interscholastic athletics, because:
  - a. they protect the opportunities of bona fide resident students to participate;
  - b. they provide a fundamentally fair and equitable framework in which interscholastic athletic competition in an educational setting can take place;
  - c. they provide uniform standards for all schools to follow in maintaining equitable athletic competition;
  - d. they support the education philosophy that athletics is a privilege which must not be permitted to assume a dominant position in a school's program;
  - e. they keep the focus of educators and students on the fact that students attend school to receive an education first and participate in athletics second;
  - f. they maintain the fundamental principle that a high school student should live at home with the parents and attend school in the school district in which the parents/guardians live;
  - g. they reinforce the view that the family is a strong and viable unit in our society, and as such, is the best place for students to live while attending high school;
  - h. they prevent "district hopping" or "shopping around" for schools or athletic programs which may suit an individual's personal interests;
  - i. they serve as a deterrent to individuals who would seek to recruit student-athletes to attend a particular school for the purpose of building athletic strength;
  - j. they serve as a deterrent to students running away from minor discipline problems or similar conflicts;
  - k. they protect school programs from losing students who have an identity as athletes and, as such, are contributors to the overall school program and image.

Violations of the by-laws can cause students and/or schools to incur penalties of ineligibility or other action up to and including expulsion from membership in the Association.

## 2. Eligibility Rulings from IHSA

By-laws 3.030 and 3.040 and their sub-sections pertain to the eligibility of students in regard to residence and transfer. Forms are provided by the IHSA Office to facilitate determination of student eligibility.

**Form #1 is the IHSA Residence Eligibility Form and Affidavit of Residence Form.** These forms are to be completed to facilitate making a determination of the eligibility of a student in regard to residence. The information included on these forms will substantiate whether the student is in full compliance with the residence eligibility by-laws and whether a determination of eligibility is required. If such determination is required, the completed forms must be sent to the Executive Director for a ruling.

**Form #2 is the Principals' Concurrence Regarding Transfer Form.** It is to be completed to secure the concurrence of both the principal of the school from which the student transfers (sending school) and the principal of the school into which the student transfers (receiving school). It is important to note that concurrence of a transfer by both principals does not guarantee or assure eligibility. A ruling by the Executive Director may still be required. In such cases, the fully completed Form #2 must be sent to the IHSA Office along with the fully completed Form #3 (IHSA Transfer Eligibility Form). Principals are responsible for including correct and accurate information on the forms and for the accurate completion of the forms. Errors in their completion will not be considered clerical, and the school will be subject to penalties under the by-laws if a student participates and it is later determined that the student was ineligible on the basis of the information on the form(s).

**Form #3 is the IHSA Transfer Eligibility Form.** This form is to be completed by the school into which a student transfers (receiving school) to facilitate determination of a student's compliance with IHSA eligibility by-laws for interscholastic athletics. This form is to be sent to the IHSA Office, along with the fully completed Form #2 (Principals' Concurrence Regarding Transfer form) in the event a ruling by the Executive Director on a student's eligibility in regard to transfer is required or desired.

## 3. Eligibility of Emancipated Students

For purposes of residence and transfer eligibility, the Board of Directors has defined an emancipated student as a student who:

1. has been a resident of the State of Illinois for at least one full calendar year immediately preceding the date in question, and
2. is totally self-supporting. To help determine if a student is self-supporting, the Executive Director may require submission of documentation, which may include but not be limited to:
  - a. verification from the parents or guardians that they provide none of the student's support;
  - b. verification of employment and earnings or other means of financial support from the employer or supporting agency;
  - c. copies of rent receipts, lease, bank records, payroll records, tax records or other financial data demonstrating that the student incurs and pays his or her living expenses;
  - d. copies of evidence relied on by the school in determining that the student was an emancipated resident of the district for attendance purposes; and
  - e. documentation of the circumstances which precipitated the student's leaving parents/guardians and living independently.

Under Residence By-law 3.031 and/or under By-law 3.040, a ruling request must be submitted along with the proper ruling request forms identified in Item 2 above.

## 4. Foreign Exchange Student Eligibility

IHSA By-law 3.034.3 provides foreign exchange students eligibility under the Residence By-law for a period of one calendar year at IHSA member schools provided the following criteria has been met:

1. The exchange program sponsoring the student must have been approved by the IHSA Board of Directors. A list of approved programs for the 2007-08 school term can be found on the IHSA web site ([www.ihsa.org](http://www.ihsa.org)).
2. The exchange student must not have completed eight (8) semesters of high school attendance or its equivalent.
3. The exchange student must not have completed and/or be a graduate from the culminating grade of high school (secondary) education in his/her home country.
4. The exchange student shall be eligible through age nineteen (19) unless the student becomes twenty (20) during the sports season in which event eligibility shall terminate on the first day of such season.
5. The exchange student must have passed twenty (20) credit hours of high school work (4 courses) for the previous term of school attendance in his/her home country. (Principals may request an English translation of the student's transcript from the exchange organization for documentation.)

## Foreign Exchange Student Eligibility, continued

6. Exchange students who are direct placements by a foreign exchange program, regardless of the reason for the direct placement, will not be granted eligibility. In accordance with procedures adopted prior to the 2004-05 school term, CSIET shall notify the IHSA Office of any direct placements occurring in previously-approved programs.
7. The exchange student shall not have violated IHSA By-law 3.080 (Amateurism) either prior to or after coming to the United States. Violation of the provisions of IHSA By-laws 3.081, 3.082 or 3.083 shall cause ineligibility in the sport in which the violation occurred. An official ruling must be secured from the Executive Director before any student who violates this rule may be reinstated to eligibility.

## Criteria for Approval of Foreign Exchange Student Programs by the Illinois High School Association

Board of Directors' approval of foreign exchange student programs, for purposes of determining the residence eligibility for athletics of foreign exchange students in member schools, is required by Section 3.034.3 of the By-laws. In compliance with this provision, the Board of Directors has determined that only those exchange programs with "full listing" status in the 2007-08 CSIET Advisory List may be approved for the 2007-08 school term. Qualifying programs must submit the following documentation to the IHSA office for approval by the Executive Director:

1. An outline of the placement process for students, from initial contact to final placement.
2. A description of the process local or area representatives must follow in the placement of students.
3. The names, addresses and telephone numbers of all local or area representatives responsible for student placement.
4. Copies of any and all training materials provided to local or area representatives and documentation that all required training has been completed.
5. A description of the process used by the program to identify and secure local or area representatives.
6. A description of the process used by the program and local or area representatives to identify and secure host schools.
7. A description of the process used by the program and local or area representatives to identify and secure host families.
8. The procedures for follow up with local or area representatives to ensure that the program's placement process has been followed.
9. The procedures for post placement follow up with the local or area representatives and the students placed by the program.

Following submission of the documentation described above and any additional documentation and/or investigation deemed necessary by the Executive Director, the Executive Director shall notify the program whether it has been approved.

## 5. Approved Exchange Programs

Please see the IHSA website ([www.IHSA.org](http://www.IHSA.org)) for a currently list of the programs that have been approved by the Board of Directors in accordance with By-law 3.034.3. To obtain an eligibility ruling for a student under one of these programs, submit the IHSA Foreign Exchange Student Eligibility Request along with the International Student Registration Form and all specified support documents to the IHSA Office.

## 6. Strike Policy

The IHSA Board of Directors, in conformity with policy established by the Illinois State Board of Education for strike situations, has ruled that a member school which does not have fifty-one (51%) percent of the students in the district in attendance and cannot offer the minimum program required by state law and ISBE Circular Series A160 on a daily basis shall not engage in interscholastic activities.

IHSA By-laws 3.012 and 3.015, relating to attendance requirements and eligibility requirements of interscholastic participants, and By-law 2.050, relating to schools with which contests may be held, shall be enforced.

The decision of the Board of Directors will not apply to time designated by the local Board of Education as school holidays or vacations, including the Illinois Code provision for five emergency days, provided school is in full operation on the school day preceding the school holiday.

Under the following criteria, practice sessions of the normal length and frequency may be held during the period when school is not fully operating:

## Strike Policy, continued

1. They must be approved by the local Board of Education and school administration.
2. They must be conducted by personnel who meet the provisions of By-law 2.070.
3. They must be conducted in such manner that assures the health and safety of the participants.
4. Students from a school on strike may not practice with a team from a school which is not on strike.

### Strike Policy -- Participation in State Series During Strike

If a school is on strike and not in legal session, as defined by the State Board of Education, on the date of the beginning competition in any IHSA state series, students from that school may not participate in the state series.

However, when students from any member school first participate in the beginning level of competition in a given state series that state series is considered to have begun for all entered schools. If any school subsequently incurs a strike, the qualified teams and/or students will be permitted to continue participating in the state series, so far as the IHSA strike policy is concerned, even though their school may not be in legal session on the dates of subsequent state series competition in that sport.

### Participation During Weather or Other Emergencies

The IHSA strike policy does not restrict schools from participating in activities on days when school is not held due to weather or other emergency situations.

The policy relates only to situations in which school is not operating due to strike circumstances.

### Host Activity During Strike

A school that is on strike may host an interscholastic event in which other schools participate. The striking school simply may not participate in the event.

### Discontinuation of Football Practice

In the event football practices have been terminated, the following restrictions will be enforced:

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

## 7. Making the Weekly Eligibility Check

IHSA By-laws require that academic eligibility be checked each week to determine if students are passing twenty (20) credit hours of high school work. (By-law 3.021 and 4.021)

The following procedure should be followed in making the weekly eligibility check:

“Twenty (20) credit hours of high school work” is defined as any combination of subjects, accepted by local high school authorities in determining the requirements for graduation and which accumulates at least two (2) credits or its equivalent per semester. Since the rules require that a student must be passing in twenty (20) credit hours per week, and even though eligibility certificates do not need to be exchanged weekly, a weekly check of each student athlete’s scholastic eligibility is necessary.

Most important to note is that “passing twenty (20) credit hours per week” is determined by measuring a student’s performance on a cumulative basis from the beginning of a semester through the date on which the check is made. In other words, schools should determine, on each eligibility check date, whether the student’s transcript would contain passing grades in each subject in the event the student should transfer from the school on that date. The check should not reflect only a given school’s week’s scholastic performance; rather it should reflect the student’s cumulative performance for the semester through the date of the check.

Schools are expected to conduct this weekly check in some consistent manner convenient to their individual operations. Student eligibility or ineligibility is then affected on the Monday following the date of the check. For example, consider a school which checks eligibility every Wednesday. Records are processed through the computer and a printout of all athletes’ scholastic standing is given to the athletic director on Thursday. The athletic office reviews the list and reports Thursday afternoon to the principal that a student is not passing twenty (20) hours as of this check. The principal informs student and coaches on Friday morning that the student is not passing the required work and is thus ineligible for one week, beginning the following Monday morning. The student may play in contests held that evening or on Saturday, the next day. However, the entire next week, the student is ineligible.

The following Wednesday, the process is repeated. This time, when the report reaches the principal on Thursday afternoon, the students’ record shows improvement to passing twenty (20) credit hours. Now the principal will inform the student and coaches on Friday morning that the student will become eligible again the following Monday morning. Please note that the student is not permitted to play on this Friday and Saturday because of last week’s failure to meet the grade requirements.

A student becoming scholastically ineligible by the weekly eligibility check must remain ineligible for one full calendar week before possibly becoming eligible again.

## 8. Sanction Policy

The Board of Directors has adopted the following policy as its interpretation of By-law 2.060 "Multiple School Interscholastic Activities." The IHSA sanction policy applies to interscholastic events in which the IHSA sponsors a state tournament series.

Events that require Formal Sanctioning include:

- a) Any interstate event involving two (2) or more schools which is co-sponsored by or titled in the name of an organization outside the high school community (e.g., a university, a theme park, and an athletic shoe/apparel company).
- b) Non-bordering events if five (5) or more states are involved.
- c) Non-bordering events if more than eight (8) schools are involved.
- d) Any event involving two (2) or more schools that involves a team from a foreign country. The host school should complete the international sanction application. (The exceptions to this rule are Canada and Mexico, which are considered bordering states).

No sanction is required if all competing schools, regardless of the number of competing schools, are from states that border the host state unless the event is co-sponsored by or titled in the name of an organization outside the high school community.

**Sanctioning Process:** An IHSA member school hosting an event under the above listed conditions must complete a NFHS Application for Sanction of Interstate and International Events. The Sanctioning form can be found on the IHSA.org website under the forms link or at NFHS.org. Only a member school of an NFHS member state association, or a school approved by such an association, or such an association itself, is eligible to request sanctioning through the NFHS Interstate Sanctioning Program.

This application must be submitted to the state association of the host school ninety (90) calendar days or more prior to the event and must be accompanied all applicable fees fee made payable to the NFHS.

IHSA will process the application and send copies to the state associations of the invited states and to the National Federation of High Schools.

Each state association will review the application and act on it in accordance with their individual rules and/or policies. Each state association will notify the NFHS of its actions on the application.

Upon receipt of the actions of the host state and each individual state, the National Federation acts on the sanction request. The NFHS will notify the host state and each invited state of its action.

A listing of sanctioned events can be found on NFHS.org

Any interstate activities contest that is listed by the National Association of Secondary School Principals in its annual Advisory List of Contests and Activities is approved for participation by IHSA member schools. A copy of this list is mailed annually to every high school principal by the NASSP office.

Application Review for NASSP of an interstate activity must be filed annually with the National Association of Secondary School Principals, 1904 Association Drive, Reston, VA 22091

Member schools may request approval for Special Events that do not meet the regular sanction criteria. Requests must be submitted in writing to the Executive Director at least 30 days prior to the date of the event.

## 9. Non-Faculty Coach Policy

Under the provisions of By-law 2.070, schools using non-faculty coaches must simply adhere to the following:

1. Persons who are certified teachers but who are not members of the faculty at a school where they will coach must place a copy of their current valid Illinois teaching certificate on file in the school office.
2. Persons who are not certified teachers, but are at least nineteen (19) years old, may be head or assistant coaches, provided they successfully complete a coaching education course approved by the IHSA Board of Directors.
3. Following are the coaching education programs approved by the IHSA Board of Directors:

American Sport Education Program (ASEP)  
Box 5076  
Champaign, Illinois 61825-5076  
(217) 351-5076 or 1-800-747-5698

HPR207, "The Coach In Organized Sports And Athletics"  
Illinois State University  
Horton Fieldhouse, 227F  
Normal, Illinois 61761  
(309) 438-7501

Department of Kinesiology Coaching Endorsement in the  
Undergraduate Studies Program  
University of Illinois, Champaign

Coaching Minor offered by Northern Illinois University, DeKalb

Coaching Minor offered by Olivet Nazarene University, Kankakee

## Non-Faculty Coach Policy, continued

Program for Athletic Coaches' Education (PACE)  
Institute for the Study of Youth Sports  
Room 213 1M - Sports Circle Building  
Michigan State University  
East Lansing, MI 48824

Coaching Minor Offered by Southern Illinois University  
Department of Physical Education  
Mail Code 4310  
Carbondale, Illinois 62901  
(618) 536-7751

Coaching Education Program  
Ashford University  
Clinton, IA  
Jeff Bolender  
(800) 242-4153 Ext. 1450

Coaching Minor Offered by Quincy University  
1800 College Ave.  
Quincy, IL 62301  
(217) 228-5476

Coaching Certification Program  
University of Wisconsin - Parkside  
900 Wood Road, P.O. Box 2000  
Kenosha, WI 53141-2000  
(262) 595-2704

4. A student teacher may be employed as a coach under the provisions of this policy, provided the student teacher is at least nineteen (19) years old, and has successfully completed an approved coach training program.

## 10. Travel Policy

Schools may travel any distance provided the participating students miss no more than one school day, including travel to and from the competition.

## 11. College Auditions

Under the provisions of IHSA By-laws, auditions at colleges, junior colleges and universities could jeopardize the eligibility of high school students if such auditions include:

1. A contest in which high school students participate with or against college, junior college or university students. (By-law 3.105)
2. Group instruction or coaching, involving more than two (2) students from the same school, in sports theory or skills in any interscholastic sport. (By-law 3.101)
3. A contest (including a scrimmage) involving high school students, if it is during their regular season in a sport. (By-law 3.111)
4. Participation by high school students in a practice or scrimmage with or against college, junior college or university students. (By-law 3.105)

## 12. School Equipment Use Policy

A member school may loan or rent any school owned player protection equipment to its students for use in summer camps. A member school may loan or rent football helmets only to its students for use in 7 on 7 passing leagues which are conducted during the summer in compliance with the specifications of IHSA By-law 3.157.

## 13. Football Policies

### Football Pre-Season Practice

It is required that the first three (3) days of football practice for each player be conducted with a restriction involving player equipment. This requirement applies whether a school begins football practice on Wednesday of Week No. 6 (the earliest permitted date) or at a later date. This restriction is specific: football helmets and football shoes are the only football equipment which may be worn during these practice periods. The purpose of the policy is to address safety and liability considerations of early season practice. It was recommended by the IHSA Football Advisory Committee, and supported by the IHSA Athletic Administrators Advisory Committee.

The By-laws also specify that each individual football player must participate in on-the-field practice for at least ninety (90) minutes per day on twelve (12) different days prior to playing in a contest. Please note that a practice on the day of a contest will not be counted toward this requirement.

## Football Policies, continued

### School Equipment Use

A member school may loan or rent any school-owned football player protection equipment only to its students for use in summer camps and may loan or rent football helmets only to its students for use in 7 on 7 passing leagues conducted in compliance with the specifications of IHSA By-law 3.157.

### Football Scrimmage Definition

**Any action, regardless of whether it would involve 11 on 11, 9 on 8, 4 on 4, etc., which simulates any game play conditions where members of one school would be organized against members of one or more schools would be considered a scrimmage.**

### Football Scrimmages

A scrimmage against another school in football as well as any other sport is viewed to be an interscholastic contest. Therefore, it must be counted as one of the contests a school is permitted to play during the season, and is restricted by the legal dates for playing contests. Therefore, a school which begins its football practice on Wednesday, Week 6, and has its first varsity game scheduled for Friday of Week 8 may not play a controlled scrimmage against a neighboring school on Saturday of Week 7 since it would be scheduled prior to the date of the first possible interscholastic contest for football. If it were rescheduled for after the first possible playing date, it would have to be counted as one of the school's contests in football.

## 14. Guidelines for Summer Baseball and Softball Programs

### Opening and Closing Dates

No school belonging to this Association shall organize or practice its summer baseball/softball teams earlier than Monday of Week 44 of the Standardized Calendar and the concluding date shall be Saturday of Week 7. A member school may conduct its first interscholastic contest in summer baseball or softball no earlier than Monday of Week 46.

### Eligibility of Players

1. A student who is scholastically eligible or who attains scholastic eligibility at the close of the second semester will be eligible to participate in the summer program insofar as the student's scholastic standing is concerned.
2. Seniors who graduated will retain their eligibility.
3. Students enrolling to attend the school for the first time in the ensuing fall semester shall not be eligible.

### School Years of Participation

Participation in the summer program shall not be counted against a player as a school year of competition. (By-law 3.053)

### Semesters of Attendance

Participation in the summer program shall not be counted against a player as a semester of attendance. (By-law 3.051)

### Qualifications of Coaches

The coach of a team playing in the summer baseball/softball program must meet the qualification requirements of IHSA By-law 2.070.

A school may not participate in the summer program unless its team is under the direct supervision of a coach who qualifies under the requirements of By-law 2.070. It must be distinctly understood that the coach is acting under the supervision of the principal and that the principal of the school will be held responsible for all acts of the coach and team during the school in interscholastic contests.

### Participation on Non-School Teams

Students participating in summer program may, with the previous written permission of the principal, play on Junior American Legion or other amateur independent teams without affecting their eligibility. (By-law 3.111)

### Competition against Non-School Teams

High school teams enrolled in the summer program may play against non-school teams. (By-law 2.050)

### Schools Must Enroll in the Program

Member schools must bear in mind that they may not participate in any high school summer baseball/softball program unless:

## **Guidelines for Summer Baseball and Softball Programs, continued**

1. they enroll in the IHSA summer program on blanks provided for that purpose by the IHSA Office, and
2. they agree to meet all of the program requirements set forth above.

### **15. Guidelines for Adding and Deleting State Series Programs**

1. The Board will entertain proposals to add a new state series when ten percent of the member schools engage in regularly scheduled competition in the sport or activity.
2. When the minimum required participation level is demonstrated and proposals to add a new state series are considered, the Board shall (a) consider the growth potential of the sport or activity, and (b) consider the equity criteria included in the classification policy in determining whether to add the proposed new series.
3. The Board will entertain recommendations from staff to consider deletion of an existing state series when no more than five percent of the member schools participate in the series and/or engage in regularly scheduled competition in the sport or activity.

### **16. Guidelines for Non-School Competition**

During the school term, special permission may be granted to permit a student to compete in a non-school event during the school season in competitions which are sponsored and conducted directly by the national governing body for the sport. Schools must submit the following for approval:

1. A completed copy of the Non-School Competition Participation Request Form.
2. Written verification from the national governing body for that sport that it is the sponsor and will conduct the event.

### **17. Emerging Sports Policy**

#### **Definition of Emerging Sport**

Any sport for which IHSA does not conduct a state tournament series and which a member school elects to sponsor as either a sport under the auspices of its athletic administration or as a club or other informal sports activity shall be considered an emerging sport.

#### **Purpose of Emerging Sports Policy**

The Emerging Sport Policy is designed to establish parameters under which schools may engage in competitive sports activity even when state tournament series competition is not available for the sport. It will establish common ground rules and management policies for the sport among member schools and will facilitate the growth of such sports within the established confines of the Association's Constitution and By-laws.

#### **Registration of Emerging Sport Programs**

All member schools facilitating participation by students in any emerging sport shall register for participation in said sport(s) with the Association by adopting an Emerging Sport Resolution and filing a copy of said Resolution along with the registration forms supplied by the Association with the IHSA Office. IHSA will utilize Emerging Sport Registration Records to monitor the development of new sport activities in member schools and assist in determining when new state series should be considered.

#### **Dates Sport May Be Conducted**

Any school belonging to this Association may organize, practice or compete in an emerging sport at any time during its established calendar for the current school term, unless a specific season has been established.

#### **Eligibility of Participants**

Students who participate in emerging sports must be eligible under the provisions of IHSA eligibility by-laws.

#### **Management Standards Applicable to Schools**

Schools sponsoring emerging sports must comply with all provisions of IHSA By-laws.

#### **Annual Report**

Member schools sponsoring registered emerging sport programs must file an annual report of participation with the IHSA Office on forms provided by the Association. This data will further assist the Association in determining when a new state series should be conducted.



## 18. Classification System

The IHSA Board of Directors has approved the following system for classifying all member high schools in IHSA-sponsored state activities:

1. The classification of a school shall be determined annually on the basis of its total student enrollment figure reported to the Illinois State Board of Education in its Fall Housing Report on September 30 of the preceding school year. Non-boundaried schools will have their total student enrollment multiplied by 1.65.
2. Schools are required to submit to the IHSA, by October 30, their total student enrollment figure reported to the Illinois State Board of Education in their Fall Housing Report on September 30, 2006. The figures will be confirmed with the use of ISBE data in the spring each year.
3. When two or more schools in the same school district participate in a combined interscholastic program under a single membership in the Association, the total student enrollment figures included on the Fall Housing Reports on September 30 of the preceding school year for all the schools involved shall be combined and the host school shall be classified on the basis of this combined total student enrollment figure.
4. When two or more schools operate an approved cooperative program in any sport, the total student enrollment figures included in the Fall Housing Reports on September 30 of the preceding school year for all the schools involved shall be combined and the host school shall be classified on the basis of this combined total enrollment figure in the sports or activities for which the coop is approved.
5. When two or more schools consolidate, the total student enrollment figures included in the Fall Housing Reports on September 30 of the preceding school year for all the schools involved in the consolidation shall be combined and the consolidated school shall be classified on the basis of this combined total student enrollment figure.
6. When a school joins the Association, and that school enrolled students during the previous school term, the total student enrollment figure used for classification purposes for that school shall be the total student enrollment figure reported to the Illinois State Board of Education in the Fall Housing Report on September 30 of the preceding school year.
7. When a school joins the Association, and that school did not enroll students during the previous school term, the total student enrollment figure used for classification purposes shall be the total student enrollment figure reported to the Illinois State Board of Education in the Fall Housing Report on September 30 of the current school year. Prior to September 30, an unofficial figure obtained from the school district may be used by the IHSA for planning purposes.
8. When a school (or several schools) loses students due to the opening of a new school or schools in the same school district, or due to the deannexation of a major portion of the school district, the total student enrollment figures used for classification purposes shall be the total student enrollment figures reported to the Illinois State Board of Education in the Fall Housing Report on September 30 of the current school year. Prior to September 30, an unofficial figure obtained from the school district may be used by the IHSA for planning purposes.
9. When a school (or several schools) gains students due to the closing of a school or schools in the same school district, or due to the deactivation of a neighboring school district, the total student enrollment figures used for classification purposes shall be the total student enrollment figures reported to the Illinois State Board of Education in the Fall Housing Report on September 30 of the current school year. Prior to September 30, an unofficial figure obtained from the school district may be used by the IHSA for planning purposes.
10. For classification purposes, the total student enrollments for one-year high schools, two-year high schools, three-year high schools and high schools which enroll boys only or girls only shall be calculated as follows:
  - a. For one-year high schools, the total student enrollment figure reported shall be quadrupled.
  - b. For two-year high schools, the total student enrollment figure reported shall be doubled.
  - c. For three-year high schools, one-third of the total student enrollment figure shall be added to the total student enrollment figure reported.
  - d. For schools which enroll boys only or girls only, the total student enrollment figure reported shall be doubled.
11. A multiplier of 1.65 will be applied to all non-boundaried schools.

Note: In football, the 1.65 multiplier will be applied to non-boundaried schools prior to calculating the football enrollment.

## Classification System, continued

12. Schools participating in sports and activities operating under the original two-class system shall be classified as follows:
  - a. Schools with enrollments of 724.35 and below will be Class A (55.55% of the membership).
  - b. Schools with enrollments 724.36 and above will be Class AA (44.44% of the membership).
  - c. During the 2007-08 school term, the following sports and activities shall operate under this system: boys soccer, boys track and field, boys wrestling, girls golf, girls soccer, girls track and field and Scholastic Bowl.
13. Schools participating in sports and activities operating under the three-class system shall be classified as follows:
  - a. Schools with enrollments of 603.09 and below will be Class 1A (50% of the membership).
  - b. Schools with enrollments of 603.10-1508.00 will be Class 2A (25% of the membership).
  - c. Schools with enrollments of 1508.01-above will be Class 3A (25% of the membership).
  - d. During the 2007-08 school term, the following sports and activities shall operate under this system: boys cross country, girls cross country and boys golf.
14. Schools participating in sports and activities operating under the four-class system shall be classified as follows:
  - a. Schools with enrollments of 350.00 and below will be Class 1A (33.33% of the membership).
  - b. Schools with enrollments of 350.01-724.35 will be Class 2A (22.22% of the membership).
  - c. Schools with enrollments of 724.36-1658.00 will be Class 3A (22.22% of the membership).
  - d. Schools with enrollments of 1658.01-above will be Class 4A (22.22% of the membership).
  - e. During the 2007-08 school term, the following sports and activities shall operate under this system: boys baseball, boys basketball, girls basketball, girls softball and girls volleyball.
15. Petition for Variance: Not later than April 1 of a given year, the principal/official representative of an IHSA member high school may submit a letter of application to the Executive Director for approval of a variance in a school's total student enrollment figure used for classification purposes if:
  - a. there is an anticipated, verifiable twenty percent (20%) or more decrease (or increase) in total student enrollment for the ensuing school year for reasons deemed acceptable by the Board of Directors of the IHSA.
  - b. a high school houses out-of-district secondary special education students as verified by signed affidavits from the home high school principals. Such special education students shall then be counted in the total student enrollment figure(s) used for classification purposes at their home high school(s).
  - c. If such variance is approved by the Executive Director, the varied total student enrollment figure approved for a school shall be the enrollment figure used for classification purposes for that school during the ensuing school year.
16. Playing Up in Classification Policy
  1. IHSA member schools may petition the Association to play up in classification.
  2. The Executive Director will approve such requests provided schools meet the following criteria:
    - \* The request is received in the IHSA office by September 1.
    - \* The request is for a minimum of 2 years.
    - \* In football, the school must specify the class they intend to participate in should the school qualify for the IHSA Football Playoffs. In all cases, the request must be for a classification equal to or higher than the class they qualify for based on their IHSA Football enrollment.
    - \* In all other sports or activities (excluding music and competitive cheer), requests to play up in classification must be for the school's entire interscholastic program in each class. For example, if a school petitions to move up from 3A to 4A, all of the school's interscholastic programs in 3A must move to 4A.
    - \* In music and competitive cheer, the school must specify the class in which they intend to participate. In all cases, the request must be for a classification equal to or higher than the class they qualify for based on their official IHSA enrollment.

## 19. Grouping and Seeding State Tournament Series

### Developing a Rationale for Grouping and Seeding State Tournament Series

The cornerstone of IHSA state tournaments has long been geographic assignments to the state series leading to geographic representation at State Final tournaments. The geographical concept was developed to insure that interscholastic participation was compatible with a school's educational objectives. The geographic concept helped maintain a "reasonableness" to competition and safeguarded key resources such as time and money, while, at the same time, providing for a structure that was equitable to all member schools. Since 1991, when sectional complexes were first adopted in Class AA basketball, IHSA administrators have been struggling with how to group and seed the lower-level tournaments in other sports and activities. Without an official policy regarding seeding, the current system has developed into a hodge-podge that lacks consistency and an overarching rationale.

It is important to note that the interscholastic programs of a school are designed to enrich the educational process (\* Note Article 1.140 of the Constitution). The establishment of sound standards and procedures for the regulation and control of interscholastic programs not only provide for fairness and equity, but they also keep the programs in an educational context. The geographic principle is essential to regulating the character of interscholastic competition. This document strips away the conflicting arguments and returns to the IHSA's fundamental principles to establish a framework for organizing a state tournament series.

### The Geographic Principle of IHSA State Tournament Series

1. The State Series is designed to determine a State Champion. The State Series is not intended to necessarily advance the best teams in the state to the State Final.
2. Representation in an IHSA State Final Tournament is determined on a geographic basis — that is, schools advancing to the State Final Tournament (or in Boys Football, the State Final Game) qualify from given geographical areas of the state. Pairings for the State Final Tournament are determined every year in a drawing that is open to the media/public.
3. The number of schools in a State Final Tournament, and levels of competition in the State Series, are determined by the number of schools entered in the series.
4. Schools are assigned to first level tournaments/meets on a geographical basis so that there is a reasonable balance in the number of schools assigned at each first level site.
  - A. Factors considered in assigning schools to first level tournaments include:
    1. Schools willing/eligible/selected to host and their location;
    2. Number of schools entered in state series and their locations; and,
    3. Classification of schools in the state series.
    4. In individual state series tournaments/meets, the number of schools with full teams assigned to the beginning competition is balanced as much as possible. Travel distance to the tournament/meet site could justify an imbalance in the number of schools assigned to a site.
  - B. Factors considered in assigning schools to first level tournaments do not include:
    1. Won-lost records of the schools;
    2. Strengths or weaknesses of the schools in a geographic area;
    3. Anticipated or potential revenue; and
    4. Individual, private requests of schools and/or coaches.
5. Assignments to first level tournaments are reviewed and rearranged every 3 years (though the host of each first level tournament may change from year to year). Sometimes, changes in schools willing to host or schools entered may necessitate intermediate adjustments to the assignments.

### Guidelines for Seeding for Bracketed Team Sports (Four Class System and Football)

1. Seeding shall occur only at the lowest level of competition, and therefore, neither the super-sectionals nor the state final shall be seeded.
2. The coaches of the schools involved, except in football, where an objective computer-based system shall be used, shall do seeding of each group. When voting on seeds, coaches shall not vote for their own school.
3. In Class 3A and 4A in the Chicago suburban area, all state tournament series will begin with a sectional complex. The sectional complex will utilize true seeds unless conflicts arise from the seeds of the pre-determined hosts.

## Grouping and Seeding State Tournament Series, continued

4. In Class 3A and 4A, all state series tournaments outside of the Chicago suburban area will begin with geographic regionals.
5. In Class 1A and 2A, all state tournament series will begin in sub-sectionals. The top four seeds will be distributed by seed to predetermined regional sites. Seeds #1 and #4 will be assigned to the same regional unless there is a hosting conflict. The remaining schools will feed into the regionals based on geography.
6. In football only, after the field for each class is determined, schools in each class must be grouped geographically into brackets of 16. If the bracket has more than one game with a travel distance of 150 miles or more, that half of the bracket will be placed in quadrants.

## 20. Criteria for Increasing the Number of Classes in IHSA Sports and Activities

The following criteria shall be followed when considering proposals to increase or decrease the number of classes in IHSA sports and activities:

1. The Board of Directors shall determine the number of classes based on the criteria set forth in this policy.
2. The classification systems used by Boys Football, Music, and Competitive Cheerleading are unique and are determined by the Terms & Conditions of the respective sport or activity.
3. For all other sports and activities, entries may be divided into classes according to the criteria in the following tables:

### **Bracketed team sports/activities**

<b>Number of schools entering teams</b>	<b>Number of classes allowed</b>
600 or more	4
300 to 599	2
all others	1

### **Individual sports/activities**

<b>Number of schools entering teams or individuals</b>	<b>Number of classes allowed</b>
450 to more	3
350 to 449	2
all others	1

4. Boys and girls sports with comparable entries shall have an equal number of classes.

## 21. Approved School Policy

Under the provisions of IHSA By-law 1.270, to be granted approved school status, a school must demonstrate that it is in compliance with the following criteria:

1. The school must be Registered or Recognized by the Illinois State Board of Education, or the school must be accredited by an organization that evaluates public and/or private schools. The accrediting organization must be acceptable to the IHSA Board of Directors.
2. In addition, schools must certify that they substantially comply with the Association's rules regarding:

Scholastic Standing  
Age Limitations  
Contest Limitations  
Participation Limitations

The Board authorizes the Executive Director to grant approved school status to any school meeting the criteria listed above. Schools wishing to be granted approved school status must apply annually.

## 22. Alcoholic Beverages and IHSA State Series Events

The possession, distribution, sale and or consumption of alcoholic beverages is 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.

## 23. Criteria for Selection of Sites for IHSA Meets and Tournaments

In accordance with Article 1.450 of IHSA Constitution, the following criteria will be used in determining schools that are eligible to host and in selecting schools to host IHSA state series tournaments and meets:

1. Principal/official representative of the school has formally requested consideration by submitting a complete and accurate reply form for hosting an IHSA state series tournament or meet to the IHSA office by the deadline date;
2. Adequacy of facilities and equipment needed to host the IHSA state series tournament or meet, including:
  - a. Competition facilities and equipment
  - b. Seating capacity/types of seating
  - c. Parking
  - d. Press facilities and equipment
  - e. Spectator accommodations
  - f. Team accommodations
3. Past performance in hosting particular IHSA state series tournaments or meets and in hosting IHSA events on an overall basis, from both a positive and negative perspective;
4. Availability of needed seating capacity based on attendance records from previous IHSA state series tournament(s) or meet(s) held in that same geographical area;
5. Anticipated expenses for hosting;
6. Willingness to cooperate with IHSA Royalty Policy if selected to host;
7. Geographical location of prospective host schools to the schools entered in the IHSA state series and the geographical location of all the various level tournament and meet sites as determined by the state tournament or meet structure stipulated in the Terms and Conditions; and,
8. Whether or not it is a school's turn to host if a rotation plan for hosting has been established. (Note: If more than one school meets the criteria and wished to host a particular IHSA state series tournament or meet, a rotation plan for hosting will be established for those schools.)

## 24. IHSA Public Information Policies

The Board of Directors maintains the following policies to insure that the public and the principals of member schools have access to information concerning the activities and workings of the Association:

1. Dissemination of Committee Recommendations prior to Board Action: The Board of Directors has instructed the administrative staff to provide a summary of recommendations made by the various IHSA Advisory Committees to the principals of all member schools for review prior to their being considered or acted upon by the Board. These recommendations will be posted on the IHSA web site ([www.ihsa.org](http://www.ihsa.org)) three times each year (generally in October, January and April). Principals are encouraged to communicate their opinions in writing concerning the various committee recommendations to the Board member elected from their Division or to the IHSA Office.
2. Press Release Following Board of Directors Meetings: The Board of Directors has instructed the administrative staff to make available a press release concerning the proceedings of Board of Directors meetings on the IHSA web site ([www.ihsa.org](http://www.ihsa.org)) for access by the news media and member schools. Following each Board meeting, decisions by the Board of Directors which are to be communicated to the public will be announced simultaneously to the member schools, any other parties involved and the news media on the IHSA web site. As a general rule, Board decisions are released the same day as the Board meeting.

## 25. Code of Conduct

It is recommended by the IHSA Board of Directors that, in the context of IHSA By-law 2.040, every member school establish and maintain a local Code of Conduct, dealing with the problem of the use of tobacco products, alcohol and other illegal, mood-altering and/or performance enhancing drugs or chemicals by students who participate in school athletic and activity programs.

The IHSA also endorses the statement regarding steroid use, contained in all National Federation of State High School Association sports playing rules publications. This statement points out, in part, that “while steroid use is not rivaling the use of alcohol and other drugs in schools, it is a concern. The use of steroids in sports is cheating. We stand opposed to the use of steroids by athletes and all members of the student body because of health and ethical concerns.”

## 26. Application for Approval of Cooperative Team

Schools forming cooperative teams must file applications with the IHSA Office for approval. Please note:

1. One application form must be completed and filed with the IHSA Office for each cooperative team your school wishes to establish. Application forms are available from the IHSA Office.
2. Each application form must contain the signatures of the principals or official representatives and Board of Education presidents of each of the schools involved in the cooperative.
3. Each application must include written approval of the conference(s) in which each cooperating school participated in the previous school year (in the sport for which the co-op is being formed), or seven (7) opponents the co-op team will play, if it will not play in a conference.
4. Each application must be accompanied by copies of the documents specified on the application form.
5. The application deadlines for cooperative team approval each school year are:

Fall sports—August 1  
Winter sports—October 1  
Spring sports—February 1

## 27. Statement Regarding Non-Discrimination

The Illinois High School Association is an Equal Opportunity Employer and provider of services. The Illinois High School Association does not discriminate on the basis of race, sex, age, religion, color, marital status, national origin, disability or veteran’s status in any decision pertaining to employment, including hiring, firing, wages, hours and other terms and conditions of employment, participation in any program or service offered or sponsored by the Illinois High School Association, the conduct of competition, selection of officials, host schools, or in any other fashion or manner. The Illinois High School Association complies with all laws and regulations of the United States and the State of Illinois pertaining to the foregoing and expects similar compliance by its member schools and all participants.

## 28. Entry Policy and Procedures

1. The Entry Policy and Procedures for all IHSA sports and activities shall be sent to the Principal/Official Representative of all IHSA member schools in April of the preceding school year. The Entry Policy and Procedures shall contain instructions for entering state series, policies and procedures.
2. Schools entering a state series event agree to participate in accordance with and abide by all the Terms and Conditions for the sport or activity as approved by the IHSA Board of Directors in accordance with the Constitution and By-laws of the Illinois High School Association.
3. Policies Regarding On-line Entry
  - (a) Three deadline dates have been established for entries.
    - (1) You may elect to enter IHSA sports or activities by season. On-line entry deadlines are below:  
Fall - September 1  
Winter - November 1  
Spring - February 1; or
    - (2) You may elect to enter **all** IHSA sports or activities for the entire school year. On-line entry deadline is September 1, if you elect this method.

## Entry Policy and Procedures, continued

- (b) Schools must use the on-line procedures to enter IHSA sports or activities. Only the Principal/Official Representative has access to this database using an exclusive password.
  - (c) On-line entry must be complete no later than the deadline dates listed above. Any attempt to enter a sport or activity on-line after the established deadlines will be denied. Schools that wish to enter late need to have approval from the IHSA administrative officer for that sport or activity.
- 4. Schools can check the status of entries for all IHSA sports and activities at the Schools Center area of the IHSA web site. On-line entry for an approved cooperative team must be completed by the Principal/Official Representative of the **designated host school**.
  - 5. Prior to each original entry deadline date, the Principal/Official Representative of each school entered in a sport or activity last year and from which an entry has not yet been completed on-line will be notified by mail. This contact is to serve as a final reminder about the original entry deadline date.
  - 6. Policies Regarding Late Entries
    - (a) Any attempt to enter a sport or activity on-line after the established deadlines will be denied. Schools that wish to enter after the deadline will be considered late. To be considered for late entry, the Principal/Official Representative must contact the IHSA administrative officer in charge of that sport or activity.
    - (b) The penalty for a late entry in an athletic state tournament or meet series shall be the payment of \$100 for that sport by the school.
    - (c) The penalty for a late entry in an activity state contest shall be the payment of \$100 for that activity by the school.
    - (d) A school may be permitted to enter a sport or activity any time as a late entry before the beginning of the tournament series provided:
      - (1) The IHSA administrative officer in charge of the sport or activity determines whether or not the late entry can be accommodated;
      - (2) The school agrees to follow whatever special provisions might be necessary to accommodate the late entry; and,
      - (3) The school's Principal/Official Representative must send written notice of entry to the IHSA office upon approval to enter from the IHSA Administrator of that sport.
  - 7. Policies Regarding Late Withdrawals
    - (a) Breach of Contract By-Law 6.041
      - (1) To withdraw without penalty, the Principal must notify the IHSA Office, in writing, of the school's withdrawal from the respective sport prior to the seeding meeting and/or the date List of Participates is due for that sport.
      - (2) If a school withdraws after the seeding meeting/list of participants due date 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.
      - (3) 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.
      - (4) In all **activity** state contests, schools that have an entry in an activity and withdraw that entry will be responsible to pay a penalty of \$100 for late withdrawal in that activity, unless the Principal/Official Representative notifies the IHSA Office of the withdrawal, in writing or by telephone pending receipt of written withdrawal, prior to the withdrawal deadline date included in the Terms and Conditions for that activity.
  - 8. These policies and procedures regarding entries for all IHSA sports and activities shall be followed by all IHSA office personnel, without exception.

## 29. IHSA Affirmative Action Policy for Girls on Boys State Series Teams

### I. Rationale

This Affirmative Action Policy addresses the issue of girls participating on boys' teams and boys participating on girls' teams during the IHSA state series. The overall philosophy is that schools should provide separate but comparable athletic opportunities for each sex. There are circumstances however, when an opportunity to compete at a school is not provided a girl or a boy. This policy protects the existing participation opportunities for the underrepresented gender (girls) and also allows that gender additional participation opportunities when they are not provided to them at their school.

The position of the association is that a girl may participate on a boys' team but a boy may not participate on a girls' team. The foundation for this rationale is that by allowing a boy to compete on a girls' team, he most likely would replace a girl on that team thus taking away another opportunity. This situation not only adds to the difference in participation opportunities but also hurts the growth of the girls program.

## **IHSA Affirmative Action Policy for Girls on Boys State Series Teams, continued**

IHSA is not the enforcement agency. The Illinois State Board of Education (ISBE) monitors the Federal law and the Illinois Sex Equity Rules that require school districts to offer athletic programs that accommodate the interest and abilities of both sexes to a comparable degree. It is their agency that the IHSA member schools must work through in regards to compliance. Therefore, procedures established in this policy are in keeping with the ISBE's role.

### **II. Policy for a Girl Entering an IHSA Boys Tournament Series.**

This policy applies only to the IHSA state series. During the regular season, schools and conferences will have local control. When a school wants to enter a girl in an IHSA boys state series tournament, the following policy applies.

A member school may enter a girl in the IHSA boys athletic state tournament series when:

1. The only team in the sport offered at the school is a boys' team;
2. The girl(s) has participated on that particular boys team during the regular season and;
3. The member school has secured a "Letter of Verification" from the Illinois State Board of Education indicating that the school is in compliance with the Illinois Sex Equity Rules.

### **III. Process**

A school must request a letter of verification from the ISBE in order for a girl to participate on a boys team in the IHSA State Series.

To obtain a letter of verification from ISBE, the official school representative must complete a 3-step process. The ISBE is the controlling agency for this process, therefore the request forms are accessed through the ISBE website. A school can access their link through the equity center at [www.ihsa.org](http://www.ihsa.org).

The self-assessment is good for one reporting school year. If your school has NOT completed the assessment within that time, then the following process must be followed.

1. Complete Form B, Step 1 of the "Request for a Girl to Participate on a Boys Team";
2. Complete Form B Step 2 of the "Request for a Girl to Participate on a Boys Team"; this form includes the actual self-assessment criteria.
3. Complete the Form B step 3 of the "Request for a Girl to Participate on a Boys Team".
4. Send all forms to the ISBE.
5. The ISBE will act on your request and subsequently they will acknowledge your schools compliance status with the Illinois Sex Equity Rules (23 Illinois Administrative Code 200) Section 200.80 Extracurricular Program and Activities. This letter will make eligible the girl for participation in the IHSA state series on the boy's team.
6. A copy of that letter will also be sent to the IHSA by the ISBE.

**The self-assessment is good for 4 school years. If your school has been granted permission for a girl to participate on a boys team within the last 4 years, then your past self-assessment may be used. The following process for a school that has completed a self-assessment within 4 school years is as follows:**

1. Complete Form A, Step 1 of the "Request for a Girl to Participate on a Boys Team";
2. Complete Form A Step 2 of the "Request for a Girl to Participate on a Boys Team"; this form includes the actual self-assessment criteria.
3. Complete the Form A step 3 of the "Request for a Girl to Participate on a Boys Team".
4. Send all forms to the ISBE.
5. The ISBE will act on your request and subsequently they will acknowledge your schools compliance status with the Illinois Sex Equity Rules (23 Illinois Administrative Code 200) Section 200.80 Extracurricular Program and Activities. This letter will make eligible the girl for participation in the IHSA state series on the boy's team.
6. A copy of that letter will also be sent to the IHSA by the ISBE.

#### **Late Request Conditions**

If a request is late and the report cannot be filed prior to the start of the state series, the state Board of Education will conditionally allow participation provided the school agrees to submit the report within the school year. If the report is not submitted by the next school year, then the school will not be granted permission for any girl to compete in any IHSA boys state tournament series.



## IHSA Affirmative Action Policy for Girls on Boys State Series Teams, continued

Where to Send Your Request for Permission:

Eric Thatcher  
Illinois State Board of Education  
Accountability Division  
100 North First Street  
Springfield, Illinois 62777  
Phone: (217) 782-2948  
Fax: (217) 524-8750

### IV. Penalty

If a school does not request permission through the ISBE for a girl to participate on a boy's team, then the girl(s) is excluded from the IHSA boys tournament state series.

#### Illustrations of Policy

##### Boys on Girls Team

1. Q. Is there any state series in which a boy may compete in the girl's tournament?  
A. No. A member school will not be permitted to enter a boy in an IHSA girls state tournament series in any sport.

##### Girls on Boys Team

2. Q. Can a girl participate on a boys' team if she was not a member of the boy's team during the school year?  
A. No.
3. Q. Can a girl, who has participated on the boys' team during the regular season, compete in the boys state series instead of the girls state series?  
A. Yes. If a member school offers a boys' team but no girls team in a sport in which the IHSA sponsors both a boys and a girls state tournament series, and in which students may compete for individual honors, the school will be permitted to enter a girl in the boys state tournament series provided she has participated on the boys team in that sport during the regular season.
4. Q. Can a girl who has participated on the boys team during the regular season, opt to compete in the girls state series instead?  
A. Yes. The school may elect to enter the girl to compete for individual honors in the IHSA girls state tournament series in that sport. However, a school will not be permitted to enter a girl in both the IHSA boys and girls state tournament series in that sport.

##### Split Seasons

5. Q. Can a girl who is participating on the boys team during the season also compete in a girl meet or contests?  
A. No. By competing in a girl's meet or contest, that school has established a girl's season and therefore she would not longer be eligible to compete for the boy's team.
6. Q. If a member school offers both a boy's team and a girl's team in the same sport but in different seasons, can the girl participate on the boy's team?  
A. No, that school will be permitted to enter a girl in the IHSA girls state tournament series only in that sport, even though the boys and girls tournaments may occur in different seasons.

##### Lack of Either Program

7. Q. If a member school does not offer a boys team or a girls team in a sport in which the IHSA sponsors both a boys and a girls state tournament series, and if there is an option to compete for individual honors, can a girl enter the boys state series?  
A. No, the school will be permitted to enter a girl in the girls state tournament series only.
8. Q. If a member school offers a girls team but no boys team in a sport in which the IHSA sponsors both a boys and a girls state tournament series, can the school enter a girl in the boys state series?  
A. No, the school will be permitted to enter a girl in the girls state tournament series only.

##### Single Sport Programs

9. Q. Can a girl participate on the baseball team if a softball team is offered at the school?  
A. Yes.
10. Q. If a member school does not offer a boys team in a sport in which the IHSA sponsors only a boys state tournament series and in which students may compete for individual honors, will the school be permitted to enter a girl in the IHSA boys state tournament series in that sport?  
A. Yes

## **IHSA Affirmative Action Policy for Girls on Boys State Series Teams, continued**

### **Regular Season Participation Limitation**

11. Q. During the regular season, does this policy apply?  
A. During the regular season, local school districts will need to make that determination based on the Illinois Sex Equity Policy and Title IX. Our policy applies to the IHSA state series only.
12. Q. Can a girl who has entered the girls state series but is participating on the boy's team during the regular season; play in the girl's conference championship?  
A. Maybe. Once a girl participates in a girls contest, the school has established a girls season and therefore she must cease participation with the boys team. If the conference meet is the last meet she will play in before the girls state series, then she could participate in the conference meet and any other girls contests before the state series.
13. Q. Can a girl who competes in the girls season, participate in a practice with the boys team if both the boys and girls seasons are the same?  
A. Yes, provided both programs are in the same season. No if the programs are in different seasons as is the case for example, in tennis, swimming, soccer, volleyball, and gymnastics.

### **Historical Perspective**

Since the 1974-75 school year, when Dixon High School won the IHSA Girls State Bowling Tournament with a team composed of four boys and one girl, the IHSA in conjunction with the Illinois State Board of Education and the Office of Civil Rights develop the affirmative action policy. To date, the IHSA Terms and Conditions for all athletic state tournament series include a provision that only girls may participate in the girls state series.

The affirmative action policy was established in 1987 from the encouragement of the Joint Committee of the General Assembly. Subsequently in 1988 a special Blue Ribbon Committee addressed the issue of affirmative action. The committee based the IHSA affirmative action policy on the following eighteen beliefs. The policy throughout the years has been legally challenged and upheld.

IHSA believes:

1. In the overall philosophy and goal to provide separate but comparable athletic opportunities for girls.
2. That in some instances, we must recognize the small school's problems in trying to furnish two teams, one for girls and one for boys, in a sport.
3. That there should be specific provisions by which the immediate needs of an individual girl, lacking available opportunities to participate in given sports, may be accommodated.
4. Because the Affirmative Action Policy will achieve more and sacrifice less in the process it will be more effective and will accomplish vastly more on behalf of female student-athletes in the schools of Illinois than any remedies litigation and/or additional legislation can offer.
5. Separate but comparable programs of athletic competition for high school girls and boys are beneficial to both sexes.
6. That many female student-athletes who have the ability and are willing to pay the price in terms of long hours of practice and adherence to academic eligibility standards have not been able to participate on an athletic team representing their school.
7. That schools that fail to initiate or expand girls athletic programs prevent equitable and comparable athletic opportunities for girls.
8. That if girls competed against boys in athletic competition, some girls might be able to beat some boys some of the time, but most boys will be able to beat most girls most of the time. Therefore, girls generally would be eliminated from a school sports program if competition for team membership were open to both boys and girls. The exceptionally talented girl could perhaps survive — and may even surpass some boys in isolated cases. But the physical and competitive needs of the vast majority of girls could not be satisfied by joint membership of boys and girls on the same team.
9. It is important that educators and school administrators have the freedom to prescribe the policies that best serve the needs of some boys and girls in the IHSA member high schools of Illinois. State laws and litigation, which may be well meaning but perhaps focused on a special vested interest or an isolated instance, should be last resort measures to rectify a problem caused by an inappropriate rule or policy.
10. Parameters to permit boys to compete on girls interscholastic athletic teams as well as to permit girls to participate on boys teams would cause irreparable harm to existing and future girls athletic programs in IHSA member schools by allowing boys to replace girls on school athletic teams, especially those in sports in which boys teams are not regularly maintained (i.e., badminton, softball, volleyball, etc.). Further, schools would not be motivated to provide equal and comparable interscholastic athletic programs

## **IHSA Affirmative Action Policy for Girls on Boys State Series Teams, continued**

for girls as well as boys if they could simply accommodate an occasional girl who was sufficiently skilled in a sport to qualify as a member of a boy's team. Participation opportunities for girls would suffer greatly under such circumstances. We are committed, instead, to promoting and fostering equitable and comparable opportunities for girls in interscholastic athletics and we are convinced the provisions of the IHSA Affirmative Action Policy effectively accomplish this goal.

11. To permit participation on a team by only a given percentage of student-athletes of the opposite sex of students for which the school team is intended would still be a discriminating factor. One boy, as a pitcher on a girl's softball team, for example, could readily dominate and change the outcome of a girl's softball game.
12. Being named in the School Code of the State of Illinois as an organization to be specifically consulted, the Illinois High School Association has worked very closely with the Illinois State Board of Education and the General Assembly in the promulgation and implementation of the initial Sex Equity Guidelines and the current Illinois Sex Equity Rules. We believe this specifically appointed role for the Illinois High School Association presents the Association with a compelling governmental interest in making sure that girls have equal access to the athletic state tournament series sponsored by the IHSA.
13. The Illinois Sex Equity Rules, as well as Title IX, require each school to have a written sex equity policy and a written grievance procedure whereby a female student-athlete may pursue complaints of discrimination on the basis of sex in the interscholastic athletic programs offered by a school system. The required grievance procedure must be reasonably communicated to the students and parents in a school system and must provide for an appeal process through the Regional Superintendent to the State Superintendent of Education. We are convinced that if Title IX, the Illinois Sex Equity Rules and the administrative remedies they prescribe are properly implemented and administered; costly and unnecessary litigation on behalf of a female student-athlete in the area of sex discrimination would be virtually eliminated.
14. We believe separate but comparable programs of athletic competition for high school girls and boys are beneficial to both sexes. In the context of this philosophy IHSA has established thirteen athletic state tournaments for girls to provide parity with the fourteen state tournaments the Association currently offers for boys. In addition, IHSA policy provides that when adding or deleting a new state series, equity will be part of the consideration.
15. We believe that unfortunately many female student-athletes who have the ability and are willing to pay the price in terms of long hours of practice and adherence to academic eligibility standards may not be able to participate on an athletic team representing their school. Many schools have been unduly slow to initiate or expand girls athletic programs and thereby might not be complying with the mandates put forth in federal and state laws, specifically Title IX of the Education Amendments of 1972 and the Illinois Sex Equity Rules of the School Code of the State of Illinois. Even greater denial of equal and comparable opportunities to female athletes may be caused by participation by girls on boys teams where the school does not offer a girls team in a sport. This practice could curtail the establishment of overall equitable and comparable athletic opportunities for girls to participate in school athletic programs.
16. On the basis of the results of their student athletic interest surveys required by both Title IX and the Illinois Sex Equity Rules, schools must allocate funds, facilities, equipment and personnel to girl's athletics on the basis of the number of participants, squads and contests. Schools should be encouraging the growth of an emerging girls program while striving for the continued good health of the boys program. Girl's athletic teams should be given no more or no less consideration than boy's teams.
17. It cannot be denied that if girls competed against boys in athletic competition, some girls might be able to beat some boys some of the time, but most boys will be able to beat most girls most of the time. It must then follow that girls generally would be eliminated from a school sports program if competition for team membership were open to both boys and girls. The exceptionally talented girl could perhaps survive — and may even surpass some boys in isolated cases. But the physical and competitive needs of the vast majority of girls could not be satisfied by joint membership of boys and girls on the same team.
18. The IHSA has cooperated fully with the Office for Civil Rights in making sure the sports season limitations and the rules and regulations governing interscholastic athletic competition for boys and girls in IHSA member schools are in compliance with Title IX of the Education Amendments of 1972.

## **30. Trademark Use And Royalty Policy**

For purposes of this Policy, "Trademarks" refers to all names, marks, brands, logos, designs, trade dress, slogans and other designations that the Illinois High School Association (IHSA) uses in connection with its publications and merchandise, including, without limitation, : "America's Original March Madness®", "Add A Tude™", "Bean A. Tude®", "Cager®", "Digger®", "Happening"™ (Basketball), "IHSA®", "IHSA Hitting Derby™", "IHSA Spring Spectacular™", Illinois High School Association®, "March Madness®", "March Madness Experience®", "Pack the Place™", "Que Bee®", "Spike City™", "Sport A Winning Attitude . . . Sportsmanship", "Sportsmanship Starts with an Attitude®"(collectively, the "Trademarks"). The Trademarks are protected under the laws of the United States and the State of Illinois for the benefit of the IHSA and its member schools.

## Trademark Use and Royalty Policy, continued

1. Non-Exclusive License for IHSA Member Schools.

By virtue of membership in the IHSA, each member school is granted a non-exclusive, non-transferable license to use the IHSA Trademarks on programs, publications and event merchandise in connection with IHSA State Series Events subject to the terms and conditions of this Policy. “State Series Events” means all contests, games, meets or other event conducted by or under the auspices of the IHSA, IHSA Regionals, Sectionals, Super-Sectionals but specifically excludes IHSA State final champion events (the “State Final Events”). No member school may authorize any other individual or entity to use any IHSA name, servicemark, trademark or logo without the prior written approval of IHSA. No member school or licensed vendor may use the IHSA Trademarks in connection with any publication or merchandise for sale or distribution at or around any IHSA State Final Events. All such rights are expressly retained by the IHSA for its benefit and the benefit of its duly authorized State Finals Event licensed vendor. Additionally, only the IHSA designated and licensed State Final Vendor will be permitted to be on the premises of IHSA State Final Events and to sell IHSA State Final Products.
2. Trademark Use Guidelines.
  - (a) No Co-Branding. IHSA member schools and licensed vendors may not remove or alter any IHSA Trademarks, or co-brand their own products or material with IHSA trademarks, without IHSA's prior written consent. IHSA member schools and licensed vendors also agree not to incorporate any IHSA trademarks into their respective trademarks, service marks, company names, Internet addresses, domain names, or any other similar designations, for use on or in connection with computer or Internet-related products, services or technologies.
  - (b) Proper use of IHSA Trademarks is important. IHSA member schools and licensed vendors may use IHSA Trademarks to refer to IHSA approved event merchandise and publications in promotional materials, provided that they each follow these guidelines:
    - i) Include the trademark symbol. The IHSA Trademarks must always be printed in capital letters with the appropriate <sup>TM</sup> or ® symbol prominently displayed.
    - ii) Identify the Trademark Owner. In printed materials, the ownership of the trademark should be indicated on the same page as the trademark appears to the extent feasible. For example, when using the trademark “March Madness®”, somewhere on the page should appear the phrase, “March Madness®” is a trademark of the Illinois High School Association.” In larger publications, instead of indicating the ownership each time that you use a trademarked term is used, it would be acceptable to include the following phrase in a prominent location in the publication: “America’s Original March Madness®”, “Happening” <sup>TM</sup> (Basketball), “IHSA®”, “IHSA Hitting Derby<sup>TM</sup>”, “IHSA Spring Spectacular<sup>TM</sup>”, Illinois High School Association®, “March Madness®”, “March Madness Experience®”, “Pack the Place<sup>TM</sup>”, “Sport A Winning Attitude . . . Sportsmanship”, “Sportsmanship Starts with an Attitude®”, are all trademarks owned or licensed by the Illinois High School Association in the United States.”
    - iii) Include IHSA Trademark in State Series Events. The IHSA’s name and trademarks shall be included on all printed programs, other printed materials and merchandise created for, sold and/or distributed in connection with any IHSA State Series Event.
    - iv) Use IHSA Trademarks only on Authorized Publications and Merchandise. The Trademarks above may only be used on the publications and merchandise as designated by IHSA. Do not use an IHSA trademark as a generic term, or with respect to the sale of merchandise not authorized by the IHSA. Member schools and other IHSA licensed vendors are prohibited from producing State Final Merchandise/Publications.
    - v) Set Trademarks Apart from Nouns they Modify. Please follow every IHSA trademark with an appropriate noun consisting of the IHSA product or service that is branded with the mark. IHSA trademarks are adjectives and may not be used as nouns, or alone as a shorthand way of identifying a product or service. The IHSA trademark should be used as an adjective describing a product or service of IHSA.
    - vi) Use Trademarks Properly. Please use IHSA trademarks as they are designed and intended. Since a trademark is not a noun, it must never be used in possessive or plural forms, and should never be used as a verb or a pun.
3. Use of the IHSA Logo(s):
  - (a) State Series: (Required) Any time an IHSA member school hosts an IHSA State Series Event, the contemporary IHSA logo must be conspicuously displayed on the cover of any program and/or used on any heat sheet, bracket sheet, lineup sheet or other writing produced for the State Series Event. Each time a member school hosts a State Series Event, the contemporary IHSA logo must be included on any merchandise and otherwise produced in conjunction with the State Series Event. Such items shall only be produced by IHSA licensed vendors.
  - (b) Regular Season (Not Required): At the option of each member school, the contemporary IHSA logo may be incorporated into regular season programs, lineup sheets, and any merchandise. It is not required to be used. In the event the member school chooses to include the logo, the member school is obligated to pay to the IHSA royalties in accordance with the IHSA Trademark Use and Royalty Policy and such items shall only be produced by IHSA licensed vendors.
  - (c) Artwork for logo reproductions. Member schools and licensed vendors that desire to reproduce any Trademarks must contact the IHSA to obtain a print quality copy of the particular Trademark or other like work of art and it will reproduce without modification, unless expressly agreed to in writing by IHSA, only that print quality copy and not any other copy of the particular Trademark obtained from any other source, including, but not limited to, IHSA’s website or other publications

## Trademark Use and Royalty Policy, continued

4. Special Limitations on Use of IHSA Trademarks. The use of the following marks is subject to special restrictions and limitations indicated below:
  - (a) “March Madness®” Mark The current “March Madness®” mark is required to be used on the front cover of all IHSA boys and girls basketball series programs (all levels), and the “America’s Original March Madness®” logo must also be included on the cover, or elsewhere in the program. Neither of these marks may be used on any piece of merchandise or otherwise unless specifically authorized and contracted for in writing with the IHSA.
  - (b) “March Madness Experience™” Mark The “March Madness Experience™” mark cannot be used by any member school, licensed vendor and/or other person(s), organization(s) or business venture on any piece of merchandise or otherwise unless specifically authorized and contracted for in writing with the IHSA.
  - (c) “Add A. Tude™” Mark The “Add A. Tude™” mark cannot be used by any member school, licensed vendor and/or other person(s), organization(s) or business venture on any piece of merchandise or otherwise unless specifically authorized and contracted for in writing with the IHSA.
  - (d) Special Event Marks The “IHSA Spring Spectacular™”, “IHSA Hitting Derby™”, “Happening™”, and other special event marks cannot be used by any member school, licensed vendor and/or other person(s), organization(s) or business venture on any piece of merchandise or otherwise unless specifically authorized and contracted for in writing with the IHSA.
5. General Provisions
  - (a) Licensed vendors. It shall be the responsibility of the member school(s) to refer licensed vendors wishing to become licensed to the IHSA Office. The IHSA Office shall prepare and distribute to member schools a listing of such licensed vendors on a regular basis. If a member school enters into a publishing agreement with a licensed vendor, such vendor shall be licensed by IHSA.
  - (b) Enforcement of Policy. The enforcement of this Policy shall be the responsibility of each member school in conjunction with the IHSA administrative staff. The collection of the revenue required pursuant to this policy shall be the responsibility of the IHSA administrative staff via the member school or licensed vendor, depending upon who is responsible for arranging for the actual printing, ordering, production or distribution of any printed material or merchandise for an event. Forms for the accounting of all royalties due will be provided by the IHSA and must be used by the member school or licensed vendor. All contracts or agreements with a vendor, manufacturer, supplier or distributor of printed material and merchandise shall incorporate this Policy (as may be revised from time to time without notice, except that the policy in effect when any contract is signed will apply to that contract only) and include a requirement that a full accounting of revenues and expenses be made available to IHSA. All contracts and agreements shall be for the benefit of the member school, tournament event host and IHSA whether or not named in any contract or agreement. The IHSA may enforce this Policy for itself and on behalf of any member school or tournament event host as IHSA may elect.
  - (c) Selection of Host Schools. Selection of a school to host a particular State Series Event shall be conditioned, in part, upon such school’s agreement to comply with and enforce the IHSA Trademark Use and Royalty Policy stated herein. Failure to enforce the IHSA Trademark Use and Royalty Policy by any member school may disqualify such member school from eligibility to host any and all future state series event(s). This Policy is subject to modifications as deemed necessary by the IHSA; modifications shall be binding on all host schools.
6. Royalty Payments -State Series Events Printed Material.
  - (a) Publications. A five percent (5%) royalty of the gross advertising sales in connection with printed materials will be due or owing to IHSA for any member school or licensed vendor’s use of the IHSA name or any IHSA Trademarks on any item sold or distributed by a member school or licensed vendor at or in connection with any IHSA activity during the regular sports season when any IHSA trademarks, servicemarks or logos are used.
  - (b) All royalty payments contemplated hereby shall be made to the IHSA and shall be forwarded to the IHSA or its designee within thirty (30) days after the date of each event or before June 30, whichever comes first.
  - (c) The publisher of any printed program or other printed material containing advertisements of any type distributed or sold in connection with any IHSA State Series Event shall pay to the IHSA a royalty of five percent (5%) of the collected gross advertising revenue. This obligation applies to both member schools or licensed vendors who produce programs, heat sheets, bracket sheets, scorecards, etc., and either contract for the sale of ads or have personnel representing the member school sell the ads.
  - (d) Member schools may contract with licensed vendors for the preparation, production and/or distribution of a program, heat sheets, bracket sheets, scorecards, or other printed material in connection with any state series event hosted by such school. Any contract with a licensed vendor shall:
    - i) be entered into with a licensed vendor only from among those licensed by IHSA;
    - ii) require payment by the licensed vendor of a royalty equal to five percent (5%) of gross advertising sales to IHSA within thirty (30) days of the date of the event or before June 30, whichever comes first;
    - iii) establish terms of the business arrangement between the member school and licensed vendor which are separate and in addition to the requirements of the IHSA Trademark Use and Royalty Policy.
  - (e) No royalty shall be owed where, in connection with a State Series Event, a member school prepares and distributes programs or other printed materials containing no ads, with or without the involvement of any licensed vendor.
  - (f) Collection Procedure: Vendors licensed by IHSA shall make payment(s) for royalty pieces produced directly to the IHSA Office. Member schools shall be responsible to make royalty payment for the printed piece(s) produced by the member school at the same time the school submits all financial reports to the IHSA Office for the respective state series event hosted.

## Trademark Use and Royalty Policy, continued

7. Royalty Payments- State Series Events Event Merchandise
- (a) Merchandise. An eight percent (8%) royalty of the gross revenue in connection with the first sale of each item of merchandise will be due or owing to IHSA for any use by a member school or licensed vendor of the IHSA name or any IHSA Trademarks. The royalty shall be paid to the IHSA by either the hosting member school or licensed vendor, whichever is responsible for the first sale of each item, as follows:
    - i) Wholesale to Member School - Amount charged by licensed vendor to member school for the finished merchandise item, which includes any and all required IHSA official marks and the state series event design in the artwork, and which will be sold by the member school.
    - ii) Licensed vendor Retail - Amount charged by licensed vendor to customers for the finished merchandise item, which includes any and all required IHSA official marks and the State Series Event design in the artwork, sold by the licensed vendor at the state series event site. Said merchandise may be produced in advance by the licensed vendor and brought to the site or may be produced individually on site.
    - iii) Member School Created - Amount paid by the member school to vendor(s) for the raw unfinished merchandise item, and any printing, etc. of any and all required IHSA official marks and the state series event design in the artwork for the item.
  - (b) Member schools may contract with licensed vendors for the manufacture, designing, screening, printing, and/or distribution of merchandise and otherwise in connection with state series events, other than state final events, hosted by such member school. Any contract with a licensed vendor shall:
    - i) be entered into with a licensed vendor only from among those licensed by IHSA;
    - ii) require payment by the licensed vendor of eight percent (8%) of the applicable price of first sale to IHSA within thirty (30) calendar days from the date of the event or before June 30, whichever comes first;
    - iii) establish terms of the business arrangement between the member school and licensed vendor which are separate and in addition to the requirements of the IHSA Trademark Use and Royalty Policy.
  - (c) The royalty fee shall not apply to merchandise used by the host school for floor, bench and/or other official(s).
  - (d) The royalty fee shall not apply to the application of lettering or numerals to merchandise items for all levels of competition below the state final level.
  - (e) Royalty Collection Procedure: Vendors licensed by IHSA shall make payment(s) for royalty pieces produced directly to the IHSA Office. Member schools shall be responsible to make royalty payment for merchandise produced for the event at the same time the school submits all financial reports to the IHSA Office for the respective state series event hosted.
  - (f) Unless otherwise agreed, any contracts between a member school or tournament event host and a licensed vendor for programs or merchandise in any state tournament series or state final event shall be subject to the approval of the IHSA prior to the effective date of such contract, and each such contract shall contain as a mandatory provision a requirement that a full accounting of revenues arising from the preparation or sale of printed programs, printed materials or other merchandise be provided to the member school as agent for the IHSA within thirty (30) days of the State Series Event or before June 30, whichever comes first. No contingent or multi-year contract shall be entered into for tournament series events.

### Illustrations And Applications

- 1) What Are Royalty Fees?
  - a) An amount paid by the user of registered marks and/or copyrights to the owner of the mark or copyright. In music, a fee is paid by a singer, a band, etc. to the holder of the copyright to the song, arrangement, etc. every time the piece is used (played, recorded, etc.). In speech, a fee is paid for the use of the school play. In sports, a fee is paid to a team and/or league by vendors who obtain permission to use the official logo of the team and/or league on items produced by the vendor. Such items include game programs, yearbooks, souvenirs, and apparel among others.
- 2) Use of the IHSA Logo(s):
  - Q. If a member school and/or its boosters create a t-shirt (or other apparel) to be sold or given to fans from the school as an item which exclusively promotes and encourages school support and/or school spirit as the school participates in a given state series, must that apparel contain the IHSA logo or other protected marks?
    - A. No.
  - Q. If a member school and/or its boosters create a t-shirt (or other apparel) to be sold or given to fans from the school as an item which exclusively promotes and encourages school support and/or school spirit as the school participates in a given state series, and the IHSA logo or other protected mark is used on the item, is royalty due under the terms of the IHSA Trademark Use and Royalty Policy?
    - A. Yes. The price of first sale royalty fee must be paid according to the criteria in the IHSA Trademark Use and Royalty Policy. Such items shall only be produced by IHSA licensed vendors.
- 4) Q. May a member school and/or its boosters create an item of apparel to be sold for promotion of school support and/or school spirit, void of any IHSA official mark, and sell it at school, at other schools, or elsewhere?
  - A. Yes, provided it is not sold in conjunction with an IHSA state series. Use of an IHSA official mark would not be required.
- 5) Q. May a member school create an item to boost school spirit or support school team participation, void of any IHSA official mark, and sell it to fans from the school at the site of a state series single contest or tournament/meet which the school, itself, hosts?
  - A. No. Any item sold at or in conjunction with an IHSA state series event shall include IHSA marks and such items shall only be produced by IHSA licensed vendors.

## Trademark Use and Royalty Policy, continued

- 6) Q. May a member school hosting a state series single contest or tournament/meet, create, sell or distribute in any other manner the same (or any other) item as in No. 3 above for the other school(s) involved in the event it is hosting?
- A. Yes, but only in compliance with the provisions of the Trademark Use and Royalty Policy regarding state series events. That means that the use of the IHSA official marks and payment of royalty fees is required. Such items shall only be produced by IHSA licensed vendors.
- 7) Q. May a member school use such terms as “regional champs”, “sectional winner”, “on to state”, “state champion”, etc. on t-shirts or other apparel it may create for sale or other distribution to fans to promote school support and/or boost school spirit?
- A. Yes, provided only “generic” terms, without inclusion of any IHSA marks, are used. IHSA is a registered term and an official mark. State champion is a generic term.
- 8) Required Contracts
- The person designated as Tournament Manager by each member school for each IHSA state series event being hosted by the member school is the person responsible for entering into agreements regarding the IHSA Trademark Use and Royalty Policy. Two (2) different agreements are involved. They are:
- a) Each member school can (and should) enter into agreements with licensed vendors licensed by IHSA to produce programs with ads, and/or various other merchandise items. Such agreements become a business arrangement between the licensed vendor and the host school separate from the terms of the IHSA Trademark Use and Royalty Policy. Such agreements should be in writing and may apply to both regular season events conducted by the member school and any state series event(s) hosted by the school. Be sure that such agreements are entered into only with licensed vendors.
- b) Licensed vendors are prohibited from producing State Final Programs and Merchandise/Products. Only the contracted IHSA State Final Merchandise Company shall have the right to produce State Final Programs and Merchandise/Products.
- c) Vendor License Agreement is between the IHSA and a licensed vendor. The Tournament Manager must require each different licensed vendor doing business with the member school, where the IHSA Trademark Use and Royalty Policy applies, to produce for verification a valid license for the current school year. This must be done before entering into an agreement/contract for the item(s) being produced for the state series event being hosted by the member school. The valid license makes the licensed vendor liable to the IHSA Office for compliance with the IHSA Trademark Use and Royalty Policy.
- 9) Print Policy Applications
- a) If a member school contracts with a licensed vendor licensed by IHSA to sell ads in a program provided to the host school, the licensed vendor is responsible to pay the royalty fee directly to the IHSA Office, plus any fees due to the host school included in the separate business agreement. If a member school does not use a licensed vendor, but sells ads and produces its own program, it is responsible to pay the royalty fee directly to the IHSA Office.
- For example, a company specializing in program production strikes a deal with the Tournament Manager to produce a program and give the Tournament Manager certain financial consideration. The company sells \$5,000 worth of ads to businesses and people in the host school community and in the communities sending teams to the state series event. The deal is that the company sells ads in the program and keeps that money, while it provides the programs free to the host school and agrees to give the tournament manager \$200. The licensed vendor is liable for five percent (5%) of the collected gross advertising revenue (approximately \$250) as royalty fee payable to the IHSA Office. In addition, the licensed vendor pays the tournament manager the \$200 because it is part of a separate agreement between the licensed vendor and the tournament manager. In addition, the tournament manager may sell the program and retain all of that revenue.
- b) If an advertiser does not make payment to either the licensed vendor which produced a program or the member school which produced the program, must the producer of the program remit the appropriate royalty fee for any such unpaid ad(s) to the IHSA Office. No, if the approval is requested in writing by the vendor/school prior to sixty (60) days following the event and granted by the IHSA Office. Each request will be considered on an individual basis per site program. Yes, otherwise.
- 10) Merchandise Policy Applications
- a) If a member school contracts with a licensed vendor to produce merchandise, the licensed vendor is responsible to pay the royalty fee directly to the IHSA Office, plus any fees due to the host school included in the separate business agreement. If a member school does not use a licensed vendor, but produces and sells its own merchandise, it is responsible to pay the royalty fee directly to the IHSA Office.
- For Example, a t-shirt maker produces 100 shirts for a regional and sells them to the host school for \$5.00 each. The licensed vendor is liable to the IHSA Office for eight percent (8%) of the price of first sale (100 shirts x \$5.00 x .08%). In addition, the host school retains the difference between the wholesale price it paid for the shirts and the gross sales revenue for the number of shirts it sells at retail.
- b) May a licensed vendor sell wholesale to a vendor who is not a member school hosting the state series event? Yes, but the royalty fee to be paid to the IHSA Office by the licensed vendor producing the merchandise shall be computed at the Licensed vendor Retail rate, and not the Wholesale to Member School rate.
- 11) Who Collects Royalty Fees?
- a) All licensed vendors pay fees directly to the IHSA Office, and local managers need only to inform the IHSA Office on the regular state series financial report form the name of the company and contact person with whom the member school entered into business agreements in areas covered by the IHSA Trademark Use and Royalty Policy.
- b) If a member school produces its own printed pieces with ads, and/or event merchandise, the member school pays fees directly to the IHSA Office and reports on the regular state series financial report form.

## **31. Corporate Sponsorship Policy**

Schools and business in Illinois have a long history of partnership. The Illinois High School (IHSA) shall allow corporate involvement in its interscholastic activities through carefully constructed relationships with companies and organizations to generate income, promote interscholastic participation, and create savings that benefit its member schools and the students who attend them. The guiding philosophy of this corporate partner involvement will be to balance the IHSA's commitment to education, integrity and quality with acceptance of financial support for its interscholastic activities, related programs and membership services. Through corporate partners, the IHSA shall maintain a conscious and consistent effort to assure that the Association's commitment to its constitutional objectives are not compromised.

The Association shall place limits on the amount of corporate partners, the scope of their corporate involvement, use of the IHSA marks and the level of corporate identification with IHSA events. The Association shall insist that its corporate partners be quality companies that are supportive of the Association's responsibility to develop educational programs that benefit its member schools and the students who attend them.

Balancing the interests of the parties requires the establishment and clear identification of realistic goals and expectations. Flexible thinking and an honest effort to accommodate divergent interests are prerequisites to a successful program. The corporate partners must be willing to adapt their promotional activities to the constraints of the Association's philosophy and the IHSA must be sensitive to the practical needs of the corporate partners to use the relationship in beneficial ways.

The Association appreciates and is fully aware of the reality that there must be real benefit and value to corporate partners which participate with the IHSA. Efforts will be made by the Association to enable its corporate partners to promote sales through their relationships with the IHSA, identification with IHSA events and programs that benefit the member schools. The viability and success of any corporate involvement requires that the participants—the IHSA and each corporate partner—benefit from the relationship.

It is impossible to develop a detailed set of rules and regulations defining permitted commercial activities by corporate partners. It is practical, however, to agree upon certain guiding principles reflecting the values of the Association which must be respected:

1. The Association is committed to education, integrity, amateurism, fairness and good sportsmanship.
2. The Association is committed to assuring that the focus of the events, activities and programs is on the member schools and the students who attend them.
3. The Association is committed to the highest level of quality in all of its activities and relationships.
4. The Association is committed to maintain fiscal responsibility that enables it to promote and administer interscholastic programs and events which facilitate optimum experiences for its member schools and the students who attend them.
5. The Association is committed to supporting and providing services for its member schools and the students who attend them.

Adherence to the constitutional objectives of the IHSA and respect for its values should enable corporate partners to utilize their relationships with the Association in meaningful and beneficial ways.

IHSA corporate partners involvement is founded on quality, integrity and highly regarded values. Intelligent, informed, good faith commitment by the participants will assure the long-term well-being of the involvement.

## **32. IHSA Member School Publicity Policy**

Each member school acknowledges that athletic contests and interscholastic competitions take place in the public. As such, there is no expectation of privacy in the images of student athletes, coaches or other participants at such events. The IHSA and/or its agents or designees may take, distribute and use photographs of student athletes, coaches, officials and other participants at such events and use the same for publicity, marketing and other appropriate purposes, including event programs. The member school will take appropriate actions to notify its student athletes, coaches and participants of this provision.

## **33. News Media/Spectator Photography Policy**

This policy applies to both regular season and state series competition conducted by IHSA member schools.

**Equipment Storage:** No equipment other than that which is hand carried by the photographer is allowed on the playing surface or adjacent to it. All carrying cases, computer equipment, photography equipment and/or other not being carried by the media representative is not to be on the playing surface or adjacent to it.

**Photographer Shooting Zones:** The local manager will determine photographer shooting zones. It is the responsibility of the local manager to insure the safety of participants in the event(s) hosted by the manager's school. The local manager has the responsibility to coordinate the working location(s) for photographers and other media representatives covering the event.

Photographers shall be allowed to work the game/meet under reasonable conditions, as determined by the host school (principal or designee for regular season and contests in state series prior to the state final) or IHSA Office (state finals), and the nature of the activity.

Spectator use of electronic lighting shall not be permitted.

Authorized news media representatives, who have identified themselves to the host school principal (or designee) may be permitted to use electronic lighting equipment throughout the course of a given activity. Such electronic lighting can be either: 1) strobe lights mounted to fixed positions and/or 2) electronic attachments mounted to a camera.



## News Media/Spectator Photography Policy, Continued

Host principals (or designee) should confer with the coaches of the teams participating in a contest before giving permission to authorized news media photographers to use strobe lighting mounted to fixed positions.

Host principals (or designee) should confer with game officials and authorized news media photographers before requiring photographers to cease use of electronic attachments because such equipment may be allegedly causing interference with the conduct of the contest.

### 34. News Media General Policies and Procedures

#### Policy for Providing Information to News Media

**1. Release of Information About Activities of the Association (Assignment sheets and News Releases concerning a given activity):**

- a) All News Media outlets on the IHSA mailing list have access to a complete set of assignment sheets, a fact sheet, and the pairings prepared after the seeding meetings at the same time member schools have access to the same material in the activity on the IHSA web site ([www.ihsa.org](http://www.ihsa.org)).
- b) In addition to the information provided in a), state final qualifying team and individual data and results of the competition in the state final are made available on the IHSA web site ([www.ihsa.org](http://www.ihsa.org)). The ScoreZone also operates during all team state series, updating information in the evening of each day games in the state series are played.
- c) There is no definite regular schedule of dates for news release packets to media.
- d) Pre-State Final Data will contain, and depending upon the activity, related notes concerning tickets, pairings data, schedule of events, and up-to-date statistics and lineups will be released as they become available, depending on the timing between the last level preceding the State Final and the State Final. All of this data will also be available on the IHSA web site ([www.ihsa.org](http://www.ihsa.org)) on the respective sport page(s).
- e) General news releases and mailings of directories, etc. can be scheduled at any time, depending upon production deadlines and the IHSA Office work force schedule. (All directory information is on the IHSA web site.)
- f) Telephone calls to the IHSA Office about the activities should be directed to the administrator in charge of the activity. If the appropriate staff member is unavailable or, if the number of calls is more than normal about an activity, other staff members are requested to respond to questions from media personnel if called upon to do so, or if specifically requested to by caller from media. In most instances, the appropriate staff member is given calls from media representatives as a matter of standard operating procedure.

**2) Eligibility Decisions and Board of Directors Action Concerning Eligibility Decisions**

The IHSA will not comment about an eligibility situation until it has been resolved within the framework of the IHSA Constitution and By-laws, according to the following plan:

**How Eligibility Decisions are Reached:**

- a) Member School requests eligibility determination in writing about student attending that school or student who attended that school and transferred to another member school.
- b) Executive Director, based upon information presented by school involved, and gathered in other manners, renders eligibility decision.
- c) If either school and/or individual(s) involved in the eligibility decision choose to appeal the Executive Director's decision, an appeal takes place.
- d) The appeal can be through a Hearing Officer (fact finder) appointed by the Executive Director to gather additional information which was not available at the initial request for eligibility determination, or a personal appearance before the Board of Directors at its next regularly-scheduled meeting.
- e) All Hearing Officer reports are reviewed by the Board of Directors. If the person involved chooses to appeal through the Hearing Officer and still does not accept the decision rendered by the Board of Directors on the appeal, the person may then appear before the Board of Directors for a final appeal. If the person chooses not to use the Hearing Officer procedure but to go straight to the Board of Directors after receiving a decision from the Executive Director, then that person forfeits the opportunity to use the Hearing Officer.
- f) The decision of the Board of Directors is final and cannot be appealed.
- g) Should the school or person(s) involved in the eligibility decision care to pursue the matter further, the next avenue would be the state or federal courts.

**How Media is Informed of Eligibility Decisions:**

- a) It is the general policy of the Association not to report in a news release to the media the results of eligibility decisions which do not require review or action by the Board of Directors, except where there is determined to be a compelling public interest. Eligibility decisions which are reviewed by the Board of Directors, or acted upon by the Board, will be released to the member schools and news media in a general news release after the respective Board of Directors meeting. These releases are placed on the IHSA web site ([www.ihsa.org](http://www.ihsa.org)) as soon as they are finalized.
- b) Following each Board meeting, (such eligibility) decisions by the Board of Directors which are to be communicated to the public shall be announced simultaneously to the member school(s), any other parties involved, and to the news media.
- c) If an eligibility case is not reviewed or acted upon by the Board of Directors, only after all parties involved in the decision have been informed, and the Association has substantiated that all parties have been informed, will the Association respond to questions about an eligibility decision.

## News Media General Policies and Procedures, Continued

- d) The Association will respond to questions about eligibility cases contained in the news release of Board meetings released to member schools and the news media following the respective Board of Directors meeting.
  - e) The official representative of the member school involved or the person(s) involved may release information about the eligibility case as they see fit. Once the Association has substantiated knowledge of the decision by all parties involved, it will then entertain questions and respond.
- 3) **How Board of Directors Activity Decisions are Released**
- a) It is the policy of the Association to prepare a news release following each Board meeting and to distribute it to the member schools and the news media via the internet through the IHSA web site ([www.ihsa.org](http://www.ihsa.org)). In addition, the Association may release to the major news media via fax machine the news release of the meeting.
  - b) Administrative staff members are at liberty to respond to questions concerning decisions of the Board of Directors once the news release of the meeting has been prepared and distributed.
  - c) Members of the Board of Directors are at liberty to respond to questions concerning decisions of the Board of Directors once the news release of the meeting has been prepared and distributed.
- 4) **Legislative Process**
- a) The legislative process of the Association involves two meetings of the IHSA Legislative Commission, review of proposals to change the Constitution and By-laws submitted by principals of the member schools at the annual Town Meetings, and ultimately a vote on proposals recommended to be placed on the annual ballot by the Legislative Commission in late November.
  - b) The ballots are counted in the IHSA Office in January. The results of the annual balloting are available on the IHSA web site the date the ballots are counted.

## 35. Policies Regarding News Media Credentials and Working Assignments for IHSA State Series

Please note that the following policies apply only to competition conducted by IHSA member schools during the IHSA-sponsored state tournament/meet series in a given activity. It is generally assumed that IHSA member schools will choose to incorporate these general policies into their conduct of regular season competition, but member schools are not obligated to adhere to the policies outside of state series competition.

### A. For Non-State Final Tournaments/Meets:

#### 1. Rules and Regulations for Local Site:

IHSA establishes rules and regulations concerning the issuance of press credentials, seating locations, parking privileges, photo access and other regulations concerning the use of equipment by the news media in covering state series competition at all levels. The news media shall be informed of such rules and regulations either by the IHSA Office or by Local Managers. Local Managers are obligated to provide space for working news media personnel at state series competition.

If members of the news media do not abide by the rules and regulations established by the Local Manager for the IHSA meet/tournament being conducted, their credentials may be rescinded and/or they may jeopardize their opportunity to secure credentials in the future.

#### 2. Criteria for Issuing Credentials:

Credentials are issued only to media representatives covering the news of the event. Working Press credentials will not be issued to representatives from recruiting/scouting services. Companies requesting working press credentials must establish credibility as a news site. The local manager and/or IHSA Office, respectively, shall determine the news credibility of each request for credentials.

#### 3. Working Media Guidelines:

Working Media/Photographers shall be allowed to work the tournament/meet under reasonable conditions as determined by the IHSA in conjunction with the News Media Advisory Committee and the nature of the activity.

Electronic flash equipment is allowed for game action at outdoor State Finals unless the number of photographers using the equipment interferes with the conduct of the competition. Electronic flash equipment use at indoor State Finals must be approved in advance by the Local Manager. The Local Manager, in conjunction with the IHSA, shall have the authority to require photographers to cease using electronic flash equipment because of its interference with the conduct of the competition, or facility lighting is previously deemed adequate.

Equipment Storage: No equipment other than that which is hand carried by the photographer is allowed on the playing surface or adjacent to it. All carrying cases, computer equipment, photography equipment and/or other that cannot be held by the media representative is not to be on the playing surface or adjacent to it. Note: The Local Manager is asked to work with the photographers and media personnel to provide a secure storage facility.

Photographer Shooting Zones: The local manager will determine photographer shooting zones for events hosted by the manager's school/facility. It is the responsibility of the local manager to insure the safety of participants in the event(s) hosted by the manager's school. The local manager has the responsibility to coordinate the working location(s) for photographers and other media representatives covering the event.

## Policies Regarding News Media Credentials and Working Assignments for IHSA State Series, Continued

### 4. Criteria for Site Selection:

If a Local Manager — in IHSA judgment — prohibits working news personnel from performing their job function, or does not fulfill requirements of the IHSA in the area of reporting information to news media or the IHSA Office, then the school may jeopardize its ability to serve as host for state series competition in that activity.

Stations approved to originate broadcasts and/or telecasts shall be provided weather-protected facilities. Stations shall be responsible for approved construction costs. (See respective policy for details).

### 5. Informing Schools of Responsibilities:

IHSA shall inform personnel at its member schools of the important public relations responsibility each member school has in cooperating with the local and area news media in the reporting of results of activities participated in by members of the school's interscholastic squads.

### 6. Issuing Working Press Credentials:

All Local Managers must take into consideration the requirements for working press space when developing seating allocations in facilities to be used as the site of the tournament/meet. It is mandatory that more space be reserved than is required for a regular season contest.

**Positions Assigned:** Personnel from approved radio stations, television stations and/or newspapers shall be assigned seating locations that allow for the best possible view of the contest, as well as the least interaction with spectators, location shall be assigned based upon the date of the organization's request for credentials.

Criteria for approval follows:

IHSA will honor only legitimate requests written on company stationery for credentials (**except for Boys Class 1A, 2A, 3A and 4A Basketball**) using the form contained in the Media Center on the IHSA web site ([www.ihsa.org](http://www.ihsa.org)). Credentials or tickets for spouses, friends, etc., will not be provided by IHSA. Persons accompanying media personnel to the tournament/meet in the state series will be admitted to the facility only with a ticket of admission. No special seating will be made available for spouses, friends, etc.

Press credentials shall be issued according to the following criteria: No credential will be filled after the last level of competition immediately preceding the level of competition, except in the case of media covering a local team advancing to the respective next level.

Radio stations/cable systems approved to originate broadcasts and/or telecasts shall be provided weather-protected facilities. Radio stations/cable systems shall be responsible for approved construction costs. (See respective policy for details).

- a) **Originating Radio Stations.** In allocating space for radio stations approved in advance to originate live and/or tape delayed broadcast of the tournament/meet by the Local Manager (or IHSA Office where necessary) priority is given: 1) to the station(s) which cover their hometown competing teams; 2) the station(s) representing the site of the host school; 3) then to the stations which cover the geographic region involving the site and competing teams; 4) and finally to other stations. Assignment of best locations in the facility, too, shall be based upon priority outlines above. Allocation of space will be dependent upon the facility.
- b) **Originating Television Stations.** In allocating space for television stations approved in advance by the Local Manager and/or IHSA Office to televise the complete activity (either live or tape delayed) priority is given: 1) to stations covering their hometown competing teams; 2) to the stations representing the host school; 3) then to stations which cover the geographic region involving the competing schools and host site; 4) and finally to other stations.
- c) **Internet Exclusive Media.** Internet organization requests will be reviewed by the IHSA on a case by case basis. Individual team or school websites, recruiting websites and websites whose primary purpose is to sell photos or video footage will not be considered.
- d) **All Other News Media.** All other requests for credentials from newspapers, from internet organizations, from radio stations not originating a play-by-play of the contest but wishing to cover the contest, and from working newspaper photographers or television spot news photographers shall be honored dependent upon the following priority: 1) media serving the site of the state series tournament/meet; 2) media covering each of their hometown competing teams; 3) media covering the geographical region involving the host site and the competing teams; 4) media representing the team(s) scheduled to meet the survivor of this level of state series competition at the next level in the series; 5) and finally to all other media.
- e) **Acknowledging Credential Requests.** It is the responsibility of the person(s) requesting credentials to follow-up with the proper respective manager to verify receipt of and approval for legitimate requests for press credentials. This applies throughout the respective state series from the first level of competition through the state final level.
- f) **Parking.** Facilities should be reserved for vehicles from originating television stations, for originating radio stations, for over-the-air and/or cable television stations sending film crews to shoot highlights for approved internet sites, and for daily or weekly newspapers provided credentials by the local manager for which space remains in an area designated for reserved parking. This is to be interpreted that if there is not space available in the reserved parking area for all media personnel covering the tournament/meet, the above priority will be in effect and the Local Manager is not obligated to provide reserved parking for all media.

### 7. Required Team Sport Coaches Press Conference(s):

This policy applies in the state series in Baseball, Basketball, Football, Soccer, Softball, Volleyball, Water Polo and Wrestling (dual team).

- a) The order in which coaches (and/or players) will be required to participate in post contest interviews-press conferences will be: 1) (Only) Television for reporter/film crew, then; 2) (Combined) Print and radio.
- b) Immediately following the conclusion of a contest, the coach(es) involved in the contest will first be interviewed by television reporters and/or film crews on the site of the competition or in a designated area adjacent to the site of the compe-

## Policies Regarding News Media Credentials and Working Assignments for IHSA State Series, Continued

tion. After approximately two (2) minutes of television taping (per station), the coaches involved then will be taken to the designated interview room (area). (TV reporters also may participate in the required press conference for radio and print media.)

- c) Each host school shall make available a room, designated area, etc., for a post-game/meet press conference involving the head coach of each team participating in each game/meet in the respective team sport state series.
- d) Both coaches in these team sports are required to participate in a post-game/meet press conference in the designated area or room, etc., in all levels of competition in the team sport state series. If a coach has an obligation to participate in a post-game live radio show, it shall be conducted following the television taping in (b.) above.
- e) Procedure for such press conferences for all levels through state final will be: a) first coach to appear (winning head coach); and b) second coach to appear (losing head coach). At the state final, coaches in the championship game/match will talk to the media on the field/court after the game and trophy presentation. There will be no formal press conference.

### 8. Television/Internet Limits:

Acceptance of working credentials constitutes an agreement by over-the-air stations or cable systems to abide by the following regulations furnished by the Illinois High School Association (IHSA):

- a) Any person or entity ("User") wishing to obtain media credentials for IHSA-sanctioned events ("Events") must agree to comply with the following guidelines regarding use of footage, videotape excerpts, and/or highlights ("Highlights") from the Events whether such Highlights are personally shot or obtained by some other means.
- b) User may broadcast, cablecast, air, televise, netcast, cybercast or display Highlights only in a "bona fide newscast" or approved IHSA media outlet website. "Bona fide newscast" is defined as a half hour or one hour program that is regularly scheduled and includes news, weather and sports, e.g., the 9:00 p.m. and 10:00 p.m. newscasts on broadcast television stations. Entertainment and commercial uses of Highlights are not considered "Bona Fide Newscasts" and shall not be permitted without the express, written consent of IHSA.
- c) User may display highlights of an Event in progress as part of a Bona Fide Newscast so long as such highlights are not live excerpts.
- d) Highlights may not exceed 30 seconds per Event or 2 minutes of running time total in any one Newscast.
- e) Highlights may only be used, subject to the above guidelines, up to 48 hours after the Event.
- f) Any Display of Highlights must provide a visual graphic phone to the company/station which owns the television rights to the state final event for a duration of five (5) seconds over all Highlights. The IHSA Television Network approval must be obtained from the IHSA Office.)
- g) User may Display "wrap-around" coverage or other on-site commentary/coverage only on the same terms which apply to User's Display of Highlights.
- h) No television station or any other person or entity may incorporate, superimpose, or "burn-in" into any Highlights a logo, trademark, advertisement, scoreboard or other graphic without prior written permission of IHSA.
- i) These requirements apply for all IHSA state series events.
- j) Highlights may not be sold or transferred in any way, nor may they be used commercially, for on-air promotion or in any other manner not specifically set forth above without the express written consent of IHSA.
- k) User may not hang signage at any Event.
- l) The IHSA may revoke or refuse to issue credentials to any person or entity failing to comply with these guidelines.

### B. For State Final Tournaments/Meets:

**1. Developing Rules and Regulations for State Final Sites:** IHSA shall promulgate rules and regulations concerning the issuance of press credentials, seating locations, parking privileges, and other regulations concerning the use of equipment by the news media in covering the state final competition. The news media shall be informed of such rules and regulations by IHSA Office. The IHSA is obligated to provide space for working news media personnel at state final tournaments/meets and to provide reasonable rules regarding work press arrangements at these sites.

**Note:** It is the responsibility of the host school (institution) working with the IHSA to provide all necessary and proper press box facilities. All press boxes must be open and fully operational well enough in advance of the start of the competition each day so that the media can handle its responsibilities. Personnel operating such press box facilities shall operate the facility and perform functions of the facility as outlined in the instructions to the media covering the (given) state final. Should such facilities not operate as required, IHSA may consider an alternate site for the State Final.

**Criteria for Issuing Credentials:** Credentials are issued only to media representatives covering the news of the event. Working Press credentials will not be issued to representatives from recruiting/scouting services. Companies requesting working press credentials must establish credibility as a news site. The local manager and/or IHSA Office, respectively, shall determine the news credibility of each request for credentials. It is recommended that media outlets inform host schools of their intent to cover an event and discuss their respective need with the host management. Failure to do so could result in that media outlet being refused media access.

**Positions Assigned:** Stations approved to originate broadcasts and/or telecasts shall be provided weather-protected facilities. Stations shall be responsible for approved construction costs. (See respective policies for details.)

**Issuing Single-Event Press Credentials:** IHSA will honor only legitimate written requests on company stationery for credentials. Credentials or Tickets for spouses, friends, etc., will not be provided by IHSA. Persons accompanying media personnel to the state finals will be admitted to the facility only with a ticket of admission. No special seating will be made available for spouses, friends, etc.

## Policies Regarding News Media Credentials and Working Assignments for IHSA State Series, Continued

**2. General Media Passes:** IHSA will create a General Media Pass to be used by all media which will be good for all IHSA state final events, except for the Class 1A, 2A, 3A and 4A Boys Basketball State Final Tournaments. The General Media pass will entitle the official representative of the company named on the respective tag admittance to each eligible state final event. These General Media Passes will be issued by IHSA to the major media which regularly cover IHSA events. The number of these passes to be issued to a given news media outlet will be determined by the IHSA Office. Companies which receive General Media passes need not apply in writing on company stationery for state final passes (except Boys Basketball) unless the request is for additional passes over and above the number issued by the IHSA Office or for replacement of lost passes. The cost to your company to replace each pass is \$5.00. General Media passes will initially be issued to daily newspapers. General Media Passes may also be issued to semi-weekly newspapers, weekly newspapers, cable television stations, some over-the-air commercial television stations, radio stations, internet originators and member school television and radio stations by written request to the IHSA only. The IHSA shall individually review each request and grant passes accordingly.

**3. Boys Basketball Requirements:** The General Media Pass will not be good for either the Class A Boys State Final Basketball Tournament and related event(s) nor the Class AA Boys State Final Basketball Tournament and related event(s).

Working Press Credentials for these tournaments will be issued by the IHSA Office, according to the following plan:

- a) Only requests on the official Boys Basketball Credential Order Form found on-line in the Media Center of the IHSA web site ([www.ihsa.org](http://www.ihsa.org)) ordered on or before the published deadline(s) will be considered.
- b) Each media outlet requesting and receiving credentials for the respective event shall provide the IHSA Office, by no later than April 1, with proof of coverage. Failure on the part of a media outlet to provide the required documentation shall result in the suspension of its eligibility for credentials to future boys basketball state finals. For daily and weekly newspapers, tear sheets are required. For cable and commercial television outlets, a videotape of the news program(s) in which videotape taken at the respective state final was used is required. For radio stations, an audio cassette tape of the play-by-play and/or news program(s) in which the audio recorded at the respective state final was used is required.
- c) Requests for credentials must be received prior to the Wednesday of each state final. Requests received after the deadline for each respective state final will not be processed.
- d) There will be a limit to the number of passes issued to any single media outlet as determined by IHSA, except for originating radio stations. The criteria will include but not be limited to the following:
  - 1) Circulation (daily and weekly newspapers), Subscribers (cable television), Market Size (commercial television), Audience (radio).
  - 2) Local representation in the respective event.
  - 3) Space available for working press at the respective event.
  - 4) Previous coverage of IHSA events by the media outlet
  - 5) Media outlet's previous history of coverage documentation (as described in No. 2 above).

**Note:** It is easier for the IHSA Office to fill credential requests in the week(s) preceding the state finals than the week of the state final(s). Please request for all anticipated needs. Credentials can always easily be canceled at any time after they have been requested.

**4. Single-Event Press Credentials,** for all state finals except Class 1A, 2A, 3A and 4A Boys Basketball, shall be issued by the IHSA Office according to the following criteria, and providing the respective eligible media outlet requests credentials in writing on company stationery. **General Deadline:** No credential will be filled after the Wednesday immediately preceding the respective state final, except in the case of media covering a local team advancing to the respective state final.

**How To Order:** When ordering single-event working press passes for any state final, you must submit to the IHSA Office in writing the name(s) of your staff member(s) who will be using each working press pass. Each person must have proper company identification and a valid driver's license to present to the state final site staff when they pick up the credentials. Working press passes will be presented only to properly identified members of your staff. Your request for working press credentials must be in writing on company stationery and must be submitted only via mail or fax. E-mail requests will not be accepted. It must be received in the IHSA Office no later than the Wednesday preceding the state final. Requests for Single Event Media Passes for any state final event (except boys basketball) must be submitted in writing on company letterhead (by mail or fax (309) 663-7479) to Kelly Rutledge or Anthony Holman at the IHSA Office, P.O. Box 2715, Bloomington, IL 61702-2715. Credentials will be waiting for pick up by the proper member of your staff at the state final.

**Penalty:** If members of the news media do not abide by the news media rules and regulations established at an IHSA tournament/meet, their credentials may be rescinded and/or they may jeopardize their opportunity to secure credentials in the future.

- a) **Originating Radio Stations.** In allocating space for radio stations approved in advance by the IHSA Office to originate broadcast of the tournament/meet priority is to be given to stations broadcasting live over stations broadcasting on tape delay on the following basis: 1) to the station(s) which cover their hometown competing teams; 2) the station(s) representing the site of the host school; 3) then to the stations which cover the geographic region involving the site and competing teams; 4) and finally to other stations.  
Allocation of space will be dependent upon the facility, according to Terms and Conditions of the IHSA Broadcast Policy.
- b) **Non-originating Radio Stations.** Credentials will be issued to provide full access to all areas of the facility designed for the use by the working news media for all state final tournaments/meets except as outlined as follows: A maximum of one (1) such working radio reporter credential shall be issued to each non-originating radio station requesting space. Space will be provided in priority as outlined for originating radio only as long as it remains available in the area designated for this use.

## Policies Regarding News Media Credentials and Working Assignments for IHSA State Series, Continued

- c) **Television Crews Originating Live Telecasts.** In allocating space for over-the-air stations and/or cable systems approved in advance to originate any type of telecast, priority is to be given: 1) to stations/systems covering their hometown competing teams; 2) to the station/system representing the host school; 3) then to stations/systems which cover the geographic region involving the competing schools and host site.  
Allocation of space will be dependent upon the facility, according to the Terms and Conditions of the IHSA Television Tape Delay Policy.
- d) **Television Crews Originating Tape Replay.** In allocating space for over-the-air stations and/or cable systems approved in advance to tape delay for complete play back, priority is to be given: 1) to stations/systems covering the competing teams; 2) to the station/system representing the host school; 3) then to stations/systems which cover the geographic region involving the competing schools and host site.  
Allocation of space will be dependent upon the facility, according to the Terms and Conditions of the IHSA Television Tape Delay Policy.
- e) **Cable System Crews Shooting Highlight Tape.** Working photographer credentials for cable system crews will be issued by IHSA.
- f) **Over-The-Air Television Crews Shooting Highlight Film.** Working photographer credentials for over-the-air television crews will be issued by IHSA.
- g) **Independent Producers.** Photographer credentials for independent producers will be issued by IHSA.  
Commercial stations may put together highlights for regularly-scheduled newscasts by using off-the-air pickup of state finals telecast on the IHSA Network. Credentials will be issued for all other state finals not telecast on the IHSA Network within the guidelines of these general policies.
- h) **Newspaper Reporters.** Requests to the IHSA Office for reporter credentials shall be honored dependent upon the following criteria and priority:
  - 1) Space available at the facility
  - 2) Wire service and daily newspapers with Sunday editions
  - 3) Daily newspapers without Sunday editions
  - 4) Headquarters office of weekly chain
  - 5) Multi-weekly newspapers with teams/individuals competing
  - 6) Weekly newspapers with teams/individuals competing
  - 7) Multi-weekly and weekly newspapers without teams/individuals competingThe number of credentials to be issued to a single outlet shall generally be one (1) per newspaper, unless space available, geographic location of teams advancing to the state final, previous coverage of the state final by newspaper, or other circumstances deemed acceptable to the IHSA can permit issuing additional credentials.
- i) **Newspaper Photographers.** Requests to the IHSA Office for photographers credentials shall be honored dependent upon the following criteria and priority:
  - 1) Space available at the facility
  - 2) Wire service and daily newspapers with Sunday editions
  - 3) Daily newspapers without Sunday editions
  - 4) Headquarters office of weekly chain
  - 5) Multi-weekly newspapers with teams/individuals competing
  - 6) Weekly newspapers with teams/individuals competing
  - 7) Multi-weekly and weekly newspapers without teams/individuals competingThe number of credentials to be issued to a single outlet shall generally be one (1) per newspaper unless space available, geographic locations of teams advancing to state final, previous coverage of the state final or other circumstances deemed acceptable to the IHSA can permit issuing additional credentials.
- j) **Internet Originators.** Requests to the IHSA Office for reporter/photo credentials shall be considered on a need basis, according to criteria for issuing credentials contained in this policy (A-Z). Non-member school internet originators shall not be authorized to originate any event that will be broadcast on the IHSA Internet Network. Member schools may originate broadcasts on their school web site only for the games in the state final in which their school team is a participant.

### 5. Television/Cable/Internet Credential Policy:

- a) Any person or entity ("User") wishing to obtain television or cable media credentials for IHSA-sanctioned events ("Events") must agree to comply with the following guidelines regarding use of footage, videotape excerpts, and/or highlights ("Highlights") from the Events whether such Highlights are personally shot or obtained by some other means.
- b) User may broadcast, cablecast, air, televise, cybercast, netcast or display ("Display") Highlights only in a "bona fide newscast." "Bona fide newscast" is defined as a half hour or one hour program that is regularly scheduled and includes news, weather and sports, e.g., the 9:00 p.m. and 10:00 p.m. newscasts on broadcast television stations. Entertainment and commercial uses of Highlights are not considered "Bona Fide Newscasts" and shall not be permitted without the express, written consent of IHSA.
- c) User may Display Highlights of an Event in progress as part of a Bona Fide Newscast so long as such highlights are not live excerpts.
- d) Highlights may not exceed 30 seconds per Event or 2 minutes of running time total in any one Newscast or within any one-hour period without the consent of IHSA.
- e) Highlights may only be used, subject to the above guidelines, up to 48 hours after the Event.

## Policies Regarding News Media Credentials and Working Assignments for IHSA State Series, Continued

- f) Any Display of Highlights must provide a visual graphic phone to the company/station which owns the television rights to the state final event for a duration of five (5) seconds over all Highlights.
- g) User may Display “wrap-around” coverage or other on-site commentary/coverage only on the same terms which apply to User’s Display of Highlights.
- h) No television station, internet site or any other person or entity may incorporate, superimpose, or “burn-in” into any Highlights a logo, trademark, advertisement, scoreboard or other graphic without prior permission of IHSA.
- i) These requirements apply for all IHSA state series events.
- j) Highlights may not be sold or transferred in any way, nor may they be used commercially, for on-air promotion or in any other manner not specifically set forth above without the express written consent of IHSA.
- k) User may not hang signage at any Event.
- l) The IHSA may revoke or refuse to issue credentials to any person or entity failing to comply with these guidelines.

### 6. Distribution of Single-Event Credentials:

Single Event Credentials for all types of media will not be mailed in advance of the state final at media outlets. A will call location will be operated at each state final according to the following criteria:

- a) Packets of properly filled working press credentials will be one file alphabetically by the town (then company name) in which the company’s main office is located, or the town (then company name) which has been indicated in the request. The name of the person(s) approved to pick up the credentials as indicated on the request also may be listed. Identification of all person(s) picking up credentials will be required, and the person(s) picking up credentials will be required to sign a receipt.
- b) Person(s) from a staff assigned to cover the tournament/ meet will be issued the credential packet only with proper identification. Staff members must identify the proper company name and city in which the main office (or designated branch office according to credential order request) is located. If the staff member does not know this information, credentials will not be issued, and the staff member will not be admitted. The staff member will have to purchase a session ticket to gain admittance.

**7. Parking:** Depending upon the facilities of the site, space will be reserved for vehicles from originating television stations taping the complete game for replay, for originating radio stations, for commercial and/or cable television stations sending film crews to shoot game highlights, and for daily or weekly newspapers provided credentials by IHSA for which space remains in an area designated for reserved parking. (This is to be interpreted that if there is not space available in the reserved parking are for all news media personnel covering the tournament/meet, the above priority will be in effect and the IHSA is not obligated to provide reserved parking for all media.)

**8. Basketball State Final Limits:** All photographers wishing to shoot a game in the state final basketball tournament must report to the photo supervisor on the floor of Carver Arena in the Peoria Civic Center (Boys Basketball) and/or Redbird Arena (Girls Basketball) to receive clearance to shoot the game(s) desired. A limited number of shooting spaces is available, and shooting locations on a game-by-game basis will be assigned according by the IHSA credential policy. Only those photographers approved by the photo supervisor and displaying proper credentials, shall be allowed to shoot under the basket(s) during each game.

**9. Required Coaches Press Conference:** This policy applies in the state series in Baseball, Basketball, Football, Soccer, Softball, Volleyball Water Polo and Wrestling (dual team).

- a) The order in which coaches (and/or players) will be required to participate in post contest interviews-press conferences will be: 1) (Only) Television for reporter/film crew, then; 2) (Combined) Print and radio.
- b) Immediately following the conclusion of a contest, the coach(es) involved in the contest will first be interviewed by television reporters and/or film crews on the site of the competition or in a designated area adjacent to the site of the competition. Approximately two (2) minutes of television taping (per station), the coaches involved second will be taken to the designated interview room (area). (TV reporters also may participate in the press conference but will not have exclusivity at this time.)
- c) IHSA shall make available a room, designated area, etc., for a post-game/meet press conference involving the head coach of each team participating in each game/meet in the respective team sport state series.
- d) Both coaches in these team sports are required to participate in a post-game/meet TV interview session and press conference in the designated area or room, etc. If a coach has an obligation to participate in a post-game live radio show, it shall be conducted following the two (2) minute TV interview session.  
Procedure for such press conferences at state final level: a) first coach to appear (winning head coach); and b) second coach to appear (losing head coach), except for the championship game, where media will interview on the floor/field immediately following conclusion of the trophy presentations. There will be no formal press conference after the championship game.

### 10. IHSA State Final Member School Credentials:

In all bracketed team sports, the IHSA provides each participating school with one packet of three (3) press/photo passes (with accompanying instructions). These passes are to be used as the principal of the school sees fit. It is recommended that one pass be used for a representative of the school newspaper and/or internet site. It is recommended one pass be used for a representative of the school newspaper and/or school printed yearbook, and that one pass be used for the school videotape operator. A representative of the school video yearbook must use one of these passes. No other passes than the three (3) shall be given to a participating school. These bracketed team state final sports are:

## Policies Regarding News Media Credentials and Working Assignments for IHSA State Series, Continued

- 1) Girls Volleyball
- 2) Boys Volleyball
- 3) Girls Soccer
- 4) Boys Soccer
- 5) Boys Football
- 6) Boys Dual Team Wrestling
- 7) Girls Basketball
- 8) Boys Basketball
- 9) Boys Baseball
- 10) Girls Softball
- 11) Girls Gymnastics
- 12) Boys Gymnastics
- 13) Girls Bowling
- 14) Girls Water Polo
- 15) Boys Water Polo

In all other sports, the IHSA will not issue any reporter or photographer credentials to any representatives from member schools. These sports are:

- 1) Boys Golf
- 2) Girls Golf
- 3) Girls Tennis
- 4) Boys Tennis
- 5) Girls Cross Country
- 6) Boys Cross Country
- 7) Girls Swimming and Diving
- 8) Boys Swimming and Diving
- 9) Boys Individual Wrestling
- 10) Girls Badminton
- 11) Girls Track & Field
- 12) Boys Track & Field
- 13) Competitive Cheerleading

### 36. Broadcast Policy

This policy applies to all activities in which broadcast rights are either granted by an IHSA member school during the regular season or sold by the Illinois High School Association (IHSA) during the respective state series.

#### Address correspondence regarding state series to:

Anthony Holman  
Assistant Executive Director  
Illinois High School Association  
P.O. Box 2715  
Bloomington, Illinois 61702-2715  
Phone: (309) 663-6377  
Fax: (309) 663-7479  
e-mail: aholman@ihsa.org

#### 1. How to File Application:

##### Regular Season Contests/Meets:

It is necessary to apply with the host school of the contest/meet for which a station seeks permission to originate a broadcast during the regular season in any of the activities in which IHSA member schools participate. It is not necessary for the official IHSA Broadcast Application to be used for regular season contests/meets. Radio stations may simulcast on their web site regular season and state series games/meets not being broadcast by the IHSA Internet Network. Games on the IHSA Internet Network cannot be simulcast on a station's website or any other web site.

##### State Series Contests/Meets:

Please obtain a separate Broadcast Application Form from the Media Center on the IHSA web site ([www.ihsa.org](http://www.ihsa.org)). Download it, fill it out, and fax it to the IHSA Office at (309) 663-7479. Space is provided on the Application Form for the various games or sessions available within each sport. For each game or session within a section of a sport, please be sure to circle the number of the game(s) and/or session(s) scheduled to be broadcast. (Example: Class 1A Boys Basketball State Final game(s) No. 1, 2, 3 and 4 and Class 2A Boys Basketball State Final game(s) 1, 2, 3 and 4.) Should additional application forms be required, please download the form(s) from the IHSA web site, as needed.



## Broadcast Policy, continued

### Where to Obtain Application Blanks:

On the IHSA web site, go to the Media Center and click on the respective form(s). Download it, fill it out, and fax it to the IHSA Office at (309) 663-7479

### Basketball Special Requirements

#### Super-Sectionals

**Boys and Girls:** Make application to originate each Super-Sectional game (Class 1A, 2A, 3A and/or 4A Girls, Class 1A, 2A, 3A and/or 4A Boys) on separate applications, each of which should be sent to the Local Manager of the respective Super-Sectional with accompanying payment for the proper rights fees. Make check payable to the host school. See rights fee table in this policy for appropriate fee(s). Broadcast will not be permitted if rights fee payment not received by the super-sectional manager prior to start of contest. Also, be sure to indicate whether the station will originate or accept a feed, and to list the schools the station will be following in the event it is approved to originate.

#### State Finals

**Girls:** Make application to originate or accept feed of any or all of the State Final Tournament on one application, which should be sent to the IHSA Office with accompanying payment for proper rights fees. See rights fee table in this policy for appropriate fee(s). Make check payable to: Illinois High School Association. Broadcast will not be permitted if rights fee payment not received in IHSA Office prior to start of contest. Also, be sure to indicate whether the station will originate or accept a feed, to list the schools the station will be following in the event it is approved to originate. The IHSA phone line(s) will be assigned according to this policy.

**Boys:** Make application to originate or accept feed of any or all of each different State Final Tournament on a different application for each state final. Each application should be sent to the IHSA Office with accompanying payment for proper rights fees. See rights fee table in this policy for appropriate fee(s). Make check payable to: Illinois High School Association. Deadline for station(s) seeking to originate six (6) or more games in each respective State Final is February 1. The rights fee is non-refundable. Broadcast will not be permitted if rights fee payment is not received in IHSA Office prior to deadline. The IHSA phone line(s) will be assigned according to this policy. Space for stations other than those covering their hometown team on an IHSA phone line may not be available.

## 2. General Policy

### Non-Exclusive State Series Available

The Illinois High School Association (IHSA) will sell broadcast rights for State Series competition during a given school year for levels of competition in the sports outlined below in this policy.

#### Boys Baseball

Class 1A and 2A State Final  
Class 3A and 4A State Final

#### Boys Basketball

Class 1A, 2A, 3A and 4A Super-Sectionals  
Class 1A and 2A State Final (See No. 3)  
Class 3A and 4A State Final (See No. 3)

#### Girls Basketball

Class 1A, 2A, 3A and 4A Super-Sectionals  
Class 1A and 2A State Final (See No. 3)  
Class 3A and 4A State Final (See No. 3)

#### Boys Football Championship Games

Class 1A  
Class 2A  
Class 3A  
Class 4A  
Class 5A  
Class 6A  
Class 7A  
Class 8A

#### Boys Soccer

Boys Class A State Final  
Boys Class AA State Final

#### Girls Soccer

Girls Class A State Final  
Girls Class AA State Final

#### Girls Softball

Class 1A and 2A State Final  
Class 3A and 4A State Final

#### Girls Track and Field

Girls State Final  
(Class A and AA)

#### Boys Track and Field

Boys State Final  
(Class A and AA)

#### Girls Volleyball

Girls Class 1A, 2A, 3A and 4A State Final (fall)

#### Boys Volleyball

Boys State Final (spring)

#### Boys Wrestling

Individual State Final  
Dual Team State Final

#### Girls Water Polo

Girls State Final (spring)

#### Boys Water Polo

Boys State Final (spring)

- a) Broadcasting rights for the activities listed in No. 2 of the general policy will not be sold exclusively to any one station, network or sponsor.
- b) Rights are granted or sold to each radio station and/or Internet site for "live" radio broadcasts and/or for Internet broadcasts, and for "tape delay" radio broadcasts. Broadcast rights allow a radio station and/or Internet site to carry any or all of these types of broadcasts that are not included in the IHSA Internet Network. Stations must contact the IHSA Office to determine which events are being broadcast on the IHSA Internet Network. The rights fee encompasses any or all of these types of broadcasts. Space at a State Series site shall be provided first to "live broadcasters". Local Managers cannot reject a request to broadcast in the state series by a station which regularly covers a competing team without consultation with the IHSA Office.

## Broadcast Policy, continued

- c) Member schools may broadcast all the games their team plays in the state series over the air and/or on their school's internet site.
- d) Payment of all rights fees for the game or meet finals approved by the IHSA Office or Local Manager, where applicable, must be received by the IHSA Office by noon on the Wednesday prior to the state final. Super-sectional Local Manager must receive the rights fees before the start of the contest. **Credentials shall not be released by the Local Manger or the IHSA Office, where applicable, nor will access to the facility be allowed, until proper rights fee payment has been received.**

### 3. Boys Basketball State Finals

The Illinois High School Association (IHSA) will sell radio broadcast rights for the Class 1A, 2A, 3A and/or 4A State Final Tournament(s) during a given school year for levels of competition in the sport outlined below.

- a) Broadcasting rights for the activities listed in General Policy No. 3 (Boys Basketball State Finals) of this policy will not be sold exclusively to any one station, network or sponsor.
- b) Rights are granted or sold for "live" radio broadcasts, and for "tape delay" radio broadcasts only. Broadcast rights do not allow use on the internet unless approved by the IHSA Office and fees are paid to the appropriate local manager or IHSA Office, whichever is applicable.
- c) Payment of all rights fees for the tournament(s) approved by the IHSA Office must be received by the IHSA Office as follows:
  - c1) **Radio Originators Covering the Whole State Final Tournament:** February 1, is the absolute deadline for which applications and appropriate non-refundable rights fees from stations using their own lines to originate at least six (6) of the eight (8) games in the Class 1A and/or 2A State Final and/or the Class 3A and/or 4A State Final must be received in the IHSA Office. Stations in this category must designate each game to be originated on the Broadcast Application Form, and must originate at least six of the eight games in the tournament. The number of stations approved to originate in this manner will be limited according to proportionate space available for all working press functions. A station in this category may make a second application and pay appropriate fee to obtain seating in excess of the limit of two (2) seating locations per application. These applications must be submitted together with separate checks for each application. The second check will be returned if the second application is not approved. All other sections of the IHSA Broadcast Policy to apply where applicable.
  - c2) **Radio Originators for Their Home Team Games Only:** The absolute deadline for which applications and appropriate rights fees from stations seeking to originate using the IHSA Phone lines must be received in the IHSA Office by noon on the Wednesday prior to the state final. All other sections of the IHSA Broadcast Policy to apply where applicable.
  - c3) **Credentials shall not be released by the IHSA Office, nor will access to the facility be allowed, until proper rights fee payment has been received.**

### 4. How to Obtain Rights:

#### a) Regular Season Rights

For contests/meets during the regular season, contact the official representative of the home member school. Generally the official representative is the high school principal, who may delegate this responsibility to the athletic director. (This person shall be called the local manager.)

#### b) State Series Rights

##### **Regional Level:**

Stations may originate radio broadcasts or accept feed of radio broadcasts for any regional level in the series outlined in this policy prior to the competition for which the IHSA sells rights without charge for rights fees. To receive permission to originate broadcast(s), and to have space at the site provided by the Local Manager at levels which do not require payment of rights fees, stations shall:

- 1) On company stationery, write or fax the Local Manager so that permission can be given or before the last day of competition immediately preceding the next level of competition.
- 2) Understand that Local managers are not obligated to provide space if no request after the last level of competition immediately preceding the respective local manager's level has been completed, except in the case of a station covering a local team advancing to the respective local manager's level of competition.
- 3) Assume all costs involved in the broadcast(s) and make all arrangements for lines, etc.
- 4) Internet broadcasts of any games shall not be permitted unless approved in advance by the IHSA Office.

##### **Sectional Level:**

Stations may originate broadcasts or accept feed of broadcasts for any sectional level in the series outlined in this policy prior to the competition for which the IHSA sells rights without charge for rights fees. To receive permission to originate broadcast(s), and to have space at the site provided by the Local Manager at levels which do not require payment of rights fees, stations shall:

- 1) On company stationery, write or fax the Local Manager so that permission can be given or before the last day of competition immediately preceding the next level of competition.
- 2) Understand that Local managers are not obligated to provide space if no request after the last level of competition immediately preceding the respective local manager's level has been completed, except in the case of a station covering a local team advancing to the respective local manager's level of competition.
- 3) Assume all costs involved in the broadcast(s) and make all arrangements for lines, etc.
- 4) Internet broadcasts of any games shall not be permitted unless approved in advance by the IHSA Office.

## Broadcast Policy, continued

### *Super-Sectional Level (where applicable):*

Stations wishing to originate a broadcast or accept feed of an origination broadcast of competition at the Super-Sectional level in the activities listed in Nos. 1 and 2 of this policy should file their applications and pay rights fees as follows:

All Super-Sectionals: Apply to the Local Manager of the Super-Sectional. Make check payable to: the host school of the Super-Sectional. The name and phone number of the manager is posted on the IHSA web site.

Note: Applications are required for the super-sectional and state final levels. The form is available on the IHSA web site and may be printed for mailing or faxing to the IHSA Office.

Internet broadcasts of any games shall not be permitted unless approved in advance by the IHSA Office.

### *State Final Level:*

Stations wishing to originate a broadcast or accept feed of an origination broadcast of competition at the State Final level in the activities listed in General Policy Nos. 1 and 2 should file their applications and pay rights fees as follows:

**All State Finals:** IHSA Office, 2715 McGraw Dr., P.O. Box 2715, Bloomington, IL 61702-2715 or Fax (309) 663-7479. Make check payable to: Illinois High School Association.

**Note:** Broadcast Applications are required for the super-sectional in boys and girls basketball and state final levels in all other sports. The form is on the IHSA web site. See how to file the application in this policy.

### **Number of Games**

Approval of originate broadcast(s) allows the station to carry the required minimum competition during that activity so approved by the Local Manager and/or IHSA Office and:

The Local Manager and/or IHSA will furnish up to three seats in an area designated for broadcast media (where possible), but will assume no other expense for the broadcasts.

### **Conditions of Approval:**

All stations approved to originate radio play-by-play by the local manager or IHSA Office shall be provided weather-protected facilities.

- 1) Priority shall be: In allocating space for radio stations approved in advance to originate live and/or tape delayed radio broadcast of the tournament/meet by the Local Manager (or IHSA Office where necessary) priority is given: 1) to the station(s) which cover the hometown competing teams; 2) the station(s) representing the site of the host school; 3) then to the stations which cover the geographic region involving the site and competing teams; 4) and finally to other stations. Assignment of best locations in the facility, too, shall be based upon priority outlined above. Allocation of space will be dependent.
- 2) Local Managers must review with the applicant any schedule of construction fees and/or seat loss reimbursement and/or any other fees which may be charged by the host institution prior to granting approval for radio origination's.
- 3) Stations also may be allowed to carry sports reviews and spot roundups in addition to contest broadcasts if sponsors and advertising messages are approved.
- 4) No station granted radio broadcasting rights for a contest from any of the activities named in Nos. 1 and 2 of this policy shall contract to feed or feed its broadcast to any other station or stations upon a sustaining, commercial or other basis without first obtaining permission in writing from the Local Manager or the Association, depending on the level of competition to be broadcast. Requests for such permission should be directed to: IHSA Office, P.O. Box 2715, Bloomington, IL 61702-2715, Fax (309) 663-7479 (For state final level only) or Local Manager (State series leading up to state final).
- 5) Stations approved to take feeds from the IHSA Network (if established) or any station (if there is no IHSA Network) must apply for broadcast rights, pay fees as scheduled and meet all other specifications of this policy.
- 6) No radio station will be issued complimentary tickets in addition to space in the Radio Section, nor will such tickets be available to personnel from stations not broadcasting direct from the site.
- 7) The Local Manager and/or IHSA will furnish, where available and/or required, one (1) parking pass for the approved activity. State Final parking passes will not be mailed to approved originators. They must be picked up with the packet of credentials at the state final site. Credentials for contracted State Finals they will not be mailed. State Final credentials may be picked up at the site of the State Final according to the schedule outlined in this broadcast policy. All credentials, passes, etc., will be in the Credential Packet on file alphabetically by the town and company at the Press Will Call, proper identification will be required to obtain credentials.
- 8) Member schools may broadcast all the games their team plays in the state series over the air and/or on their school's internet site.

### **Fee Payment Required:**

#### **Regular Season:**

No rights fees are required to be paid for regular season contests/meets.

#### **State Series:**

- 1) Commercial stations in Illinois which originate must apply for broadcast rights, pay fees as scheduled and meet the other specifications of this policy.
- 2) Commercial stations which take feeds must apply for broadcast rights, pay fees as scheduled, and meet all other specifications of this statement of policy.
- 3) Commercial stations wishing to originate their own broadcasts from the site(s) on a sustaining basis shall pay the commercial fees established herein.

## Broadcast Policy, continued

### Non-Illinois Stations:

- 1) The Illinois High School Association reserves the right to consider applications from any station or network of stations outside the State of Illinois as individual matters and shall accept or reject such applications depending upon merits of the case.
- 2) Commercial stations which take feeds must apply for broadcast rights, pay fees as scheduled, and meet all other specifications of this statement of policy.

### Discontinuing Broadcasts:

The host member school (regular season) and Association (state series) reserves the right to discontinue the broadcasting of any station at any time in the event that previous broadcasting by the station is considered by the host school or Association to have been in poor taste or incompatible with the educational dignity and propriety of the state series or the host school/institution from which approved broadcast(s) will emanate.

### State Final Arrangements:

- 1) The IHSA shall make every effort to provide weather-protected broadcast facilities for all applicants meeting specifications herein contained.
- 2) In allocating space for radio stations approved in advance by the IHSA Office to originate broadcast of the tournament/meet priority is to be given to stations broadcasting live over stations broadcasting on tape delay on the following basis: a) to the station(s) which cover their hometown competing teams; b) the station(s) representing the site of the host school; c) then to the stations which cover the geographic region involving the site and competing teams; d) and finally to other stations.
- 3) **Phone Lines:** Wherein possible IHSA will have a minimum of two business lines available to be assigned by IHSA Office to originators according to the IHSA Broadcast Policy. The lines will be assigned on a per game basis for a fee of \$75. Should more stations apply to originate than there are lines available, such station(s) will be required to obtain their own lines and to pay all costs. Originators should contact the IHSA Office (309) 663-6377, to make arrangements.
  - a) Stations seeking to use an IHSA Phone Line must so stipulate on the Broadcast Application and shall stipulate the hometown team(s) being covered.
  - b) Stations will be authorized to use an IHSA Phone Line only for single games in which a hometown team they are covering participates. They will not be authorized to use an IHSA Phone Line to originate a complete state final.
  - c) If more than one station is authorized by the IHSA Office to use a given phone line, this policy requires the first originating station to limit its post-game show to five (5) minutes following the conclusion of the game. This will allow the next originating station time to get set up.
- 4) Orders for broadcast lines must be made by each station originating or accepting feed with the telephone company serving the community in which the station is located, the site of the activity where the broadcast(s) will originate, or through other standard procedures established by the telephone company serving the station.
- 5) Stations which will originate the complete State Final shall have priority over stations originating less than the full State Final in terms of approval seating space and seating location.
- 6) No station banners or any other type of advertising signs will be permitted at indoor facilities.

## 5. Commercials

- a) Stations must submit the names of all sponsors in writing to the host school during the regular season or on the back of the IHSA Broadcast Application form for state series, and must be able to produce in writing upon request of the IHSA any and all commercials used during the broadcast.
- b) The IHSA (state series) and the host school (regular season) reserves the right to reject any or all applications for broadcasting rights whether sponsored or not sponsored. The IHSA (state series) and the host school (regular season) reserves the right to approve or reject the product or service which desires to sponsor the broadcast. For any part of the broadcast which emanates from the site of the activity, no beer, wine, liquor, tobacco, personal health care or laxative sponsorship will be permitted. No tavern or other establishment serving alcoholic beverages will be accepted for sponsorship. Combination businesses, such as drug stores or hotels, which dispense alcoholic beverages may be acceptable as sponsors but no part of the advertising messages may refer to dispensing of alcoholic beverages, tobacco, personal health care products, laxatives, or to a bar, cocktail lounge, or other facility dispensing alcoholic beverages. No advertising messages involving political issues or religious groups or organizations will be permitted. Ads for political candidates are not prohibited. No 900 call-ins for personal services, betting services, scouting services, or other 900 call-ins which are in poor taste or the incompatible with the educational dignity and propriety of the state series or the Illinois High School Association will be permitted.
- c) Sponsorship of a broadcast does not provide for display of sponsor banner(s) and/or other promotional items and shall be prohibited. Originating radio station name identification banner shall not be prohibited at outdoor events.

### This policy is interpreted that:

- a) Commercial messages for the type of sponsors prohibited in 3-B are prohibited from use at any time during the broadcast from the time the pregame show begins until the completion of the post-game show. Commercial messages for these type of sponsors are prohibited from use in pregame and/or post-game shows whether such pregame or post-game shows originate from the site of the contest/meet or from the studio of the originating station.
- b) That at no time during the broadcast originating from the site of the activity shall a listing of broadcast sponsors be read which includes the name of such business, product or service listed in 3-B above and referred to in this note.
- c) That the IHSA shall exercise immediately its responsibility to cancel all broadcast rights for the particular activity and subsequent activities of any station found to have violated the provisions of this section of the broadcast policy.

## Broadcast Policy, continued

d) Stations carrying unsponsored broadcasts shall not make commercial announcements of any nature during the broadcast and shall not immediately precede or immediately follow broadcast of an activity with commercial announcements. This shall be interpreted that station name or call letters immediately preceding or following a contest are acceptable.

### 6. Rights Fees

Radio stations in Illinois will be granted radio broadcast rights upon payment of fees in accordance with the schedule located on the IHSA web site ([www.ihsa.org](http://www.ihsa.org)) and upon meeting other specifications of this Broadcast Policy.

Payment to host schools for Super-Sectional game(s) and to the Illinois High School Association for broadcasting rights under the regulations herein contained shall be as follows:

a) The local manager of the super-sectional must receive all rights fees for the approved super-sectional origination before the start of the game. Credentials shall not be released by the local manager, nor will access to the facility be allowed, until proper rights fee payment has been received.

b) At the state final, the proper rights fees shall be paid by the originator prior to the start of the origination at the state final. If the originator does not pay the proper rights fee prior to the start of the origination of the state final, the rights fee owed IHSA shall double. If the originator does not pay the doubled rights fee within thirty calendar days from the start of the state final, the originator shall become ineligible to originate any broadcast of an IHSA event until the total rights fee owed IHSA is paid to IHSA. Originators approved by IHSA under this section of the Broadcast Policy shall receive credentials and have access to the facility.

c) For AA stations and/or combination AM/FM stations having wattage from 250 to 5,000, the fee for originating or accepting a feed shall be as outlined elsewhere in this policy.

d) Clear Channel (50,000 watt) stations desiring to apply for rights fees to carry any of the activities outlined in No. 1 of this policy on a commercial basis shall apply for rates to the Illinois High School Association, 2715 McGraw Dr., P.O. Box 2715, Bloomington, IL 61702-2715, or fax (309) 663-7479.

#### e) Single-Station Fees

See the chart on the IHSA web site ([www.ihsa.org](http://www.ihsa.org)) for event-by-event fees to be paid by a stations which will originate at the site, or accept a feed.

### 7. Network fees:

Networks may pay rights fees in either of the following:

a) the originating station may pay rights fees for itself and all stations taking its network feed, or;

b) the originating and each station taking a feed from the originator may individually pay the rights fees.

c) In either case, each and all stations broadcasting are required to make payment of the appropriate rights fees to the local super-sectional manager or IHSA Office.

### 8. Cancellation Process:

The local manager (of super-sectionals) and/or the IHSA Office shall refund rights fees paid should a station cancel its application for an event as follows:

a) call local manager or IHSA Office of intent to cancel as soon as decision is made, but before the game/meet is scheduled to begin.

b) on company stationery write local manager or IHSA Office for refund. This letter must be received no later than seven (7) days following the date the game/meet is scheduled.

### 9. Special Sport Arrangements

#### All Basketball State Finals

a) Each of the State Final Tournaments is independent from the others. In girls and boys basketball, a limited number of stations will be approved by the IHSA Office to originate all of the games in one or both of the Girls/Boys Basketball State Final Tournaments. Requests to originate the complete (at least six (6) of the eight (8) games) Class 1A and/or 2A and/or Class 3A and 4A Boys State Final Tournament(s) must be made on the broadcast application form (in the current News Media Directory) no later than February 1. Requests to originate girls basketball state final games must be made on the broadcast applications no later than February 22 for Class 1A and 2A and no later than March 1 for Class 3A and 4A. Stations which actually originate the four (4) boys state final tournaments will be given priority in seat location at the state final site over those stations which actually originate one (1) tournament. Wherein possible, a station will be assigned the same seat location for each of the tournament(s) it actually originates. If a conflict occurs, consideration shall be given to listening areas served and the number of games contracted to broadcast. With these factors being equal, priority shall be given to past performances of stations in broadcasting state tournaments.

b) **Boys Basketball:** The IHSA will furnish two (2) seats in the tournament radio sections to each station whose application is accepted but will assume no other expense in connection with broadcasting. Tickets will be honored at all sessions, whether or not the station is broadcasting; however, only authorized station personnel will be admitted. Transfer or sale of working radio tickets is expressly forbidden. Note: A station doing 6 of the 8 games and using its own phone lines in Carver Arena, which applies and agrees to do at least one one-hour show from the March Madness Experience at the state final it is approved to originate, will receive a third pass.

c) **Girls Basketball:** The IHSA will furnish two (2) seats in the tournament radio sections to each station whose application is accepted but will assume no other expense in connection with broadcasting. Tickets will be honored at all sessions, whether or not the station is broadcasting; however, only authorized station personnel will be admitted. Transfer or sale of working radio tickets is expressly forbidden.

d) Stations assigned space at the State Final Tournament may carry all sessions of the tournament [and must carry at least six of the eight games unless they are covering the home team on phone line(s)] on AM or FM or any combination of AM or FM (a single broadcast

## Broadcast Policy, continued

simultaneously on AM and FM shall count as one game). Stations using the IHSA Phone Line(s) in Girls Basketball may use the line for only the approved game(s), and no others.

### **Football-Baseball-Softball-Soccer-Water Polo Requirements**

a) Because of space limitations in the working media area at the state final site, the IHSA reserves the right to accept or reject any and all applications of stations to originate the game(s) involving a local team; and in most cases will grant permission to only one station from the community of a participating team on a first come first served basis, or as space on a pregame basis exists.

b) Stations originating the game(s) involving a local team will be assigned space in the main press box and/or working media area in front and below main press box only for the game(s) its approved application stipulates.

c) Setup Limitations: A station scheduled to originate the succeeding game each day may not set up equipment at its assigned location until the conclusion of the preceding game, if that position is in use. A station scheduled to originate the first game must vacate its position after sign-off of its broadcast if its position is to be used for a following game.

d) The IHSA will provide three (3) seats in the state final site to each station approved to originate the game(s) involving a local team but will assume no other expense in connection with broadcasting. Working Credentials will be honored for admittance to the state final site for all sessions, but seat assignments will be good only for the game(s) scheduled to be broadcast. Only authorized station personnel will be admitted. Transfer or sale of working radio credentials is expressly forbidden.

e) The term "hometown team" is defined as a team in the station's listening area or from the community in which the station is geographically situated. In terms of priority, a station from the community in which the school is located would be approved to originate before a station serving the area. These two stations would be approved before a station from elsewhere. In each instance, every attempt will be made by the IHSA to provide the opportunity to broadcast for all interested stations.

f) IHSA grants rights for the Football Playoff Championship Games on a per game basis. Rights fee is a per game fee.

### **10. IHSA Phone Lines At State Finals**

In any facility in which a state final is conducted with phone lines ordered by IHSA for the event, or in place and operated by the local radio station/school, IHSA will work with the host facility and originating stations to coordinate use of any (and all) phone lines. In the event stations become involved in sharing phone lines, the following procedure will be required:

a) Setup limitations: A station scheduled to originate a second (or succeeding game may not set up equipment at its assigned location until the conclusion of the preceding game, if that position is in use. A station scheduled to originate the first game must vacate its position after sign-off of its broadcast of the game if its position is to be used for a game immediately following.

b) Post-game Shows on Shared Lines: Depending upon the time between games, stations should generally not plan to conduct a post-game show of more than five (5) minutes if the station is using a phone line that is scheduled for use by an originating station doing the succeeding game. If, by mutual agreement between first and second station, a longer time differential between games can be worked out, then the mutually agreed time period will apply.

If there are more applications to originate than there are phone lines available, priority will be given to:

- 1) The criteria for assignment section of this policy.
- 2) Date of receipt of application

#### **Stations seeking to use an IHSA Phone Line must so stipulate on the Broadcast Application.**

Stations will be authorized to use an IHSA Phone Line only for single games in which a team they are covering participates. The name(s) of the team(s) being covered by the station must be listed on the Broadcast Application. A station will not be authorized to use an IHSA Phone Line to originate a complete state final.

If more than one station is to use a given phone line, this policy requires the first originating station to limit its post-game show to five (5) minutes following the conclusion of the game. This will allow the next originating station time to get set up.

### **11. IHSA Spot Announcements**

Each station approved to originate or accept feed agrees to incorporate a minimum of one (1) public service spot announcement(s) concerning the IHSA and its activities into the broadcast of each game in each and all State Series activities for which it has been approved. A station, however, may incorporate as many of these public service spot announcements as it desires during each game broadcast, and it also may incorporate them into its general programming routine.

Direct Message Requirement: IHSA may develop specific announcement(s) concerning its operation, sale of tickets to its events, sale of its official souvenir items, or other targeted message(s). These Direct Message announcements will be provided to originating stations either on tape or in script form. Such announcements will fulfill the minimum requirement of this policy.

Script and/or tape for general public service spot announcements may be provided by the Illinois High School Association. Each station shall present general announcements in a manner of its choice, and may use sound effects as it desires, provided that the integrity of the IHSA, the state series in which the announcement is used and priority of host institution is upheld.

### **12. Tournament/Meet Formats**

Tournament formats scheduled to be followed in conducting the levels of competition which are available for broadcast as listed in Nos. 1 and 2 of this policy will become available at the time the assignment of schools is released prior to the start of the state series. Specific dates for the Super-Sectionals, and State Finals are included in the Activities Memorandum Calendar published annually by the IHSA, and are available upon request from the IHSA Office. Formats are subject to change by action of the IHSA Board of Directors.

## **Broadcast Policy, continued**

### **13. Deadlines**

Deadlines have been established for receipt of applications to broadcast, for payment of rights fees, and for receipt of written notice of cancellation by the Local Manager and/or IHSA Office. Stations which are not approved and which do not pay the proper rights fees prior to the start of competition in that level of competition in a given state series shall not be given credentials nor allowed access to the facility to originate play-by-play. The Association agrees to refund in full any fees paid if a station submits for refund according to the terms of this policy as outlined below:

- a) Call local manager or IHSA Office of intent to cancel as soon as decision is made but before the game/meet is scheduled to begin.
- b) On company stationery write local manager or IHSA Office for refund. This letter must be received no later than seven (7) days following the date the game/meet is scheduled.

### **14. Picking Up Credentials**

Properly filled credential packets for originating stations only will be available to be picked up by the authorized representative of the station approved to broadcast at the press will call at the site of each State Final where a will call system may be employed. Identification will be required of all persons picking up credentials. The packet will contain the appropriate number of press broadcast credentials and a parking pass. The packet will be filed alphabetically by the town in which the company is located as shown on the broadcast application submitted by the station.

**Broadcast Policy, continued**

**2007-08 Schedule of Broadcast Rights Fees**

**Important:** Payment of all rights fees for the game or meet finals approved by the IHSA Office or Local Manager, where applicable, must be received by the IHSA Office or Local Manager **prior to the broadcast of the tournament/meet**. Credentials will not be released by the Local Manager or the IHSA Office, where applicable, nor will access to the facility be allowed, until proper rights fee payment has been received.

<b>Activity</b>	<b>Origination Fees</b>	<b>Minimum Games</b>	<b>Accept Feed Fees</b>	<b>Minimum Games</b>
<b>Boys Baseball</b>				
Class A State Final	\$100.00	1/Tourney	\$100.00	1/Tourney
Class AA State Final	\$100.00	1/Tourney	\$100.00	1/Tourney
<b>Boys Basketball</b>				
Class A Super-Sectional	\$50.00 per game	\$50.00 per game		
Class A State Final	\$150.00	1/Tourney	\$150.00	1/Tourney
Class AA Super-Sectional	\$50.00 per game	\$50.00 per game		
Class AA State Final	\$150.00	1/Tourney	\$150.00	1/Tourney
<b>Girls Basketball</b>				
Class A Super-Sectional	\$50.00 per game	\$50.00 per game		
Class AA Super-Sectional	\$50.00 per game	\$50.00 per game		
Class A State Final	\$150.00	1/Tourney	\$150.00	1/Tourney
Class AA State Final	\$150.00	1/Tourney	\$150.00	1/Tourney
<b>Boys Football Playoffs</b>				
Class 1A Title Game	\$100.00 per game	1	\$100.00 per game	1
Class 2A Title Game	\$100.00 per game	1	\$100.00 per game	1
Class 3A Title Game	\$100.00 per game	1	\$100.00 per game	1
Class 4A Title Game	\$100.00 per game	1	\$100.00 per game	1
Class 5A Title Game	\$100.00 per game	1	\$100.00 per game	1
Class 6A Title Game	\$100.00 per game	1	\$100.00 per game	1
Class 7A Title Game	\$100.00 per game	1	\$100.00 per game	1
Class 8A Title Game	\$100.00 per game	1	\$100.00 per game	1
<b>Boys Soccer</b>				
State Final	\$100.00	1/Tourney	\$100.00	1/Tourney
<b>Girls Soccer</b>				
State Final	\$100.00	1/Tourney	\$100.00	1/Tourney
<b>Girls Softball</b>				
Class A State Final	\$100.00	1/Tourney	\$100.00	1/Tourney
Class AA State Final	\$100.00	1/Tourney	\$100.00	1/Tourney
<b>Track and Field</b>				
Girls State Final	\$100.00	Finals	\$100.00	Finals
Boys State Final	\$100.00	Finals	\$100.00	Finals
<b>Boys Volleyball</b>				
State Final	\$100.00	1/Tourney	\$100.00	1/Tourney
<b>Girls Volleyball</b>				
State Final	\$100.00	1/Tourney	\$100.00	1/Tourney
<b>Water Polo</b>				
Girls State Final	\$100.00	1/Tourney	\$100.00	1/Tourney
Boys State Final	\$100.00	1/Tourney	\$100.00	1/Tourney
<b>Boys Wrestling</b>				
State Final (Ind.)	\$100.00	Finals	\$100.00	1/Tourney
Team State Final	\$100.00	1/Tourney	\$100.00	1/Tourney



## 37. TELEVISION POLICY

### 1. General Policy:

#### A. Rights for Sale

The Illinois High School Association (IHSA) will sell the rights for the television presentation of certain IHSA events to over-the-air stations, cable systems, and/or independent producers for games (also meaning matches or contests in team sport series) and/or meets in the following state tournament series conducted by the Association, except no live or tape delayed telecasts of boys and/or girls basketball games shall be allowed during the telecasts of any IHSA event by IHSA's current principal television provider and no sponsor shall be permitted that conflicts with the sponsors of the IHSA telecasts.

\*State Final Levels of Competition are Subject to Change by Board of Directors. Applications to originate a game/match in a state final other than football, girls basketball or boys basketball should be made to the IHSA Office no later than Monday of the week of the state final.

#### Boys State Series

Cross Country (Class 1A, 2A and 3A)  
Soccer (Class A and AA)  
Football (Eight Classes)  
Individual Wrestling  
Dual Team Wrestling (Class A and AA)  
Basketball (Class 1A, 2A, 3A and 4A)  
Swimming  
Gymnastics  
Tennis  
Track (Class A and AA)  
Volleyball  
Baseball (Class 1A, 2A, 3A and 4A)  
Water Polo

#### \*Level(s) of Competition

Regional, Sectional  
Regional, Sectional, Super-Sectional  
1st Round, 2nd Round, Quarterfinal, Semifinal  
Regional, Sectional  
Regional, Sectional  
Regional, Sectional, Super-Sectional  
Sectional  
Regional, Sectional  
Sectional  
Sectional  
Regional, Sectional  
Regional, Sectional, Super-Sectional  
Sectional

#### Girls State Series

Tennis  
Cross Country (Class 1A, 2A and 3A)  
Swimming  
Volleyball (Class 1A, 2A, 3A and 4A)  
Basketball (Class 1A, 2A, 3A and 4A)  
Gymnastics  
Soccer (Class A and AA)  
Track (Class A and AA)  
Softball (Class 1A, 2A, 3A and 4A)  
Water Polo

#### \*Level(s) of Competition

Sectional, State Final  
Regional, Sectional  
Sectional  
Regional, Sectional, Super-Sectional  
Regional, Sectional, Super-Sectional  
Regional, Sectional  
Regional, Sectional, Super-Sectional  
Sectional  
Regional, Sectional, Super-Sectional  
Sectional

#### Other State Series

Competitive Cheerleading  
Journalism  
Scholastic Bowl

Sectional, State Final  
State Final  
Regional, Sectional, State Final

#### B. Requirements:

a) Any person or entity ("User") wishing to obtain television or cable media credentials for IHSA-sanctioned events ("Events") must agree to comply with the following guidelines regarding use of footage, videotape excerpts, and/or highlights ("Highlights") from the Events whether such Highlights are personally shot or obtained by some other means.

b) User may broadcast, cablecast, air, televise, or display ("Display") Highlights only in a "bona fide newscast." "Bona fide newscast" is defined as a half hour or one hour program that is regularly scheduled and includes news, weather and sports, e.g., the 9:00 p.m. and 10:00 p.m. newscasts on broadcast television stations. Entertainment and commercial uses of Highlights are not considered "Bona Fide Newscasts" and shall not be permitted without the express, written consent of IHSA.

c) User may Display Highlights of an Event in progress as part of a Bona Fide Newscast so long as such highlights are not live excerpts.

d) Highlights may not exceed 30 seconds per Event or 2 minutes of running time total in any one Newscast or within any one-hour period without the consent of IHSA.

e) Highlights may only be used, subject to the above guidelines, up to 48 hours after the Event.

f) Any Display of Highlights taken off satellite or shot on location at the site must provide a visual graphic phone to the IHSA Television Network for a duration of five (5) seconds over all Highlights.

g) User may Display "wrap-around" coverage or other on-site commentary/coverage only on the same terms which apply to User's Display of Highlights.

h) No television station or any other person or entity may incorporate, superimpose, or "burn-in" into any Highlights a logo, trademark, advertisement, scoreboard or other graphic without prior permission of IHSA.

## Television Policy, continued

- i) These requirements apply for all IHSA state series events.
- j) Highlights may not be sold or transferred in any way, nor may they be used commercially, for on-air promotion or in any other manner not specifically set forth above without the express written consent of IHSA.
- k) User may not hang signage at any Event.
- l) The IHSA may revoke or refuse to issue credentials to any person or entity failing to comply with these guidelines.

Note: This policy applies to all IHSA-sponsored State Tournament/Meet Series except in the case of a live and/or tape delayed telecast scheduled during the telecast of an IHSA event by the IHSA's current principal television provider. (See Types of Telecast section which follows.) This policy does apply to regular-season dual meets/contests or invitational meets/tournaments.

### 2. Types of Telecasts

**a) Live Telecasts** — Permitted during state series for levels below respective sport State Final level upon receipt of permission from the local manager and IHSA Office. Permission will be given by IHSA Office only if the applicant adheres to the terms of (2-c, through 2-f) below.

**b) Tape Delayed Telecasts** — Permitted during state series for levels below the respective sport State Final level upon receipt of permission from the local manager. Permission will be given only if the applicant adheres to the terms of (2-c and 2-d) below.

**c)** No telecasts of any state series games/events below the state final level in any sport shall be permitted to be televised during the time a live event being shown on the IHSA Television Network is on the air. This applies to all telecasts (live or tape delayed) of the scheduled events on the IHSA TV Network. (For example, no sectional boys basketball game may be televised during the time that any other IHSA scheduled event is being shown live on the IHSA TV Network.

**d)** No telecasts of any state final games/events not being televised live on the IHSA Television Network, shall be permitted to be televised during the time a live event being shown by the IHSA Television Network is on the air. This applies to all telecasts (live or tape delayed) of the scheduled events on the IHSA Television Network. (For example, no sectional boys basketball game may be televised during the time that any other IHSA scheduled event is being shown live on the IHSA Television Network, whether that is girls basketball live preceded and/or followed by another winter sport(s) on a delayed basis.)

**e)** Sponsors of these telecasts shall be in compliance with section 17 (commercials) of this Television Policy. No sponsor shall be permitted that conflicts with the sponsors of the IHSA Television Network telecasts.

Address correspondence to:

Anthony Holman  
Assistant Executive Director  
Illinois High School Association  
2715 McGraw Drive  
P.O. Box 2715  
Bloomington, Illinois 61702-2715  
Phone: (309) 663-6377  
Fax: (309) 663-7479

### 3. How to File Application:

#### a) Regular Season:

It is necessary to apply with the host school of the contest/meet for which a station/system seeks permission to originate a telecast during the regular season in any of the activities in which IHSA member schools participate. It is NOT necessary for the official IHSA Television Application form to be used for regular season contests/meets.

#### b) State Series:

Please use a separate Television Application Form to apply for rights to televise each game and/or session in the state series in each sport. (Example: Class 1A Girls Basketball Regional Semifinal Game on one form and the Class 2A Girls Basketball Regional Final Game on a separate form.) Space is provided on the Application Form for the various games or sessions within each sport. For each game or session within a sport, please be sure to indicate all data required.

#### c) Where to Obtain Application Blanks:

Please obtain a separate Television Application form from the Media Center in the IHSA web site ([www.ihsa.org](http://www.ihsa.org)). Download it, fill it out, and fax it to the IHSA Office at (309) 663-7479.

### 4. News Film Crews

Film crews from over-the-air stations and/or cable television systems shall be allowed access on all days of the tournament/meets to shoot news film clips if they comply with the following:

**a)** Any person or entity ("User") wishing to obtain media credentials for IHSA-sanctioned events ("Events") must agree to comply with the following guidelines regarding use of footage, videotape excerpts, and/or highlights ("Highlights") from the Events whether such Highlights are personally shot or obtained by some other means.

**b)** User may broadcast, cablecast, air, televise, or display ("Display") Highlights only in a "bona fide newscast." "Bona fide newscast" is defined as a half hour or one hour program that is regularly scheduled and includes news, weather and sports, e.g., the 9:00 p.m. and 10:00 p.m. newscasts on broadcast television stations. Entertainment and commercial uses of Highlights are not considered "Bona Fide Newscasts" and shall not be permitted without the express, written consent of IHSA.

**c)** User may Display Highlights of an Event in progress as part of a Bona Fide Newscast so long as such highlights are not live excerpts.

## Television Policy, continued

- d) Highlights may not exceed 30 seconds per Event or 2 minutes of running time total in any one Newscast or within any one-hour period without the consent of IHSA.
- e) Highlights may only be used, subject to the above guidelines, up to 48 hours after the Event.
- f) Any Display of Highlights taken off satellite or shot on location must provide a visual graphic phone to the IHSA Television Network for a duration of five (5) seconds over all Highlights.
- g) User may Display “wrap-around” coverage or other on-site commentary/coverage only on the same terms which apply to User’s Display of Highlights.
- h) No television station or any other person or entity may incorporate, superimpose, or “burn-in” into any Highlights a logo, trademark, advertisement, scoreboard or other graphic without prior written permission of IHSA.
- i) These requirements apply for all IHSA state series events.
- j) Highlights may not be sold or transferred in any way, nor may they be used commercially, for on-air promotion or in any other manner not specifically set forth above without the express written consent of IHSA.
- k) Under no circumstances may Highlights be displayed over the Internet.
- l) User may not hang signage at any Event.
- m) The IHSA may revoke or refuse to issue credentials to any person or entity failing to comply with these guidelines.
- n) Television stations, networks or cable systems agree to indemnify and save harmless IHSA, its officers, agents, employees, and each of its member institutions, their officers, agents and employees of and from any and all claims, demands and causes of action arising out of anything done or purported to have been done by the television stations, networks or cable systems, its agents or assigns.
- o) Equipment Storage: No equipment other than that which is hand carried by the photographer is allowed on the playing surface or adjacent to it. All carrying cases, computer equipment, photography equipment and/or equipment other not being carried by the media representative is not to be on the playing surface or adjacent to it.
- p) Photographer Shooting Zones: The local manager will determine photographer shooting zones for events hosted by the manager’s school. It is the responsibility of the local manager to insure the safety of participants in the event(s) hosted by the manager’s school. The local manager has the responsibility to coordinate the working location(s) for photographers and other media representatives covering the event.

### 5. State Series Non-State Final Game/Meet Originators:

#### Cable Systems:

Application must be made on form provided by IHSA and rights fees paid to the Local Manager of the game(s) and/or meet(s) which the system wishes to videotape for delayed telecast on a local cable television system.

- a) On company stationery, write the Local Manager so that permission can be given or before the last day of competition immediately preceding the next level of competition.
- b) Local managers, no request will be filled after the last level of competition immediately preceding the respective local manager’s level has been completed, except in the case of a station covering a local team advancing to the respective local manager’s level of competition.

Fees must be paid to the Local Manager in advance of any such contest. If more than one game in a tournament is to be telecast, the application should reflect each and every game in the level of competition to be videotaped for delayed telecast. Separate fees must be paid for each contest to be televised. One check may cover all fees owed for the level of competition. Levels of competition in team sports involve a number of games within or at a given tournament (funnel) center. Levels of competition in individual sports involve a number of events in a final session of a meet at a given center. A separate application must be made to the Local Manager of each level of competition in a given state series. Additional applications may be obtained by writing the IHSA Office. Note: The levels of competition by sport are outlined in the policy.

#### Over-The-Air Television Stations:

Application must be made on form provided by IHSA and rights fees paid to the local manager upon approval.

- a) On company stationery, write the Local Manager so that permission can be obtained on or before the last day of competition immediately preceding the next level of competition.
- b) Local managers, no request will be filled after the last level of competition immediately preceding the respective local manager’s level has been completed, except in the case of a station covering a local team advancing to the respective local manager’s level of competition.

If more than one game in a tournament is to be telecast, the application should reflect each and every game in the level of competition to be videotaped for delayed telecast. Separate fees must be paid for each contest to be televised. One check may cover all fees owed for the level of competition. Levels of competition in team sports involve a number of games within or at a given tournament (funnel) center. Levels of competition in individual sports involve a number of events in a final session of a meet at a given center. A separate application must be made to the IHSA Office for each level of competition in a given state series. Additional applications may be obtained by writing the IHSA Office.

### 6. Exclusivity

Rights for telecasting game(s) or meet finals from start to conclusion will not be sold exclusively to any one station, network or sponsor at any level below state final level. Game(s) or meet(s) which are included on the IHSA Television Network will be exclusive to the HSA Television Network, but feeds of the telecast may be purchased by applicants from IHSA. Contact the IHSA for information.

## Television Policy, continued

### 7. Providing Space

The IHSA, its member schools and tournament or meet Local Managers will make every effort to provide telecasting facilities for all applicants meeting specifications herein contained.

a) All applicants approved by the local manager and/or IHSA Office to originate a live and/or tape delay telecast shall be provided weather-protected facilities. Such applicants are responsible for construction costs as noted in No. 8-c of Facilities Available below in this policy.

b) In allocating space for applicants approved in advance by the Local Manager to tape delay for complete playback, priority shall be given: a) to applicants covering the competing teams; b) to the applicant representing the host school; c) then to applicants which cover the geographic region involving the competing schools and host site; d) and finally, to other applicants.

c) If facilities are not available to accommodate more than one applicant at the site of a game and/or meet, consideration shall be given to the viewing areas served compared to the participating teams and/or individuals. With these factors being equal, priority shall first be given to live telecasts over tape delay telecasters and if still equal, priority shall be given to past performances of applicants which have previously televised IHSA activities.

d) The Illinois High School Association reserves the right to consider requests to telecast from any applicant or network of applicants outside the State of Illinois as individual matters and shall accept or reject such applications depending upon the merit of the request.

e) The Association reserves the right to discontinue the delayed telecasting of any applicant at any time in the event that previous delayed telecasting by the applicant is considered by the Association to have been in poor taste or incompatible with the educational dignity and propriety of the tournament series or the institution from which the delayed telecast will emanate.

f) Equipment Storage: No equipment other than that which is hand carried by the photographer is allowed on the playing surface or adjacent to it. All carrying cases, computer equipment, photography equipment and/or other not being carried by the media representative is not to be on the playing surface or adjacent to it.

g) Photographer Shooting Zones: The local manager will determine photographer shooting zones for events hosted by the manager's school. It is the responsibility of the local manager to insure the safety of participants in the event(s) hosted by the manager's school. The local manager has the responsibility to coordinate the working location(s) for photographers and other media representatives covering the event.

### 8. Facilities Available

For state final games, meets and/or events which will be included in the IHSA Television Network telecast package, stations may arrange to accept the feed provided by the network and shall pay rights fees and other costs of said telecast as agreed to in advance by station/system seeking feed and the station/company owning the television rights.

In all other situations, the following will apply:

a) In general, each applicant will be allowed adequate working area for authorized personnel at the site, in positions that can be accommodated by the facility of the site, as determined by the Local Manager and agreed to by both the Local Manager and the authorized representative of the contracting applicant.

b) In the event more than one applicant is approved to televise the same game of meet finals, said applicants may be required to share equipment necessary and announcing positions available. Such sharing of equipment and announcing positions will be mutually arranged by the applicants involved. Priority as outlined in No. 7-b of Providing Space above shall apply.

c) Applicants must assume all expenses (including payment for tickets not available for sale to fans because of television equipment) in connection with telecasting, and must provide all equipment necessary for telecasting. Local Managers must review with the applicant any schedule of construction fees and/or seat loss reimbursement and/or any other fees which may be charged by the host institution prior to granting approval for television originations.

d) Applicants will be issued the number of credentials necessary for its personnel at the site, but only for authorized personnel previously agreed upon.

e) No applicant will be issued complimentary tickets in addition to space assigned for telecasting.

f) Provisions for special parking space necessary for vehicles required in the production of the telecast will be agreed to by the Local Manager and the authorized representative of the contracting applicant.

g) Banners will not be permitted at the site of any game(s) and/or meet finals.

### 9. Making Arrangements:

#### Regular Season Contests/Meets

For all contests/meets during the regular season contact the official representative of the member school. Generally, the official representative of the school is the principal, who may delegate this responsibility to the athletic director. (This person shall be called the local manager.)

#### State Series Prior to State Final

For all levels of competition below State Final level, applications must be approved by the local manager. Arrangements for picking up credentials, positioning of camera(s) and personnel and all other arrangements must be made through the Local Manager.

#### State Finals

For State Final Tournament/Meet arrangements, contact Anthony Holman at the IHSA Office, P.O. Box 2715, 2715 McGraw Drive, Bloomington, IL 61702-2715. Phone (309) 663-6377.

## Television Policy, continued

### 10. Deadlines:

#### Applications:

All applications (except for the first round football playoff games) must be submitted and approved as follows:

No request will be filled after the last level of competition immediately preceding the respective level to be telecast has been completed, except in the case of a station covering a local team advancing to the respective local manager's level of competition.

For the first playoff game, the Wednesday prior to the first round Friday or Saturday game is the deadline. The one-week notice for all levels thereafter shall apply.

Credentials shall be released at the site of the competition for which approval has been given and for which the proper rights fees have been paid according to this policy.

### 11. To Apply:

#### Regular Season: Contact the local manager (official representative).

**State Series Prior To State Final:** Properly completed applications, with accompanying rights fees payments, should be received by the local manager before the last level of competition immediately preceding the respective level to be telecast has been completed, except in the case of a station covering a local team advancing to the respective local manager's level of competition.

**State Final:** Contact Anthony Holman at the IHSA Office, P.O. Box 2715, 2715 McGraw Drive, Bloomington, IL 61702-2715. Phone (309) 663-6377.

### 12. Payments:

Payment of all rights fees for the game (tournament) or meet finals approved by the local manager, must be received by the local manager (below state final) or IHSA Office (state final) before the start of the game/meet finals. Credentials shall not be released by the Local Manager nor will access to the facility be allowed, until proper rights fee payment has been received.

Applicants which apply and are approved to originate a telecast later than one week (except for first round football games) prior to the game/tournament/meet shall pay rights fees of twice the regular fee.

**For Payment:** Checks for rights fees for levels of competition below the State Final level should be made payable to the host school. Checks for State Final level rights fees should be made payable to Illinois High School Association.

#### Late or Non-Payment of Rights Fees

a) At all levels in the respective state series, the proper rights fees shall be paid by the originator prior to the start of the game/meet finals. If the originator does not pay the proper rights fee prior to the start of the game/meet finals, the rights fee owed to the local manager or the IHSA Office, where applicable, shall double. If the originator does not pay the doubled rights fee within thirty calendar days from the start of the game/meet finals, the originator shall become ineligible to originate any telecast of an IHSA event until the total rights fee owed the local manager and/or IHSA Office is paid in full to the IHSA Office. Originators approved under this section of the Television Policy shall receive credentials and have access to the facility.

b) Checks for rights fees for levels of competition below state final level should be made payable to the host school. Checks for State Final rights fees should be made payable to the Illinois High School Association.

### 13. Cancellations:

Applicants approved to televise on either a live or tape delayed basis may cancel any and/or all portions of the tournament/meet approved.

An official representative of the applicant must call the Local Manager (or the IHSA Office, where applicable) before the start of the tournament, meet and/or game and inform that the applicant shall exercise its option to cancel the telecasting of the game (and/or meet) previously approved. Written notification must follow the telephone call to the IHSA Office. This written notice of cancellation and request of rights fees paid in excess of rights fees required for the game(s)/meet(s) telecast must be received by the IHSA Office within five (5) working days following the conclusion of the game, tournament and/or meet.

Upon receipt of the written notice to cancel and request for refund, the IHSA Office shall refund in full any fees paid in excess of fees owed for a portion of the game(s)/meet(s) telecast.

Note: Applicants must notify the Local Manager (or IHSA Office, where applicable) of each and every game in a tournament series it has arranged to televise of its intention to cancel and its request for refund of rights fees paid in excess of coverage.

### 14. Member School Videotaping Limitations:

a) Member schools participating in a given state series game/meet may produce their own telecasts of games and/or meets listed in section 1. These delayed, unsponsored telecasts may only be on either the public access or educational access local cable channel. For such a telecast, there shall be no rights fee charged provided the member school used its own equipment and personnel to produce the telecast. Credentials for state series events below state final will be issued by the local manager. State final credentials will be issued through the IHSA Office.

**Q: What is school personnel? A:** Students, staff, parents, booster club members or other persons designated in writing by the member school principal shall constitute school personnel. Local managers should have such letter(s) of information prior to allowing such persons access to the facility to tape.

**Q: Does the policy requirement that construction costs for camera and/or announcing positions be reviewed by the local manager and the producer of the telecast and paid before the telecast is taped apply? A:** Yes. Construction costs must be paid, if necessary, by any originator of a telecast.

## Television Policy, continued

b) A competing member school may use its own camera crew and audio from an originating radio station providing all commercials (except the required IHSA announcements) are deleted from the telecast.

### 15. Delayed Telecast Requirements:

a) Approved tape delay telecasts may begin as soon as one (1) hour after the conclusion of the contest, except if in conflict with item (b) which follows.

b) Programming time of replays of approved telecasts shall not conflict with the playing times of scheduled state series competition in that same sport.

c) The use of videotape or film by the originating station/system for any purpose other than for complete play-back of the game(s) and/or meet finals for which it has contracted, or for the use of excerpts for regularly scheduled news telecast (with a time limitation not to exceed thirty (30) seconds per event or two (2) minutes of running time in any one newscast), is expressly forbidden. Any other use of the verbal description and video account of the game(s) and/or meet finals must be approved in writing by the Association.

d) There is no limit to the number of times that the complete replay telecast can be shown on the station/system approved for the telecast.

e) No station/system granted delayed telecasting rights will contract to feed or feed its telecast to any other station/system or upon a sustaining, commercial or other basis without first obtaining permission in writing in advance from the Local Manager (or IHSA Office, where applicable).

f) Stations/systems taking feeds of a delayed telecast must apply for delayed telecasting rights, pay fees as scheduled to the Local Manager (or IHSA Office, where applicable) and meet all other specifications of this statement of policy.

### 16. Schedule of Rights Fees:

Rights fees have been established specifically for over-the-air stations and specifically for cable systems, based upon the following:

a) Rights fees for over-the-air stations shall be based upon market size according to the current school year's Standard Rate and Data Service, September issue.

b) Rights fees for a cable system originating a single event shall be based upon flat fees according to total subscribers scheduled to have access to the telecast on the respective cable system. The originating company shall pay such rights fees to the proper event manager (the Local Manager for regionals, sectionals and super-sectionals and/or the IHSA Office (for state finals)). In addition, the total rights fee to be charged for any live telecast would be the flat fee amount plus an identical amount of "payment in kind" to the IHSA Office for promotion of IHSA activities. The fees are listed on the IHSA web site ([www.ihsa.org](http://www.ihsa.org)).

c) IHSA may approve networking of cable telecasts and negotiate a cumulative rights fee for such a network.

**Independent Producers:** Rights fees to be paid by the independent producer shall be the amount for the complete programming. For example, if a telecast is on a series of cable systems, the fee shall be that which is charged in this policy for each system. If a telecast is on a series of over-the-air stations, the fee shall be the combined fee for all stations.

**Multi-Town Systems:** In the case of cable companies which serve a number of communities within a singular system, this policy shall be interpreted to:

a) Require the rights fee in the proper amount be paid for the total number of subscribers receiving the telecast.

b) That a list of those communities within a system to receive the telecast be provided with the application to the Local Manager (or IHSA Office where applicable).

**Lower Power Television Stations (LPTV)** desiring to apply for rights to televise any of the activities available as outlined in this Television Policy shall pay the same fee as cable television systems with 75,000 subscribers or more. Such stations should apply to the IHSA Office.

**Fee Listings:** See the IHSA web site ([www.ihsa.org](http://www.ihsa.org)) for the fees to be paid to the Local Manager (or IHSA Office, where applicable) by over-the-air stations and/or cable systems whether the station/system originates the telecast or accepts a feed of the telecast. All fees for a given single-game, number of games in a tournament, and/or final session of a meet must be paid to the Local Manager (or IHSA Office, where applicable) before the start of the game, tournament and/or meet final session.

**Note:** Should the proper rights fees not be paid in advance of the start of the activity, the Local Manager (or IHSA Office, where applicable) shall not issue credentials nor allow personnel from the station access to the facility.

### 17. Commercials:

a) Applicants must submit the names of all sponsors on the back of the application form, and must be able to produce in writing upon request by the Local Manager or IHSA any and all commercials used during the telecast of the contest/meet.

b) The IHSA (state series) and the host school (regular season) reserves the right to reject any or all applications for telecasting rights whether sponsored or unsponsored. The IHSA (state series) and the host school (regular season) reserve the right to approve or reject the product or service which desires to sponsor the telecast. For any part of the telecast which emanates from the site of the game/meet, no beer, wine, liquor, tobacco, or laxative sponsorship will be permitted. No tavern or other establishment serving alcoholic beverages will be accepted for sponsorship. Combination businesses, such as drug stores or hotels, which dispense alcoholic beverages may be acceptable as sponsors but no part of advertising messages may refer to dispensing of alcoholic beverages, tobacco, laxatives, or to a bar, cocktail lounge, or other facility dispensing alcoholic beverages. Advertising messages involving political issues religious groups or organizations, or personal health care products are prohibited. Ads for political candidates are not prohibited. Also 900 call-ins for personal services, betting services, scouting services, or other 900 call-ins which are in poor taste or incompatible with the educational dignity and propriety of the state series or the Illinois High School Association are prohibited.

## Television Policy, continued

**Note:** This policy is interpreted that: Commercial messages for the type of sponsors prohibited in (b) above are prohibited from use at any time during the telecast from the time the pre-game show begins until the completion of the post-game show. Commercial messages for these type of sponsors are prohibited from use in pre-game and/or post-game shows whether such shows originate from the site of the game/meet or from the studio of the originating station/system.

c) That at no time during the telecast originating from the site of the game/meet shall a listing of telecast sponsors be read which includes the name of such business, product or service listed in (b) above.

d) That the IHSA shall exercise immediately its responsibility to cancel all telecast rights for the particular contest/meet and subsequent contest/meets of any applicant found to have violated the provisions of this section of the delay telecast policy.

e) Applicants carrying unsponsored telecasts shall not make commercial announcements of any nature during the telecast and shall not immediately precede or immediately follow telecast of a game/meet with commercial announcements. This shall be interpreted that station name or call letters immediately preceding or following a contest are acceptable.

f) Signs/Banners: Sponsorship of a telecast does not provide for display of sponsor banner(s) and/or other promotional items and shall be prohibited. Originating television station name identification banner shall not be prohibited at outdoor events.

### 18. IHSA Spot Announcements

Each applicant approved to originate or accept feed agrees to incorporate a minimum of one (1) public service spot announcement concerning the Illinois High School Association (IHSA) and its activities into the telecast of each game and/or meet in each and all activities for which it has been approved. An applicant, however, may incorporate as many of these public service spot announcements as it desires during each telecast, and it may also incorporate them into its general programming routine.

**19. Direct Message Requirement:** IHSA may develop specific announcement(s) concerning its operation, sale of tickets to its events, sale of its official souvenir items, or other targeted message(s). These Direct Message announcements will be provided to originating applicants either on tape or in script form. Such announcements will fulfill the minimum requirement of this policy.

Script and/or videotape for general public service spot announcements may be provided by the Illinois High School Association. Each applicant shall present such announcements in a manner of its choice, and may use video or sound effects as it desires, providing that the integrity of the IHSA, the state series in which the announcement is used, and propriety of the institution hosting the activity is upheld.

The IHSA may provide a general series of public service spot announcements at the beginning of each school year and may develop additional announcements for state series during the school year.

## Over-The-Air Television Fee Schedule

	Tape Delay Telecasts			Live Telecasts		
	Market Size	Market Size	Market Size	Market Size	Market Size	Market Size
	1-50	51-100	100-Above	1-50	51-100	100-Above
<b>State Final Series</b>	<b>Fee</b>	<b>Fee</b>	<b>Fee</b>	<b>Fee</b>	<b>Fee</b>	<b>Fee</b>
<b>Boys Basketball</b>						
Per Regional Game	\$1000	\$500	\$250	\$2000	\$1000	\$500
Per Sectional Game	\$1500	\$750	\$500	\$3000	\$1500	\$1000
Per Super-Sectional Game	\$2000	\$1000	\$750	\$4000	\$2000	\$1500
<b>Girls Basketball</b>						
Per Regional Game	\$1000	\$500	\$250	\$2000	\$1000	\$500
Per Sectional Game	\$1500	\$750	\$500	\$3000	\$1500	\$1000
Per Super-Sectional Game	\$2000	\$1000	\$750	\$4000	\$2000	\$1500
Per State Final Game (not on IHSA TV Network)	\$2500	\$1500	\$1000	\$5000	\$4000	\$3000
<b>Boys Football</b>						
Per 1st Round Game	\$1000	\$500	\$250	\$2000	\$1000	\$500
Per 2nd Round Game	\$1000	\$500	\$250	\$2000	\$1000	\$500
Per Quarterfinal Game	\$1500	\$750	\$500	\$3000	\$1500	\$1000
Per Semifinal Game	\$2000	\$1000	\$750	\$4000	\$2000	\$1500
<b>All Other Sports</b>						
Per Regional Game/Meet	\$1000	\$500	\$250	\$2000	\$1000	\$500
Per Sectional Game/Meet	\$1500	\$750	\$500	\$3000	\$1500	\$1000

## Cable Television System/ Low Power Station Fee Schedule

	Tape Delay Fee		Live Fee Dollar Amount + Equal Payment in Kind to IHSA Office	
	Cable Total Subs. 0-75,000 Fee	Cable/LP Total Subs. 75,000-Above Fee	Cable Total Subs. 0-75,000 Fee	Cable/LP Total Subs. 75,000-Above Fee
<b>State Final Series</b>				
<b>Boys Basketball</b>				
Per Regional Game	\$50	\$150	\$100	\$300
Per Sectional Game	\$100	\$250	\$200	\$500
Per Super-Sectional Game	\$150	\$350	\$300	\$700
<b>Girls Basketball</b>				
Per Regional Game	\$50	\$150	\$100	\$300
Per Sectional Game	\$50	\$150	\$100	\$300
Per Super-Sectional Game	\$75	\$200	\$150	\$400
Per State Final Game (not on IHSA TV Network)	\$100	\$250	\$200	\$450
<b>Boys Football</b>				
Per 1st Round Game	\$50	\$150	\$100	\$300
Per 2nd Round Game	\$50	\$150	\$100	\$300
Per Quarterfinal Game	\$100	\$250	\$200	\$500
Per Semifinal Game	\$150	\$350	\$300	\$700
<b>All Other Sports</b>				
Per Regional Game/Meet	\$50	\$150	\$100	\$300
Per Sectional Game/Meet	\$50	\$150	\$100	\$300
Per State Final Game/Meet	\$100	\$250	\$200	\$500