**Indiana High School Athletic Association, Inc., Inc.**

**2021-22 Administrative Procedures, Guidelines and Policies**

These IHSAA administrative procedures, guidelines and policies are for use during the 2021-22 school year. In the case of any conflict, whether actual or believed, with the *IHSAA Articles of Incorporation*, the *IHSAA By-laws*, the *IHSAA Eligibility Rules* or the *IHSAA Sports Rules*, such *Articles*, *By-laws* and *Rules* shall control. Any understanding, misunderstanding, opinion or belief by any individual as a result of reading these policies shall not be binding on the IHSAA. Official rulings may be requested in writing only by the principal or designated official representative of a member School.

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**A-1 IHSAA Member Schools’ Cooperation in the Review Committee Process Policy**

1. **Required cooperation**. The IHSAA provides member Schools, member School students and certain parties affected by a rule or ruling of the IHSAA, opportunity to have an adverse ruling reviewed by the IHSAA Review Committee under rule 17-4; this review process includes a face-to-face evidentiary hearing.
   1. Member Schools have a duty to fully cooperate in such proceedings, under rule 17-1.2, and such cooperation includes the obligation of all member Schools, through their representative(s), to appear and testify at any Review Committee hearing in which an appealing student either was previously enrolled, is currently enrolled or anticipates enrolling at the member School.
   2. Unless the IHSAA staff determines that a specific staff member, or members, should attend and testify at the Review Committee hearing (and the required School representative(s) may include coaches, teachers, administrators, etc.), the member School’s representative(s) generally should include the School’s principal and/or athletic director.
   3. In addition to its representatives attending and testifying at all Review Committee hearings, member Schools must also cooperate with the IHSAA by having any representative who is to appear at the hearing, complete and sign any hearing statement or other hearing form submitted to the representative(s) by the IHSAA staff.
2. **Fine**. The cooperation of member Schools in the Review Committee process is critical to the success of the process, and to the end, it is the policy of the IHSAA that any failure of a member School or member School representative to fully cooperate with the IHSAA in the Review Committee process will subject the member School to a fine imposed by the Commissioner in an amount not to exceed One Thousand Dollars ($1,000).

PolMan2020 (A1) (08.01.2020)**A-2. IHSAA Review Committee Appeal Hearing Transcript Policy**

It is the policy of the IHSAA to engage and pay for a court reporter to transcribe each Review Committee proceeding.

1. **Transcript for Case Review Panel**. Should a party to the proceedings make a bona fide request for a hearing before the Case Review Panel or purses a bona fide review of the Review Committee’s decision before a public judicial officer, the IHSAA will, upon request, authorize the court reporter prepare an official, certified transcript of the proceedings, and pay the cost of the preparation.
2. **Request for unofficial transcript**. If at any time a party to the proceedings wishes to obtain an un-official (rough) transcript, then such party should contact the court reporter and pre-pay for that cost of such un-official (rough) transcript of the proceedings.
3. **Request for official transcript**. If a party to the proceedings wishes to obtain a certified transcript of the proceedings prior to the time that the IHSAA requests an official, certified transcript of the proceedings, then such party should contact the court reporter and prepay the cost of preparing such certified transcript of the proceedings.
4. **Official transcript to the IHSAA**. The original certified transcript of the proceedings will be provided to the IHSAA.
5. **Discretionary reimbursement**. If a party to the proceedings requests the preparation of a certified transcript of the proceedings prior to the IHSAA making such request, and then such party make a bona fide request for a hearing before the Case Review Panel or purses a bona fide review of the Review Committee’s decision before a public judicial officer, the IHSAA, at its discretion, may elect to reimburse the party who paid for the preparation up to One-half (1/2)the cost of preparing the certified transcript of the proceedings.

PolMan2020 (A2) (08.01.2020)

**B-1. IHSAA Gender Policy**

The Indiana High School Athletic Association, Inc., Inc. (IHSAA) has developed this *Gender Policy* to address the eligibility and participation of all students, including transgender students, in IHSAA-sponsored interscholastic athletics.

1. **Purpose**: The IHSAA, with few exceptions, limits participation on single gender athletic teams to students of one gender. This limitation is rooted in the IHSAA’s substantial interest in students’ health and safety, in competitive equity, in safeguarding a level playing field and in ensuring that there is fair opportunity for athletic participation in a manner that enhances the education of all high school students, both boys and girls. This *Gender Policy* seeks to balance these important goals by advancing an equal opportunity in all aspects of high school programming for all students, by promoting the health and safety of all students and especially the health and safety of female students who would otherwise have to participate in activities with biological males or androgen-supplemented biological females who are generally stronger and faster than their biological females counterparts and by promoting Title IX competitive equity.
2. **Definitions:** The following definitions apply to this *Gender Policy*:

**Athletic Team** “Athletic Team” means a team sponsored by a member school which participates in interscholastic competition involving a sport recognized by the IHSAA (rule 1-2 recognizes the single-gender sports of boys baseball, boys basketball, girls basketball, boys cross-country, girls cross country, boys football, boys golf, girls golf, girls gymnastics, boys soccer, girls soccer, girls softball, boys swimming & diving, girls swimming & diving, boys tennis, girls tennis, girls gymnastics, boys track & field, girls track & field, boys wrestling).

**Birth Certificate** “Birth Certificate” means the official government-issued record of a person’s birth which is generally printed on security paper, generally includes an official raised, embossed, impressed or multicolored seal, and generally contains a Gender Marker.

**Birth Gender** “Birth Gender” means the Gender of a student at birth. The Birth Gender can be established through the Gender Marker contained on the Original Birth Certificate.. A Birth Certificate containing a Gender Marker different than the Gender Marker contained on the Original Birth Certificate will not be accepted as proof of the Birth Gender. If the Birth Certificate is unavailable; or the Birth Certificate does not contain a Gender Marker, or the Birth Certificate contains a Gender Marker which does not match the Birth Gender, the Birth Gender can be established by the student’s contemporaneous medical records from the birth or other reliable documents and evidence.

**Female-to-Male** **(FTM)** “Female-to-Male (FTM)” or “Transgender Male**”** means a or **Transgender Male** person who was born with a female body but whose

Gender Identity is male.

**Gender** “Gender” means the state of being male or female.

**Gender Committee** “Gender Committee”means an IHSAA committee appointed to consider an application for a Waiver of the Participation Component of the *Gender Policy*. The Committee shall include at least Three (3) individuals, including the IHSAA Commissioner, who shall be the chair. The IHSAA Commissioner shall appoint members to the Gender Committee who may include IHSAA staff, legal counsel, member School personnel, sports-specific experts and medical professionals; the Gender Committee may consult with physician(s) with experience in Transgender health care, psychiatrist(s), psychologist(s), and licensed mental health professional(s).

**Gender Expression** “Gender Expression” means external appearance, characteristics or behaviors typically associated with a specific Gender.

**Gender Identity** “Gender Identity” means an innate sense of one’s own Gender.

**Gender Marker** “Gender Marker” is the ‘male’ (‘M’) or ‘female’ (‘F’) on a Birth Certificate.

**Male-to-Female** **(MTF)** “Male-to-Female (MTF)” or “Transgender Female” **Transgender Female** means a person who was born with a male body or

but whose Gender Identity is female.

**Original Birth Certificate** “Original Birth Certificate” means the Birth Certificate issued contemporaneously with the student’s birth.

**Transgender** “Transgender”means having a Gender Identity or Gender Expression that differs from societal expectations based on the Gender assigned at birth.

**Transgender Application** “Transgender Application” means a Form provided by the IHSAA and used by a student to provide the information required by this *Gender Policy* to obtain a Waiver of the Participation Component of this *Gender Policy*.

**Waiver** “Waiver” means an exemption from the Participation Component granted by the Gender Committee.

1. **Participation Component:** It is a tenant of theIHSAA that, except as permitted by rules 9-9 and 9-10, a student may only participate in interscholastic competition as a member of a single-gender Athletic Team when the Gender of the Athletic Team matches the student’s Birth Gender (“Participation Component”). A student may, however, apply for a Waiver of the Participation Component and then participate on a single-gender Athletic Team whose Gender does not match the student’s Birth Gender.
2. **Participation Component Waiver**: A student can obtain a Waiver of the Participation Component, and participate as a Transgender student in interscholastic competition as a member of a single-gender Athletic Team, through the Participation Component Waiver Process.
3. **Application Process**.
   * 1. **Notice to the School:** A Transgender student shall (i) contact a school administrator or athletic director of the Transgender student’s school, (ii) identify as a Transgender student and (iii) identify the IHSAA sport(s) in which the Transgender student seeks to participate.
     2. **School Initial Determination:** The school shall verify that the Transgender student meets all non-gender eligibility standards for participation which have been established by the IHSAA and the school.
     3. **Transgender Application to the IHSAA:** After non-gender eligibility has been verified, the Transgender student and his/her parent(s)/guardian(s) shall complete and file a Transgender Application with the IHSAA. The Transgender Application shall include the following:
   1. Current school registration information of the Transgender student.
   2. Written affirmation(s) from the Transgender student and his/her parent(s)/guardian(s) regarding the Transgender student’s Gender Identity, Gender Expression and motive for the application.
   3. Written affirmation(s) and/or documentation from parent(s), friend(s) and teacher(s) regarding the actions, attitudes, dress manner, Gender Identification and Gender Expression of the Transgender student.
   4. Written affirmation(s) and/or documentation from an appropriate health-care professional (physician, psychologist) regarding the Transgender student’s Gender Identity and Gender Expression.
   5. With respect to a FTM student only, written affirmation(s) and/or documentation regarding all testosterone therapy and physiological testing, counseling, or other medical or psychological interventions related to Gender transition.
   6. With respect to a MTF student only, written affirmation(s) and/or documentation regarding:
      1. all physiological testing, counseling, or other medical or psychological interventions related to Gender transition., and all hormone treatment or Gender reassignment procedure(s), and
      2. the student’s physical (bone structure, muscle mass, and/or testosterone hormonal levels, etc.) and physiological condition, and how they relate to the physical and physiological condition of a genetic female of the same age group.
4. **Review and Waiver by Gender Committee:** Upon receipt of the Transgender Application the following action shall occur:
   1. **Gender Committee**: The Gender Committee shall convene to review the Transgender Application and to consider the student’s request for a Waiver.
   2. **Review Criteria**: To obtain a Waiver:
   3. the Transgender student must establish that the Transgender student's Gender Identity is sincere and not motivated by an improper purpose;
   4. the Transgender student must establish that the Transgender student has, for at least one (1) year, consistently exhibited Gender Identification and Gender Expression of the Gender to which the Transgender student self-relates;
   5. the Transgender student must establish, through testimony and/or creditable documentation from parents, friends, teachers and others, that the actions, attitudes, dress and manner of the Transgender student, for at least one (1) year, are and have been consistent with the Gender Identification and Gender Expression of the Gender to which the Transgender student self-relates;
   6. the Transgender student must establish, through testimony and/or creditable documentation from an appropriate health-care professional (physician, psychologist) that the Transgender student, for at least one (1) year, demonstrated a consistent Gender Identification and Gender Expression of the Gender to which the Transgender student self-relates;
   7. With respect to FTM, only, the Transgender student must establish through testimony and/or creditable documentation, from an appropriate health-care professional, that the student has initiated testosterone therapy and has completed counseling, and other medical or psychological interventions related to Gender transition; and
   8. With respect to MTF student only, the Transgender student must establish:
      * + 1. through testimony and/or creditable documentation, from an appropriate health-care professional, that the Transgender student has completed counseling, and other medical or psychological interventions related to Gender transition, and has either (a) completed a minimum of one (1) year of hormone treatment related to gender transition or (b) undergone a medically confirmed gender reassignment procedure, and
          2. through medical examination and testing and through physiological testing that the Transgender Female student does not possess physical (bone structure, muscle mass, and/or testosterone hormonal levels, etc.) or physiological advantages over a genetic female of the same age group.
   9. **Decision.** A written decision on the application for a Waiver shall be made by the Gender Committee. Any decision granting a Waiver requires a unanimous vote by the Gender Committee.
5. **Further Policies**
6. A Transgender student undergoing a hormone treatment related to a Gender transition must be monitored by a licensed physician.
7. A Waiver is effective for the remainder of the Transgender student’s high school eligibility, and any Transgender student who obtains a Waiver and then participates as a Transgender student in an interscholastic competition, may never return to participate in an interscholastic competition as a member of the other Gender.
8. In light of the obvious physical, psychological and social implications, nothing in this *Gender Policy* should be construed to encourage a Transgender student to undergo sex reassignment surgery, hormone treatment or other medical treatment directed at changing the student’s Gender.
9. If a Transgender student is denied a Waiver, the Transgender student’s eligibility remains with the Transgender student’s Birth Gender.

(B1) (10.2019)

**B-2. IHSAA Individual Sport Athlete Without a Team Policy (15-1.1 d (1)) ((Non-Home School Practice Rule)**

**Rule**

*Rule 15-1.1 (d)(1)* - When a School does not have a team, individual students may practice with another member School’s team under the supervision of the other member School’s coach, provided a written agreement, signed by both principals, is on file in the IHSAA office.

**Policy**

A School which does not have a team in an Individual Sport (“home School”), may permit an Individual Sport student athlete enrolled at the home School to practice with the team of another member School (“practice School”), under the following criteria:

1. **Sponsorship of Individual Sport**. The home School must officially declare that the home School will sponsor the student athlete(s) in the Individual Sport. Sponsorship requires that all IHSAA eligibility rules and regulations apply to the student athlete(s).
2. **Written agreement**. There must be a written agreement, signed by the principals of both the home School and the practice School, which described the student athlete’s practice arrangement, which addresses liability, transportation, cost of equipment, entry fees, program costs, etc. and which is filed in the IHSAA office before the student athletes practices.
3. **Maximum participants and maximum practice from Schools**. No more than Six (6) student athletes (Three (3) male and Three (3) female) from a home School may practice with a practice School’s team. All student athletes from a home School must practice with the same practice School.
4. **Regular Season participation**.
   1. During the regular season, an individual student athlete from a home School may participate in Contests using one of the following options:
      1. The student athlete may compete in an invitational. The points earned should be applied to the varsity team score for the student athlete’s home School.
      2. The student athlete may compete in varsity Contest. The points earned should be applied to the varsity team score for the student athlete’s home School. If student athlete(s) from a home School participate in what was scheduled as a varsity dual meet/Contest, the dual meet/Contest rules shall apply (the three-way meet/Contest rules do not apply) and the student athlete shall participate only if there is participation space available (e.g. an available lane in a varsity race)..
      3. The student athlete may compete in a junior varsity Contest. The points earned should be applied to the junior varsity team score for the student athlete’s home School.
   2. If Schools participating in a regular season Contest permit an individual student athlete from a home School to participate in the Contest, the Schools’ *IHSAA Member School Athletic Contest Contract* for the Contest should be amended to show the home School as a participating School, and should be signed by the home School at least 24-hours before the Contest. Similarly, the *IHSAA Officiating Contract for Athletic Contests* for the Contest should also be amended to designate that the home School as a participant in the Contest.
5. **Tournament Series participation**. An Individual Sport student athlete from a home School may participate in an IHSAA Tournament Series under the following criteria:
   1. The student athlete’s home School must notify the IHSAA that the student athlete is entering the Tournament Series. An official sectional entry list must be submitted by the designated deadline by the student athlete’s home School.
   2. In order for an Individual Sport student athlete from a home School to qualify for participation in the IHSAA Tournament Series, the student athlete only has to meet the 25% (of the authorized season Contests in that sport) rule and not the 75% (of Season Contest) rule under rules 50-4 and 101-4.
6. **Coaching.** During any competition involving a student athlete from a home School, the home School must provide its own coach to represent the student athlete.
   1. The home School coach shall serve as the team coach in all aspects of the competition, including the coach's meetings.
   2. The coach of the practice School cannot work with the student athlete during a Contest (per IHSAA By-Law, a coach may not work with athletes from different Schools at the same time).
   3. The individual assigned as the home School coach is an official representative of the home School. The home School coach must meet the coaching accreditation rules (rule 7).

PolMan2020 (B2) (08.01.2020)

**B-3 IHSAA Non-School Recognition of Student Athlete Policy**

The IHSAA discourages its member-School students from taking part in non-School, non-IHSAA approved or sanctioned programs which solicit the names and information on student athletes, and select and provide ‘all-star’, ‘all-American’, or so-called ‘athlete of the year’ recognitions. The IHSAA believes such selections have no validity at the interschool level. The involvement of School’s principals and/or coaches is particularly discouraged and the IHSAA cautions member Schools against the release of students’ names and information to any such organization. The IHSAA also reminds Schools, staff and students that IHSAA Amateurism Rule, rule 5 and the IHSAA Award Rule, rule 6, prohibit acceptance of certain types of recognitions and awards from non-School organizations.

PolMan2020 (B3) (08.01.2020)

**B-4. IHSAA Participation in Baseball and Softball Tournaments During the School Year Out-of-Season Policy**

1. **General participation policy**. The IHSAA Participation Rule, rule 15-2.2(a), limits the number of student athletes in Team Sports[[1]](#footnote-1) who may participate on a non-School sponsored team during the School Year Out-of-Season[[2]](#footnote-2), however there is no similar limit on the number of student athletes in Team Sports who may participate on a non-School sponsored team during the Summer[[3]](#footnote-3). The IHSAA recognizes that Tournaments conducted during the Summer for certain national baseball and softball organizations, such as Little League and American Legion, will be scheduled during the Summer, but may continue into the beginning of the School Year Out-of-Season.
2. **Waiver for summer baseball and softball tournaments**. Upon application, and at its complete discretion, the IHSAA may grant a waiver of rule 15-2.2 for student athletes who participate on a non-School sponsored baseball or a non-School sponsored softball team that takes part in a tournament conducted during the Summer by a national baseball and softball organizations, but which continues into the beginning of the School Year Out-of-Season, provided the team upon which the student athletes participate is the only team in that Tournament which is still representing the state of Indiana in a specific age group. A waiver granted under this Policy only addresses the numbers limitation, and the students remain subject to all other IHSAA rules, including the remaining provisions in rule 15-2.2. Any waiver under this Policy is at the complete discretion of the IHSAA.
3. **Waiver procedure**. A request for a waiver must be made by the affected students and the team, in writing, and must be received by the IHSAA Commissioner no less than five (5) calendar days prior to the date the students and the team are scheduled to participate in a qualifying Tournament, during the School Year Out-of-Season.

PolMan2020 (B4) (08.01.2020)

**C-1. IHSAA Unsporting and Ejection Policy.**

IHSAA rule 8, the Conduct, Character and Discipline Rule, sanctions improper and unsporting conduct by student athletes, coaches, Contest Administrators[[4]](#footnote-4) and School Administrators[[5]](#footnote-5), and requires that an Unsporting Behavior Report be submitted to the IHSAA.

**Unsporting act occurs involving a player or coach who is ejected from a Contest**.

The Contest Official who ejected the player or coach shall immediately initiate (within 24 hours of the Contest) an Unsporting Behavior Report with the IHSAA, and the principal of the player or coach ejected shall promptly submit a response to the Unsporting Behavior Report to the IHSAA.

The principal shall not permit the ejected player or coach to participate in the next interschool Contest in that sport, at that level of competition and all other interschool Contests at any level in the interim, and shall enforce any other penalties assessed.

The principal of the player or coach ejected is encouraged to have an ejected player attend the next game, in street clothes, and sit on the team bench; however, an ejected coach is barred from attending the next Contest.

**Unsporting act occurs involving a Contest Administrator or a School Administrator who is ejected from a Contest**.

the Contest Official who ejected the Contest Administrator or the School Administrator shall immediately initiate an Unsporting Behavior Report with the IHSAA (within 24 hours of the Contest), and the principal who hosted the Contest worked by the Contest Administrator, or in the case of a School Administrator, the principal of that School Administrator, shall thereafter promptly submit to the IHSAA a response to the Unsporting Behavior Report.

The reporting principal shall not permit the Contest Administrator or the School Administrator attend the School’s next interschool Contest at that level of competition, and all other interschool Contests in that sport, at any level in the interim, and shall enforce any other penalties assessed.

**Coach to complete course**. In addition, and in accordance with rule 8-4(b), a coach who is ejected from a Contest the first time during a sport season must successfully complete the NFHS Teaching and Modeling Behavior course before returning to coach at a competition, and a player who is ejected from a Contest the first time during a sport season must successfully complete the NFHS Sportsmanship course before returning to competition.

**Second ejection**. In addition, and in accordance with rule 8-4(c), if a player, coach, Contest Administrator or School Administrator, is ejected from a Contest for an unsportsmanlike act a second time during a sport season, the reporting principal shall not permit the player, coach, Contest Administrator or School Administrator to coach , participate or attend the next two (2) interschool Contest at that level of competition and all other interschool Contests at any level in the interim, unless an IHSAA sport-specific rule or policy provides a different protocol or penalty for a second ejection.

PolMan2020 (C1) (08.01.2020) **C-2.** **IHSAA Sportsmanship Score Policy**

The IHSAA Sportsmanship Program consists of five (5) components, and to earn a sportsmanship distinction, a school must: (i) complete school year with Sportsmanship Score of 100+, (ii) Offer a Leadership Role to Student Athletes (iii) Acknolege the merits of Servant Leadership through a community service project, (iv) Challenge staff, parents, students to take part in an educational program (InSideOut Initiative) and (v) Hold an annual Sportsmanship/Leadership Conference.

The first component is the Sportsmanship Score component.

1. **Report Sportsmanship Score.** Under the Sportsmanship Score component, each Member School begins each school year with 100 points on that Member School’s score card, as established by the IHSAA. A Member School’s Sportsmanship Score is updated with each Unsporting Behavior Report filed with the IHSAA (loss of points) and with each Exemplary Report and through attendance at courses and events (addition of points).
2. Unsporting events include (i) ejection of an administrator (-20 pts.), (ii) ejection of a coach **(-10 pts.)**, (iii) ejection of a fan **(-5 pts.)**, (iv) ejection of a student athlete (-5 pts.).
3. Exemplary events include (i) **Student attendance at Fall Area Principal Meetings** (+5 pts.), (ii) participation in the IHSAA annual Student Leadership Conference (+5 pts.) (iii) athletic administrator’s attendance at the annual IIAAA Conference in March (+5 pts.), (iv) accumulation of an Exemplary Report submitted by a fellow Member Schools or by a contest Officials (1 Exemplary Report = 1 pt.).

An Unsporting Behavior Report not indicating an ejection (yellow cards, technical fouls, etc.) shall be sent to the Member School Athletic Director via automatic email notification from the IHSAA. An Unsporting Behavior Report indicating an ejection shall be sent to the Member School Principal and Athletic Director via automatic email notification from the IHSAA.

1. **Calculate annual Sportsmanship Score.** A Member School’s annual Sportsmanship Score will be calculated upon completion of the IHSAA Baseball Tournament Series and the IHSAA Student Leadership Conference. The annual Sportsmanship Scores shall be ranked by levels:
   * 1. “Excellent” level (100+ pts.)
     2. “Acceptable” level (99-90 pts.)
     3. “Needs Improvement” level (89-70 pts.)
     4. “Probation” level (69-60 pts.)
     5. “Unacceptable**”** level (<60 pts.)
2. **Required Remediation.** A Member School accumulating a less than “Acceptable” Score shall participate in remediation the following year.
3. A Member School’s score which is at the “Needs Improvement” level shall complete a Sportsmanship Evaluation form (to be provided by the IHSAA to the Member School) and submit to the IHSAA Commissioner on or before the August IHSAA Executive Committee Meeting.
4. A Member School’s score which is at the “Probation” level shall complete a Sportsmanship Evaluation form and then participate in a video conference with the IHSAA Commissioner and Staff regarding the Sportsmanship Evaluation form. Notice of the “Probation” shall be sent from the IHSAA Commissioner to the Member School Superintendent, Principal, and Athletic Director and all will be required to participate in the video conference. Submission of the Sportsmanship Evaluation form shall occur prior to the August IHSAA Executive Committee Meeting and the video conference shall be scheduled promptly after the August IHSAA Executive Committee Meeting.
5. A Member School’s score which is at the “Unacceptable” level shall complete a Sportsmanship Evaluation form and make a formal presentation to the IHSAA Executive Committee. Notice of the “Unacceptable” level score shall be sent from the IHSAA Commissioner to the Member School Superintendent, Principal, and Athletic Director and all will be required to participate in the formal presentation. Submission of the Sportsmanship Evaluation form shall occur prior to the August IHSAA Executive Committee Meeting and the presentation shall be scheduled for the August IHSAA Executive Committee Meeting.
6. **Monitoring.**
7. During the school year the IHSAA shall contact and counsel any Member School which accumulates an exorbitant number (10 or more) of Unsporting Behavior Reports during a school year.
8. If a Member School’s Score is at the “Probation” level or is at the “Needing Improvement” level, and the Member School receives its first non-ejection Unsporting Behavior Report, the IHSAA Staff will contact the Member School and discuss the unsporting behavior.
9. And if, a Member School Score is at the “Probation” level or is at the “Unacceptable” level, and the Member School receives its first Unsporting Behavior Report indicating an injection, the IHSAA Staff will contact the Member School and discuss the ejection.
10. A member school accumulating five (5) or more ejections during the school year will complete the Sportsmanship Evaluation form and make a formal presentation to the IHSAA Executive Committee.
11. **Seasonal Sportsmanship Report.** Following the completion of each sports season(Fall, Winter and Spring), the IHSAA shall, after verifying for accuracy, publish to an IHSAA Membership Report of Sportsmanship, which shall provide for each Member School (i) the number of Unsporting Behavior Reports filed, (ii) the Sportsmanship Score to date and (iii) the current Sportsmanship Level (Excellent, Acceptable, Needs Improvement, Probation and Unacceptable.)
12. **Notice of Sportsmanship Program and Sportsmanship Points**. The Membership will be provided notice of the IHSAA Sportsmanship Program and its requirements via points of emphasis at the Area Principal Meetings, via postings on the IHSAA websites: .org, .net, Central Hub, through IHSAA Press Releases to media and Coaches Association and via points of emphasis at the IIAAA District Meetings.

PolMan2020 (C2) (08.01.2020)

**D-1. IHSAA Guidelines for Management of Concussion**

***“Any athlete suspected of having a concussion should be evaluated by an appropriate health care professional that day. Any athlete with a concussion should be medically cleared by an appropriate healthcare professional prior to resuming participation in any practice or competition.”***

The language above appears in all National Federation sports rule books as part of the suggested guidelines for the management of concussion. It reflects a heightened emphasis on the safety of athletes suspected of having a concussion, especially since the vast majority of concussions do not involve a loss of consciousness. The State of Indiana has laws (Ind. Code 20-34-7) which mandate a protocol to be observed in the event there is an athletic head injury or concussion sustained by a high school student in a high School practice or game. The following guidelines provide the IHSAA’s suggested procedures to be followed when a student athlete in a Contest or a Practice in an IHSAA recognized sport sustains a head injury or concussion.

1. **Suspected concussion or head injury**. Any high school student athlete suspected of having sustained a concussion or a head injury in a high school Practice or a high school Contest:
2. should be removed from play at the time of the concussion or head injury is sustained,
3. should be evaluated by an appropriate health care professional immediately, and
4. should not return to play in a practice or a game until the high school student athlete is cleared in writing to return to play by the health care professional who conducted an evaluation.
5. **Return to play or practice**. A high school student athlete should not return to play or practice any sooner than twenty-four (24) hours after the student is removed from play. After medical clearance by an appropriate health care professional, return to play should follow a step-wise protocol with provisions for the delay of the return to play based upon the return of any signs or symptoms.
6. **Official’s role**. The Official’s role in recognizing a Concussive Event:
7. If, during a contest, an Official observes a player and suspects that the player has suffered a head concussion or head injury by exhibiting concussive signs (including appearing dazed, stunned, confused, disoriented, to have memory loss, or the athlete is either unconscious or apparently unconscious), the Official should notify a coach that a player is apparently injured and advise that the p--layer should be examined by an appropriate health care professional.
8. If a concussion event occurred during a contest, and regardless of whether the student athlete returns to play or not, following the contest, an Official’s report shall be filed with the School of the removed player, including the athletic director, by the Official that initially removed the student athlete from play; this report may be found on the IHSAA website at [www.ihsaa.org](http://www.ihsaa.org).
9. **Health care professional**. For purposes of this Concussion Guideline, an appropriate health care professional is an Indiana medical doctor (MD) or doctor of osteopathic medicine (DO) who holds an unlimited license to practice medicine in the state of Indiana, an Indiana nurse practitioner or an Indiana physician assistant, who has training in the evaluation and management of concussions and head injuries.
10. **IHSAA Tournament physician**. In cases where an assigned IHSAA Tournament physician (MD/DO) is present, his or her decision regarding any potential concussion, or to forbid an athlete to return to competition, may not be overruled.

PolMan2020 (D1) (08.01.2020)**D-2. IHSAA Unmanned Aerial Vehicle (Drone) Policy**

1. **Prohibition at IHSAA Tournament Series events**. The use of an unmanned aerial vehicle (“UAV”), also known as a drone, at or about an IHSAA Tournament Series site during (or within 30 minutes of) an IHSAA Tournament Series e vent is prohibited.
2. **IHSAA Tournament Series host’s responsibility**. The host of an IHSAA Tournament Series site shall refuse admission or entry to anyone possessing, using or attempting to use a UAV, or shall remove from an IHSAA Tournament Series site anyone possessing, using or attempting to use a UAV; alternatively, the host may confiscate the UAV until the IHSAA Tournament Series event has been completed.
3. **Exception by Commissioner**: The Commissioner may, in his/her absolute discretion, permit a party, such as an IHSAA broadcasting partner for broadcasting purposes, to possess and use a UAV at an IHSAA Tournament Series site.

PolMan2020 (D2) (08.01.2020)

**D-3 IHSAA Risk and Competition Committee and Accommodation Policy**

**PURPOSE**. The IHSAA promotes the use of uniform standards (i) for all interscholastic competitions and (ii) for students’ academic eligibility for interscholastic participation and conditions participation upon the adherence to the interscholastic sports rules and the competition rules for each sport recognized by the IHSAA. At the same time, the IHSAA recognizes the moral and legal obligation to reasonably accommodate individuals with disabilities, provided such accommodations do not fundamentally alter essential elements of a sport or competition or result in a direct threat to others. The Risk and Competition Committee shall consider and evaluate requests for accommodations made by and on behalf of an individual with a disability(ies), such as an exemption from or modification of the IHSAA interscholastic sports rule or the competition rules, due to the individual’s physical or mental disabilities.

**COMPOSITION OF COMMITTEE**. The Committee shall include at least three individuals, including the IHSAA Commissioner who shall be the Chair of the Risk and Competition Committee. The Chair shall appoint members to the Committee, who may include IHSAA staff, legal counsel, member school personnel, sports-specific experts and medical professionals.

**PUBLICATION AND DISSEMINATION TO THE MEMBERSHIP AND INTERSCHOLASTIC PARTICIAPANTS AND PROSPECTIVE PARTICIPANTS**. This Policy, which explains how to request an accommodation, and provides the identity and contact information of the Chair, shall be disseminated to the IHSAA membership and to interscholastic participants and prospective participants through its posting on the IHSAA’s public website (currently www.ihsaa.org) and the IHSAA’s member’s only website (currently https://myIHSAA.net).

**PROCEDURE FOR REQUESTING AN ACCOMMODATION**. A request for an accommodation shall be considered on a case-by-case basis and shall be decided based on the specific facts of each request. A request for an accommodation due to disability(ies) shall be directed to the Committee, through the IHSAA Commissioner, and should include the following information: (i) the individual’s name; (ii) the individual’s contact information; (iii) details of the specific accommodation requested; (iv) the reason for the accommodation; (v) information and documentation which support the request; and (vi) a release/waiver of privacy/confidentiality signed by the individual or the individual’s parent/guardian who is requesting the accommodation in order to permit a narrowly tailored review of the personal and medical records.

**PROCEDURE FOR CONSIDERING REQUEST FOR AN ACCOMMODATION**.

Within seven (7) business days of receiving a request for an accommodation, the Risk and Competition Committee Chair will adhere to the following procedures for considering the request:

* 1. Grant the request;
  2. Make a narrowly tailored request for more information about the request, document each reason why additional information is needed, and within ten (10) days of receiving the information, grant or deny the request; or
  3. Deny the request.

The Committee shall consider the information provided and it shall make a determination as to whether to grant an accommodation. If the Committee denies the request, it shall document each reason for the denial.

If an individual is dissatisfied with an adverse decision of this Committee, the individual may seek review to the IHSAA Review Committee under Rule 17.

PolMan2020 (D3) (08.01.2020)

**D-4. IHSAA Policy Regarding Pre-participation Physical: Completion of Physical, Use of *Pre-participation Physical Evaluation and Consent and Release* form and Application of Rule to Christian Scientists**

1. **Pre-participation form required.** IHSAA rule 3-10 requires all students have a physical examination prior to a student’s first practice and that the *IHSAA Pre-participation Physical Evaluation and Consent and Release* form (*Form*) be utilized and signed by the performing medical professional.
2. **Completion of physical and form by medical professional**. The rule requires that the *Form* be completed by a medical professional, which includes a medical doctor (MD), a doctor of osteopathic medicine (DO), a nurse practitioner or a physician’s assistant holding an unlimited license to practice in the state of Indiana. The medical professional, as well as others in medical professional’s office, may be involved in the completion of the physical itself, however the *Form* must be signed by the MD, DO, nurse practitioner or physician’s assistant.
3. **Copying form**. The *Form* is a copyrighted form, but permission is given to copy and distribute the *Form* for use and completion. The IHSAA does not authorize the use of a substitute form, or the conversion of the *Form* into an electronic form.
4. **No exceptions**. There is no exemption for this examination requirement and the rule applies to all students, including Christian Scientists.

PolMan2020 (D4) (08.01.2020)E-1. IHSAA Policy for Distribution of IHSAA Publications

The IHSAA provides certain IHSAA publications to its member Schools, to licensed Officials and to its Board of Directors on an annual basis, as follows:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Superintendent | Principal | Athletic Director | IHSAA Board of Directors | Former IHSAA Bd. Members | Licensed Officials |
| Desk Calendar | 0 | 1 | 3 | 1 | 1 | 0 |
| Pocket Calendar | 0 | 0 | 3 | 1 | 1 | 0 |
| Wall Map/Calendar | 0 | 0 | 3 | 1 | 0 | 0 |
| By-Laws | 1 | 1 | 3 | 1 | 1 | 0 |
| School Directory | 1 | 1 | 2 | 1 | 1 | 1 |

PolMan2020 (E1) (08.01.2020)**E-2. IHSAA Policy Regarding Distribution of National Federation Rule Books**

1. **Biennial distribution of rule books**. The Indiana High School Athletic Association, Inc. provides all National Federation rules publications to its member schools and licensed officials on an alternate-year basis rather than annually as in previous years. The process began with the 2010-2011 school year. The increasing cost to purchase and ship rules books that contain few significant changes year after year is the impetus for a change in policy. All officials and schools will be provided summaries of changes on-line, in print and at rules meetings during the off-years.
2. **Official’s receipt of rule books**. While new officials (those registering for the first time) will receive all rules books and case books in their registered sports in the year of their initial registration, renewing officials will receive books as indicated by the schedule below. Officials also have access to the NFHS Central Hub through Arbiter where searchable rules books and case books are housed.
3. **Distribution plan**. The following chart represents the distribution plan for NFHS rules books by the IHSAA:

|  |  |  |  |
| --- | --- | --- | --- |
| **2021-22** | **2022-23** | **2023-24** | **2024-25** |
| Volleyball (R, C) | Football (R, C, M) | Volleyball (R, C) | Football (R, C, M) |
| Basketball (R, C, M) | Soccer | Basketball (R, C, M) | Soccer |
| Swim and Diving | Gymnastics | Swim and Diving | Gymnastics |
| Wrestling (R, C) | Track and Field (R, C, M) | Wrestling (R, C) | Track and Field (R, C, M) |
| Softball (R, C, M) | Baseball (R, C, M) | Softball (R, C, M) | Baseball (R, C, M) |

**Rules Book (R), Case Book (C), Umpires Manual (M)**

NOTE: Golf and Tennis Rule Books will continue to be distributed digitally. These books will be free of charge to our members. USGA Rules of Golf (Free publication)

USGA Rules of Golf – **IOS App**

<https://apps.apple.com/us/app/the-rules-of-golf/id347349889>

USGA Rules of Golf – **Android App**

<https://play.google.com/store/apps/details?id=com.usga.rulesofgolf>

**USTA Friend at Court – Rule Book:** [USTA: Tennis Rules of the Court](https://www.ihsaa.org/portals/0/girls%20sports/girls%20tennis/2021%20Friend%20at%20Court.pdf)

NOTE: Additional NFHS Rule Books may be purchased through the IHSAA Store, via our public web site at [www.ihsaa.org](http://www.ihsaa.org).

A link to the publications page of the e-commerce store: [myIHSAA.net ECommerce link - ordering of Rule Books](http://www.ihsaa.net/Commerce.Web/catalog/526e0466-ac78-40dd-a453-aa42e3e11fb0.aspx)

NFHS rules books are priced at $8.50 per book.  Shipping is $2.00 per book purchased.  If you have specific questions, please contact the IHSAA at 317-846-6601.

PolMan2020 (E2) (08.01.2020)**F-1. IHSAA Policy for Selection of Sub-State Tournament Series Sites**

The IHSAA is responsible for the selection of all host School sites for each of its Tournament Series[[6]](#footnote-6) events. In making selections for the sub-state level event sites, the IHSAA employs a system which gives consideration to a wide number of criteria, including the following.

1. **Host School.**
2. Application filed by member School principal.
3. Facility Availability – free from scheduling conflicts.
4. Willingness of the member School to make a commitment to the IHSAA for the event.
5. Member School’s satisfactory management of previous tourneys.
6. **Location.**
   1. Central geographic location of hosting center School in relationship to Schools participating in the sport.
   2. Accessibility of the host center School for student and adult spectators who attend.
   3. Adjustment because of reorganization, consolidation or closing.
7. **Facility.**
   1. Equipment available.
   2. Seating capacity.
   3. Press and media facilities.
   4. Adequate dressing and restrooms.
   5. Concessions adequate for anticipated needs of spectators.
   6. Adequate parking available for team buses and spectators.
   7. Effective system of traffic control and parking.
   8. Cooperation of local law enforcement officials for the event.
8. **Personnel**
   1. Personnel available with expertise in conducting the event.
   2. Cooperation with center School personnel in working with the IHSAA in conducting the event.
9. **Finances**
   1. Cost of conducting the event at the site.
   2. Specific contractual arrangements available at site.
   3. Cooperation of center School in preparing and submitting sound financial report for the event.
   4. Costs to participating Schools, students, parents, fans and spectators to attend the event at the site.
10. **Overnight Accommodations**
    1. Adequate overnight accommodations available in the area or at the site for competitors and spectators.
    2. Cost of available accommodations.
11. **Eating Accommodations**
12. Adequate eating accommodations available in the area or at the site for competitors and spectators.
13. Cost of available accommodations.

PolMan2020 (F1) (08.01.2020)**F-2 IHSAA Tournament Series Admission Policy**

The IHSAA has established the following admission prices for all 2021-22 IHSAA Tournament Series events.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **SPORT** | **SECTIONAL** | **REGIONAL** | **SEMI-STATE** | **STATE** |
| **BASEBALL** | $6.00 session  $10.00 season | $8.00 session  $10.00 season | $10.00 | $12.00 session |
| **B & G**  **BASKETBALL** | $6.00 session  $10.00 season | $8.00 session  $10.00 season | $10.00 | $15.00 session |
| **B & G**  **CROSS COUNTRY** | $5.00 | $5.00 | $8.00 | $10.00 |
| **FOOTBALL** | $6.00 | $8.00 | $10.00 | $15.00 session |
| **B & G**  **GOLF** | NC | NC |  | $12.00 season |
| **GYMNASTICS** | $6.00 | $8.00 |  | $10.00 |
| **SOFTBALL** | $6.00 session  $10.00 season | $8.00 | $8.00 session  $10.00 season | $12.00 |
| **B & G**  **SOCCER** | $6.00 session  $10.00 season | $8.00 session  $10.00 season | $10.00 season | $12.00 session |
| **B & G**  **SWIMMING** | $6.00 session  $10.00 season | $5.00 |  | $8.00 session  $15.00 season  $18.00 res. season |
| **B & G**  **TENNIS** | NC | $5.00 | $5.00 | $5.00 |
| **B & G**  **TRACK** | $6.00 | $8.00 |  | $12.00 |
| **UNIFIED TRACK** | $6.00 | $7.00 |  | $10.00 |
| **VOLLEYBALL** | $6.00 session  $10.00 season | $8.00 session  $10.00 season | $10.00 | $12.00 |
| **WRESTLING** | $6.00 | $8.00 | $10.00 session  $12.00 season | $10.00 session  $20.00 season |
| **UNIFIED FLAG FOOTBALL** | $5.00 | $5.00 |  | $5.00 |

**F-3 IHSAA Tournament Series Allowance for Center and Participating Schools Policy**

The IHSAA has established the following center and participating allowances policy for all 2021-22 IHSAA Tournament Series events.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **SECTIONAL** | | | **REGIONAL** | | | | | **SEMI-STATE** | | | | | **STATE** | | |
| **SPORT** | **CENTER SCHOOL** | **PARTIC. SCHOOL** | **IHSAA** | **CENTER SCHOOL** | **PARTIC. SCHOOL** | | **IHSAA** | | **CENTER SCHOOL** | | **PARTIC. SCHOOL** | | **IHSAA** | **RENTAL/**  **CEN. SCH.** | **PARTIC. SCHOOL** | **IHSAA** |
| **BASEBALL** | $150 |  | 100%  bal. | $300 |  | | 100%  bal. | | $200 | | Up to  $200 | | 100%  bal. | Contract |  | 100%  bal. |
| **B & G**  **BASKETBALL** | $300 | Schools Divide | 2% 1st  bal. | $400 | Up to  $600 | | 100%  bal. | | $400 (If school) | | Up to  $700 | | 100%  bal. | Contract |  | 100% bal. |
| **B & G**  **CROSS COUNTRY** | $100 |  | 100%  bal. | $100 |  | | 100%  bal. | | $100 | |  | | 100%  bal. | Contract |  | 100%  bal. |
| **FOOTBALL** | $100 | Schools Divide | 2% 1st bal. | $100 | Up to  $600 | | 100%  bal. | | $100 | | Up to  $700 | | 100%  bal. | Contract |  | 100%  bal. |
| **B & G**  **GOLF** |  |  |  |  |  | |  | |  | |  | |  | Contract |  |  |
| **GYMNASTICS** | $100 |  | 100%  bal. | $100 |  | | 100%  bal. | |  | |  | |  | Contract |  | 100%  bal. |
| **SOFTBALL** | $150 |  | 100%  bal. | $100 |  | | 100%  bal. | | $300 | | Up to  $200 | | 100%  bal. | Contract |  | 100%  bal. |
| **B & G**  **SOCCER** | $125 |  | 100%  bal. | $150 |  | | 100%  bal. | | $250 | | Up to  $200 | | 100%  bal. | Contract |  | 100% bal. |
|  | **SECTIONAL** | | | **REGIONAL** | | | | | | **SEMI-STATE** | | | | **STATE** | | |
| **SPORT** | **CENTER SCHOOL** | **PARTIC. SCHOOL** | **IHSAA** | **CENTER SCHOOL** | | **PARTIC.**  **SCHOOL** | | **IHSAA** | | **CENTER SCHOOL** | | **PARTIC. SCHOOL** | **IHSAA** | **RENTAL/**  **CEN. SCH.** | **PARTIC. SCHOOL** | **IHSAA** |
| **B & G**  **SWIMMING** | $150 |  | 100%  bal. | $50 | |  | | 100%  bal. | |  | |  |  | Contract |  | 100%  bal. |
| **B & G**  **TENNIS** |  |  |  |  | |  | |  | |  | |  |  |  |  |  |
| **B & G**  **TRACK** | $150 |  | 100%  bal. | $300 | |  | | 100%  bal. | |  | |  |  | Contract |  | 100%  bal. |
| **UNIFIED TRACK** | $100 |  |  | $100 | |  | |  | |  | |  |  | Contract |  |  |
| **VOLLEYBALL** | $150 |  | 100%  bal. | $300 | |  | | 100%  bal. | | $300 | | Up to  $200 | 100%  bal. | Contract |  | 100%  bal. |
| **WRESTLING** | $150 |  | 100%  bal. | $250 | |  | | 100%  bal. | | $500  (if at school) | |  | 100%  bal. | Contract |  | 100%  bal. |
| **UNIFIED FLAG FOOTBALL** | $50 |  |  | $50 | |  | |  | |  | |  |  |  |  |  |

**F-4** **IHSAA Tournament Series Directors’ Stipend Policy**

The IHSAA has established the following stipend for Tournament Director at all 2021-22 IHSAA Tournament Series events.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **SPORT** | **SECTIONAL** | **REGIONAL** | **SEMI-STATE** | **STATE** |
| **BASEBALL** | $100 – 4 to 6 teams  $125 – 7 or more teams | $100 | $100 | $200 |
| **B & G**  **BASKETBALL** | $100 – 4 to 6 teams  $125 – 7 or more teams | $125 | $200 | $250 – Director (separate)  $100 – Assistant |
| **B & G CROSS COUNTRY** | $100 | $100 | $200 | $300 (day) |
| **FOOTBALL** | $75 | $75 | $100 | --- |
| **B & G GOLF** | $75 | $75 |  | --- |
| **GYMNASTICS** | $75 | $75 |  | $200 |
| **SOFTBALL** | $100 – 4 to 6 teams  $125 – 7 or more teams | $50 | $100 | $200 |
| **B & G SOCCER** | $100 – 4 to 6 teams  $125 – 7 or more teams | $100 | $100 | $300 – Director (total)  $100 – Assistant (total) |
| **B & G SWIMMING** | $100 | $50 |  | $300-Director (each gender) |
| **B & G TENNIS** | $75 | $75 | $75 | $100 (Team) (gender)  $100 (Indv.) |
| **B & G TRACK** | $100 | $100 |  | $300 (each gender) |
| **UNIFIED TRACK** | $75 | $75 |  |  |
| **VOLLEYBALL** | $100 – 4 to 6 teams  $125 – 7 or more teams | $125 | $100 | $200 |
| **WRESTLING** | $125 | $100 | $250 | $300 |
| **UNIFIED FLAG FOOTBALL** | $50 | $50 |  | $50 |

**F-5 IHSAA Tournament Series Officials’ Stipend and Reimbursement Policy**

The IHSAA has established the following Official’s stipend and reimbursement for all 2021-22 IHSAA Tournament Series Events.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **SECTIONAL** | | **REGIONAL** | | **SEMI-STATE** | | **STATE** | |
| **SPORT** | **FEE** | **MILE** | **FEE** | **MILE** | **FEE** | **MILE** | **FEE** | **MILE** |
| **BASEBALL** | $60 Game | 25¢ | $65 Game | 25¢ | $70 Game | 25¢ | $75 Game | 25¢ |
| **B&G**  **BASKETBALL** | $60 Game | 25¢ | $70 Game  $30 (Alt.) | 25¢ | $80 Game  $40 (Alt.) | 25¢ | $95 Game  $40 (Alt.) | 25¢ |
| **B&G CROSS COUNTRY** | $55 Meet | 25¢ | $60 Meet | 25¢ | $65 Game | 25¢ | $75 Starter  $65 Asst. | 25¢ |
| **FOOTBALL** | $65 Game | 25¢ | $70 Game | 25¢ | $80 Game | 25¢ | $100 Game | 25¢ |
| **GYMNASTICS** | $65 Meet | 25¢ | $70 Meet | 25¢ |  |  | $120 Meet. Ref.  $70 Judge | 25¢ |
| **SOFTBALL** | $60 Game | 25¢ | $65 Game | 25¢ | $70 Game | 25¢ | $75 Game | 25¢ |
| **B & G**  **SOCCER** | $60 Game | 25¢ | $65 Game | 25¢ | $75 Game | 25¢ | $90 Game | 25¢ |
| **B & G**  **SWIMMING** | $120 Starter  $95 Asst.  $20 S & T | 25¢  25¢ | $50 Diving  Ref. | 25¢ |  |  | $125 Starter  $100 Asst.  $75 S & T  $90 Dive. Ref | 25¢  25¢  25¢  25¢ |
| **B & G**  **TENNIS** | $55 Session  (w/ approval) |  | $55 Session  (w/ approval) |  | $55 Session  (w/ approval) |  | $55 Session  $100 Referee | 25¢ |
| **B & G**  **TRACK** | $70 Starter  $55 Asst. | 25¢  25¢ | $80 Ref.  $80 Starter  $65 Asst. | 25¢  25¢  25¢ |  |  | $100 Ref.  $90 Starter  $75 Asst. | 25¢  25¢  25¢ |
| **UNIFIED TRACK** | $70 Starter  $55 Asst. | 25¢  25¢ | $70 Starter  $55 Asst. | 25¢  25¢ |  |  | $90 Starter  $75 Asst. | 25¢  25¢ |
| **VOLLEYBALL** | $50 Match  $25 Match (LJ) | 25¢ | $55 Match  $25 Match (LJ) | 25¢ | $60 Match  $25 Match (LJ) | 25¢  25¢ | $65 Match  $25 Match (LJ) | 25¢  25¢ |
| **WRESTLING** | $150 | 25¢ | $100 | 25¢ | $150 | 25¢ | $150 | 25¢ |
| **UNIFIED FLAG FOOTBALL** | $50.00 | 25¢ | $50.00 | 25¢ |  |  | $50.00 | 25¢ |

**F-6 IHSAA Policy for Tournament Series Reimbursement of Lodging, Meals and Mileage to Participating Schools**

The IHSAA has established the following policy for 2021-22 Tournament Series reimbursement of lodging, meals and mileage.

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **SECTIONAL** | | | **REGIONAL** | | | **SEMI-STATE** | | | **STATE** | | |
| **Sport** | **Ldg.** | **Meals** | **Mileage** | **Ldg.** | **Meals** | **Mileage** | **Ldg.** | **Meals** | **Mileage** | **Ldg.** | **Meals** | **Mileage** |
| **BASEBALL** | None | None | None | None | None | None | None | None | None | $720 ea. team, if  used |  | $5 ea. mile + $.50 ea. season ticket presold |
| **B & G**  **BASKETBALL** | None | None | $.68 ea. Mi. | None | None | $5 ea. mi. ea. team | None | None | $5 ea. mi. ea. team | $720 ea. team, if used |  | $8ea mile + $1 ea. session ticket presold |
| **B & G** | None | None | None | None | None | None | None | None | None | None | $5 | 1-3 - 20 mile |
| **CROSS COUNTRY** | $9 | 4-7 - 40 mile |
|  | $12 | 8-12 - 60 mile |
| **FOOTBALL** | None | $9 ea. pers. if over 120 mi. RT | $1.20 ea. mi. ea. team | None | None | $6 ea. mi. ea. team | None | None | $6 ea. mi. ea. team | +60 - $1500  45-60 - $1200  -45 - $1000 |  | $8 ea. mi. + $1 ea. season ticket presold |
| **B & G**  **GOLF** | None | None | None | None | one | None | n/a | n/a | n/a | 1-4 - $60  5-8 - $90 | $5  $9  $12 | 1-3 - $.20 mi.  4-7 - $.40 mi.  8-12 - $60 mi. |
| **GYMNASTICS** | None | None | None | None | None | None | n/a | n/a | n/a | None | $5  $9  $12 | 1-3 - $.20 mi.  4-7 - $.40 mi.  8-12 - $60 mi.  13-15 - $80 mi.  16-20 - $1.00 mi.  +21 - $1.20 mi. |
| **SOFTBALL** | None | None | None | None | None | None | None | None | None | $720 ea.team, if used |  | $5 ea. mi. + $.50 ea. season ticket presold |
| **B & G**  **SOCCER** | None | None | None | None | None | None | None | None | None | $720 per team, if used |  | $5 ea. mi. + $.50 ea. season ticket presold |
| **B & G** | None | None | None | None | None | None | n/a | n/a | n/a | 1-4 - $60  5-8 - $90  9-12 - $120  13-16 - $150  17-20 - $210  21-24 - $240 | $5 | 1-3 - $.20 mi.  4-7 - $.40 mi.  8-12 - $60 mi.  13-15 - $80 mi.  16-20 - $1.00 mi.  +21 - $1.20 mi. |
| **SWIMMING** | $9 |
|  | $12 |
| **B & G**  **TENNIS** | None | None | None | None | None | None | None | None | None | 1-4 $60, if used  singl & dbl | $5  $9  $12 | 1-3 - $.20 mi.  4-7 - $.40 mi.  8-12 - $60 mi. |
| **B & G** | None | None | None | None | None | None | n/a | n/a | n/a | None | $5 | 1-3 - $.20 mi.  4-7 - $.40 mi.  8-12 - $60 mi.  13-15 - $80 mi.  16-20 - $1.00 mi.  +21 - $1.20 mi. |
| **TRACK** | $9 |
|  | $12 |
| **UNIFIED TRACK**  **AND FIELD** | None | None | None | None | None | None | None | None | None | None | $5  $9 $12 | 1-3 - $.20 mi.  4-7 - $.40 mi.  8-12 - $60 mi.  13-15 - $80 mi.  16-20 - $1.00 mi.  +21 - $1.20 mi. |
| **VOLLEYBALL** | None | None | None | None | None | None | None | None | None | $720 ea. team, if used |  | $5 ea. m. + $.50 ea. ticket presold |
| **WRESTLING** | None | None | None | None | None | None | None | $5  $9  $12 | 1-3 - $.20 mi.  4-7 - $.40 mi.  8-12 - $60 mi.  13-15 - $80 mi. | 1-4 - $60  5-8 - $90  9-12 - $120  13-16 - $150 | $5  $9  $12 | -3 - $.20 mi.  4-7 - $.40 mi.  8-12 - $60 mi.   * 1. - $80 mi. |

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**F-7. IHSAA Complimentary State Tournament Ticket to State Legislator Policy**

It is the policy of the IHSAA to provide Indiana state legislators complementary tickets to a state level IHSAA Tournament Series event:

* + - 1. **Two tickets**. The IHSAA will provide an Indiana legislator a maximum of two (2) complimentary tickets to a state level IHSAA Tournament Series event for their personal use.
      2. **Request**. An Indiana legislator wishing to obtain complimentary tickets must make a written request no later than Ten (10) days prior to the date of the Tournament Series event.
      3. **Additional tickets**. A legislator may purchase additional tickets through normal ticketing outlets, if available.
      4. **Record**. The Commissioner will keep a record identifying complementary ticket recipients and the location of seats issued.
      5. **Mailing**. Available tickets will be mailed by Monday prior to the state level IHSAA Tournament Series event.

PolMan2020 (F7) (08.01.2020)

**F-8. IHSAA Tournament Series Media Credential Policy**

The IHSAA has established the following policies and rules regarding media credentialing at all IHSAA Tournament Series events.

* + 1. **General**.

1. These credentialing rules are administered and amended as deemed appropriate by the IHSAA, in its sole and absolute discretion.
2. The IHSAA reserves the right to grant, issue, deny and revoke credentials to any individual or outlet based on the interpretation and intent of these policies and rules as determined by the IHSAA in its sole and absolute discretion.
3. The IHSAA, and all Tournament managers’ host Schools, reserve the right to issue fewer credentials than the maximum number authorized.
4. Credential requests from Internet sites or specialty publications will be considered on an individual basis. Credential requests from recruiting services, scouts and college coaches will not be considered.
5. Credential requests must be made in advance of the event. Walk-up requests will not be considered.
6. Media representatives covering an IHSAA event are expected to dress in appropriate professional attire.
   * 1. **Policy for Credentials for the Sectional, Regional, Semi-State Levels of an IHSAA Tournaments Series**.
7. Credentials for all sectional, regional and semi-state levels of all IHSAA Tournament Series are issued by the host School, but subject to the IHSAA’s ultimate determinations and these rules and policies. A request for a sub-state level media credential must be received by the host School’s athletic director at least five days in advance of the IHSAA Tournament Series event. Neither three-sixty group nor the IHSAA will issue a sub-state level credential. The host School has the discretion, but subject to these rules and policies, to issue credentials and to determine the number of media credentials to be allotted per IHSAA Tournament Series event hosted; host Schools, subject to these rules and policies, also have the right to deny or revoke media credential requests.
   * 1. **Policy for Credentials for the State Championship level of a Tournament Series**.
   1. Credentials for the state championship level of an IHSAA Tournament Series are issued by the IHSAA and must be requested through the IHSAA office. A state championship level credential request must be e-mailed or faxed on station letterhead to Mr. Jason Wille, Sports Information Director (E-mail: jwille@ihsaa.org; Fax: 317-575-4244). E-mail requests must originate from a recognized business account; e-mails from personal accounts will not be accepted. Requests must include the name/s of the individual/s to be accepted. Deadlines for submitting requests are listed near the bottom of this document. State championship level credentials will not be mailed. They may be claimed at each venue’s “media will call” the day of the event. Please see the corresponding IHSAA media release for the specific event at www.ihsaa.org for further details and media services.
   2. A state championship level credential may be issued only to an authorized representative who regularly and customarily performs services for the agency submitting the request. These credentials are not transferable. Recipients of state championship level credentials must be at least 18 years of age. Exception: a student who represents his/her School’s newspaper, yearbook, radio, television or internet site and attends a School which has a team participating in the state finals may obtain a state championship level credential.
   3. Newspapers, Cable & Television Media. There will be a limit to the number of passes issued to any single media outlet as determined by the IHSAA. The criteria may include but not be limited to, the following:
   4. Circulation (daily and weekly newspapers), subscribers (cable television), market size (commercial television).
   5. Local representation in the respective event.
   6. Space available for working press at the respective event.
   7. Previous coverage of IHSAA events by the media outlet.
   8. Media outlet’s previous history of coverage documentation.
   9. Radio and Internet Media.
   10. Space is limited for radio stations and internet companies providing play-by-play at the state championship level of all IHSAA Tournament Series. Credentials will be issued on a first-come, first-served basis and as space allows.
   11. Radio and internet credential totals:
       1. A maximum of 3 state championship level credentials for football may be issued. The third credential may be granted to a station engineer who may need to set up equipment before and after a game for the broadcasters, however, a seat will not be reserved in the press box for this credentialed person. Alternatively, the third credential may be used for a sideline reporter as long as space is available.
       2. A maximum of 2 state championship level credentials for all other sports may be issued.
   12. Internet Qualifications
8. Internet sites applying to cover the state championship level of an IHSAA Tournament Series must have a unique, registered domain name, ending in one of the recognized extensions (.com; .cc; .org; .edu; .net).
9. Internet sites applying to cover the state championship level of an IHSAA Tournament Series must have a demonstrated record of sustained coverage of high School sports, which should include, but not be limited to: (a) publishing stories and statistics in a timely basis about individual contests; (b) publishing scores on game days; and (c) streaming audio or other content on a real-time basis and publishing feature stories about high School sports teams, coaches and student athletes.
10. Internet sites may be asked to furnish certifiable traffic numbers from an established auditing firm (i.e. Nielsen) or from its service provider. Hit counters on pages will not fulfill this requirement. The following information must be provided: (a) the average number of “unique viewers/visitors” to the site in the last 30-60-90 days; (b) the average number of “page views” by each visitor; and (c) the name and telephone number of the auditing firm or service provider to discuss/ensure the accuracy of the numbers.
11. The following internet sites will not be issued media credentials to any IHSAA Tournament Series events: (a) personal page internet site publishers, (b) subscription-based internet publishers, (c) internet sites associated in any way with the promotion of alcohol, firearms, tobacco, lottery, gambling, political, controversial or lewd issues as determined by the IHSAA, and (d) any other internet site deemed in poor taste or not in compliance with the mission of interscholastic athletics as determined by the IHSAA.
    1. Specialty Publication Qualifications.
    2. Specialty publications desiring media credentials must submit requests using instructions stated above. These requests for credentials for the state championship level of an IHSAA Tournament Series must include samples of the specialty publication and must be made no later than two weeks in advance of the event to allow the IHSAA time to review the publication and its content to determine legitimacy.
    3. Credentials for the state championship level of an IHSAA Tournament Series for specialty publications should be staffed by full-time employees with the intent of reporting Tournament results/information for bona fide news purposes and will be granted as space allows. Designated seats for all representatives of specialty publications that have been approved for credentials may not be available.
    4. Credentials for the state championship level of an IHSAA Tournament Series for specialty publications affiliated with/following a participating team, as approved by that School’s administration, will receive strong consideration for being granted credentials.
    5. Specialty publications desiring media credentials for the state championship level of an IHSAA Tournament Series must have a demonstrated record of sustained coverage of high School sports. This should include, but not be limited to: (i) publishing stories and statistics in a timely basis about individual contests, and (ii) publishing feature stories about high School sports teams, coaches, and student athletes.
    6. The following specialty publications will not be granted credentials for the state championship level of an IHSAA Tournament Series: (i) specialty publications that only provide recruiting lists, (ii) specialty publications that only provide lists of outstanding teams, and (iii) any specialty publication deemed in poor taste or not in compliance with the mission of interscholastic athletics as determined by the IHSAA.
    7. Specialty publications must declare their coverage plans with their request for credentials for the state championship level of an IHSAA Tournament Series to determine if the content to be printed does not duplicate existing content already being provided, or violate rights already granted by the IHSAA to another party. If a specialty publication is seeking credentials for the state championship level of an IHSAA Tournament Series merely to report information already available on the IHSAA web site or its designee, there is a likelihood that the IHSAA will deny the request.
    8. Space and facility restrictions will be a factor in determining whether requests for credentials for the state championship level of an IHSAA Tournament Series for photographers from specialty publications will be approved. NOTE: the IHSAA is the owner of the rights to and the copyright holder of all IHSAA Audio & Visual Works, which includes all still photographs taken of IHSAA Tournament Series events, all film, videotape and audiotape of IHSAA Tournament Series events and the live audio and visual broadcasts of IHSAA Tournament Series events. Still photography, filming, videotaping and audio recording is prohibited at IHSAA Tournament Series events, except as expressly and specifically authorized by the IHSAA.
       1. **Credential Seating Assignments for the State Championship Level at all IHSAA Tournament Series Events**. An open seating policy is normally used at the state championship level of all IHSAA Tournament Series events, but if it becomes necessary to allocate space for accredited media organizations, priority will be given to:
    9. Media which is state wide in scope (wire services, regional television, etc.).
    10. Media which covers its hometown, competing team.
    11. Media which covers the site of the host facility.
    12. All other media (internet sites, specialty publications).
        1. **Deadlines for Submitting Credential Requests for the State Championship Level of all IHSAA Tournament Series**.

|  |  |  |
| --- | --- | --- |
| **Fall Sports** | **Application Deadline** | **Event Date(s)** |
| Girls’ Golf | Wed., Sept. 26, 2018 | Sept. 28-29, 2018 |
| Boys’ Team Tennis | Thurs., Oct. 11, 2018 | Oct. 12-13, 2018 |
| Boys’ Individual Tennis | Thurs., Oct. 18, 2018 | Oct. 19-20, 2018 |
| Soccer | Thurs., Oct. 25, 2018 | Oct. 26-27, 2018 |
| Cross Country | Thurs., Oct. 25, 201 | Oct. 27, 2018 |
| Volleyball | Thurs., Nov. 1, 2018 | Nov. 3, 2018 |
| Football | Wed., Nov. 21, 2018 | Nov. 23-24, 2018 |
|  |  |  |
| **Winter Sports** | **Application Deadline** | **Event Date** |
| Girls’ Swimming & Diving | Wed., Feb. 6, 2019 | Feb. 8-9, 2019 |
| Wrestling | Wed., Feb. 13, 2019 | Feb. 15-16, 2019 |
| Boys’ Swimming & Diving | Wed., Feb. 20, 2019 | Feb. 22-23, 2019 |
| Girls’ Basketball | Thurs., Feb. 21, 2019 | Feb. 23, 2019 |
| Gymnastics | Thurs., March 7, 2019 | March 9, 2019 |
| Boys’ Basketball | Thurs., March 21, 2019 | March 23, 2019 |
|  |  |  |
| **Spring Sports** | **Application Deadline** | **Event Date** |
| Track & Field | Wed., May 29, 2019 | May 31/June 1, 2019 |
| Girls’ Team Tennis | Wed., May 29, 2019 | May 31/June 1, 2019 |
| Girls’ Individual Tennis | Wed., June 5 2019 | June 7-8, 2019 |
| Softball | Thurs., June 6, 2019 | June 8, 2019 |
| Boys’ Golf | Mon., June 10, 2019 | June 11-12, 2019 |
| Baseball | Wed., June 12, 2019 | June 14-15, 2019 |

PolMan2020 (F8) (08.01.2020)**F-9 IHSAA Tournament Series Entry Policy**

The IHSAA has established the following policy regarding entry into IHSAA Tournament Series events.

1. **General**.
   1. A member Schools is eligible to enter and participate in the IHSAA Tournament Series in a sport, only after the School successfully completes the contest Officials' rating process for that sport.
   2. A School shall not complete an entry list for a Tournament Series in a sport unless the School fully intends to field a team and participate in the Tournament Series in that sport.
   3. Each principal is responsible for checking the eligibility of each entrant before permitting an entrant to participate in the Tournament Series event.
   4. A notification from the IHSAA Office will be sent acknowledging receipt and correctness of each Tournament Series entry submitted by a School.
   5. Principals and coaches are urged to read and double check the Tournament Series entry to be sure that all necessary information is provided, and that each contestant is entered properly.
2. **Submission of entry**. Schools shall submit a Tournament Series entry using the on-line forms provided on the IHSAA.net website.
3. **Submission of late entry.** The IHSAA will not accept a Tournament Series entry which is submitted more than Forty-eight (48) hour after the deadline. The IHSAA will accept a Tournament Series entry which is submitted within Twenty-four (24) hours after the Tournament Series entry deadline, if accompanied by a check in the amount of Fifty Dollars ($50.00) and will accept a Tournament Series entry which is submitted within Forty-eight (48) hour after the Tournament Series entry deadline if accompanied by a check in the amount of One Hundred Dollars ($100.00).
4. **Changes to Tournament Series entry prior to entry deadline**. The IHSAA will accept changes to a Tournament Series entry prior to the Tournament Series entry deadline via the IHSAA.net website.
5. **Changes to Tournament Series entry - after the entry deadline.** The IHSAA will accept changes to Tournament Series entry after the Tournament Series entry deadline, under the following protocol:
   * + 1. In the sports of baseball, basketball, cross country, football, golf, gymnastics, soccer, softball, volleyball
6. The IHSAA will accept corrections and additions to a School’s Tournament Series entry on or before the day prior to the opening day of the correcting School’s sectional, provided the correcting School’s principal notifies a member of the IHSAA Staff no later than the next business day after discovery of the omission/error, and promptly submits a check payable to the IHSAA in the amount of One Hundred Dollars ($100.00).
7. The IHSAA will accept corrections and additions to a School’s Tournament Series entry on the opening day of the School’s sectional, provided the principal notifies a member of the IHSAA Staff no later than the next business day after discovery of the omission/error, and provided the correcting School promptly submits a check payable to the IHSAA in the amount of Two Hundred Dollars ($200.00)
   * + 1. In the sports of swimming, tennis, track & field, track and field of Unified Sports ® and wrestling, the IHSAA will accept corrections and additions to a School’s Tournament Series entry prior to the end of the sport’s seeding, pairing or draw event, provided the corrections and additions are promptly reported to an IHSAA Executive Staff member and provided the correcting School promptly submits a check payable to the IHSAA in the amount of One Hundred Dollars ($100.00).

PolMan2020 (F9) (08.01.2020)

**F-10. IHSAA Withdrawal from Tournament Series Policy**

1. **Immediate notification of withdrawal**. If it becomes necessary for a School to withdraw from the Tournament Series, the School must notify the IHSAA, and the host principal of the sectional or other Tournament Series venue, immediately after the School discovers its inability to participate in the Tournament Series.
2. **Penalty**. A member School, which has entered an IHSAA Tournament Series in a sport, and withdraws from a Tournament Series after the drawing has been completed for that Tournament Series, or forfeits a Tournament Series contest by failing to attend the contest or by failing to field a competition team for a Tournament Series contest, shall be fined Four Hundred Dollars ($400.00) and placed on probation in that sport for a Three Hundred Sixty-five (365) days.
3. **Redraw of Sectional**. In the event a School withdraws from an IHSAA Tournament Series after the drawing has been completed and the withdrawal results in a member School advancing to the championship game or match in that sectional without playing another School, that specific sectional draw shall be redrawn if the withdrawing school’s withdrawal occurs prior to the beginning of that specific sectional Tournament in question.

PolMan2020 (F10) (08.01.2020)

**F-11. IHSAA Tournament Series Event Security Policy**

To help insure the safest and most secure atmosphere for IHSAA Tournament Series events, Tournament management will diligently maintain established security procedures and activities. This will require complete cooperation of all competing teams, contest Officials and fans. Security will always take priority over convenience; therefore, all individuals are requested to cooperate with event personnel in any manner. Your assistance will allow the Tournament Series staff to fulfill their duties.

PolMan2020 (F11) (08.01.2020)

**F-12. IHSAA Postponement of Tournament Series Event Policy**

The IHSAA has adopted the following policy with respect to concerns raised regarding whether IHSAA Tournament Series events shall go forward after information is made known about potential public health or safety risks, including the existence of an influenza or H1N1 influenza outbreak. This policy shall apply to all IHSAA Tournament Series events.

1. **IHSAA Tournament Series events to be held as planned**. All IHSAA Tournament Series events will continue to be held as planned unless and until the IHSAA, the Indiana State Board of Health, the Indiana governor or some federal agency provide information to host sites and participants regarding a documented public health or safety risk, and directs that alternative measures must be made.
2. **Individual School’s participation**. The decision of an individual superintendent of a School to allow students to participate or not participate in an IHSAA Tournament Series event which is the subject of a documented public health or safety risks will be honored by the IHSAA. Similarly, if a School is closed and the superintendent approves a School team or individual to participate in an IHSAA Tournament Series event, such decision will be honored by the IHSAA.
3. **Postponement of an IHSAA Tournament Series event**. If an IHSAA Tournament Series event is postponed due to a documented public health or safety risk, such as influenza, that event will be allowed to be made up to the fullest extent possible, provided it does not unreasonably compromise the Tournament Series moving onto the next level of the Tournament.
4. **Rescheduling games**. The date of championship finals will be held as planned and will only change by action of the IHSAA. However, all Tournament games prior to that time will be scheduled with the maximum flexibility to accommodate individual Schools impacted by School closings.
5. **Game forfeitures**. Tournaments will proceed with those School teams that are available to play. This may require game forfeitures from those Schools affected by School closings.

PolMan2020 (F12) (08.01.2020)**F-13. IHSAA Negative Playing Conditions Policy During a Tournament Series**

The IHSAA has adopted the following policy with respect to dealing with negative playing conditions at a Tournament Series event. Negative playing conditions at a Tournament Series event, such as inclement weather conditions, poor ground, course, court, track or field conditions and other similar, negative conditions, may place the health and safety of participants, Officials and fans at risk, and may also negatively impact the play at a contest or event.

1. **Tournament Directors**. Since the general responsibility for the health and safety of the participants, Official and fans at a Tournament Series event falls on the local Tournament Director. The local Tournament Director shall, in consultation with the contest Officials and administrators, initially, and prior to the start of a contest, judge and determine whether the Tournament Series event can safely be played with the negative playing conditions.
2. Similarly, the local Tournament Director shall, in consultation with the contest Officials and administrators, initially, and prior to the start of the contest, judge and determine whether the local Tournament Series event can fairly be played, and in a reasonable and appropriate manner, with the negative playing conditions.
3. If the local Tournament Director is confronted with negative playing conditions prior to the beginning of the contest, the local Tournament Director is authorized to postpone the contest.
4. **Officials.** After the contest begins, and until the contest ends, the contest Officials has the final authority to determine whether the contest can be played safely and in a manner which is not substantially impacted by negative playing conditions.
5. The contest Official shall, in consultation with the Tournament Director and other administrators, judge and determine whether the Tournament Series event can safely be played with the negative playing conditions.
6. Similarly, the contest Official shall, in consultation with the local Tournament Director and other administrators, determine whether the Tournament Series event can fairly be played, and in a reasonable and appropriate manner, with the negative playing conditions.
7. If the contest Official is confronted with negative playing conditions after the start of the contest, the contest Official is authorized to suspend play or postponement of play of the contest.
8. **Resumption of Play**. All Tournament Series contests which are suspended or postponed should be resumed and played:
9. Tournament Series contests which are suspended or postponed should be resumed and played on the next available date, including a Friday.
10. Suspended Tournament Series contests shall be resumed at the point of interruption.
11. Every effort should be made not to cause a team to play back-to-back contests on school nights.
12. If scheduling two sessions on Saturdays, there should be at least a three-hour rest period between the sessions.
13. **Negative Playing Conditions**. The following are examples of negative playing conditions which may cause the postponement of the contest or the suspension of play, but the list should not be considered an exhaustive list:
14. Substantial inclement weather, such as a tornado sighting or warning, lightning (see, *Guidelines for Lightning Safety; IHSAA Lightning Policy*), dense fog, etc.
15. Unreasonably poor ground conditions, such as a field which is excessively muddy, a field with standing water, a court which is excessively wet, etc.
16. Other unusual playing conditions exist, such as an earthquake, a threatening wildfire, a nearby chemical spill, a riot and other civil disobedience, etc.

PolMan2020 (F13) (08.01.2020)

**F-14. Policy Regarding Activities, Advertisements and Sponsorships at Tournament Series Events**

The IHSAA does not permit activities, wall advertisements, banners, billboards, etc., at or around a Tournament Series event (athletic facility, spectator areas, parking facilities, direct ingress and egress to the facilities, etc.) which involve the advancement or promotion of alcohol use, illegal drug use, firearms, tobacco use, gambling, political issues, political candidates, lewd issues or controversial issues. Similarly, a Tournament Series host must carefully select and supervise local advertisers and sponsors so that any local media advertisements or local sponsorships do not promote or advance alcohol use, illegal drug use, firearms, tobacco use, gambling, political issues, political candidates, lewd issues or controversial issues. The IHSAA will also identify, for all Tournament Series host Schools, certain advertising categories for which Tournament Series host Schools are prohibited from accepting advertisements and sponsorships.

PolMan2020 (F14) (08.01.2020)

**F-15. IHSAA Tournament Series Public-Address System and PA Announcer Policy**

1. **Tournament Series Events**. The Public-Address (PA) system at IHSAA Tournament Series venues is to be used for announcements approved by the IHSAA and necessary for the administration of the Tournament Series. The PA Announcer at IHSAA Tournament Series events is considered a bench official, and is to maintain complete neutrality, is to follow the IHSAA script for announcements and generally is to make announcements regarding:
2. Matters of an emergency nature (e.g., paging a doctor, lost child or parent, etc.);
3. Matters of a "practical" nature (e.g., announcing that a driver has left his/her vehicle lights on, etc.);
4. The lineups of the participating teams;
5. Matters related to the management of the Tournament Series event; and
6. Matters regarding concessions and merchandise.
7. **Contest Announcements**. During a Tournament Series Contest, the PA Announcer:
8. May recognize a player about to attempt a play; (e.g., coming up to bat is ..., etc.);
9. May report a decision or penalty signaled by the official;
10. May report substitutions and timeouts;
11. But may not make an announcement during the game (e.g. two minutes to go., etc.), or call the " play-by-play" of the Contest, or make a comment which might provide encouragement to or an advantage for a participating team, or make a comment critical of any school, team, player, coach or official, and importantly, may not make a comment which may incite unsporting conduct.
12. **Season Contests**. This Policy applies to IHSAA Tournament Series events. At Contests conducted during the IHSAA Authorized Season Contests period, it is the host School’s responsibility to monitor the use of the PA system and the conduct of the PA Announcer. However, the IHSAA encourages all member schools, during any Season Contest, to appropriately use the PA system and to require all PA Announcers to conduct themselves in a manner consistent with this *IHSAA Tournament Series Public-Address System Policy*, the *NFHS Public-Address Announcers Guidelines* and the *NASPAA Code of Conduct* <http://www.nfhs.org/sports-resource-content/public-address-announcers-guidelines/>.

PolMan2020 (F15) (08.01.2020)

**F-16 IHSAA Award Distribution Policy**

The IHSAA has established the following distribution policy for awards at all IHSAA Tournament Series events.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **SECTIONAL** | | | | | | | | | | **REGIONAL** | | | | | | | | | | **SEMI-STATE** | | | | | | | | | | | | | | | **STATE** | | | | | | | | | | | | | | | | |
|  | **TROPHY** | | **TEAM**  **RIBBONS** | | | **IND. RIBBONS** | | **BALL** | | | **THROPY** | | **TEAM**  **RIBBONS** | | **IND. RIBBONS** | | | **BALL** | | | **TROPHY** | | | | | **TEAM**  **RIBBONS** | | | | **IND. RIBBONS** | | | | **BALL** | | **TEAM**  **MEDALS** | | **IND. MEDALS** | **STAFF**  **MEDALS** | | | | | **TROPHY** | | | | **M.A. PLAQUE** | | | **IND. RIBBONS** | |
| **Baseball** | 1 | | 0 | | | 0 | | 2 | | | 1 | | 0 | | 0 | | | 2 | | | 1 | | | | | 0 | | | | 0 | | | | 2 | | 1st – 2nd 20 | | 0 | 1st - 2nd 10 | | | | | 2 | | | | 1 | | | 0 | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Basketball** | 1 | | 0 | | | 0 | | 2 | | | 1 | | 0 | | 0 | | | 2 | | | 1 | | | | | 0 | | | | 0 | | | | 2 | | 1st – 2nd  12 | | 0 | 1st - 2nd 10 | | | | | 2 | | | | 1 | | | 0 | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Cross Country** | 1 | | 1st - 5th  7 | | | Top 15 | | 0 | | | 1 | | 1st - 5th 7 | | Top 15 | | | 0 | | | 1 | | | | | 1st - 5th  7 | | | | Top 15 | | | | 0 | | 1st - 5th  7 | | Top 20 | 1st - 5th  5 | | | | | 2 | | | | 1 | | | 0 | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Football** | 1 | | 0 | | | 0 | | 2 | | | 1 | | 0 | | 0 | | | 2 | | | 1 | | | | | 0 | | | | 0 | | | | 2 | | 1st - 75  2nd – 75  (Entry list up to) | | 0 | 1st - 10  2nd – 10 | | | | | 2 | | | | 1 | | | 0 | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Golf** | 1 | | 1st - 3rd - 5 | | | Top 3 | | 0 | | | 1 | | 1st - 3rd 5 | | | Top 5 | | 0 | | | 0 | | | | | 0 | | | | 0 | | | | 0 | | 1st - 5th  5 | | Top 10 | | 1st - 4th 5 | | | | 2 | | | | 1 | | | 0 | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Softball** | 1 | | 0 | | | 0 | | 2 | | | 1 | | 0 | | 0 | | | 2 | | | 1 | | | | | 0 | | | | 0 | | | | 0 | | 1st - 2nd 20 | | 0 | | 1st - 2nd 10 | | | | 2 | | | | 1 | | | 0 | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Tennis** | 1 | | 7 | | | 2 Dbl.  1 Sgl. | | 0 | | | 1 | | 7 | | 2 Dbl.  1 Sgl. | | |  | | | 2 | | | | 14 (Chmp)  (2 sets) | | | | 0 | | | | 0 | | 1st - 4th 7 | | 1st–4th Singles  1st–4th  Doubles | | | 1st - 4th 5 | | | | | 2 | | | 1 | | | 0 | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Volleyball** | 1 | | 0 | | | 0 | | 2 | | | 1 | | 0 | | 0 | | | 2 | | | 1 | | | 0 | | | | | 0 | | | | 2 | | 1st - 2nd 12 | | 0 | | | | 1st - 2nd 5 | | | 2 | | | | | 1 | | 0 | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Gymnastic** | 1 | | 0 | | Top 6 in 5 events  = 30 | | | 0 | | | 1 | 0 | | Top 6 in 5 events  = 30 | | | 0 | | 0 | | | 0 | | | | | 0 | | | | 0 | | | | 1st - 4th 7 | | Top 6 in  5 events = 30 | | | | | 1st - 4th  5 | | | | 2 | | | 1 | 0 | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Swimming** | 1 | | 0 | | | Top 8 in 9 ind  = 54  Top 6 in 3 relays | | 0 | | |  | 0 | | 8 | | | 0 | | 0 | | | 0 | | | | | 0 | | | | 0 | | | | 0 | | Top 8in 9 ind. =72  Top 8 in 3 relays  = 96 | | | | | 1st - 2nd 5 | | | | | 2 | | 1 | Top 8 in 9 ind.= 72  Top 8 in  3 relays  = 96 | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Track & Field** | 1 | 0 | | Top 9 in each ind. event  Top 6 in each relay | | | | | 0 | 1 | | | 0 | | Top 8 in each ind. event  Top 8 in each relay | | 0 | | | 0 | | | 0 | | | | | 0 | | | | 0 | | | 0 | | Top 9 in  each event | | | | | | 1st - 2nd 5 | | | | 2 | | 1 | | | 0 |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Unified Track & Field** | 1 | 200 | | 0 | | | 0 | | | 0 | | | 0 | | 0 | | 0 | | | 0 | | | 0 | | | | | 0 | | | | 0 | | | 1st - 3rd 25 | | 0 | | | | | | 0 | | | | 2 | | 0 | | | 0 |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Unified Football** | 1 | 200 | | 0 | | | 0 | | | 0 | | | 0 | | 0 | | 0 | | | 0 | | | 0 | | | | | 0 | | | |  | | | 1st - 2nd 12 | |  | | | | | | 1st - 2nd 5 | | | |  | |  | | |  |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Wrestling** | 1 | 0 | | Top 6 in each wt. class | | | 0 | | | 1 | | | 0 | | Top 4 in each wt. class | | 0 | | | 1 | | | 0 | | | | | Top 4 in each wt. class | | | | 0 | | | 0 | | Top 8 in each wt. classes | | | | | | 1st - 2nd 5 | | | | 2 | | 1 | | | 0 |

PolMan2020 (F16) (08.01.2020)

**F-17 IHSAA Lifetime Tournament Series Pass Policy**

It is the Policy of the IHSAA to distribute an *IHSAA Lifetime Courtesy Pass* for the present School year to all former and current Board of Director members, former Girls Advisory Committee Members, and IHSAA Office Staff.  The Pass shall read:

"Admit \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and Guest to all IHSAA Tournament Series events where seats are not reserved."

Member Schools should notify their ticket personnel of this Policy so that this pass will be honored for admittance.

PolMan2020 (F17) (08.01.2020)

**F-18. IHSAA Non-Participant Reimbursement at State Tournament Series Events Policy**

The IHSAA has established the following policy with respect to the reimbursement of certain non-participants at the state level of an IHSAA Tournament Series.

1. **Cross-country, golf and tennis reimbursement**. The IHSAA will pay reimbursement to a School:
   1. for each qualifying participant, and
   2. for up to two (2) non-participants who are members of the team and are in attendance at the state level of an IHSAA Tournament Series.
2. **Gymnastics, swimming and diving, track and field and wrestling reimbursement**. The IHSAA will pay reimbursement to a School for each qualifying participants, and:
   1. if one (1), two (2) or three (3) participants qualify, the IHSAA will pay reimbursement for up to two (2) non-participants who are members of the team and are in attendance at the state level of an IHSAA Tournament Series; and
   2. if four (4) or more participants qualify, the IHSAA will pay reimbursement for three (3) non-participants who are members of the team and are in attendance at the state level of an IHSAA Tournament Series

PolMan2020 (F18) (08.01.2020)

**F-19. IHSAA Spectator Golf Cart Policy**

The IHSAA maintains a strict no golf cart policy for spectators at the course of the finals of the IHSAA Golf Tournament Series. In lieu of permitting spectator to obtain golf carts, the IHSAA permits the use of mobility aids and also provides a free, professionally-driven shuttle cart service at the golf course. This no-cart policy is based upon concerns for safety, liability exposure and interference with the competition and the competitors. The following procedure permits a mobility impaired spectator attending the finals of the IHSAA Golf Tournament Series to rent and use a spectator golf cart on the golf course.

1. **Mobility impaired spectator rental**. Upon receipt of an IHSAA Authorization, a mobility impaired spectator attending the finals of a boys IHSAA Golf Tournament Series or a girls IHSAA Golf Tournament Series will have the privilege to rent and use a spectator golf cart.
2. **Application**. A mobility impaired spectator must apply for IHSAA Authorization by completing the *Spectator Cart Application* which is posted on the IHSAA web site.
3. **Confirming of mobility impairment**. A spectator must provide with the *Spectator Cart Application* proof of his/her mobility impairment of either a Physician’s statement of mobility impairment (lower body), a Bureau of Motor Vehicles Disabled Person Placard Identification Card, a disability insurance award letter or a V.A. letter confirming a mobility impairment (lower body).
4. **Required verification, agreement and acknowledgement**. In the *Spectator Cart Application*, it must be verified, agreed and acknowledged (a) by the spectator, that the spectator is mobility impaired (lower body) with a documented disability and the spectator requires the use of a golf cart or other mobility aid in which to move about the golf course at the Tournament site, (b) by the spectator, that the spectator does not have, or does not have access to, a mobility aid for use at the Tournament, (c) by the spectator, that spectator is at least twenty-one (21) years of age and has experience operating a golf cart, or has an available driver with experience, and that the driver verifies that he/she is at least twenty-one (21) years of age and has experience operating a golf cart, (d) by the spectator and the driver, that the Tournament site’s standard acknowledgement and release required for the rental of the golf cart will be signed, (e) by spectator and driver, that all local course rules and all Tournament rules regarding the operation of a golf cart at the Tournament will be observed, (f) by spectator and driver, that only the spectator or the driver will operate the golf cart, that the golf cart will remain on the golf cart paths throughout the course at all times, that the golf cart will be operated in a safe manner, observing golf etiquette and without any unnecessary interference with play, and that a violation of the IHSAA rules, the golf rules or the golf course rules may result in loss of the privilege to rent and use a golf cart, (g) by the spectator and driver, that there are risks involved in the use of a golf cart, and that the spectator and driver understand that serious injury, and even death, is possible in such and they choose to accept all responsibility for their own safety and welfare while using the golf cart, and that with full understanding of these risks involved, the spectator and driver will release and hold harmless the IHSAA of and from any and all responsibility and liability, including any from their own negligence, for any injury or claim resulting from the use of the golf cart and agree to take no legal action against the IHSAA because of any accident or mishap involving the use of the golf cart.
5. **Use of Authorization**. an IHSAA Authorization is valid for use to rent and use a golf cart at one (1) finals of an IHSAA Golf Tournament Series.
6. **Deadline for submission**. To obtain an IHSAA Authorization, a fully completed and signed *Spectator Cart Application* must be submitted and received by the IHSAA at least two (2) business days prior to the date the finals of the IHSAA Golf Tournament Series is scheduled to begin.
7. **Delivery of authorization**. The IHSAA will promptly process a timely received *Spectator Cart Application* and will provide, via e-mail, an IHSAA Authorization for each *Spectator Cart Application* which is approved.
8. **Limited availability**. The IHSAA will endeavor to have adequate golf carts available at the Tournament site to accommodate all spectators who have secured an IHSAA Authorization, however, there may be limited availability of spectator golf carts because of course conditions and demand. Receipt of an IHSAA Authorization does not guaranty access to a spectator golf cart. Golf carts are made available at the Tournament site on a first come first serve basis.

PolMan2020 (F19) (08.01.2020)

**F-20. IHSAA Recommendations for Hosting News Media at Tournament Series Event**

The IHSAA makes the following recommendations with respect to member Schools hosting the media at a Tournament Series event.

* 1. **Media Coordinator**.With all the other duties that the Tournament manager or director is expected to handle at IHSAA Tournament Series events, it is strongly suggested that the host School appoint a media coordinator to work with the media. This person could handle all requests for credentials, and could also be placed in charge of overseeing the press box/row and coordinating post-game interviews. A retired sports editor from the local newspaper or the senior sports editor from the School newspaper is suggestions of people that could be utilized for this role.
  2. **Request for Credentials**.

1. General.
2. Through reading the IHSAA Bulletin and IHSAA news releases, most media members should know that they are to contact the host School directly, well in advance, to request credentials for Tournament Series events. For a variety of reasons, some will not contact you in advance, but they should still be admitted to the Tournament Series event, provided space is available.
3. When the host School is contacted, the host School should obtain what needs the media member has for covering the event and explain what policies and guidelines have been established. A clear exchange at this point should help eliminate problems at the event.
4. Issuance of Credentials
5. The host School is required to verify that only legitimate media members are requesting credentials. Should a host School have questions about someone's legitimacy, contact the sports or managing editor of the news­paper or the news or sports director of the television or radio station. If media mem­bers arrive at the event and there is still concern about the legitimacy, ask them to present an employee identification card.
6. IHSAA Tournament Series credentials are issued to individuals and may not be transferred to friends, fans, family members or coaches who are not performing a legitimate duty. Abuse of this policy will result in loss of credentials for the media outlet for the Tournament Series site, and others.
7. For Tournament Series events, a printed credential should be produced in order for the media to be easily identified by game personnel, and allowed prompt and proper access. The host School should compile an initial list of those who have requested media credentials, and should make sure that all gate and press box/row personnel have this list, and be provided updates.
   1. **Priority in Issuing Credentials.**
   2. If press box/row availability is limited, priority should be given to media in the following order:
8. Daily newspapers and TV/radio/internet stations that regularly cover the participating teams or individuals.
9. Weekly newspapers that regularly cover the participating teams or individuals.
10. Wire services.
11. Other publications and stations (specialized magazines, out-of-town newspaper and radio/internet stations, etc.)
    1. If questions arise regarding priority, contact the athletic administrator from the participating Schools.
    2. The general rule is that a media outlet should be provided space for no more than two reporters/announcers at an event. Some major daily newspapers may request more, and all attempts should be made to accommodate them because of their extensive coverage.
    3. **Accommodations.**
12. General.
13. Seating at a Tournament Series event should be reserved in the press box/row for members of the media. If there is not have enough space there, arrangements to have a special section somewhere in the venue should be made..
14. Included in both the press box/row and the special media section should be tables for the media to write on, electrical outlets for the media to plug their computer terminals into and, for outdoor Tournaments, a covering to protect the media from inclement weather.
15. Programs and rosters should be distributed to media members prior to game time along with any number changes other notes of importance. In addition, results should be distributed to media members after an event as soon as possible. Priority should be given to those broadcasting live or on deadline that afternoon/evening.
16. Pre-game Accommodations
    1. Special accommodations should be made for radio, internet and television stations covering Tournament Series event on either a live or tape-delay basis.
    2. Tournament Series event personnel must be at the site early enough to allow the station adequate time for set-up, and arrangements should be made for adequate seating and television camera locations.
    3. When more than one radio, internet or television station is covering a Tournament Series event, attempts should be made to seat them a reasonable distance apart due to potential overlapping audio. This proves to be less of a problem in basketball with overall crowd noise than in football, where broadcasts are usually in an enclosed press box.
    4. They should also be seated within reasonable distance of a power outlet and their telephone lines.
17. Post-game Accommodations
18. The Tournament manager or director, and/or a designee must be prepared for newspaper reporters to spend anywhere from an hour to 90 minutes upon the conclusion of the game to write and transmit stories back to the newspaper. This is of particular importance for media who have traveled a great distance to cover the Tournament Series event.
19. An adequate alternate site should be made available for media use if the press box/row is not available after a game.
20. Inform media members both when they request credentials and when they arrive for the event what alternate post-game work arrangements have been made.
21. Make sure all Tournament Series event staff members understand these post-game arrangements.
22. Security. In addition, arrangements must be made for security personnel to be available in the press box/row immediately following an event. While most reporters leave the press box/row to obtain interviews directly after a game, their computer terminals and/or cameras are often left behind. Thus, the need for security at this time is imperative.
    1. **Telephones.**
23. Though cell phones, e-mail, and wireless connections have changed the way stories can be transmitted, the telephone remains a tool for some newspaper reporters. A telephone with a direct line out somewhere on the premises is sometimes needed. Lines that go through the School’s operator system typically will not work.
24. If a telephone is not available in the press box/row, Tournament managers should arrange for one to be available somewhere at the site, whether it is in the stadium, locker room or a School office. Inform media members both when they request credentials and when they arrive for the event what alternate post-game telephone arrangements have been made.
25. Media members should already understand that all calls back to their office are to be collect, with credit cards or with 800 numbers.
    1. **Post-game interviews.**
    2. When meeting with coaches prior to the Tournament Series event, it should be stressed that coaches and athletes are encouraged to participate in post-game interviews and that participation is in their best interest.
    3. When possible and applicable, a specified area should be set aside for post-game interviews with coaches and requested players. With the Tournament manager likely involved with other post-game duties, a media coordinator could assist in this area.
    4. Consideration must be made for equal access for all media members at post-game interviews, regardless of gender and regardless of whether it is the print media or the broadcast media.
    5. **Guidelines for still and television photographers.**
    6. Guidelines for where still and television photographers are permitted access should be clearly defined prior to the Tournament Series event.
    7. All attempts should be made to provide a designated photo area. In sports like baseball orsoftball, an area marked off by chalk or lime, which is “out-of-play” for competitors, should be established.
    8. Use of strobe lighting or on-camera flashes by photographers is permitted. Flash vs. strobe. At one time, flash photography was prohibited near athletes because the bulbs could explode. Today’s technology makes that a moot issue. Strobe lighting units on cameras are safe and are not obtrusive. Photographers using strobe units should be permitted at your events. (see IHSAA Strobe Lighting policy for further information).
    9. Be considerate of photographers who arrive late at an event or leave early. Your event is just one of several the photographer may be assigned to cover that day.
    10. Television photographers will likely be accompanied by a reporter.
    11. **Other Guidelines to Follow.**
    12. The best way to avoid conflicts with the media is to clearly explain the host sites, the Tournament Series and the IHSAA rules or regulations prior to the event. This should be done on the telephone when the media member calls to request credentials and again when the media member arrives at the Tournament Series event.
    13. Some general guidelines include:
        1. Media personnel are permitted access to locker rooms for interview purposes only with the prior consent of the Tournament manager and the participating coaches.
        2. Policies regarding such items as parking for the media and installation of telephone lines should be explained well in advance of the event.
        3. Information should be exchanged well in advance with stations doing live or tape delay telecasts or live sportscasts in regards to the type of power needed; number and sizes of trucks and their parking needs, and policies regarding the running of cables at your site.
        4. When hosting a Tournament Series event in smaller sports, be prepared to assist media members who call needing information such as participants, game dates and game times.
    14. **Overview**. The media are professionals who have a job to do. They are guests of the IHSAA, and should be treated as such and not as “the enemy.” It is the responsibility of the host School to provide the media with a complimentary hot dog or soft drink at half-time. T host School’s responsibilities continue well after the game concludes. Media members also have the responsibility to act professionally if they expect to be treated the same way.
    15. **Contacts.** These guidelines should be of great help to the host School when managing a Tournament Series events. If a host School has any major problems, the host School should not hesitate to report them to Sports Information Director Jason Wille or IHSAA Assistant Commissioner and Communications Director Chris Kaufman at the IHSAA at 317-846-6601.

PolMan2020 (F20) (08.01.2020)

**F-21. IHSAA Policy for Determining Alternative Sites for Sub-State Contests in IHSAA Football Tournament Series**

If a school, which has been designated as the home team/host site of a sub-state contest in the IHSAA Football Tournament Series, does not have access to an acceptable facility with respect to condition and cost, the contest shall be moved to the visitor’s facility. If both schools possess unacceptable facilities or if other extenuating circumstances preclude moving the contest to the visitor’s site, the IHSAA will determine where the game shall be played.

PolMan2020 (F21) (08.01.2020)

**F-22. IHSAA Policy for Alternative Neutral Sites for Semi-State Contests in IHSAA Basketball Tournament Series**

The host location of all Tournament Series contests in basketball are determined prior to the beginning of each basketball Tournament Series. In the event a Semi-state team’s assigned location is hosted by the Semi-state team’s School, the location of that Semi-state contest will be reassigned and moved to a neutral site.

413602 (F22) (08.01.2020)

**G-1. IHSAA Officials Initial Licensing and Renewal Fee Policy**

The IHSAA recognizes the following fee schedule for initial licensing and for renewal of Officials’ licenses:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Type | Dates | On-Line, up to three sports | Paper, up to three sports | Penalty fee | Additional fee, per sport |
| Initial Application | Season’s window | $50.00 | $50.00 | 0 | $8.00 |
| Renewal | April 1 to May 31 | $70.00 | $75.00 | 0 | $8.00 |
| Renewal | June 1 to June 30 | $70.00 | $75.00 | $50.00 | $8.00 |
| Renewal | July 1 to May 31 | $70.00 | $75.00 | $100.00 | $8.00 |

PolMan2020 (G1) (08.01.2020)**G-2. IHSAA Officials Accreditation Policy**

IHSAA Officials are classified under rule 14-6 into three groups: Registered, Certified and Professional.

1. **Registered Official**. A Registered Official in a sport is an Official who has been licensed by the IHSAA for less than two (2) years, or who has been licensed for two (2) or more years, but did not apply for a certified rating or did not score 90 or above on the Part II test.
2. **Certified Official**. A Certified Official in a sport is an Official who has been licensed for two (2) or more years, has attended an IHSAA sponsored certification clinic within the last two (2) years, has attended at an IHSAA sponsored on-line rules interpretation meeting in that sport that year and has scored a 90 or above on the Part II test.
3. **Professional Official**. A Professional Official is an Official in a sport who has been licensed for two (2) or more years, has earned the position of Certified Official, has been assigned to work in three (3) or more Tournament Series in the sport; is an active, participating member in an IHSAA recognized Official’s association, has been recommended for the Professional classification in that sport by the Official’s association and meets two (2) of the following: is an officer, is a rules interpreter, is a rules clinician, has conducted an Official’s association meeting in that sport, is a sports chairperson, is a mentor for younger Officials, attends meetings in that sport.
4. **Certification**. Certification clinics are offered annually, with the Official’s obligation to attend once every two (2) years.

PolMan2020 (G2) (08.01.2020)**G-3. IHSAA Officials’ Ethics, Conduct and Discourse/ Media Policies**

Attaining licensure to be an IHSAA Official is a privilege, not a right. All Officials licensed by the IHSAA are required to conduct themselves, both on and off the court and field, in a manner which promote self-discipline, good order and a sporting like environment, and in a manner which does not reflect discredit upon themselves, upon other Officials or upon the IHSAA. To that end, the IHSAA has adopted the following ethics, conduct and discourse/ media policies which require adherence by all IHSAA licensed Officials. Note: the National Federation of State High School Associations has adopted a code of ethics for Officials and the National Association of Sports Officials Board has adopted a social media guideline for Officials; the IHSAA has liberally incorporated much of such code and such guideline into these policies.

**Ethics**

Officials SHALL:

1. exercise a high level of self-discipline, independence and responsibility;
2. uphold the honor and dignity of the profession in all interaction with student-athletes, coaches, athletic directors, School administrators, colleagues, and the public;
3. uphold the IHSAA By-Laws, rules and policies, being aware that high School officiating involves a public trust;
4. not discriminate unfairly by dispensing special favors or privileges to anyone nor accept favors or benefits under circumstances which might be construed by reasonable persons as influencing the performance of one's officiating duties;
5. expose corruption and breaches of integrity wherever discovered;
6. devote the time, thought, and study to the rules of the game and to the mechanics necessary to apply the rules so that the officiating performance will be carried out in an impartial, firm and controlled manner;
7. work with others and the IHSAA in a constructive and cooperative manner;
8. prepare themselves both physically and mentally, dress neatly and appropriately, and comport themselves in a manner consistent with the high standards of the profession;
9. exercise a high level of integrity when entering into contracts with the IHSAA and IHSAA member Schools, and be punctual and professional in the fulfillment of all contractual obligations;
10. remain mindful that an Official’s conduct influences the respect that student-athletes, coaches and the public hold for the profession;
11. remain aware of the inherent risk of injury that competition poses to student-athletes, and where appropriate, inform event management of conditions or situations that appear unreasonably hazardous; and
12. take reasonable steps to educate themselves in the recognition of emergency conditions that might arise during the course of competition.

**Conduct**

Officials SHALL NOT:

1. use their position as an IHSAA Official for private gain – exclusive of payment for games worked – and shall not seek to influence a coach or administrator for the purpose of promoting personal officiating opportunities;
2. give preferential treatment to any School or coach;
3. be involved in any action that gives the appearance of a loss of impartiality or neutrality and shall not accept any assignment at a School where the Official graduated, at a School where the Official is employed, had player-coach contact previously with any coach involved, or has a close relative affiliated with the School as a student or an employee;
4. make an officiating decision outside of the contest rules or any Official IHSAA channel;
5. be engaged in criminal, dishonest, notoriously disgraceful or immoral conduct – or any other conduct adversely affecting the confidence of the public or member Schools in the integrity of the IHSAA;
6. have previously been engaged in conduct which resulted, or could have resulted, in a conviction for an aggravated felony, a sexual crime, a drug-related crime or a crime of moral turpitude;
7. engage in any behavior that can be defined as sexual harassment by a reasonable person;
8. use any substance prior to officiating a contest that impairs the Official’s physical or mental performance, and on the day of a officiated contest, shall not use alcoholic beverages at all;
9. act or speak, during or enroot to/from a contest, in a manner which not above reproach and which does not demonstrate a strong example of sporting conduct, courtesy, and self-control; and
10. fail to honor an officiating contract.

**Discourse and Media**

Officials SHALL:

1. promote officiating in a positive light, with a general feeling of pride and professionalism;
2. recognize and adhere to reasonable restrictions on an Official’s officiating-related communications in all forms of public speech, including social media;
3. not criticize or negatively comment about other contest Officials, any venue, contest or Tournament worker or Official or the IHSAA in the presence of coaches, administrators, players, spectators, the public or the media, or through social media, either before, during, or after a contest.
4. not communicate specifics about the Official’s assignments, other Officials, conferences/Schools, coaches, players or any related personnel;
5. not engage in specific play and/or ruling evaluation/commentary, whether it is of a contest the Official worked, one that the Official witnessed or in general about the impact of Officials in any sporting event;
6. communicate among Officials for learning purposes, but do so privately and not through the use of social media; Officials should also assume that email and other forms of direct communication can and will be made public, and should communicate accordingly;
7. be sparing in the sharing of their personal information, including photos, adjust security settings accordingly and report false profiles or posts to the appropriate authorities/governing bodies in a timely fashion; and
8. assume that all social media communications are public at all times, even if created with private intentions, and that social media communication can and will be read by anyone at any time.

PolMan2020 (G3)(08.01.2020)**G-4. IHSAA Recognized Official’s Assigner Policy**

The IHSAA will permit the assignment of IHSAA Officials through an IHSAA Recognized Assigner. Unless an individual is an IHSAA Recognized Assigner, he or she may not assign an IHSAA Official nor may such individual act as an assigner for any IHSAA member School or conference. Official recognition as an IHSAA Recognized Assigner is a privilege and not a right. All IHSAA Recognized Assigners agree, through their applicants for recognition, and through their applicants for renewal of recognition, to abide by the IHSAA Articles, By-laws, Rules, Policies and purposes.

To be recognized as an IHSAA Recognized Assigner, an individual must meet and agree to the following.

1. **Registration and Recognition.**
   1. An IHSAA Recognized Assigner Registration form must be fully and accurately completed annually. The Registration form requires that the applicant agree to these requirements and requires that the applicant record the assignment fees to be charged during the upcoming year.
   2. Fees shall be established annually by the IHSAA. Assigners shall be charged for each person to whom an assignment is given.
   3. All approvals of applications for recognition and application for renewal of recognition shall be at the discretion of the IHSAA Commissioner and are considered final, binding and not reviewable.
2. **Assignments.**
   1. An IHSAA Recognized Assigner shall assign IHSAA Officials through the use of an IHSAA approved software program
   2. An IHSAA Recognized Assigner shall assign IHSAA Officials to contest based upon competence.
   3. An IHSAA Recognized Assigner shall assign IHSAA Officials to contest without regard to race, national origin, gender or age
   4. An IHSAA Recognized Assigner may not exclude an IHSAA Official who is a member of another assigner’s group and may not limit the assignment of an IHSAA Official based upon the Official’s membership in any particular local association.
   5. All game contracts shall be between the Member School and the IHSAA Official; the contract will be generated and sent to the official through Arbiter.
3. **Education**
   1. An IHSAA Recognized Assigner must attend an IHSAA assigners in-service meeting annually.
   2. An IHSAA Recognized Assigner shall be generally familiar with all IHSAA Articles, By-laws, Rules, Policies and purposes, including the rules and regulations for IHSAA Officials, and the classifications of IHSAA Officials.
   3. An IHSAA Recognized Assigner shall have a general understanding of the definition of Independent Contractor and shall conform to a course of conduct which preserves the relationship between Official and Schools as one of independent contractors.
4. **Assignment Agreements and Contracts.**
   1. An IHSAA Recognized Assigner may charge a reasonable, standard, seasonal fee to member Schools and conferences to perform assignment services. There shall be no game or additional fees charged to member Schools or conferences for assignment services.
   2. An IHSAA Recognized Assigner may charge a nominal, standard, seasonal fee to IHSAA Officials to perform assignment services. There shall be no game or additional fees charged to any IHSAA Official for assignment services.
   3. A School may use the services of an Assigner to schedule Officials for Contests. If a paid Assigner is used by a School, the paid Assigner must be approved by the IHSAA, the School and the Assigner must execute an IHSAA approved Assigner's contract and the Assigner's contract must be on file with the IHSAA and with the School, prior to any Contest assignment.
5. **Prohibitions.**
   1. An IHSAA Recognized Assigner may not, directly or indirectly, accept gifts of money or other consideration, above the established assignment fees, from IHSAA Officials receiving assignments.
   2. An IHSAA Recognized Assigner may not be involved, directly or indirectly, in rating or in voting for IHSAA Officials for Tournament Series.
   3. An IHSAA Recognized Assigner may not, as a condition for providing assignment services to member Schools, conferences or IHSAA Officials, require an agreement to acquire other goods or services, such as sports camps, Official’s wear, etc.
6. **Penalty.**
   1. An IHSAA Recognized Assigner who fails in any material respect to follow these rules, or the IHSAA Articles, By-laws, Rules and Policies, will be subject to immediate revocation of his or her recognition.
   2. The Commissioner may also revoke the recognition of an IHSAA Recognized Assigner for any conduct, both on or off the field or court, which would have a negative or detrimental effect upon the IHSAA, its members, students or the public.
7. **Attendance at Annual Meeting.** The Annual Meeting of the Assigners has been scheduled for the 2nd Sunday in the month of February each year. Assigners should mark their calendars and plan to be in attendance if they wish to continue their affiliation with the program.

PolMan2020 (G4) (08.01.2020)**G-5. IHSAA Tournament Series Officials Rating Policy**

The ranking of Contest Officials applying for an IHSAA Tournament Series event in all sports except Unified Flag Football, shall have two components, the School Vote and the Individual Criteria. In Unified Flag Football, the ratings of Officials is based solely on work experience as outlined below. As the applicant pool increases, a school rating will be implemented.

1. **School Vote** (**50% of total rating*).*** The School vote is a composite number calculated by the following method represents Fifty percent (50%) of the officials overall score for the Tournament Series assignment and advancement. Each School will be asked to rate an Official or crew listed on the **IHSAA Officials Voting Survey**. The rating scale will reflect a numerical rating system labeled as **5-4-3-2-1** with criteria established for each category.
2. **Score of 5, State Ready**: The Official/crew exhibits excellent communication skills; NFHS/IHSAA approved mechanics, arrives at the contest site mentally and physically prepared, demonstrates excellent game management, and has control of the contest by making consistent calls from beginning to the end and can work the highest level in the Tournament Series.
3. **Score of 4**, **Semi State Ready**: The Official/crew displays very good communication skills, and is in position to make most calls. The Official manages the game well and has control of the contest, but not at the highest level of the Tournament Series.
4. **Score of 3, Regional Ready:** The Official/crew demonstrates adequate rules knowledge and acceptable game management. Communication with coaches and players is acceptable but needs more experience to work the higher levels of the Tournament Series.
5. **Score of 2, Sectional Ready:** The Official/crew has the ability, rules knowledge and communication skills to work the lowest level of the Tournament. Series Improvement in one or more of these areas is required for advancement
6. **Score of 1, Not Tournament Ready:** The Official/crew is unable to adequately demonstrate the skill level, communication, judgment, mechanics, and rules knowledge expected for the Tournament Series. Game management needs improvement in order to officiate a Tournament Series contest. Note: A School which submits a rating of 1 must provide specific feedback via a drop down menu.
7. **Individual Criteria (50% of total rating).** Each Official or crew that applies for an IHSAA Tournament Series must meet the minimum requirements for working the Tournament Series. The Five (5) **(#**A –F, below**)** individual criteria represents Fifty percent (50%) of the Officials overall score for the Tournament Series assignment and advancement.
8. **Previous Tournament Experience (5%)**

|  |  |
| --- | --- |
| State | 5 points |
| Semi-State | 4 points |
| Regional | 3 points |
| Sectional | 2 points |
| Applicant | 1 point |

Previous Tournament Series experience will be considered over the last Six (6) years.

1. In basketball, this will be over the past 10 years [given 2017-18 change to 4 year rotation and policy update with % of new officials to each level]
2. In football, each crew member should verify his/her highest level of Tournament advancement in Arbiter. The numbers for each of the Three (**3) crew members with the most tenure** will be added together and divided by Three (**3)**, which will represent the previous Tournament Series experience.
3. **Previous Tournament Assignment (any level) (5%)**

|  |  |
| --- | --- |
| 5+/6 | 5 points |
| 4/6 | 4 points |
| 3/6 | 3 points |
| 2/6 | 2 points |
| 1/6 | 1 point |

Previous tournament assignments will be considered over the last **Six (6)** years. In football, the numbers for each of the **Three (3) crew members with the highest number of tournament assignments** will be added together and divided by **Three (3)**, which will represent the average previous Tournament Series assignments for the crew.

1. **Years of Licensure in Respective Sport (5%)**

|  |  |
| --- | --- |
| 7+ | 5 points |
| 6 | 4 points |
| 5 | 3 points |
| 4 | 2 points |
| 3 | 1 point |

In football, each crew member should verify their years of licensure in Arbiter. The numbers for each of the **Three (3) crew members with the most tenure** will be added together and divided by **Three (3)**, which will represent the average years of licensure

1. **Test Score - Part 2 (0%)**

Test is Pass/Fail. Must score 90-100% to Qualify for a Tournament Series.

1. **Number of Contests Worked (20%)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Points Credited** | **5** | **4** | **3** | **2** | **1** |
| Basketball (combined boys and girls contests) | 20 | 16 | 14 | 12 | 10 |
| Baseball | 14 | 13 | 12 | 11 | 10 |
| Softball | 14 | 13 | 12 | 11 | 10 |
| Volleyball | 14 | 13 | 12 | 11 | 10 |
| Soccer (combined boys and girls contests) | 16 | 14 | 12 | 10 | 8 |
| Track and Field | 10 | 9 | 8 | 7 | 6 |
| Gymnastics | 7 | 6 | 5 | 4 | 3 |
| Wrestling | 7 | 6 | 5 | 4 | 3 |
| Swimming and Diving | 7 | 6 | 5 | 4 | 3 |
| Cross Country | 7 | 6 | 5 | 4 | 3 |
| Football | 8 | 7 | 6 | 5 | 4 |
| Unified Flag Football | 4 | 3 | 2 | 2 | 1 |

Minimum games required to work the tournament series: Basketball 10 (gender specific), Baseball 10, Softball 10, Volleyball 10, Soccer 10, Track 6, Gymnastics 3, Wrestling 3, Swimming 3, Cross Country 3, and Football 4.

**Note:** All regular season games **must** be entered into the Tournament Application to be counted towards an official/crew number of games calculated.

1. **Association Attendance & Member in Good Standing (15%)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Team Sport Official** | |  | **Individual Sport Officials** | |
| *Meetings Attended* | *Points* |  | *Meetings Attended* | *Points* |
| 8 | 5 |  | 4 | 5 |
| 7 | 4 |  | 3 | 4 |
| 6 | 3 |  | 2 | 3 |
| 5 | 2 |  | 1 | 2 |
| 4 | 1 |  | 0 | 0 |
| >4 | 0 |  |  |  |

* 1. A maximum of two (2) meetings will be offered on-line for each team sport.
  2. A maximum of one (1) meeting will be offered on-line for individual sports.
  3. Unified Flag Football will follow the Individual Meeting requirements

1. **IHSAA Tournament Officials Rating System – Reminders**
2. Member Schools will have the opportunity to rate officials that have applied for a specific Tournament Series (those offiicals that have worked their contests (H/A) for the past three years and current year).
3. All IHSAA member Schools shall participate in the ratings of tournament Officials in all sports.
4. When computing the School Ratings for Contest Officials, the following equalizers shall be used:

|  |  |
| --- | --- |
| If Officials receives: | # Ratings to be discarded |
| 12-29 votes | top One (1) and bottom One (1) ratings |
| 12-29 votes | top a Two (2) and bottom Two (2) ratings |
| 12-29 votes | top Three (3) and bottom Three (3) ratings |
| 12-29 votes | top Four (4) and bottom Four (4) ratings |
| 12-29 votes | top Five (5) and bottom Five (5) ratings |
| 12-29 votes | top Six (6) and bottom Six (6) ratings |
| 12-29 votes | top Seven (7) and bottom Seven (7) ratings |
| 12-29 votes | top Eight (8) and bottom Eight (8) ratings |

PolMan2020 (G5) (08.01.2020)

**G-6 IHSAA Selection of Baseball Officials for Tournament Series Policy**

* 1. **Tournament Series assignment**. To be considered for a Tournament Series assignment, the following basic criteria must be met:
     1. Must be a currently licensed IHSAA baseball umpire.
     2. Must have filed a Baseball Tournament Series application with the IHSAA office by the designated date.
     3. Must have at least Three (3) years of experience in the sport of Baseball.
     4. Must have umpired a minimum of Ten (10) games the current season.
     5. Must have received a score of Ninety percent (90%) or above on the open book, NFHS Part II Test.
     6. Must have membership in an IHSAA approved Official’s association..
     7. Must have attended an IHSAA Baseball rules interpretation meeting.
     8. Must have attended an IHSAA certification clinic within the last Two (2) years.
     9. Must have received a minimum of Ten (10) School votes on the IHSAA Official’s Rating.
  2. **Sectional Assignments** (Total One Hundred Ninety-two (192) Officials). Unless geographically impossible, sectional assignment shall follow the following criteria:

1. Officials will be assigned in the following positions regardless of the classification of Schools.
   * 1. The #1-#64 Officials are assigned the #1 position.
     2. The #65-#128 Officials are assigned the #2 position.
     3. The #129-#192 Officials are assigned the #3 position.
2. All umpires will be ranked and assigned based on the IHSAA Official’s Rating.
   1. **Advancement from Sectional to Regional** (Total Sixty-four (64) Officials). Regional assignment shall follow the following criteria:
3. An umpire must have worked at least Three (3) Sectionals (not required to be consecutive).
4. An umpire must have received a minimum of Ten (10) School votes on the IHSAA Official’s Rating.
5. The top Sixty-four (64) rated umpires meeting these criteria will be assigned a regional so long as approximately Fifty percent (50%) have never umpired the state finals.
6. Assignments will be made according to the following procedure unless geographically impossible.
7. Officials will be assigned regardless of School classification and all position assignments will be made by the Indiana High School Athletic Association, Inc., Inc..
   1. **Advancement from Regional to Semi-State** (Total Sixteen (16) Officials). Semi-State assignment shall follow the following criteria:
8. An umpire must have worked at least Three (3) regionals (not required to be consecutive).
9. An umpire must have received a minimum of Ten (10) School votes on the IHSAA’s Rating.
10. Approximately Twenty five percent (25%) of those umpires have never worked the state finals.
11. Assignments will be made according to the following procedure unless geographically impossible.
12. Officials will be assigned regardless of School classification and all position assignments will be made by the Indiana High School Athletic Association, Inc., Inc.
    1. **Advancement from Semi-State to State Finals** (Total Sixteen (16) Officials). State finals assignment shall follow the following criteria:
13. An umpire must have worked at least Three (3) regionals (not required to be consecutive).
14. An umpire must have received a minimum of Ten (10) School votes on the IHSAA Official’s Rating.
15. State finals assignment shall follow the following criteria:
    * 1. The top Eight (8) rated umpires will be assigned to the state as long as Fifty percent (50%) of those umpires have never umpired the state final. These top Eight (8) Officials will work with the Eight (8) Officials who will be completing their second consecutive year of working the state finals.
      2. The Eight (8) rated Officials will be assigned their second consecutive state finals the next season.
      3. Once an Official has worked Two (2) consecutive state finals, he/she will be assigned at the sectional level only the following year. There will be no limit on the number of times an umpire could work the state finals, but he/she could reach that level again only once every Three (3) years after competing Two (2) years of state final work. If ratings warrant, the Official may return to the state finals by working each level of the Tournament prior to returning to the state championship.
      4. Officials will be assigned regardless of School classification and all position assignments will be made by the IHSAA.
    1. **Selection of Officials**. Selection of an Official by the IHSAA to officiate a Tournament Series contest is a privilege, not a right, and the IHSAA, in its sole, unfettered discretion may assign, may choose not to assign, may assign, or may un-assign a Tournament Series Official to any Tournament contest, all as it deems expedient, appropriate, and in the best interest of the Tournament Series and the IHSAA.

PolMan2020 (G6) (08.01.2020)**G-7. IHSAA Selection of Basketball Officials for Tournament Series Policy**

1. **Tournament Series assignment**. To be considered for a Tournament Series assignment, the following basic criteria must be met:
2. Must be a certified basketball Official.
3. Must have at least Three (3) years of experience in the sport of Basketball.
4. Must work a minimum of Ten (10) varsity games in the current season; scrimmage or jamboree game may not be counted and One (1) School in each game must be an IHSAA member.
5. Must have membership in an IHSAA approved Official’s association.
6. Must have receive a score of Ninety percent (90%) or above on the open book NFHS Part II test.
7. Must have filed a Basketball Tournament Series application with the IHSAA office by the designated date.
8. Must have attended an IHSAA basketball rules interpretation meeting.
9. Must have attended an IHSAA certification clinic within the last Two (2) years.
10. Must have received a minimum of Ten (10) School votes on the IHSAA Official’s Rating.
11. **Sectional assignments**. Unless geographically impractical, and regardless of classification of Schools, sectional Officials shall be assigned as follows:
12. The #1-#192 rated Officials who meet the basic criteria will be assigned the #1, #2, and #3 positions, except that first year Officials will be assigned a position higher than number #3.
13. The #193-#384 rated Officials who meet the basic criteria will be assigned the #4, #5 and #6 positions.
14. First year Officials may not be assigned a final contest.
15. Tournament Series Officials who worked the state the prior year may be assigned no higher than the #3 position.
16. An Official who has been out of the Tournament Series for more than Five (5) years will be assigned no higher than the sectional level.
17. **Advancement from the sectional level to the regional level** (Total One Hundred Forty-four (144) Officials). To be considered for a regional assignment, the following basic criteria must be met:
18. Official must meet all criteria listed in paragraph 1, above.
19. An Official must have worked at least Three (3) sectionals. (Not required to be consecutive.)
20. Of the One Hundred Forty-four (144) Officials assigned, Seventy-Two (72) qualifying officials shall be those not having worked a State Final.
21. Unless geographically impractical, and regardless of classification of Schools, regional Officials shall be assigned as follows: The top rated Officials at each site will be assigned the #4, #5 and #6 positions and may be assigned to any of the Three (3) games at regional, including assigning Two (2) of the Three (3) in any One (1) game.
22. **Advancement from the regional level to the semi-state level** (Total Twenty-four (24) Officials). To be considered for a semi-state assignment, the following basic criteria must be met:
    * + 1. Official must meet all criteria in paragraph 1, above.
23. An Official must have worked at least Three (3) regionals (not required to be consecutive).
24. Of the Twenty-four (24) Officials assigned, twelve (12) qualifying officials shall be those not having worked a State Final.
25. Unless geographically impractical, and regardless of classification of Schools, semi-state Officials shall be assigned as follows:
    * + 1. The #1-#8 rated Officials will be assigned to the #1 position in each game.
        2. The #9-#24 rated Officials will be assigned to the #2 and #3 positions in each game.
26. **Advancement from the semi-state level to the state finals** (Total Twelve (12) Officials). To be considered for a semi-state assignment, the following basic criteria must be met:
27. Official must meet all criteria in paragraph 1,above.
28. An Official must have worked at least Three (3) semi-states (not required to be consecutive).
29. An Official must have worked a semi-state within the past Five (5) years.
30. Those Officials shall be assigned as follows:
    1. The Four (4) top rated Officials who previously worked at the state finals will be first assigned to the state finals.
    2. The Four (4) top rated Officials who have not previously worked at the state finals, will next be assigned to the state finals.
    3. The next Four (4) top rated Officials will next be assigned to the state finals. However, if there are less than Four (4) Officials who worked the semi-state for Three (3) years among the next top ranked Officials, then the next highest ranked Official(s) who worked the semi-state for Two (2) years will be assigned to the state finals.
31. After working the state finals, an Official may not advance beyond the sectional level for the ensuing year.
32. An Official, who has previously worked the State Finals, will be eligible for the State Finals on a four (4) year rotation. An official may return to the State Finals by working each level of the Tournament Series prior to returning to the State Championship. Example: in 2017 – State Final assignment; in 2018-Sectional assignment; 2019– Regional assignment; in 2020 – Semi State assignment; 2021 – State Final assignment.
33. If an official’s rating warrants, there will be no limit on the number of times an Official may work the State Finals.
34. Official’s ratings shall rank within the top Ninety-six (96) to work the state finals.
35. **Three-person crews**. Three (3) person crews will be used throughout the Tournament Series.
36. **Work assignments to advance**. No Officials will advance from one level to the next unless the Official worked all assigned contests at the previous level.
37. **Selection of Officials**. Selection of an Official by the IHSAA to officiate a Tournament Series contest is a privilege, not a right. The IHSAA, in its sole unfettered discretion may assign, may choose not to assign, may reassign, or may unassign an Official to any Tournament Series contest, as it deems expedient, appropriate, and in the best interest of the Tournament Series and the IHSAA. Personal scratches listed on the online application and the electronic survey sent to the Schools, will not be acknowledged and honored. Officials, coaches and athletic directors are expected to behave professionally toward each other.

PolMan2020 (G7). (08.01.2020)**G-8. IHSAA Selection of Cross Country Officials for Tournament Series Policy**

1. **Tournament Series assignment**. To be considered for a Tournament Series assignment, the following criteria must be met:
2. Must be a licensed IHSAA official in the sport of cross country/track & field.
3. Must have at least Two (2) years of experience officiating the sport of cross country.
4. Must have filed a Cross Country Tournament Series application with the IHSAA office by the designated date.
5. Must have worked a minimum of Three (3) cross country meets (with One (1) IHSAA member School in each meet) during the current season; strength of schedule will be considered when assignments are made for the Tournament Series.
6. Must have received a score of Ninety percent (90%) or above on the open book, NFHS Part II Test.
7. Membership in an Official’s association is strongly recommended and will be considered when assignments are made for the Tournament Series.
8. Must have attended an IHSAA cross country/track & field rules interpretation meeting during the prior Three Hundred Sixty-five (365) days.
9. Must have attended an IHSAA certification clinic during the last Two (2) years.
10. Must have received substantial and favorable ratings on the IHSAA Official’s Rating system, have been ranked as one of the top Officials based on the pre-tournament evaluation and have received a minimum of Ten (10) School votes on the IHSAA Official’s Rating system.
11. For assignment purposes, the boys’ and girls’ Tournament Series will be treated as a single tournament.
12. **Tournament assignments in cross country**. Tournament assignments in cross country shall be made in accordance with the following procedure:
    * + 1. Sectional (Thirty-two (32 ) Officials).
           1. Starters. A total of Thirty-two (32) Officials shall be assigned as starters at the sectional level.
           2. Up to Twelve (12) of the Officials who have never worked a state final may be assigned as a starter at the sectional level.
        2. Regional (Thirty-two (32) Officials).
           1. An Official must have worked at least Two (2) cross country sectionals (need not be consecutive) prior to being assigned to work at the regional level
           2. Starter. Sixteen (16) Officials shall be assigned as starters at the regional level.
           3. Assistant Starter. Sixteen (16) Officials shall be assigned as assistant starters at the regional level
           4. Up to Twelve (12) Officials may be assigned to a regional, having never worked a state finals.
        3. Semi-State (Twelve (12) Officials).
           1. An Official must have worked a semi-state as an assistant starter prior to being assigned to work at the regional level
           2. Starter. Four (4) Officials shall be assigned as starters at the semi-state level (previously have worked a semi-state as an assistant starter).
           3. Assistant Starter. (8) Officials shall be assigned as assistant starters at the semi-state level.
           4. Up to Four (4) of the Officials may be assigned to a Semi-State having never worked a state final.
        4. State finals (Six (6) Officials).
           1. Separate starters will be assigned for the Boys and Girls state finals.
           2. The Four (4) assistant starters will work both the Boys and Girls meet.
           3. An Official must have worked a semi-state as a starter prior to being assigned to the state finals.
           4. The first year an Official is assigned to a state finals, the Official will serve as a third or fourth assistant.
           5. The second year an Official is assigned to a state finals, the Official will serve as a first or second assistant.
           6. The third year an Official is assigned to a state finals, the Official will serve as one of the starters for the state finals.
           7. An Official may be removed from the state final rotation at any time if the Official’s rating fails to warrant advancement.
13. **State finals assignment**. Once an Official works the state finals, he/she will be assigned at no higher than the sectional level the following year. If an Official’s ratings warrant, the Official may return to the state finals by working each level of the Tournament Series. There will be no limit on the number of times an Official could work the state finals.
14. **Selection of Officials**. Selection of an Official by the IHSAA to officiate a Tournament Series contest is a privilege, not a right, and the IHSAA, in its sole, unfettered discretion may assign, may choose not to assign, may reassign, or may un-assign any Official to any Tournament contest, all as it deems expedient, appropriate, and in the best interest of the Tournament Series and the IHSAA.

PolMan2020 (G8) (08.01.2020)

**G-9. IHSAA Selection of Football Officials for Tournament Series Policy**

1. **Tournament Series assignment.** To be considered for a Tournament Series assignment, the following criteria must be met.
2. Must be a licensed IHSAA football Official.
3. Must have attended an IHSAA football rules interpretation meeting.
4. Must have attended an IHSAA football certification clinic within the last Two (2) years.
5. An Official’s crew must have worked a minimum of Four (4) varsity football games the current season; One (1) of the Schools at a game must be an IHSAA member and a scrimmages or jamboree may not be counted as a varsity game.
6. Each Official on the crew must file a Football Tournament Series Application with the IHSAA office by the designated date. Crews of Five (5) Officials will be chosen to work specific games; Officials should apply as a crew.
7. Each Official must have received a score of Ninety percent (90%) or above on the open book test entitled, National Federation’s Football Rules Examination--Part II.
8. Must have received a minimum of Ten (10) School votes on the IHSAA Official’s Rating; the ratings system for Tournament Series Officials is posted on the home page of the IHSAA Central Hub, on [www.ArbiterSports.com](http://www.ArbiterSports.com).
9. Membership in an IHSAA approved Officials association.
10. **Advancement beyond Sectional assignmen**t. For advancement in the football Tournament Series beyond the first round, the following criteria shall be followed:
11. A crew advances rather than individual Officials; the name of the referee is the constant for each team of Officials. Reminder: ALL members of a crew must be certified to advance beyond the first round of the football Tournament Series.
12. The strength of the rating received through the IHSAA Official’s Rating.
13. The score received on the National Federation’s Football Rules Examination--Part II.
14. The strength of each Official’s crew’s current schedule.
15. Previous experience in the Tournament Series.
16. Advancement can be only One (1) step at a time i.e. your team must have worked the championship game of the sectional before they can be considered to work at the regional level.
17. **Additional assignment guidelines**.
18. For the championship games of the sectional level, the top Forty-eight (48) rated crews of Officials, who meet the specified criteria, will be assigned, so long as at least Fifty percent (50%) of those crews have never officiated a state championship game.
19. For regional level games, the top Twenty-four (24) rated crews of Officials, who meet the specified criteria, will be assigned, so long as at least Fifty percent (50%) of those crews have never officiated a state championship game.
20. For semi-state level games, the top Twelve (12) rated crews of Officials, who meet the specified criteria, will be assigned, so long as at least Fifty percent (50%) of those crews have never officiated a state championship game.
21. The top Three (3) officiating crews, who have previously worked a state championship game, will be selected to return to the state championships along with the top three rated officiating crews who have never officiated a state championship game.
22. Once an officiating crew has worked a state championship, the following year they can advance no further than the championship game of the sectional. If their rating justifies it, they may then return to the state championship by advancing one level per year. (No crew may officiate a state championship more often than once every Four (4) years.)
23. **Selection of Officials**. Selection of an officiator a crew of Officials by the IHSAA to officiate a Tournament Series contest is a privilege, not a right, and the IHSAA, in its sole, unfettered discretion may assign, may choose not to assign, may reassign, or may un-assign any Official to any Tournament contest, all as it deems expedient, appropriate, and in the best interest of the Tournament Series and the IHSAA.

PolMan2020 (G9) (08.01.2020)**G-10**  **IHSAA Selection of Gymnastics Officials for Tournament Series Policy**

1. **Tournament Series assignment.** To be considered for a Tournament Series assignment the following criteria must be met (provided that more than the required Forty-eight (48) judges have applied):
2. Must be a licensed IHSAA gymnastics judge.
3. Must have filed a Gymnastics Tournament Series Application with the IHSAA office by specified deadline.
4. Must have at least One (1) year of experience in the sport of Gymnastics.
5. Must have judged a minimum of Three (3) meets in the current season.
6. Membership in an Official’s association and attendance at association meetings is strongly recommended and will be considered in assignment to the Tournament Series.
7. Must have scored Ninety percent (90%) or above on the open book, NFHS Part II Test.
8. Receipt of at least Ten (10) School votes on the IHSAA Official’s Rating is preferred.
9. **Advancement beyond Sectional assignment.** To be considered for advancement in the Tournament Series, the following criteria will be weighed:
10. The rating received through the IHSAA Official’s Rating.
11. The score received on the National Federation’s Gymnastics Examination, Part II.
12. Previous experience in the Gymnastics Tournament Series.
13. Number of total regular season contests worked.
14. Membership in an Official’s association is recommended.
15. **Additional assignment guidelines**. Unless geographically impossible, assignments shall follow the following criteria:
16. The Forty-eight (48) highest rated judges who meet the guidelines above will be assigned to a sectional meet.
17. The Twenty-four (24) highest rated judges who meet the guidelines above will be assigned to a regional meet.
18. The Sixteen (16) highest rated judges who meet the guidelines above will be assigned to the state meet. It is the IHSAA’s goal to assign up to Two (2) out of those Sixteen (16) judges who have never officiated the state finals.
19. When a judge has been selected to work the state finals he/she will enter a Three (3) year rotation, provided that his/her ratings are sufficient each year.
20. **Selection of Officials**. Selection of an Official by the IHSAA to officiate a Tournament Series contest is a privilege, not a right, and the IHSAA, in its sole, unfettered discretion may assign, may choose not to assign, may reassign, or may un-assign any Official to any Tournament contest, all as it deems expedient, appropriate, and in the best interest of the Tournament Series and the IHSAA.

PolMan2020 (G10) (08.01.2020)

**G-11. IHSAA Selection of Soccer Officials for Tournament Series Policy**

1. **Tournament Series assignment.** To be considered for a Tournament Series assignment, the following criteria must be met.
2. Must be an IHSAA licensed soccer Official
3. Must have filed a Soccer Tournament Series Application with the IHSAA Office by the designated date.
4. Must have worked a minimum of Ten (10) varsity games in the current season.
5. Must have attended an IHSAA Certification Clinic within the last two years.
6. Must hold membership in an IHSAA approved Official’s association.
7. Must have attended an IHSAA Soccer rules interpretation meeting.
8. Must have received a score of Ninety percent (90%) or above on the open book NFHS Part II soccer exam.
9. Receipt of at least Ten (10) School votes on the IHSAA Official’s Rating is preferred.
10. **Additional assignment guidelines.**
11. When applying for the Tournament Series, soccer Officials should apply as individuals; Coaches’ votes will be tabulated for each individual.
12. Officials must work each contest assigned. Assignments are by progression, that is, you must work a sectional to be assigned a regional, work a regional to be assigned a semi-state, etc.
13. **Sectional Assignments:** (Forty-eight (48) sectional sites – Boys, and Forty-eight (48) sectional sites – Girls: Approximately Three Hundred Thirty-three (336) Officials). Unless geographically impossible, assignments shall follow the following criteria.
14. Shall be an IHSAA certified Official.
15. The Officials with the top ranking will be assigned.
16. A crew of Three (3) will be assigned to each site with the IHSAA determining the head referee.
17. The strength of the rating received through the annual coaches' vote.
18. **Advancement from Sectional to Regional**

Semi Final Regional level: 24 sites - Girls and 24 sites – Boys: 192 Officials.

Regional Finals: 12 sites [Boys and Girls Championships] 96 Officials

Regional assignments shall follow the following criteria:

1. Shall be an IHSAA certified Official.
2. An Official must have worked at least Two (2) sectionals (Not required to be consecutive).
3. The Officials will be assigned to a regional as determined by the sectional pre-Tournament vote rankings.
4. A crew of four (4) will be assigned with the IHSAA determining the head referee.
5. A minimum of Twenty-five percent (25%) of the officials required shall be those qualified officials that have never worked the regional level.
6. **Advancement from Regional to Semi-State** (Four (4) sites (Two (2) north & Two (2) south), Three (3) games at each site – Forty-eight (48) Officials). Semi-state assignments shall follow the following criteria:
7. An Official shall be an IHSAA certified Official.
8. An Official must have worked at least Two (2) regionals (not required to be consecutive).
9. A crew of Four (4) will be assigned to each semi-state site with the IHSAA determining the Head Referee.
10. A crew of Four (4) will be assigned to each semi-state site with the IHSAA determining the Head Referee.
11. The top Twelve (12) Officials will be assigned as the head referees for the Twelve (12) semi-state sites.
12. The next Three (3) positions (AR1, AR2, and 4th Official) at each site are based on rankings.
13. Of the required Forty-eight (48) semi-state Officials, Twelve (12) shall be those qualified Officials that have not worked at the semi-state level.
14. **Advancement from Semi-State to State** (Twenty-four (24) Officials). State finals assignments shall follow the following criteria:
15. An Official shall be an IHSAA certified Official
16. An Official must have worked at least Two (2) semi-states (not required to be consecutive).
17. An Official must have worked a semi-state within the past Four (4) years.
18. The top Twenty-four (24) Officials with the highest ranking will be assigned to the state finals in the following manner:
19. Top six (6) Officials, who have previously worked the state finals, with the best sectional level ranking will be assigned to the state finals.
20. The next six (6) Officials, who have not previously worked the state finals, but who have previously worked Two (2) semi-states and meet all other criteria, with the best sectional level ranking will be assigned.
21. The remaining Six (6) Officials shall be those qualified officials with the highest pre-Tournament Series rating overall.
22. The 4th Official assigned to each game shall be a state eligible Official that has not yet worked a state final.
23. After working the state finals, an Official may not advance beyond the regional level for the ensuing year.
24. An Official, who has previously worked the state finals, will not be assigned to work the state finals again for at least Three (3) years. Example: in 2012 – worked state finals; in 2013 – worked regional; in 2014 – worked semi-state; in 2015 – can work state finals. This process allows for a Three (3) year rotation.
25. Once an Official works the state finals, the Official will be assigned at the regional level the following year. There will be no limit on the number of times an Official could work the state finals, but he/she could reach that level once every Three (3) years. If their ratings warrant, the Official may return to the state finals by working each level of the Tournament prior to returning to the state championship.
26. **Selection of Officials**. Selection of an Official by the IHSAA to officiate a Tournament Series contest is a privilege, not a right, and the IHSAA, in its sole, unfettered discretion may assign, may choose not to assign, may reassign, or may un-assign any Official to any Tournament Series contest, all as it deems expedient, appropriate, and in the best interest of the Tournament Series and the IHSAA.

PolMan2020 (G11) (08.01.2020)**G-12. IHSAA Selection of Softball Officials for Tournament Series Policy**

1. **Tournament Series assignment.** To be considered for a Tournament Series assignment, the following criteria must be met:
2. Must be a licensed IHSAA certified softball umpire.
3. Must have at least Two (2) years of experience in the sport of Softball.
4. Must have umpired a minimum of Ten (10) varsity games in the current season; one of the School at a game must be an IHSAA member and a scrimmages or jamboree may not be counted as a varsity game.
5. Must have received a score of Ninety percent (90%) or above on the open book NFHS Part II exam.
6. Must have attended an IHSAA softball rules interpretation meeting.
7. Must have attended an IHSAA Certification Clinic within the last Two (2) years.
8. Must have filed a Softball Tournament Series Application with the IHSAA Office by the designated date.
9. Must have received a minimum of Ten (10) School votes on the IHSAA Official’s Rating.
10. **Sectional Assignments** (Total One Hundred Twenty-Eight (128) Officials; additional Officials assigned to Sectionals with Seven (7) and Eight (8) teams)

Unless geographically impossible, sectional assignment shall follow the following procedure:

1. the top Sixty-Four (64) rated Officials, eligible to advance to Regionals, will be assigned a #1 position.
2. the next Sixty-Four (64) highest rated Officials, eligible for Regionals, will be assigned a #2 position.
3. the additional Officials needed to be assigned to Sectionals with Seven (7) and Eight (8) participating teams, will be assigned a #3 position. These positions will be based off ranking and geography.
4. **Advancement From Sectional to Regional** (Total Ninety-Six (96) Officials) . Regional assignments shall follow the following criteria:
5. An umpire must have worked at least Three (3) sectionals (not required to be consecutive).
6. The top Ninety-six (96) rated umpires meeting these criteria will be assigned a regional so long as approximately Fifty percent (50%) of those umpires have never umpired the state finals.
7. Unless geographically impossible,
8. the top thirty-two (32) rated Officials, eligible to advance to Semi-State, will be assigned a #1 position.
9. the Eight (8) highest rated Officials, eligible to advance to Semi-State, will be assigned a #2 position.
10. the next twenty-four (24) highest rated Officials, eligible for Regionals, will be assigned a #2 position.
11. the next Thirty-Two (32) highest rated Officials, eligible for Regionals, will be assigned a #3 position
12. **Advancement From Regional to Semi-State** (Total Forty (40) Officials). Semi-state assignments shall follow the following criteria:
13. An umpire must have worked at least Three (3) regionals (not required to be consecutive);;
14. The top Forty (40) rated umpires meeting this criteria will be assigned a regional so long as approximately Fifty percent (50%) of those umpires have never umpired the state finals;
15. Unless geographically impossible,
16. the top Eight (8) rated Officials, eligible to advance to the state finals, will be assigned a #1 position.
17. the next four (4) highest rated Officials, eligible for the state finals, will be assigned a #2 position.
18. the next four (4) highest rated Official, eligible for semi-state, will be assigned a #2 position
19. the next eight (8) highest rated Officials, eligible for semi-state, will be assigned #3 position.
20. the next eight (8) highest rated Officials, eligible for semi-state, will be assigned a #4 position.
21. the next eight (8) highest rated Officials, eligible for semi-state, will be assigned a #5 position.
22. **Advancement From Semi-State to State Finals** (Total Twelve (12) Officials ). State assignments shall follow the following criteria:
23. An umpire must have worked at least Three (3) semi-states (not required to be consecutive). If there are less than Four (4) Officials who have not worked the semi-state level for the past Three (3) years among the top Four (4) ranked regional level Officials, the next highest ranked regional level Official who has worked the semi-state level for Two (2) years will be assigned.
24. The Four (4) highest rated Officials who have previously worked the state finals will be assigned to the state finals. The Four (4) highest Officials who have never worked the state finals will be assigned to the state finals. The next Four (4) highest rated Officials will be assigned to the state finals.
25. Once an Official works the state finals, he/she will be assigned at no higher than the sectional level the following year. There will be no limit on the number of times an Official could work the state finals, but the Official could reach that level once every Four (4) years. If their ratings warrant, the Official may return to the state finals by working each level of the Tournament prior to returning to the state championship.
26. **Selection of Officials**. Selection of an Official by the IHSAA to officiate a Tournament Series contest is a privilege, not a right, and the IHSAA, in its sole, unfettered discretion may assign, may choose not to assign, may reassign, or may un-assign any Official to any Tournament Series contest, all as it deems expedient, appropriate, and in the best interest of the Tournament Series and the IHSAA.

PolMan2020 (G12) (08.01.2020)

**G-13. IHSAA Selection of Swimming and Diving Officials for Tournament Series Policy**

1. **Tournament Series assignment.** To be considered for a Tournament Series assignment, the following criteria must be met:
2. Must be a licensed IHSAA Official in the sport of swimming.
3. Must have at least Two (2) years of experience in the sport of swimming.
4. Must have attended an IHSAA swimming rules interpretation meetings.
5. Must have started a minimum of Three (3) varsity meets in the current season.
6. Must have filed a Swimming Tournament Series Application with the IHSAA office by the specified date each year.
7. Must have received a score of Ninety percent (90%) or above on the open book NFHS Part II Test.
8. Must have received favorable rating from the IHSAA Official’s Rating.
9. Membership in an Official’s association and attendance at association meetings is strongly recommended and will be considered in assignment to the Tournament Series.
10. **State assignment criteria**.
    1. The rating received through the IHSAA Official’s Rating.
    2. The score received on the National Federation’s Swimming & Diving Rules Examination.
    3. Strength of current schedule.
    4. Previous experience in the Tournament Series.
    5. Advancement can be only One (1) step at a time i.e. you must have been an assistant starter before you will be assigned as a starter.
11. **Additional assignment guidelines**.
12. The Twenty (20) highest rated starters who meet these guidelines will be assigned to be starters at the sectional level,
13. If an ample number of starters apply, those starters who meet the guidelines and are rated between Twenty-one (21) and Forty (40) will be assigned as assistant starters at the sectional level.
14. Should application numbers not support the need for two stroke and turn judges at each Sectional, Officials dually licensed with IHSAA and USA Swimming, and have attended an IHSAA Certification Clinic, will be assigned.
15. The Eight (8) highest rated starters who meet these guidelines will be assigned as Officials at the diving regional.
16. Five (5) Officials (starter, assistant starter, diving referee and two stroke & turn judges) will be assigned to work the girls’ state meet and five will be assigned to work the boys state meet. Assignment to the state meet will consist of a Three (3) year rotation. The first year the Official will work as the assistant starter; the second year the Official will work as the diving referee; the third year the Official will work as the head starter. The stroke and turn judges will be the two next highest rated Officials for that year;
17. No starter will be assigned to both the boys and girls state swimming meets during the same School Year;
18. Once an Official serves as the starter at a state meet, the Official will not be assigned to either state meet during the succeeding School Year;
19. Officials added to the state meet rotations in any particular year will be those starters with the highest rating (based on the coaches’ vote) that meet all of the other criteria outlined in, above.
20. Once an Official works the state finals, the Official will be assigned at no higher than the sectional level the following year. There will be no limit on the number of times an Official could work the state finals, but he/she could reach that level once every Three (3) years. If their ratings warrant, the Official may return to the state finals by working each level of the Tournament prior to returning to the state finals.
21. **Selection of Officials**. Selection of an Official by the IHSAA to officiate a Tournament Series contest is a privilege, not a right, and the IHSAA, in its sole, unfettered discretion may assign, may choose not to assign, may reassign, or may un-assign any Official to any Tournament Series contest, all as it deems expedient, appropriate, and in the best interest of the Tournament Series and the IHSAA.

PolMan2020 (G13) (08.01.2020)

**G-14. IHSAA Selection of Track and Field Officials for Tournament Series Policy**

1. **Tournament Series assignment**. To be considered for a Tournament Series assignment, the following criteria must be met:
2. Must be a licensed IHSAA cross country/track & field Official.
3. Must have Two (2) years of experience officiating the sport of track & field.
4. Must have filed a Track & Field Tournament Series application with the IHSAA office by the designated date.
5. Must have worked a minimum of Six (6) track & field meets (with One (1) IHSAA member School in each meet) during the current season; strength of schedule will be considered when assignment are made for the Tournament Series.
6. Must have received a score of Ninety percent (90%) or above on the open book, NFHS Part II Test.
7. Membership in an Official’s association is strongly recommended and will be considered when assignments are made for the Tournament Series.
8. Must have attended an IHSAA cross country/track & field rules interpretation meeting during the prior Three Hundred Sixty-five (365) days.
9. Must have attended an IHSAA certification clinic during the last Two (2) years.
10. Must have received substantial and favorable ratings on the IHSAA Official’s Rating system, have been ranked as one of the top Officials based on the pretournament evaluation and have received a minimum of Ten (10) School votes on the IHSAA Official’s Rating system.
11. There will be no differentiation between Boys and Girls Officials. Level of tournament work will be considered across both genders.

1. **Assignment to a sectional in the Tournament Series**. Sectional assignments shall be made in accordance with the following procedure:
   * + 1. Official shall be ranked as one of the top Officials based on the pre-Tournament Series evaluation. Where possible:
2. The #1-#32 Officials shall be assigned the starter’s position.
3. The #33-64 Officials shall be assigned the assistant starter’s position.
4. Up to Twenty-four (24) Officials who have never worked a state final may be assigned to the sectional level.
5. Assignments as a starter and assistant starter may be rotated between the girls and boys Sectional tournament.
6. An official working his/her first Sectional will be assigned as an assistant starter.
7. **Advancement from sectional to regional** (Forty-eight (48) Officials). Regional assignments shall be made in accordance with the following procedure:
   1. An Official shall be an IHSAA certified Official
   2. Official must have worked at least Two (2) sectionals (not required to be consecutive) before working a regional.
   3. An Official must have worked as an assistant starter before being assigned as a starter.
   4. An Official must have worked as a starter before being assigned as a referee.
   5. Twelve (12) of the Forty-Eight (48) required officials shall be applicants that yet to work at the regional level.
8. **Advancement from regional to state finals** (Ten (10) Officials). State assignments shall be made in accordance with the following procedure:
   * + 1. Official must have worked at least Two (2) regionals before working the state finals.
       2. To enter the state finals rotation, the highest rated Official eligible to work the state finals will be added into the third assistant starter’s position.
       3. Up to Two (2) of the Officials who have never worked a state final may be assigned to the state finals.
       4. Once assigned to a state finals, an Official is eligible to move from third assistant starter to second assistant starter and from second assistant starter to first assistant starter.
       5. After Three (3) consecutive years as an assistant starter, an Official shall return to the sectional level, provided the Official’s rating warrants such assignment.
       6. If after Three (3) consecutive years serving as an assistant starter, the official’s rating does not warrant assignment as the starter, the official shall be eligible for only a regional assignment the following year; provided his/her rating warrants such an assignment.
       7. The assistant starter with the highest rating the previous year will be eligible to be named the starter for the current year.
       8. The previous year’s starter is eligible to be named the referee.
       9. Once serving as the referee, an Official shall return to the sectional level and progress to the state finals every three (3) years provided the Official’s rating warrants a tournament assignment.
       10. There will be no limit on the number of times an Official could work the state finals.
       11. An Official may be removed from the state finals rotation at any time if the Official’s rating fails to warrant the assignment.
9. **Selection of Officials**. Selection of an Official by the IHSAA to officiate a Tournament Series contest is a privilege, not a right, and the IHSAA, in its sole, unfettered discretion may assign, may choose not to assign, may reassign, or may un-assign any Official to any Tournament Series contest, all as it deems expedient, appropriate, and in the best interest of the Tournament Series and the IHSAA.

PolMan2020 (G14) (08.01.2020)

**G-15. IHSAA Policy for Selection of Officials for Volleyball Tournament Series**

1. **Tournament Series assignment.** To be considered for a Tournament Series assignment the following criteria must be met.
   1. Must be currently licensed in volleyball
   2. Must have at least Two (2) years of experience in the sport of Volleyball.
   3. Must have filed a Volleyball Tournament Series Application with the IHSAA office by the specified date each year.
   4. Must have attended an IHSAA Volleyball Rules Interpretation meeting.
   5. Must have attended an IHSAA Certification Clinic within the last Two (2) years
   6. Must have worked a minimum of Ten (10) games in the current season; one School in each game must be an IHSAA member and scrimmages or jamborees do not count as varsity games.
   7. Must have received a score of Ninety percent (90%) or above on the open book, NFHS Part II Test.
   8. Must have membership in an IHSAA approved Official’s association.
   9. Must have received a minimum of Ten (10) School votes on the IHSAA Official’s Rating.
2. **Sectional Assignments** (Total One Hundred Twenty-eight (128) Officials). Unless geographically impossible, sectional assignment shall follow the following procedure:
   1. The top Sixty-Four (64) rated Officials, who are eligible to advance to the regional level, will be assigned a #1 position.
   2. The next sixty-four (64) highest rated Officials, will be assigned a #2 position.
3. **Advancement from Sectional to Regional** (Total Forty-Eight (48) Officials). Regional assignments shall follow the following criteria:
4. An Official must have worked at least Three (3) sectionals (not required to be consecutive)
5. The top Forty-Eight (48) Officials meeting this criterion will be assigned a regional so long as approximately fifty percent (50%) of those Officials have never worked the state finals.
6. Unless geographically impossible,
7. the top Sixteen (16) rated Officials, who are eligible to advance to the semi-state, will be assigned a #1 position.
8. the next Sixteen (16) highest rated Officials, who are eligible for the regionals, will be assigned a #2 position.
9. the next Sixteen (16) highest rated Officials, who are eligible for the regionals will be assigned a #3 position
10. **Advancement from Regional to Semi-State** (Total Sixteen (16) Officials). Semi-state assignments shall follow the following criteria:
    1. An Official must have worked at least three (3) regionals (not required to be consecutive).
    2. The top Sixteen (16) Officials meeting this criterion will be assigned to the Semi-State so long as approximately Fifty percent (50%) of those Officials have never worked the state finals
    3. Unless geographically impossible:
11. the top eight (8) rated Officials, who are eligible to advance to the state finals, will be assigned a #1 position.
12. the next eight (8) highest rated Officials, who are eligible for the semi-states, will be assigned a #2 position.
13. **Advancement from Semi-State to the State Finals** (Total 8 Officials) . State finals assignments shall follow the following criteria:
14. An Official must have worked at least Three (3) semi-states (not required to be consecutive).
15. The Three (3) highest rated Officials who have previously worked the state finals will be assigned to the state finals. The Three (3) highest Officials who have never worked the state finals will be assigned to the state finals. The next Two (2) highest rated Officials will be assigned to the state finals.
16. Once an Official works the state finals, he/she will be assigned at no higher than the sectional level the following year. There will be no limit on the number of times an Official could work the state finals, but he/she could reach that level once every 4 years. If their ratings warrant, the Official may return to the state finals by working each level of the Tournament prior to returning to the state championship.
17. **Selection of Officials**. Selection of an Official by the IHSAA to officiate a Tournament Series contest is a privilege, not a right, and the IHSAA, in its sole, unfettered discretion may assign, may choose not to assign, may reassign, or may un-assign any Official to any Tournament Series contest, all as it deems expedient, appropriate, and in the best interest of the Tournament Series and the IHSAA.

PolMan2020 (G15) (08.01.2020)

**G-16 IHSAA Selection of Wrestling Officials for Tournament Series Policy**

1. **Tournament Series assignment.** To be considered for a Tournament Series assignment, the following criteria must be met.
2. Must be a currently licensed IHSAA wrestling Official.
3. Must have at least three (3) years of experience in the sport of Wrestling.
4. Must have attended an IHSAA wrestling rules interpretation meeting.
5. Must have attended an IHSAA Certification Clinic within the last two (2) years.
6. Must have filed a Wrestling Tournament Series application with the IHSAA office by the designated date.
7. Must have officiated a minimum of Three (3) varsity meet during the current seasons.
8. Must have received a score of Ninety percent (90%) or above on the open book NFHS Part II test.
9. Must have received a minimum of Ten (10) School votes.
10. Membership in an Official’s association and attendance at association meetings is strongly recommended and will be considered in assignment to the Tournament Series.
11. **Tournament Series advancement.** To advance in the Tournament Series, the following criteria shall be followed:
12. The Official must be a certified Official.
13. The score received on the National Federation’s Wrestling Rules Examination--Part II.
14. Strength of current schedule shall be considered.
15. The Official must work Three (3) sectionals before qualifying for the regional level; three regionals to qualify for the semi-state level; three semi-states before qualifying for the state finals.
16. The top Sixty-Four (64) rated Officials, who meet the guidelines outlined above, will be assigned to officiate a regional Tournament. (an Official must receive a minimum of Ten (10) votes)
17. The top Forty-Eight (48) rated Officials, who meet the specified criteria, will be assigned to officiate a semi-state so long as at least Eight (8) have never officiated the state finals. (an Official must receive a minimum of Fifteen (15) votes)
18. Once assigned to work the state finals, an Official will be permitted to work at that level for Two (2) consecutive years if their ratings justify such an assignment, followed by Two (2) years when they cannot be assigned to the state finals.
19. At least Two (2) of the state finals Officials each year must be first time
20. Officials at the state level.
21. Twelve (12) Officials will be assigned to the state finals each year; the Ten (10) highest rated Officials in the state that are eligible and meet all guidelines and the Two (2) first time Officials that meet all guidelines. (an Official must receive a minimum of Twenty (20) votes).
22. Once an Official works the state finals, the Official will be assigned at no higher than the sectional level the following year. There will be no limit on the number of times an Official could work the state finals, but the Official could reach that level once every Three (3) years. If their ratings warrant, the Official may return to the state finals by working each level of the Tournament prior to returning to the state championship.
23. **Returning state finals Official out of rotation for one year or more**. An Official who is a returning state finals Official who has been out of rotation for one or more years and meets the guidelines outlined in Section 1 above, may:
24. In their first year back – work a sectional Tournament.
25. In their second year back – work a regional Tournament
26. In their third year back – work a semi-state Tournament
27. In their fourth year back – work the state Tournament
28. **Selection of Officials**. Selection of an Official by the IHSAA to officiate a Tournament Series contest is a privilege, not a right, and the IHSAA, in its sole, unfettered discretion may assign, may choose not to assign, may reassign, or may un-assign any Official to any Tournament Series contest, all as it deems expedient, appropriate, and in the best interest of the Tournament Series and the IHSAA

PolMan2020 (G16) (08.01.2020)

**G-17 IHSAA Selection of Unified Flag Football Officials for Tournament Series Policy**

1. **Tournament Series assignment.** To be considered for a Tournament Series assignment, the following criteria must be met.
2. Must be a licensed IHSAA Unified Football Official.
3. Must have completed a Unified Flag Football rules interpretation meeting.
4. Must have worked a minimum of one (1) unified football contests during the current season; One (1) of the Schools must be an IHSAA member.
5. Must file a Unified Flag Football Tournament Series Application with the IHSAA office by the designated date.
6. Each Official must have received a score of Seventy-five percent (75%) or above on the Part II Unified Flag Football Exam.
7. Membership in an IHSAA approved Officials association is recommended.
8. **Advancement beyond Sectional assignment.** To be considered for advancement in the Tournament Series, the following criteria will be weighed:
9. The score received on the Part II Unified Flag Football Examination.
10. Previous experience in the Unified Flag Football Tournament Series.
11. Number of total regular season contests worked.
12. Membership in an Official’s association is recommended.
13. Experience as a licensed unified football official.
14. **Additional assignment guidelines**. Unless geographically impossible, assignments shall follow the following criteria:
15. The forty-eight (48) highest rated officials who meet the guidelines above will be assigned to a sectional. All sectional contests take place on the same day. Officials may be assigned to more than one contest at their assigned sectional (30 min break between tournament contests).
16. The twelve (12) highest rated officials who meet the guidelines above will be assigned to a regional. The top three rated officials will be assigned two contests at a regional site (assignment: game 1 OR game 2, followed by the championship game).
17. The Three (3) highest rated officials who meet the guidelines above will be assigned to the state finals. It is the IHSAA’s goal to assign one (1) out
18. of those three (3) officials who have never officiated the state finals.
19. When an official has been selected to work the state finals he/she will enter a three (3) year rotation, provided that his/her ratings are sufficient each year.
20. **Selection of Officials**. Selection of an Official by the IHSAA to officiate a Tournament Series contest is a privilege, not a right, and the IHSAA, in its sole, unfettered discretion may assign, may choose not to assign, may reassign, or may un-assign any Official to any Tournament contest, all as it deems expedient, appropriate, and in the best interest of the Tournament Series and the IHSAA.

PolMan2020 (G17) (08.01.2020)

**H-1. IHSAA Non-Teaching Coach Policy**

IHSAA rule 7-1.4 permits a member School to employ non-teaching coaches who are otherwise qualified to coach, however, Schools must maintain an accurate record of all non-teaching coaches, which shall be furnished to the IHSAA upon request. Approval from the IHSAA is not needed to employ non-teaching coach.

Prior to hiring a non-teaching coach, the member School should fulfill the following:

1. Every reasonable effort should have been made to utilize a qualified, regularly licensed teacher in the School, or elsewhere in the district, to fill all coaching positions before employing a non-teaching coach.
2. The coaching staff may not be supplemented or increased above normal requirements by non-teaching employees.
3. ALL non-teaching coaches are required to read the *Handbook for Non-Teaching Coaches.*

PolMan2020 (H1) (08.01.2020)

**H-2. IHSAA Mandatory Attendance by Coaches at Rules Interpretation Meeting Policy**

It is mandatory that a member School’s head coach in the following sports attend annually at least One (1) rules interpretation meeting:

|  |  |
| --- | --- |
| **Boys Sports** | **Girls’ Sports** |
| Baseball | Basketball |
| Basketball | Golf |
| Football | Gymnastics |
| Golf | Soccer |
| Soccer | Softball |
| Swimming | Swimming |
| Tennis | Tennis |
| Track and Field | Track and Field |
| Wrestling | Volleyball |

1. The IHSAA offers online rules interpretation meeting presentations for Schools and Officials.
2. It is mandatory that the coach from the male, as well as the female program attend the rules interpretation meeting to represent the program.
3. If a head coach from a member School is not in attendance at the meetings, the following procedure will be used:
4. First absence – The principal will be notified that the head coach was not in attendance and be fined Fifth Dollars ($50.00).
5. Subsequent absences – If by the same head coach, the principal will be notified of additional penalties that may include additional and higher financial penalties and a warning, probation or suspension of membership of the member School.

PolMan2020 (H2) (08.01.2020)

**I-1. IHSAA New Member Qualifications, and Provisional Membership Policy.**

In accordance with Article III, Membership, of the *IHSAA Articles of Incorporations*, full membership in the IHSAA is open to Indiana-based high schools which adhere and subscribe to the IHSAA rules and regulations, and which meet the established requirements for membership in the IHSAA. In addition to the requirements set forth in the *IHSAA Articles of Incorporations* and the *IHSAA By-Laws*, the following Policy sets forth the new member qualifications, the provisional membership requirements, and the full membership approval process.

A Provisional Member School is a school which has been initially accepted into the membership of the Association and is in its first four years of membership (Provisional Membership period). During the Provisional Membership period, the School abides by all IHSAA by-laws and policies and enjoys all benefits of membership with the exception of participation in IHSAA Tournament Series events. At the conclusion of the Provisional Membership period, the Executive Committee shall vote upon the approval of the Provisional Member to receive full membership status.

1. **New Member Qualifications.**
2. **IHSAA Application for IHSAA Membership**. A school seeking membership in the IHSAA (Prospective Member School), and which is neither a consolidation of an existing IHSAA member School, nor a School which has resulted from the division of an existing IHSAA member School, may apply for membership on an *IHSAA Application for Membership.* The *IHSAA Application for Membership* form must be received by the IHSAA on or before August 1 of the school year in which the School seeks membership. The Prospective Member School must also simultaneously pay to the IHSAA a non-refundable initiation fee of Two Thousand Dollars ($2,000). Failure to timely submit a fully completed *IHSAA Application for Membership* or to pay the initiation fee shall subject an application to summary rejection.
3. **Application Requirements**. In the *IHSAA Application for Membership*, a Prospective Member School must successfully:
   1. demonstrate that the Prospective Member School has a history of maintaining two (2) or more years of high school work for it student body;
   2. demonstrate that the Prospective Member School has:
      1. Full accreditation from the Indiana Department of Education,
      2. Freeway Accreditation from the Indiana Department of Education,
      3. previously been fully accredited by the Commission on Accreditation and School Improvement and meets the graduation qualifying requirements of the state of Indiana, or
      4. previously been fully accredited by a national or regional accrediting agency recognized by the Indiana Department of Education for purposes of School Scholarship Program under Ind. Code §25-51 and approved by the IHSAA, and meets the graduation qualifying requirements of the state of Indian;
   3. demonstrate that the Prospective Member School has previously provided, for a minimum of two (2) school years, at least one sports team and program in an IHSAA sponsored sport for each gender during each sports season (fall, winter & spring); adequate proof shall include the submission of a team roster and submission of a full team schedule for each team; and
   4. provide a facility inventory for the prospective member School.
4. **On-Site-Visit and Presentation**. The *IHSAA Application for Membership* will be reviewed by the IHSAA staff for completeness and compliance with all application requirements, and if the applicationappears to meets such requirements, the prospective member School:
   1. may be subject to an IHSAA on-site visit to the prospective member School’s facility by the IHSAA staff at a mutually agreeable time; following the on-site visit the IHSAA staff will provide a written evaluation of its findings and return it to the prospective member School; and
   2. may be required to make a presentation to the IHSAA Executive Committee, through the principal and athletic director, following the on-site visit by the IHSAA Staff.
5. **Vote**. At an Executive Committee meeting following the application deadline, or if an on-site visit and/or a presentation is requested, after such on-site visit and/or presentation, the Executive Committee shall vote on the Prospective Member School’s application, and if approved, the Prospective Member School may be granted Provisional Membership, which shall begin effective August 1 in the year when the *IHSAA Application for Membership* is approved.
6. **Provisional Membership Responsibilities**.
7. **Responsibilities.** During the Provisional Membership period, the Provisional Member School:
   1. shall enjoy all rights, benefits and privileges associated with membership in the IHSAA, provided however, the Provisional Member School is not eligible to participate in an IHSAA Tournament Series event;
   2. shall attend, through the principal and athletic director, the IHSAA New School Orientation program offered by the IHSAA to all Provisional Member School;
   3. shall attend, through the principal and athletic director, all IHSAA Fall and Spring Principals Meetings;
   4. shall attend, through the athletic director, a LTC 502 class;
   5. shall attend, through the principal and athletic director, all IHSAA webinar or other educational opportunities; and
   6. shall adhere to all IHSAA rules and regulations, the *IHSAA Articles of Incorporations*, the *IHSAA By-Laws* and the *IHSAA Sports Rules*, and this includes compliance with the transfer rule and the filing of an *IHSAA Transfer Reports* for all transfer students, and compliance with the age rule, eight-semester rule, the academic rule and the undue influence rule, among others; provided however, during the first year of the probationary membership, a new school may seek a waiver of the participation rule for participation in a non-IHSAA tournament.
8. **Mentor**. The Provisional Member School shall be assigned an IHSAA Assistant Commissioner to mentor (Mentor) the Provisional Member School’s principal and athletic director. The Mentor will be the principal resource for all issues involving, and for any questions, information and direction sought by the Provisional Member School.
9. **Monitoring**. The Provisional Member School shall be monitored by the IHSAA for compliance with the IHSAA rules and regulations, attendance at meetings and educational opportunities and the requirement that the new school member have a team and program for each gender in each season; and shall be subject to announced or unannounced on-site visits and inspection by the IHSAA to verify full compliance with all IHSAA rules and regulations, including the requirement that the new school member have a team and program for each gender in each season.
10. **Full Membership Approval Procedure**.
11. **Review.** During the final year of the Provisional Membership period, and specifically at the June Executive Committee meeting, the Provisional Member School’s membership will be reviewed by the Executive Committee, which shall:
    1. consider whether the Provisional Member School was in substantial compliance with IHSAA rules and regulations during the Provisional Membership period;
    2. consider whether the Provisional Member School was in substantial compliance with the obligations it assumed under this Policy;
    3. consider whether the Provisional Member School, its administration and its athletic program had demonstrated a commitment to follow and enforce the IHSAA rules and regulations; and
    4. receive a recommendation from the Mentor and the IHSAA staff regarding the Provisional Member School’s full membership.
12. **Vote**. At such June Executive Committee meeting, the Executive Committee shall vote on the bid of the Provisional Member School to be a full IHSAA member School.
    1. If the bid is approved, the Provisional Member School shall immediately become a full IHSAA member School, with all attendant benefits and obligations of membership; and
    2. If the bid is not approved, the Provisional Member School shall, pursuant to the ruling of the Executive Committee,
       1. serve a further period of Provisional Membership, and then be permitted to seek full membership at a later Executive Committee meeting, or
       2. have its application for membership fully denied.

PolMan2020 (I1) (08.01.2020)**I-2. IHSAA Supervision of Interscholastic Events by Member School Recommendations**

The IHSAA makes the following recommendations regarding its member Schools’ supervision of interscholastic events.

1. Responsibilities of Host and Visiting School
2. The administrator from each School is responsible for the general organization, management, and supervision of students and fans before, during, and following each event, with the home School assuming the primary role.
3. The administrators from both Schools should communicate prior to date of contest concerning visitors' parking area, entrance and exit locations for fans, seating sections, etc.
4. The host School must adequately supervision prior to and during each contest, to continue until at least one-half hour after the contest, or until all groups have dispersed.
5. The conduct of the coach is the single most important factor in crowd control. The coach is a professional educator and must exercise self-control under stress in order to set the proper example for the immature students on the coach’s team, the coach’s student body and the spectators in the stands. It is not enough to be a gentleman or a lady only when there is no pressure. The coach should be the stabilizing influence in an emotionally-charged situation, and the coach must assume this important responsibility. Also, the coach must recognize that the future of high School athletics is more important than winning or losing the game.
6. The host School shall be responsible for engaging licensed Officials for each regular season contest.
7. The administrators from both Schools share responsibility for preventing the students, fans and spectators from assembling around the edge of the court or field prior to or at the conclusion of a contest.
8. The administrators of both Schools charged with supervision of the interscholastic event should carry and display some form of identification.
9. It is suggested that the School song be sung immediately after each contest.
10. Responsibilities of the Host School
11. The host School should notify the visiting School of reserved parking spaces for buses, specific entrance and exits to be used by team and student body, game time, and other important items necessary to conduct the contest.
12. The host School should designate specific seating locations for visiting and host Schools.
13. The host School should provide adequate police and faculty supervision, to begin at least one half hour prior to the event starting time and end when all groups have dispersed.
14. The host School should arrange for the presence of law enforcement officials inside and outside the contest area. It is suggested the inside supervision be handled by paid police and the outside by the local police department.
15. The host School should give specific directions to hired policemen. Do not assume that they understand their responsibilities. Place them on a staggered schedule so that all will not arrive and leave at the same time. It may be necessary to have only a small number present prior to the time of the event, with more as the contest progresses and is concluded.
16. The host School should instruct the local police to divert traffic away from the athletic field or gymnasium so that spectators can leave quickly.
17. The host School should designate parking locations for the contest Officials and they should be notified of the location prior to their departure for the event site.
18. The host School should provide two adult chaperons to escort Officials to and from their dressing quarters and to their cars.
19. The host School should designate the Officials' dressing quarters are PRIVATE. The host School should prohibit any admission to the quarters, and this includes personnel from the host School.
20. The host School should report any unusual incidents or developments to the IHSAA immediately.
21. Responsibilities of Visiting School
22. The visiting School should have an administrator and adequate faculty or adult supervisors present at each interscholastic contest in order to supervise their own students, parents, fans and spectators.
23. The visiting School should advise all bus drivers and delegated drivers are informed of the special parking locations provided by the host School.
24. The visiting School should inform all student spectators and the team of proper entrance and exit locations.
25. The visiting School should have supervision available prior to the arrival of the visiting School’s students, parents, fans and spectators and until all groups have dispersed.
26. The visiting School should report any unusual incidents to the host School administration immediately.
27. The visiting School should give complete cooperation and assistance to the host School when it is necessary to file charges against any individual causing a disturbance.
28. Improper Conducts at Interscholastic Events
29. Ordinary order and discipline at interschool events should be enforced by criminal prosecution.
30. The host School should file criminal charges against any person, School-connected or otherwise, who commits assault and/or battery against any game Official, School employee, student, parent, fan or spectator.
31. Hints for the Public Address Announcer. The announcer is a key figure and carries great responsibility. What the announcer says will influence the crowd. The announcer may find it necessary to make special announcements in case of emergencies. The following items may assist the announcer in doing the announcing job with excellence.
32. Be impartial. Announce the game with no show of favoritism.
33. Use proper language at all times.
34. Be enthusiastic but calm
35. Don't anticipate plays aloud.
36. Don't anticipate first down, time-outs, touchdowns, etc.
37. Be aware of the entire stadium and gymnasium area so that calm directions can be given in an emergency. Serious situations can often be avoided if the announcer will caution the crowd against coming onto the field or court, throwing things, etc.
38. Let no one except those in charge of the event use the microphone. The announcer is responsible for whatever is said over the P.A.
39. Do not criticize Officials' decisions, directly or indirectly.
40. Announce convenient routes for leaving the stadium or gymnasium and caution the crowd to drive carefully.
41. Advise crowd to remain for the School songs if this is a part of the program.

NOTE: The IHSAA has adopted the *IHSAA Tournament Series Public-Address System and PA Announcer Policy*, which establishes a Policy for the use of the PA system and for the conduct of the PA announcer at IHSAA Tournament Series events, and encourages all member schools to conduct themselves during Season Contests in a manner consistent with that *Policy*, as well as the *NFHS Public-Address Announcers Guidelines* and the *NASPAA Code of Conduct, See* <http://www.nfhs.org/sports-resource-content/public-address-announcers-guidelines/>.

PolMan2020 (I2) (08.01.2020)

I-3. IHSAA Policy For Participation in Indiana Basketball Hall of Fame Classic

All member Schools may participate in Indiana Basketball Hall of Fame Classic and games played will not be counted against the member School’s number of season contests authorized by rule 52-3 and rule 102-3.

1. The following applies to a School’s participation in the Classic.
2. The participating School must be a full member School in good standing.
3. A participating School may not participate more than once every Four (4) years.
4. The following applies to the Classic:
   * + 1. Classic must be held during IHSAA contest season for basketball.
       2. The date(s) of the Classic shall not conflict with any other IHSAA Tournament.
       3. A financial report must be filled with the IHSAA Fourteen (14) days after the conclusion of the classic.
       4. The committee who selects the participating teams shall be unpublicized and shall consist of no fewer than five members selected by the Indiana Basketball Hall of Fame Directors.
       5. The Classic shall be held under the direct supervision of the Schools involved, as required under rule 9-3(All athletic games, meets, tourneys and interschool athletic contests participated in by member Schools belonging to the IHSAA must be held under the direct supervision, management and auspices of the Schools concerned, or under the direct supervision, management, and auspices of the IHSAA).

PolMan2020 (I3) (08.01.2020)

**I-4. IHSAA Policy Regarding Attendance at IHSAA Area Principal Meetings**

It is an obligation of all member Schools to attend the IHSAA’s semi-annual area principal meetings. Beginning with the 2014-15 School year, the IHSAA will provide a special invitation to all principals and athletic administrators to attend the fall meeting and the spring meeting in their area.

Should a member School fail to attend a fall area principal meeting, the Commissioner will send a letter to the member School principal informing the principal of the absence and to confirm that the School was not represented. Additionally, the letter will alert the principal that failure to be represented at the next spring area principal meeting in that same School year shall result in a fine of One Hundred dollars ($100.00) for the member School. And then, if the School is not represented at the spring area principal meeting, the School shall pay a fine of One Hundred dollars ($100.00).

Continued absences at area principal meetings may result in additional penalties, or in a meeting with the Commissioner and/or an appearance before the Executive Committee to determine further penalties.

Attendance by the principal is strongly encouraged but is not mandatory.

PolMan2020 (I4) (08.01.2020)

**J-1. 2020-21 IHSAA Media Rules and Regulations**

Overview:

The Indiana High School Athletic Association, Inc. places a copyright on its tournament events clearly defining how the media and general public may capture and transmit, broadcast, or webcast images and audio. This document is separated into Chapters, they are:

1. [Chapter 1: IHSAA Broadcasting Rules for Tournament Events](file:///C:\Users\rbaker\Documents\IHSAA%202020-21%20Broadcasting%20and%20Media%20Rules%20For%20Tournament%20Events.docx#_wuymetoig4iw)
   1. This Chapter details the process of submitting for and obtaining permission to broadcast IHSAA tournament events. It governs all media and the general public with restrictions and reliefs. The IHSAA has a [fair use](file:///C:\Users\rbaker\Documents\IHSAA%202020-21%20Broadcasting%20and%20Media%20Rules%20For%20Tournament%20Events.docx#xlc692cdjtnh) policy that permits limited use without paying a fee.
2. [Chapter 2: IHSAA Fees for Broadcasting Tournament Events](file:///C:\Users\rbaker\Documents\IHSAA%202020-21%20Broadcasting%20and%20Media%20Rules%20For%20Tournament%20Events.docx#_js67xwdybkn9)
   1. This Chapter lists the fees that must be paid before a broadcast can be [produced](file:///C:\Users\rbaker\Documents\IHSAA%202020-21%20Broadcasting%20and%20Media%20Rules%20For%20Tournament%20Events.docx#p8x1ov8wzg7m).
3. [Chapter 3: Decorum for Broadcasters and Media at IHSAA Tournament Events.](file:///C:\Users\rbaker\Documents\IHSAA%202020-21%20Broadcasting%20and%20Media%20Rules%20For%20Tournament%20Events.docx#_fnreuu5j9cp5)
   1. The IHSAA requires a community acceptable decorum and further detailed rules for the behavior of the media at its tournament events.
4. [Chapter 4: Rules for IHSAA Champions Affiliation](file:///C:\Users\rbaker\Documents\IHSAA%202020-21%20Broadcasting%20and%20Media%20Rules%20For%20Tournament%20Events.docx#_bf8wipifcsru)
   1. The IHSAA has requirements and privileges for video and audio broadcasters who qualify, submit for and are approved for the affiliation with the IHSAA Champions Network.
5. [Chapter 5: Application for designation as an Educational Broadcaster.](file:///C:\Users\rbaker\Documents\IHSAA%202020-21%20Broadcasting%20and%20Media%20Rules%20For%20Tournament%20Events.docx#_tt6lk5to3e2)
   1. Indiana High School broadcast groups who meet certain requirements must submit for a designation and subsequently may receive unique privileges.
6. [Chapter 6: Policy for Photography, Film and Audio at IHSAA Tournament Series Events.](file:///C:\Users\rbaker\Documents\IHSAA%202020-21%20Broadcasting%20and%20Media%20Rules%20For%20Tournament%20Events.docx#_lie6n578s23f)

This chapter supplements chapter 1 for still photographers, film makers and audio recorders at IHSAA tournament events. It sets priorities for the placement of these media members.

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[**Violations of IHSAA Broadcasting Rules**](file:///C:\Users\rbaker\Documents\IHSAA%202020-21%20Broadcasting%20and%20Media%20Rules%20For%20Tournament%20Events.docx#_kgel081qln1b)135

[**Chapter 2: IHSAA Fees for Broadcasting Tournament Events**](file:///C:\Users\rbaker\Documents\IHSAA%202020-21%20Broadcasting%20and%20Media%20Rules%20For%20Tournament%20Events.docx#_js67xwdybkn9)137

[**Audio Broadcast License Fees (Radio and Internet Radio):**](file:///C:\Users\rbaker\Documents\IHSAA%202020-21%20Broadcasting%20and%20Media%20Rules%20For%20Tournament%20Events.docx#_wql7fc105kdh)137

[**Video Broadcast License Fees (Television > 75,000 Subs):**](file:///C:\Users\rbaker\Documents\IHSAA%202020-21%20Broadcasting%20and%20Media%20Rules%20For%20Tournament%20Events.docx#_clpacpoj4r57)137

[**Video Broadcast License Fees (Television < 75,000 Subs):**](file:///C:\Users\rbaker\Documents\IHSAA%202020-21%20Broadcasting%20and%20Media%20Rules%20For%20Tournament%20Events.docx#_qxm74n9htysb)138

[**Discount schedule**](file:///C:\Users\rbaker\Documents\IHSAA%202020-21%20Broadcasting%20and%20Media%20Rules%20For%20Tournament%20Events.docx#_gzcq0v460oo7)138

[**Additional Seats and Press Box Clearance**](file:///C:\Users\rbaker\Documents\IHSAA%202020-21%20Broadcasting%20and%20Media%20Rules%20For%20Tournament%20Events.docx#_hsuyxp5txbit)139

[**Use of Bleacher or Venue Seats**](file:///C:\Users\rbaker\Documents\IHSAA%202020-21%20Broadcasting%20and%20Media%20Rules%20For%20Tournament%20Events.docx#_qprbx0plz64d)139

[**Chapter 3: Decorum for Broadcasters and Media at IHSAA Tournament Events**](file:///C:\Users\rbaker\Documents\IHSAA%202020-21%20Broadcasting%20and%20Media%20Rules%20For%20Tournament%20Events.docx#_fnreuu5j9cp5)140

[**Chapter 4: Rules for IHSAA Champions Affiliation**](file:///C:\Users\rbaker\Documents\IHSAA%202020-21%20Broadcasting%20and%20Media%20Rules%20For%20Tournament%20Events.docx#_bf8wipifcsru)142

[**Chapter 5: Application for Designation as an Educational Broadcaster**](file:///C:\Users\rbaker\Documents\IHSAA%202020-21%20Broadcasting%20and%20Media%20Rules%20For%20Tournament%20Events.docx#_tt6lk5to3e2)157

[**Educational Broadcaster Application (following page):**](file:///C:\Users\rbaker\Documents\IHSAA%202020-21%20Broadcasting%20and%20Media%20Rules%20For%20Tournament%20Events.docx#_npy509kfpw31)157

[**Chapter 6: Photography, Film and Audio at IHSAA Tournament Series Events.**](file:///C:\Users\rbaker\Documents\IHSAA%202020-21%20Broadcasting%20and%20Media%20Rules%20For%20Tournament%20Events.docx#_lie6n578s23f)159

[**Media Guidelines**](file:///C:\Users\rbaker\Documents\IHSAA%202020-21%20Broadcasting%20and%20Media%20Rules%20For%20Tournament%20Events.docx#_ea17sdnbjbyb)160

[**Spectators Guidelines**](file:///C:\Users\rbaker\Documents\IHSAA%202020-21%20Broadcasting%20and%20Media%20Rules%20For%20Tournament%20Events.docx#_iqmezcj3aakx)161

[**License to sell and distribute Photographs from State and Sub-State Tournament Series Events**](file:///C:\Users\rbaker\Documents\IHSAA%202020-21%20Broadcasting%20and%20Media%20Rules%20For%20Tournament%20Events.docx#_ymrnisvpyxiv)161

[**Purchase of Media Content**](file:///C:\Users\rbaker\Documents\IHSAA%202020-21%20Broadcasting%20and%20Media%20Rules%20For%20Tournament%20Events.docx#_s9us3eo092iv)162

[**Use of Electronic Strobes and Flashes**](file:///C:\Users\rbaker\Documents\IHSAA%202020-21%20Broadcasting%20and%20Media%20Rules%20For%20Tournament%20Events.docx#_yg6bz9gl7vm)162

[**Photographer Placement**](file:///C:\Users\rbaker\Documents\IHSAA%202020-21%20Broadcasting%20and%20Media%20Rules%20For%20Tournament%20Events.docx#_swbv06mmgs1i)163

[**Photographer Order of Staging**](file:///C:\Users\rbaker\Documents\IHSAA%202020-21%20Broadcasting%20and%20Media%20Rules%20For%20Tournament%20Events.docx#_nrmwp158zdf)163

Chapter 1: IHSAA Broadcasting Rules for Tournament Events

* 1. Overview: Initiating an audio description and/or transmitting, broadcasting or web streaming any moving images from any device using any means is licensed and is regulated by the Indiana High School Athletic Association, Inc. at [IHSAA](file:///C:\Users\rbaker\Documents\IHSAA%202020-21%20Broadcasting%20and%20Media%20Rules%20For%20Tournament%20Events.docx#frj43rcwllzk) sanctioned tournament events.
  2. Dissemination of video and audio using radio, television, webcasting, tweeting or any social media including future technologies by any means are considered ‘broadcasting’ and the initiator is considered a ‘broadcaster’ for all references contained within this document. Broadcasters may be a school, business or individual including fans present at the event. Locally or remotely controlled robots or autonomous devices which capture audio or video and disseminate such are now considered broadcasters.

# Supporting Documentation

* 1. This document will reference others or subsequent chapters:
     1. [Chapter 2: IHSAA Fees for Broadcasting Tournament Events](file:///C:\Users\rbaker\Documents\IHSAA%202020-21%20Broadcasting%20and%20Media%20Rules%20For%20Tournament%20Events.docx#7j5wkj49nmxw). Contains the most recent fee schedule for obtaining a license to broadcast an IHSAA tournament event.
     2. [Chapter 3: Broadcaster Decorum at IHSAA Tournament Events](file:///C:\Users\rbaker\Documents\IHSAA%202020-21%20Broadcasting%20and%20Media%20Rules%20For%20Tournament%20Events.docx#_fnreuu5j9cp5). Defines the expected decorum for the performance of on-air talent during a broadcast of an IHSAA licensed event.
     3. [Chapter 4: Rules for IHSAA Champions Affiliation.](file:///C:\Users\rbaker\Documents\IHSAA%202020-21%20Broadcasting%20and%20Media%20Rules%20For%20Tournament%20Events.docx#_bf8wipifcsru) Explains a special designation to a broadcaster and which enhances these rules for tournament events.
     4. [Chapter 5: Application for designation as an Educational Broadcaster.](file:///C:\Users\rbaker\Documents\IHSAA%202020-21%20Broadcasting%20and%20Media%20Rules%20For%20Tournament%20Events.docx#_tt6lk5to3e2)
     5. [Chapter 6: Policy for Photography, Film and Audio at IHSAA Tournament Series Events.](file:///C:\Users\rbaker\Documents\IHSAA%202020-21%20Broadcasting%20and%20Media%20Rules%20For%20Tournament%20Events.docx#_lie6n578s23f)

# Definitions

* 1. **IHSAA** - [IHSAA](https://ihsaa.org/) is the abbreviation for the Indiana High School Athletic Association, Inc.
  2. **Regular Season** - Refers to games contested by IHSAA member schools outside of the tournament of the Indiana High School Athletic Association, Inc. Regular season game content and rights are normally administered by the home school and in some cases may be governed by a 3rd party.
  3. **IHSAA** **Tournament Events** - contests owned by the Indiana High School Athletic Association, Inc. These events include all Indiana Sectional, Regional, Semi-State and State Championships. The rules contained within this document are only pertinent to ‘IHSAA Tournament Events’
  4. **Broadcasting** - by definition, shall encompass both live and tape delayed audio or video presentations of IHSAA tournament contest action. There is no longer a difference between live and tape delayed broadcasts within this or any related documentation. Broadcasting encompasses all forms of radio, television, internet and any future technology to distribute video or audio both by conventional and digital methods.
  5. **Broadcaster** - The Broadcaster is the entity who has paid the appropriate licensing fee to distribute a live or taped delayed IHSAA tournament production.
  6. **Producer** - The Producer is the entity that staffs and operates audio and video equipment. The Producer is the creator of the artistic presentation of the tournament event actions which are subsequently distributed by the Broadcaster. The Producer may or may not be the Broadcaster. If syndication fees are paid, there may exist more than one Broadcaster distributing (airing) the work of a single Producer.
  7. **Network** - A network is defined within this document as more than one linear or on demand broadcasting outlet whose content is shared with one or more other outlets simultaneously. As a qualifier, 90% of the content shared among all shall be the same when and if they could be viewed simultaneously. An ad hoc relationship or grouping of broadcasters who do not meet these criteria shall be regarded as separate entities for the purpose of obtaining a license to broadcast.
  8. **Fair Use** - Details the use of images, moving pictures, video, audio and social media by [non-licensed](file:///C:\Users\rbaker\Documents\IHSAA%202020-21%20Broadcasting%20and%20Media%20Rules%20For%20Tournament%20Events.docx#o4w90bnshmha) entities. [Read more.](file:///C:\Users\rbaker\Documents\IHSAA%202020-21%20Broadcasting%20and%20Media%20Rules%20For%20Tournament%20Events.docx#xlc692cdjtnh)
  9. **VOD -** Video-on-demand. VOD is defined as a video presentation that was broadcast live or via a taped delay and is later available for replaying at the pleasure of the fan or viewer.
  10. **PPV -** Pay Per View. PPV is the process of placing a game’s live or replay audio or video and/or its video-on-demand presentation behind a paywall which requires that the viewer or listener submit funds or purchase a subscription to view.
  11. **Owned Properties**. For the purposes of this document, an owned property is an outlet for video or audio that is controlled exclusively by the broadcaster. An owned property’s content is exclusive to the broadcaster. [More Clarifications.](file:///C:\Users\rbaker\Documents\IHSAA%202020-21%20Broadcasting%20and%20Media%20Rules%20For%20Tournament%20Events.docx#ftwdwomkqjlc)
  12. **Syndication** - Syndication is defined as placing a live, tape delayed or video on demand broadcast on more than one broadcast location. Syndication is applicable to both video and audio broadcasts.
  13. **Exclusivity** - Exclusivity is defined as allowing a single broadcaster and no other at a unique game venue.
  14. [**Educational Broadcaster**](file:///C:\Users\rbaker\Documents\IHSAA%202020-21%20Broadcasting%20and%20Media%20Rules%20For%20Tournament%20Events.docx#qtwcy94jzka5) - Educational Broadcaster is defined as a school group or class that is led by a teacher, meets all educational requirements and who has applied for such a designation from the [Director of Broadcasting at the IHSAA](https://ihsaa.org/About-IHSAA/Current-Information/Executive-Staff/Jason-Wille-Copy). An educational Broadcaster must also be that entity’s Producer.
  15. **IHSAA Champions Network** - The IHSAA Champions Network, IHSAA Champions Radio Network, and [IHSAAtv.org](https://www.ihsaatv.org/) are the monikers for all video, audio and radio broadcasts from [authorized IHSAA Champions Affiliates](file:///C:\Users\rbaker\Documents\IHSAA%202020-21%20Broadcasting%20and%20Media%20Rules%20For%20Tournament%20Events.docx#t47fs4z9xyl6). The use of this designation, logo, trademarks or a verbal description implying association is forbidden to any non-affiliated entity. Membership is by invitation from the [Director of Broadcasting at the IHSAA](https://ihsaa.org/About-IHSAA/Current-Information/Executive-Staff/Jason-Wille-Copy)
  16. **Affiliate and Affiliation** - Affiliations with the Champions Network are designations contractually granted to broadcasters. See [“Rules for IHSAA Champions Affiliation”](file:///C:\Users\rbaker\Documents\IHSAA%202020-21%20Broadcasting%20and%20Media%20Rules%20For%20Tournament%20Events.docx#_bf8wipifcsru). Affiliation may enhance or relieve that entity from certain restrictions or modify fees listed in the document [“IHSAA Fees for Broadcasting Tournament Events”](file:///C:\Users\rbaker\Documents\IHSAA%202020-21%20Broadcasting%20and%20Media%20Rules%20For%20Tournament%20Events.docx#_js67xwdybkn9) Stating that an association with or implying an entity is acting on behalf of the [Indiana High School Athletic Association, Inc.](https://ihsaa.org/), [IHSAAtv](https://www.ihsaatv.org/), [Fox Sports](https://www.foxsports.com/) or any derivation of the IHSAA Champions Network, is prohibited. Affiliates enjoy other reliefs in select situations as defined in [Rules for IHSAA Champions Affiliation](file:///C:\Users\rbaker\Documents\IHSAA%202020-21%20Broadcasting%20and%20Media%20Rules%20For%20Tournament%20Events.docx#_bf8wipifcsru)
  17. **Authorized Licensing Agent (ALA**) is the entity responsible for issuing broadcast licenses. They act under the direction of the [Director of Broadcasting at the Indiana High School Athletic Association, Inc.](https://ihsaa.org/About-IHSAA/Current-Information/Executive-Staff/Jason-Wille-Copy). The current ALA is [The 360 Group](https://www.360grouponline.com)
  18. **License to** **Broadcast or License** is defined as permission to Broadcast an IHSAA Tournament event. For the purpose of this document, the term ‘license’ is not an FCC authorization, but permission granted by the ALA. This document details the process of submitting for and being granted a license to attend, encode, and broadcast game content. The term, ‘rights’ in reference to past authorizations has been deleted. A licensed entity does not need to hold an FCC license for the purposes of obtaining permission to broadcast. A license is issued by the [ALA](file:///C:\Users\rbaker\Documents\IHSAA%202020-21%20Broadcasting%20and%20Media%20Rules%20For%20Tournament%20Events.docx#_xpn87gcl8krf).
      1. Four classifications will be applicable and referenced within this document depending upon having a designation as an [IHSAA Champions Affiliate](file:///C:\Users\rbaker\Documents\IHSAA%202020-21%20Broadcasting%20and%20Media%20Rules%20For%20Tournament%20Events.docx#_bf8wipifcsru) or the designation as an [Educational Broadcaster](file:///C:\Users\rbaker\Documents\IHSAA%202020-21%20Broadcasting%20and%20Media%20Rules%20For%20Tournament%20Events.docx#_2th2dzg86ozt), they are:
         1. Commercial broadcasters without an affiliation
         2. Commercial broadcasters with an affiliation
         3. Educational broadcasters without an affiliation
         4. Educational broadcasters with an affiliation.
  19. **Director of Broadcasting** - [The Director of Broadcasting at the IHSAA](https://ihsaa.org/About-IHSAA/Current-Information/Executive-Staff/Jason-Wille-Copy) is a staff level person at the Indiana High School Athletic Association, Inc. that administers the rules and regulations for IHSAA Broadcasting and licensing. Contact is via [ihsaatv@ihsaa.org](mailto:ihsaatv@ihsaa.org)
  20. **Webcast and Stream** - using electronics to digitize moving video images with or without accompanying audio or audio alone and transiting the result via a digital means. This is normally done via the internet.
  21. **Radio** - Radio and Audio Broadcaster are now treated and addressed as identical entities with the expectation that FCC commercially licensed entities may apply for designation as an IHSAA Champions Radio Affiliate, which is outside of these rules and documents.
  22. **Take-Down** - the action of removing video or audio content from public and private view.
  23. **Hosting Authority** - the person or organization that has been authorized by the IHSAA to host a sanctioned contest or championship at a venue under their control or jurisdiction. In many cases, this is the event’s hosting school Principal or Athletic Director.
  24. **REMI, Remote Integration** - REMI, Remote Integration, is the process of removing the director, producer and other above the line production staff from the venue and placing them in another fully staffed production facility. Optionally, the announcer(s) may also be remote. The production receives camera feeds located in the venue via the internet or other real time means and streams the resulting production on the internet or a television system originating from the remote studio. [More info](file:///C:\Users\rbaker\Documents\IHSAA%202020-21%20Broadcasting%20and%20Media%20Rules%20For%20Tournament%20Events.docx#_pz54bjk6mg4q).

# Educational Broadcaster Rules

* 1. Educational Broadcasters have relief from some past restrictions and new restrictions.
  2. There is no delineation between educational and commercial broadcasters for the purpose of submitting for and being granted a [broadcasting license](file:///C:\Users\rbaker\Documents\IHSAA%202020-21%20Broadcasting%20and%20Media%20Rules%20For%20Tournament%20Events.docx#o4w90bnshmha).
  3. In certain circumstances, Educational Broadcasters will be required to pay a [fee](file:///C:\Users\rbaker\Documents\IHSAA%202020-21%20Broadcasting%20and%20Media%20Rules%20For%20Tournament%20Events.docx#_3c7iq2jeccv7) for a [license to broadcast](file:///C:\Users\rbaker\Documents\IHSAA%202020-21%20Broadcasting%20and%20Media%20Rules%20For%20Tournament%20Events.docx#o4w90bnshmha) an IHSAA tournament event. This is defined in [Chapter 2: IHSAA Fees for Broadcasting Tournament Events](file:///C:\Users\rbaker\Documents\IHSAA%202020-21%20Broadcasting%20and%20Media%20Rules%20For%20Tournament%20Events.docx#_js67xwdybkn9). [Educational broadcasters should pay close attention to the limitations of their webcast detailed within those rules.](file:///C:\Users\rbaker\Documents\IHSAA%202020-21%20Broadcasting%20and%20Media%20Rules%20For%20Tournament%20Events.docx#6nsiihdacvna)
  4. Educational broadcasters are required to follow the rules and regulations contained within this and other related documents.
  5. Educational broadcasters may sell advertising and sponsorships without limitation, except Insurance and professional sports, which are category protected industries and reserved for Indiana Farm Bureau Insurance, the Indiana Pacers, the Indianapolis Indians, the Indiana Fever and the Indianapolis Colts.
  6. An Educational Station must be sanctioned by a single school, led by a teacher employed full time at the school and must use the talents of students in the majority of the broadcast’s positions. Every effort must be made to have students announce, direct and produce the broadcast. If an adult is desired to announce an event, a yearly waiver must be obtained from the [Director of Broadcasting at the IHSAA](https://ihsaa.org/About-IHSAA/Current-Information/Executive-Staff/Jason-Wille-Copy)
  7. Inclusion of any commercial or professional organization’s content or participation, including the syndication of non-school owned radio over the top of an educational video webcast, will cause the educational classification to be revoked.
  8. The educational broadcaster designation [requires yearly renewal from the Director of Broadcasting at the IHSAA](file:///C:\Users\rbaker\Documents\IHSAA%202020-21%20Broadcasting%20and%20Media%20Rules%20For%20Tournament%20Events.docx#_tt6lk5to3e2). There is an [Educational Broadcaster Application Document](file:///C:\Users\rbaker\Documents\IHSAA%202020-21%20Broadcasting%20and%20Media%20Rules%20For%20Tournament%20Events.docx#_qo6cvcs6xi0p) that must be submitted no later than August 1st preceding the school year or immediately should the conditions of the original application change. Educational stations shall not broadcast any IHSAA tournament event without an approved return of the application.
  9. There may be further restrictions detailed in the [Application for Educational Broadcaster](file:///C:\Users\rbaker\Documents\IHSAA%202020-21%20Broadcasting%20and%20Media%20Rules%20For%20Tournament%20Events.docx#_npy509kfpw31) and in [Rules for IHSAA Champions Affiliation](file:///C:\Users\rbaker\Documents\IHSAA%202020-21%20Broadcasting%20and%20Media%20Rules%20For%20Tournament%20Events.docx#_bf8wipifcsru)

# Licensing, Copyrights and Sale of Productions

* 1. The IHSAA retains copyrights and ownership of content that is produced, including production of tournament events by others. These rights exist in perpetuity.
  2. Broadcasters at an IHSAA tournament event, in excess of maximum IHSAA [fair-use definitions](file:///C:\Users\rbaker\Documents\IHSAA%202020-21%20Broadcasting%20and%20Media%20Rules%20For%20Tournament%20Events.docx#_4zu0fwgq4tv) elsewhere in this document, must apply for and be granted a [license](file:///C:\Users\rbaker\Documents\IHSAA%202020-21%20Broadcasting%20and%20Media%20Rules%20For%20Tournament%20Events.docx#o4w90bnshmha) to broadcast for any IHSAA tournament event. Fees must be paid in advance. See the chapter, [“IHSAA Fees for IHSAA Broadcasts”](file:///C:\Users\rbaker\Documents\IHSAA%202020-21%20Broadcasting%20and%20Media%20Rules%20For%20Tournament%20Events.docx#_js67xwdybkn9)
  3. Ownership of all broadcast content is copyrighted by the Indiana High School Athletic Association, Inc. The broadcaster may not sell DVDs, files or downloads of any sanctioned game without the permission of the [ALA](file:///C:\Users\rbaker\Documents\IHSAA%202020-21%20Broadcasting%20and%20Media%20Rules%20For%20Tournament%20Events.docx#abu02kq4qu02) or the Director of Broadcasting or via other pertinent IHSAA contracts, except as stated in the [“Rules for IHSAA Champions Affiliation.”](file:///C:\Users\rbaker\Documents\IHSAA%202020-21%20Broadcasting%20and%20Media%20Rules%20For%20Tournament%20Events.docx#_bf8wipifcsru)
  4. The Director of Broadcasting may issue an immediate or delayed [Take-Down](file:///C:\Users\rbaker\Documents\IHSAA%202020-21%20Broadcasting%20and%20Media%20Rules%20For%20Tournament%20Events.docx#gr9j7wtu9wd2) of VOD content for any reason. This order must immediately and completely remove any possibility of viewing by any entity. Additionally, the licensed broadcaster may be required to provide a complete, unedited copy of the game in an [MP4](https://en.wikipedia.org/wiki/MPEG-4_Part_14) file upon request within one working day.

# Submitting for a [License](file:///C:\Users\rbaker\Documents\IHSAA%202020-21%20Broadcasting%20and%20Media%20Rules%20For%20Tournament%20Events.docx#o4w90bnshmha) to Broadcast

* 1. Contacting the [ALA](file:///C:\Users\rbaker\Documents\IHSAA%202020-21%20Broadcasting%20and%20Media%20Rules%20For%20Tournament%20Events.docx#abu02kq4qu02) - Prior to requesting permission, the broadcaster should obtain the current email or phone number for the agent at the designated [ALA](file:///C:\Users\rbaker\Documents\IHSAA%202020-21%20Broadcasting%20and%20Media%20Rules%20For%20Tournament%20Events.docx#abu02kq4qu02).
  2. Interested stations may submit a request for Broadcast License to an IHSAA Tournament Series Events using the official electronic Broadcast Applications available in the Media section of ihsaa.org (<https://www.ihsaa.org/Media/Media-Rules-Regulations>). **No applications will be accepted via US Mail, email, fax or phone conversation.** The [Broadcaster](file:///C:\Users\rbaker\Documents\IHSAA%202020-21%20Broadcasting%20and%20Media%20Rules%20For%20Tournament%20Events.docx#ex9xd29d9l56) must clearly define the entity that will serve as the [Producer](file:///C:\Users\rbaker\Documents\IHSAA%202020-21%20Broadcasting%20and%20Media%20Rules%20For%20Tournament%20Events.docx#p8x1ov8wzg7m) should they be different.
     1. Stations must apply separately for every game they intend to cover.
        1. There must be clear communication between the producer and/or broadcaster and their team regarding which games have been approved.
     2. Broadcasters are responsible to pay all applicable rights fees in advance of the event for which a License to Broadcast has been requested.
     3. All Broadcasters granted a License to Broadcast to an IHSAA Tournament Series Event will be recognized and noted on lists of Approved Broadcasters distributed via email to all approved broadcast stations and IHSAA Tournament Series host schools. Approved broadcaster lists will also be posted on IHSAA State Tournament webpages.
  3. Indemnification Requirement - Broadcasters will be required to obtain, fill out and file a statement of Indemnification protecting the IHSAA, its agents, the [ALA](file:///C:\Users\rbaker\Documents\IHSAA%202020-21%20Broadcasting%20and%20Media%20Rules%20For%20Tournament%20Events.docx#abu02kq4qu02) and IHSAA announcers. It must be signed or electronically signed by a company executive who is authorized to do so with the [ALA](file:///C:\Users\rbaker\Documents\IHSAA%202020-21%20Broadcasting%20and%20Media%20Rules%20For%20Tournament%20Events.docx#abu02kq4qu02) on an event basis. Failure to have such on file will prevent a [License to Broadcast](file:///C:\Users\rbaker\Documents\IHSAA%202020-21%20Broadcasting%20and%20Media%20Rules%20For%20Tournament%20Events.docx#o4w90bnshmha) being issued.
  4. Game selection is at the discretion of the applying broadcaster subject to exclusivities and other possible extenuating circumstances.
  5. A [license for broadcasting](file:///C:\Users\rbaker\Documents\IHSAA%202020-21%20Broadcasting%20and%20Media%20Rules%20For%20Tournament%20Events.docx#o4w90bnshmha) does not provide for [exclusivity](file:///C:\Users\rbaker\Documents\IHSAA%202020-21%20Broadcasting%20and%20Media%20Rules%20For%20Tournament%20Events.docx#ytwus8idgvys).

# Order of Broadcaster Preference for Seating in Venues

* 1. Seating priorities at the Sectional thru Semi-State levels are as follows, should space exist:
     1. Commercial video broadcasters holding a current [IHSAA Champions Network affiliation.](file:///C:\Users\rbaker\Documents\IHSAA%202020-21%20Broadcasting%20and%20Media%20Rules%20For%20Tournament%20Events.docx#_bf8wipifcsru)
     2. Educational video broadcasters holding a current [IHSAA Champions Network affiliation.](file:///C:\Users\rbaker\Documents\IHSAA%202020-21%20Broadcasting%20and%20Media%20Rules%20For%20Tournament%20Events.docx#_js67xwdybkn9)
     3. Radio broadcasters who hold a current [IHSAA Champions Network affiliation.](file:///C:\Users\rbaker\Documents\IHSAA%202020-21%20Broadcasting%20and%20Media%20Rules%20For%20Tournament%20Events.docx#_js67xwdybkn9)
     4. Commercial video broadcasters who are not affiliated with the IHSAA Champions Network.
     5. Commercial radio broadcasters who do not hold an affiliation with the IHSAA Champions Network.
     6. Educational video broadcasters without an affiliation with the IHSAA Champions Network.
     7. Educational audio broadcasters without an affiliation with the IHSAA Champions Network.
     8. Print media that has historically covered one of the competing teams, with the visitor having priority over the home team.
     9. Print media that covers the local demographics.
     10. Tweeters and Social Media Posters.
     11. Photographers.
  2. At State Finals, should seating be limited, the following order of seating occurs
     1. Fox Sports, IHSAAtv and IHSAA personnel.
     2. Radio Stations who hold an [IHSAA Champions Network affiliation.](file:///C:\Users\rbaker\Documents\IHSAA%202020-21%20Broadcasting%20and%20Media%20Rules%20For%20Tournament%20Events.docx#_js67xwdybkn9)
     3. Media that is statewide in scope (wire services, non-licensed or rights paying regional television, etc.).
     4. Media that covers its hometown, competing team.
     5. Media that covers the site of the host facility.
     6. All other media (internet sites, specialty publications).
  3. Tie Breakers may be necessary:
     1. In the event that space is limited and a tie appears per the above outline, the IHSAA will revert to that webcaster paying the highest fee for the event. If an additional tie breaker is necessary, the preference will be given to that producer/broadcaster who has continuously broadcast IHSAA Championship tournaments for most consecutive years. If two educational affiliates appear tied, the home team Producer shall be given seating privileges.

# Press Box and Press Row Seating and Allowable Staff:

* 1. The following table details the number of seats per broadcaster allowed at an IHSAA Tournament Event. Additional seat requests are required and are to be paid in advance per the rate sheet found in the Fee Schedule, but may be rebated should a lack of seats be encountered. Broadcasters are subject to these restrictions. These are seats in press box or on press row as defined by the Athletic Director. Press areas maybe extended due to social distancing or at his/her discretion. Your crew that is outside of the press box or on press row does not count in this number.
     1. Video and TV: 3
     2. Radio: 2

# Exclusivities

* 1. The IHSAA Champions Network, Fox Sports, IHSAAtv hold [Exclusivities](file:///C:\Users\rbaker\Documents\IHSAA%202020-21%20Broadcasting%20and%20Media%20Rules%20For%20Tournament%20Events.docx#ytwus8idgvys)
  2. [Exclusivity](file:///C:\Users\rbaker\Documents\IHSAA%202020-21%20Broadcasting%20and%20Media%20Rules%20For%20Tournament%20Events.docx#ytwus8idgvys) owners must state their coverage intent no later than 12 noon on the Monday of the week of the contest, when that contest is played on the following Friday or Saturday. When contests are played on Monday through Thursday, intent to place an [exclusivity](file:///C:\Users\rbaker\Documents\IHSAA%202020-21%20Broadcasting%20and%20Media%20Rules%20For%20Tournament%20Events.docx#ytwus8idgvys) will be announced the prior Monday at Noon.
  3. [Exclusivity](file:///C:\Users\rbaker\Documents\IHSAA%202020-21%20Broadcasting%20and%20Media%20Rules%20For%20Tournament%20Events.docx#ytwus8idgvys) may be granted to other broadcasters by the Director of Broadcasting situationally.
  4. Educational broadcasters are subject to the [exclusivity](file:///C:\Users\rbaker\Documents\IHSAA%202020-21%20Broadcasting%20and%20Media%20Rules%20For%20Tournament%20Events.docx#ytwus8idgvys) rules at the Regional, Semi-State and State Championship levels from entities holding those licenses, but may also be excluded at the Sectional levels situationally and only under the mandate of the [Director of Broadcasting at the IHSAA](https://ihsaa.org/About-IHSAA/Current-Information/Executive-Staff/Jason-Wille-Copy).

# Web Page Requirement Has Been Eliminated

* 1. Past IHSAA rules and references requiring the broadcast to own a web page, unique domain and restricting the use of social media as the broadcaster’s primary video and/or audio distribution have been eliminated for Commercial Non-IHSAA Champions Affiliates.  [There are restrictions concerning the use of social media by broadcasters designated as IHSAA Champions Affiliates](file:///C:\Users\rbaker\Documents\IHSAA%202020-21%20Broadcasting%20and%20Media%20Rules%20For%20Tournament%20Events.docx#i5zwxqpy9wqp) and those designated as [IHSAA Educational Champions Affiliates](file:///C:\Users\rbaker\Documents\IHSAA%202020-21%20Broadcasting%20and%20Media%20Rules%20For%20Tournament%20Events.docx#fjofky1bjt87).

# Broadcasters Using Live Video Via Social Media Have New Restrictions:

* 1. Facebook Live Requirements
     1. Facebook events must be posted to the broadcasters Facebook page or Facebook group no later than 5pm on the day before the event.
     2. Going live to Facebook without prior posting is prohibited.
  2. YouTube Live Requirements
     1. YouTube presentations must be via an ‘event’ as created in YouTube Creator Studio.
     2. Using the YouTube ‘Live Window’ which allows an event to go live instantly is prohibited.
     3. The event must be created and made public no later than 5pm on the day before the event.
  3. Twitter, via Periscope, may go live instantaneously.
  4. Facebook and Twitter video posts must tag IHSAAtv, with either @ihsaatv or #ihsaatv.

# Certain [Licensed](file:///C:\Users\rbaker\Documents\IHSAA%202020-21%20Broadcasting%20and%20Media%20Rules%20For%20Tournament%20Events.docx#o4w90bnshmha) Entities May Broadcast to their Owned properties

* 1. An [owned property](file:///C:\Users\rbaker\Documents\IHSAA%202020-21%20Broadcasting%20and%20Media%20Rules%20For%20Tournament%20Events.docx#xfnrdh9hhn56) may include a television or radio station, a web page or a social media platform or a combination of any.
  2. Owned is defined as being under the exclusive and direct control of the broadcaster who has paid the appropriate licensing fees, clearly branded as such, without allowing cross posting, embedding or the sharing of the content in any way to any other distribution outlet or media member except by fans who tag the owned content via ‘likes’ and ‘shares.’
  3. A producer or production company employed by the licensed broadcaster may not distribute IHSAA tournament content without paying the additional, appropriate fee.
  4. An [educational designated broadcaster](file:///C:\Users\rbaker\Documents\IHSAA%202020-21%20Broadcasting%20and%20Media%20Rules%20For%20Tournament%20Events.docx#qtwcy94jzka5) operating as an [IHSAA Champions Affiliate](file:///C:\Users\rbaker\Documents\IHSAA%202020-21%20Broadcasting%20and%20Media%20Rules%20For%20Tournament%20Events.docx#8a9skfk6mg22) is not allowed to syndicate live or VOD content to any social media. [Commercial IHSAA Champions Affiliates have additional restrictions.](file:///C:\Users\rbaker\Documents\IHSAA%202020-21%20Broadcasting%20and%20Media%20Rules%20For%20Tournament%20Events.docx#i5zwxqpy9wqp)
  5. Entities owning both a radio station or audio broadcasting outlet and a television station or video webcasting outlet are NOT considered an owned property for the purposes of cross syndication of content between media types under the owned property definition. Though the new rules allow the audio from a radio station to be laid over video, or visa-versa, both broadcasts must pay the appropriate and separate fees.

# External [Syndication](file:///C:\Users\rbaker\Documents\IHSAA%202020-21%20Broadcasting%20and%20Media%20Rules%20For%20Tournament%20Events.docx#v4kms64tgglp) to a Non-Owned Property is Prohibited

* 1. [Syndication](file:///C:\Users\rbaker\Documents\IHSAA%202020-21%20Broadcasting%20and%20Media%20Rules%20For%20Tournament%20Events.docx#v4kms64tgglp) without additional licensing and payment of applicable fees is prohibited.
  2. A tournament contest may not be placed on properties owned by others.
  3. Placing a production on a non-owned radio station, cable channel or television station, without that non-owned property paying the appropriate rights fee, is prohibited.
  4. Cross posting a Facebook live stream from the broadcaster’s page or group to another unlicensed entity is restricted.
  5. Embedding a video or VOD on a non-owned website requires additional broadcast licensing fees. Such embedding by non-licensed entities shall be considered a copyright violation. The broadcaster or [licensed entity](file:///C:\Users\rbaker\Documents\IHSAA%202020-21%20Broadcasting%20and%20Media%20Rules%20For%20Tournament%20Events.docx#o4w90bnshmha) must take the appropriate steps to assure embedding is restricted.
  6. Voluntarily allowing a non-related entity to embed or place the game on a phantom internet site is prohibited.
  7. Unauthorized scraping a video feed for the purpose of posting or distributing IHSAA tournament content is prohibited.

# Forced [Syndication](file:///C:\Users\rbaker\Documents\IHSAA%202020-21%20Broadcasting%20and%20Media%20Rules%20For%20Tournament%20Events.docx#v4kms64tgglp) to the Champions Network

* 1. The IHSAA Champions Network, by virtue of its copyright ownership of all tournament broadcasts, may, at its discretion, force a [syndication](file:///C:\Users\rbaker\Documents\IHSAA%202020-21%20Broadcasting%20and%20Media%20Rules%20For%20Tournament%20Events.docx#v4kms64tgglp) to an IHSAA owned property such as IHSAAtv.org.
  2. This [syndication](file:///C:\Users\rbaker\Documents\IHSAA%202020-21%20Broadcasting%20and%20Media%20Rules%20For%20Tournament%20Events.docx#v4kms64tgglp) may be done independent of the [licensed broadcaster’](file:///C:\Users\rbaker\Documents\IHSAA%202020-21%20Broadcasting%20and%20Media%20Rules%20For%20Tournament%20Events.docx#o4w90bnshmha)s production efforts.

# Additional [Syndication](file:///C:\Users\rbaker\Documents\IHSAA%202020-21%20Broadcasting%20and%20Media%20Rules%20For%20Tournament%20Events.docx#v4kms64tgglp) Clarifications:

* 1. [Syndication](file:///C:\Users\rbaker\Documents\IHSAA%202020-21%20Broadcasting%20and%20Media%20Rules%20For%20Tournament%20Events.docx#v4kms64tgglp) by an entity not owned by the broadcaster is only allowed when the additional content distribution entity submits for approval and pays the appropriate broadcasting fee.
  2. The issuance of a [license](file:///C:\Users\rbaker\Documents\IHSAA%202020-21%20Broadcasting%20and%20Media%20Rules%20For%20Tournament%20Events.docx#o4w90bnshmha) allowing [syndication](file:///C:\Users\rbaker\Documents\IHSAA%202020-21%20Broadcasting%20and%20Media%20Rules%20For%20Tournament%20Events.docx#v4kms64tgglp) to entities deemed by the ALA or the Director of Broadcasting at the IHSAA to be in competition with the IHSAA Champions Network may be denied or revoked.
  3. An applicant who submits for a [license to broadcast](file:///C:\Users\rbaker\Documents\IHSAA%202020-21%20Broadcasting%20and%20Media%20Rules%20For%20Tournament%20Events.docx#o4w90bnshmha) on a [network](file:///C:\Users\rbaker\Documents\IHSAA%202020-21%20Broadcasting%20and%20Media%20Rules%20For%20Tournament%20Events.docx#ax9j6d9ydv75) where simultaneous content does not meet the definition shall be deemed a non-owned syndication and subject to additional licensing fees.
  4. [Licensed broadcasters](file:///C:\Users\rbaker\Documents\IHSAA%202020-21%20Broadcasting%20and%20Media%20Rules%20For%20Tournament%20Events.docx#o4w90bnshmha) placing content on a cooperative cable channel, non-owned by the licensed entity, is considered a non-owned [syndication](file:///C:\Users\rbaker\Documents\IHSAA%202020-21%20Broadcasting%20and%20Media%20Rules%20For%20Tournament%20Events.docx#v4kms64tgglp) unless that channel is the primary distribution outlet for the broadcast and has been designated as such on the application to broadcast. If deemed a [syndication](file:///C:\Users\rbaker\Documents\IHSAA%202020-21%20Broadcasting%20and%20Media%20Rules%20For%20Tournament%20Events.docx#v4kms64tgglp), the cable channel must make an application, pay the appropriate fees and receive permission to broadcast the content in advance.

# Changes to Posting VOD

* 1. Commercial Non-IHSAA Champions Affiliate Broadcasters may post [VOD](file:///C:\Users\rbaker\Documents\IHSAA%202020-21%20Broadcasting%20and%20Media%20Rules%20For%20Tournament%20Events.docx#b4p381lu0yr6) content on [owned properties](file:///C:\Users\rbaker\Documents\IHSAA%202020-21%20Broadcasting%20and%20Media%20Rules%20For%20Tournament%20Events.docx#xfnrdh9hhn56) in perpetuity subject to a lack of a [‘Take-Down](file:///C:\Users\rbaker\Documents\IHSAA%202020-21%20Broadcasting%20and%20Media%20Rules%20For%20Tournament%20Events.docx#gr9j7wtu9wd2)’ issuance by the Director of Broadcasting at the IHSAA. This document removes any past limitations of time-to-live on the internet for that class of broadcaster. [PPV](file:///C:\Users\rbaker\Documents\IHSAA%202020-21%20Broadcasting%20and%20Media%20Rules%20For%20Tournament%20Events.docx#wopnbcge66qy) on [VOD](file:///C:\Users\rbaker\Documents\IHSAA%202020-21%20Broadcasting%20and%20Media%20Rules%20For%20Tournament%20Events.docx#b4p381lu0yr6) is not allowable for non-IHSAA Champions Affiliates. VOD content must be protected from being embedded or used on non-owned entities.

# Fair Use - Posting Images, Audio or Video by Non-[Licensed](file:///C:\Users\rbaker\Documents\IHSAA%202020-21%20Broadcasting%20and%20Media%20Rules%20For%20Tournament%20Events.docx#o4w90bnshmha) Entities and Individuals on Conventional and Internet Outlets (Social Media)

* 1. There are limitations to non-[licensed](file:///C:\Users\rbaker\Documents\IHSAA%202020-21%20Broadcasting%20and%20Media%20Rules%20For%20Tournament%20Events.docx#o4w90bnshmha) entities and individuals using IHSAA tournament content.
  2. Dissemination of video and moving images is allowable with qualifications.
     1. Those who have not purchased a [broadcast license](file:///C:\Users\rbaker\Documents\IHSAA%202020-21%20Broadcasting%20and%20Media%20Rules%20For%20Tournament%20Events.docx#o4w90bnshmha) are limited to a fair-use policy as exclusively defined within this document as follows:
        1. 10 minutes prior to the start of team announcements or the start of the contest, whichever comes first, then continuing until 10 minutes after the contest or at the completion of post-game activities, whichever happens last, video posts on social media, the internet and television on-site live hits will be limited to an aggregate of 2 minutes of content.
        2. No game recorded video exceeding 2 total minutes may be posted as highlights, game content, video on demand after the event without paying the appropriate broadcasting fee.
        3. This aggregate is the sum of the duration of each and every post from every poster hired by or associated with a single entity or the single entity’s agents or hires.
        4. Use of video, audio and moving images by media is further advised in [Chapter 6: Policy for Photography, Film and Audio at IHSAA Tournament Series Events.](file:///C:\Users\rbaker\Documents\IHSAA%202020-21%20Broadcasting%20and%20Media%20Rules%20For%20Tournament%20Events.docx#_lie6n578s23f)
  3. Relief From Past Restrictions
     1. Past restrictions preventing the video and distribution of live contest action have been removed subject to the above rule.
        1. Non-[licensed](file:///C:\Users\rbaker\Documents\IHSAA%202020-21%20Broadcasting%20and%20Media%20Rules%20For%20Tournament%20Events.docx#o4w90bnshmha) entities can now show live action subject to the fair use limitations.
  4. Social Media Restrictions apply to credentialed and non-credentialed media, the general public, schools and all other entities.
  5. Violations will be considered a theft of copyright content and violators will be prosecuted

# Pay Per View Restrictions, Registrations and Selling Content

* 1. Your approved [license](file:///C:\Users\rbaker\Documents\IHSAA%202020-21%20Broadcasting%20and%20Media%20Rules%20For%20Tournament%20Events.docx#o4w90bnshmha) or use of the Fair Use policy to broadcast or disseminate an IHSAA tournament event or content prevents the implementation of a PPV model during the live presentation without the written permission of the [Director of Broadcasting at the IHSAA](https://ihsaa.org/About-IHSAA/Current-Information/Executive-Staff/Jason-Wille-Copy).
  2. All live presentations must be free to watch, without restriction and without requiring any registration, email entry, personal data or subscription by the viewer.
  3. You may not sell DVDs, MP4s or other forms of IHSAA tournament game content. You may not place your video-on-demand (VOD) behind a PPV paywall or require registration or a subscription to view. [There are exceptions for Champions Affiliates.](file:///C:\Users\rbaker\Documents\IHSAA%202020-21%20Broadcasting%20and%20Media%20Rules%20For%20Tournament%20Events.docx#_bf8wipifcsru)
     1. Those broadcasters designated as [IHSAA Champions Affiliates](file:///C:\Users\rbaker\Documents\IHSAA%202020-21%20Broadcasting%20and%20Media%20Rules%20For%20Tournament%20Events.docx#_bf8wipifcsru) may have rights to place their video on demand ([VOD](file:///C:\Users\rbaker\Documents\IHSAA%202020-21%20Broadcasting%20and%20Media%20Rules%20For%20Tournament%20Events.docx#b4p381lu0yr6)) presentation behind a [PPV](file:///C:\Users\rbaker\Documents\IHSAA%202020-21%20Broadcasting%20and%20Media%20Rules%20For%20Tournament%20Events.docx#wopnbcge66qy) pay wall and sell game DVDs and MP4s. See Rules for [IHSAA Champions Affiliation.](file:///C:\Users\rbaker\Documents\IHSAA%202020-21%20Broadcasting%20and%20Media%20Rules%20For%20Tournament%20Events.docx#_js67xwdybkn9)
  4. At its discretion, the IHSAA may place tournament events behind a paywall.
  5. The IHSAA does not regulate VOD and PPV during the [regular season](file:///C:\Users\rbaker\Documents\IHSAA%202020-21%20Broadcasting%20and%20Media%20Rules%20For%20Tournament%20Events.docx#7q8ghaecfbop)

# Broadcasting Quality Standards

* 1. See [“Broadcaster Decorum at IHSAA Sanctioned Events”](file:///C:\Users\rbaker\Documents\IHSAA%202020-21%20Broadcasting%20and%20Media%20Rules%20For%20Tournament%20Events.docx#_fnreuu5j9cp5) for guidelines and adherence requirements for on-air talent.
  2. Announcer’s Restrictions and Relief From Past Rules
     1. Past references to the use of radio audio overlaid on video have been removed for Non-Educational designated stations. Commercial Radio and Television may use each other’s audio without restriction subject to paying the appropriate licensing fees outlined within this document. A radio station and a television station owned by the same entity must pay separate broadcast fees per the fee schedule.
  3. Games productions without an announcer's cadence and audio may be allowable but only with the permission of the [Director of Broadcasting at the IHSAA](https://ihsaa.org/About-IHSAA/Current-Information/Executive-Staff/Jason-Wille-Copy) on a game by game approval.
  4. High fidelity audio requirement is required
     1. The use of cell phone microphone audio as a source for audio when broadcasting is prohibited. Broadcasters are expected to use professional microphones and technology to transmit the highest quality and fidelity possible given restrictions that the venue may present.
     2. No audio clearly exhibiting [harmonic distortion](https://en.wikipedia.org/wiki/Distortion#Harmonic_distortion) is allowable.
  5. High Definition Video Requirement - Video broadcasters must use high definition video with the following minimum standards and enhancements:
     1. 1280x720 resolution at 30 frames per second
     2. Stereo audio, though both channels may be identical
     3. A scoreline containing the team names and score
     4. The use of a 10 times optical zoom camera.
  6. At least two levels of transcoding via the use of a qualified CDN (Content Delivery Network)
  7. Audio containing the talent on one channel and crowd or effects on the other is prohibited.
  8. Quality of all broadcasts shall reflect positively on the IHSAA, officials, schools and student athletes.

# Notice of Poor Quality and Resolutions

* 1. [The Director of Broadcasting at the IHSAA](https://ihsaa.org/About-IHSAA/Current-Information/Executive-Staff/Jason-Wille-Copy) or his/her agent will provide a ‘Notice of Noncompliance’ if quality standards are deemed to be unacceptable or below those guidelines listed above.
  2. Upon receipt, the broadcaster will be instructed to contact the Engineer/Executive Producer of the [Champions Network](file:///C:\Users\rbaker\Documents\IHSAA%202020-21%20Broadcasting%20and%20Media%20Rules%20For%20Tournament%20Events.docx#8a9skfk6mg22) for assistance to resolve the issue. Should continue noncompliance issues persist, denial of a [license to broadcast](file:///C:\Users\rbaker\Documents\IHSAA%202020-21%20Broadcasting%20and%20Media%20Rules%20For%20Tournament%20Events.docx#o4w90bnshmha) will result.

# Broadcasting Production Restrictions

* 1. All restrictions apply to [licensed and non-licensed media](file:///C:\Users\rbaker\Documents\IHSAA%202020-21%20Broadcasting%20and%20Media%20Rules%20For%20Tournament%20Events.docx#o4w90bnshmha) members, the public or any person or device capturing content during an IHSAA tournament event, unless prior approval by the IHSAA.
  2. Restricted Areas - No person or device shall capture, produce, or disseminate video or audio content captured in or near the following locations or assemblies:
     1. Locker rooms
     2. Team huddles on or near the contest floor
     3. Medical tents, rooms or locations where the student-athlete is located
  3. Audio capturing
     1. Audio capturing devices are prohibited from being worn by or pointed at coaches or contestants.
     2. Parabolic capturing devices, crowd mics and ambient sound devices are acceptable but shall not be directed at individual players or coaches.
  4. Intentionally capturing audio from officials is strictly prohibited without the permission of the lead referee or lead official, with the following exceptions:
     1. The ‘Chair’ during tennis matches may be captured
     2. The ‘White Hat’ referee in football may be mic’d with his permission if the venue does not provide a venue public address feed. Your intentions must be communicated to the IHSAA Director of Broadcasting no less than three (3) days before the contest.
     3. With the public address feed, the producer may coordinate and take his audio without his permission via interfacing with the venue sound system.
  5. Access to the Press box and the Placement of Equipment
     1. The [hosting](file:///C:\Users\rbaker\Documents\IHSAA%202020-21%20Broadcasting%20and%20Media%20Rules%20For%20Tournament%20Events.docx#xkcys93tqu81) AD or IHSAA personnel are responsible for administering the placement of authorized personnel in the press box or in press row subject to seating availability and per the guidelines laid out elsewhere within this document.
     2. There is no guarantee of table or floor space to place broadcast equipment that does not easily fit completely in front of a seat that has been designated and assigned to the broadcaster.
     3. Early access to the press box must be arranged with the [hosting authorities](file:///C:\Users\rbaker\Documents\IHSAA%202020-21%20Broadcasting%20and%20Media%20Rules%20For%20Tournament%20Events.docx#xkcys93tqu81).
  6. Placing Large Vehicles and Trailers
     1. The location of video production vehicles, ENG and satellite trucks will be assigned in advance by the [hosting authorities.](file:///C:\Users\rbaker\Documents\IHSAA%202020-21%20Broadcasting%20and%20Media%20Rules%20For%20Tournament%20Events.docx#xkcys93tqu81)
     2. The broadcaster must supply the exact number and dimensions of such three days prior to the event to the [hosting authority.](file:///C:\Users\rbaker\Documents\IHSAA%202020-21%20Broadcasting%20and%20Media%20Rules%20For%20Tournament%20Events.docx#xkcys93tqu81)
     3. There may be venue limitations preventing the close positioning of large vehicles or trailers.
  7. Restricted Camera Locations:
     1. Football and Soccer
        1. Field cameras and media personnel must be located between the goal line and the 30 yard line (or 30 yards) and no closer to the field than the [media set back lines](https://www.dummies.com/sports/football/what-football-playing-field-white-lines-mean/).
        2. In the event that no set back lines are present, the camera shall be placed no closer to the sideline than 6’.
        3. If field cameras are not wireless, a [Grip](https://en.wikipedia.org/wiki/Grip_(job)) must be employed and in service at each camera location to handle the signal cabling.
        4. Cameras on end zone scaffolding during football must obtain permission from the [Hosting Authority](file:///C:\Users\rbaker\Documents\IHSAA%202020-21%20Broadcasting%20and%20Media%20Rules%20For%20Tournament%20Events.docx#_ckhin8r9ltlg) prior to placement.
        5. Drones are not allowed.
     2. Basketball
        1. Courtside cameras are permissible under the basket if and only if the goal has a floor mounted pole or stand. In that event, the cameraman must be seated on a rolling chair with non-marking or non-floor damaging wheels and placed within 6’ either side of the center of the goal stand or pole.
        2. No person shall stand under the goal while play is in progress.
        3. The IHSAA, nor the venue, can guarantee additional seats to provide for a clear shot of the floor when cameras are placed in crowded areas.
     3. Volleyball
        1. Center floor placed cameraman must be located on the side opposite the players’ bench, seated on a rolling non-marking and non-floor damaging chair and placed exactly in line with the net.
        2. Down left and right cameras must be seated and placed at the most extreme floor positions away from play which may be a corner.
     4. Baseball and Softball
        1. Outfield cameras shall not protrude over the fence, towards the field of play.
        2. Attachment of robotically or fixed cameras to fences which extend outside of play must be pre-approved by the [Director of Broadcasting at the IHSAA](https://ihsaa.org/About-IHSAA/Current-Information/Executive-Staff/Jason-Wille-Copy) but may be overruled by the game officials once the assembly has been inspected or viewed and deemed as a possible interference to play.
        3. Cameramen may not be placed on the roof of dugouts. Robotically controlled cameras are acceptable with the permission of the hosting authority, but subject to removal at the discretion of the officials.

# Advertiser and Sponsor Restrictions

* 1. Broadcasters may sell advertising and sponsorships without limitation, except Insurance and professional sports, which are category protected industries and reserved for Indiana Farm Bureau Insurance, the Indiana Pacers, the Indiana Fever and the Indianapolis Colts, or any of the below advertisers or sponsors.
  2. Broadcasters are prevented from mentioning or commercializing certain products:
     1. Alcoholic beverages
        1. Local family restaurants are welcome to sponsor tournament broadcasts so long as associated commercial announcements do not include reference to “bar” or “drink specials.”
     2. Firearms, guns or weapons
     3. Sexual enhancement products
     4. Cosmetic surgery calls to action
     5. Gambling and lottery
     6. Fantasy sports sites or products
     7. Professional sports teams (football, girls and boys basketball)
     8. Tobacco or vaping
     9. Political
     10. Controversial or lewd subject matter as determined by the IHSAA

# Time out coordination, timing of ads and delay of play

* 1. Broadcasters are not allowed to instruct the game officials to delay play or use a time out coordinator for the purpose of playing commercials without the permission of the [Director of Broadcasting at the IHSAA](https://ihsaa.org/About-IHSAA/Current-Information/Executive-Staff/Jason-Wille-Copy).
  2. Broadcasters may request a delay in the start of the game by no more than seven minutes to allow prior telecasts to end and thus preventing a JIP into play. However, granting this request is at the pleasure of the [Hosting Authority](file:///C:\Users\rbaker\Documents\IHSAA%202020-21%20Broadcasting%20and%20Media%20Rules%20For%20Tournament%20Events.docx#_ckhin8r9ltlg) and must be communicated to the Hosting Authority no less than three (3) days before the contest.
  3. Broadcasters should not place intrusive or obstructive graphics over the playing area of the screen.

# Venue Setup Guidelines

* 1. The use of [duct tape](https://en.wikipedia.org/wiki/Duct_tape), tie wraps, electrical tape or rugs may not be used to support, adhere or cover wiring or signal cable at any venue. The use of [gaffer tape](https://en.wikipedia.org/wiki/Gaffer_tape), driveway guards or Velcro wraps is desired.
  2. You may ‘fly’ wiring where necessary after gaining venue permission from the hosting authorities.
  3. Setup times must be arranged with hosting authorities.
  4. Any venue lighting requirements during your strike of equipment after the event must be arranged in advance.

# The use of drones

* 1. Drones at tournament sites are not permitted.

# The use of Remote Integration (REMI)

* 1. REMI is the use of internet technologies to place above-the-live personnel remotely from the venue. Production processes are done via internet feeds from cameras at the event then streamed or broadcast from the remote studio. Optionally, talent may be remoted away from the press box or press row.
  2. The IHSAA encourages the use of leading technologies only when the producer has a proven track record of their use. REMI productions must be approved in advance by the Director of Broadcasting at the IHSAA.
  3. The use of existing HUDL or other robotically controlled cameras as a source for a REMI production is encouraged, but must abide by all the production [quality standards of a regular broadcast](file:///C:\Users\rbaker\Documents\IHSAA%202020-21%20Broadcasting%20and%20Media%20Rules%20For%20Tournament%20Events.docx#_vir48da4845e).

# The Use of autonomous or semi-autonomous video devices (robots)

* 1. The use of autonomous non-drone or robotically controlled cameras is allowable if and only if the video feed contains a scoreline and other requirements, as defined within this document.
  2. Currently, the most common types of robots are Pixellot and Hudl. The Pixellot system is captive to the NFHS network, which requires a paid subscription to watch, and therefore is not permitted for Indiana schools and webcasters during tournament contests.

# Internet Access

* 1. Internet Access is the responsibility of the Producer.
  2. The Producer or Broadcaster may arrange such with the venue, or [hosting athletic director (AD)](file:///C:\Users\rbaker\Documents\IHSAA%202020-21%20Broadcasting%20and%20Media%20Rules%20For%20Tournament%20Events.docx#xkcys93tqu81).
  3. The Athletic Director is not required to facilitate internet access.
  4. Loss of internet access during a broadcast is not cause for a refund of the licensing fee. Therefore, it is the recommendation that the broadcaster arrange their own internet access via the local telecom, cable company or via cellular access.
  5. Possible Fee for Internet Access
     1. [The venue or Athletic Director](file:///C:\Users\rbaker\Documents\IHSAA%202020-21%20Broadcasting%20and%20Media%20Rules%20For%20Tournament%20Events.docx#xkcys93tqu81) may impose a fee for providing internet access which may be priced at their discretion to recover costs associated with the physical routing and labor needed.

# Electrical Power

* 1. There is no guarantee of electrical power at the venue
  2. Electrical power for production vehicles or trailers is not required to be provided by the venue.
  3. There is no guarantee of electrical access on roofs or where cameras are placed.
  4. Where power is available, each producer must bring the necessary power splitters to provide sufficient receptacles for their own equipment.
  5. Splitting of power must be done in concert with all other Producers as not to disrupt broadcasts before, during and after the events.

# Generator restrictions

* 1. When a generator is used, the specifications for noise may not exceed 58dBA per the manufacturer’s spec.
  2. Generators may not be used indoors, near venue ventilation ducts or within 50 feet of spectator seating. Every effort must be used to prevent the generator from being touched or placed in walk-paths.

# Ground Fault Interrupters and Safety

* 1. The use of [GFCI circuits](https://simple.wikipedia.org/wiki/Residual-current_device) is required when you place electrical outlets inside of the venue when sourced from your equipment.
  2. You may not place electrical power wires in an area accessible to the public or participants or where they may navigate.
  3. 110 volt AC electrical power and above may not be used by field or court level cameramen. Battery powered equipment must be used.
  4. Powering equipment with 110 volt AC for equipment by talent behind a table or desk is acceptable as long as that location is completely protected from rain, snow, sleet or other weather related hazards.

# Credentialing and Identification

* 1. State Championship credentialing at all State Championships is required via the Sports Information Director at the IHSAA.
  2. Second form of identification
     1. All broadcast personnel, in addition to issued credentials, must possess identification in the form of both a driver’s license or state issued identification card and a form of company or independent contractor I.D.
     2. [Below-the-line](https://en.wikipedia.org/wiki/Below-the-line_(filmmaking)) personnel may wear a shirt with the company logo or company name on the back and which will suffice as a second form of company identification.
     3. [Above the line personnel](https://en.wikipedia.org/wiki/Above-the-line_(filmmaking)) must carry a business card, company ID, or have some documentation listing them as employed.
  3. Credentialing for State Championships is different than applying for [Licence](file:///C:\Users\rbaker\Documents\IHSAA%202020-21%20Broadcasting%20and%20Media%20Rules%20For%20Tournament%20Events.docx#_qob829jm1x1e) to broadcast.

# Inspection of Vehicles, Backpacks, Cases and Personnel

* 1. By virtue of applying for and subsequently receiving a license to broadcast, the broadcaster must agree to allow security personnel to inspect all vehicles, backpacks, cases and personnel prior to entering the event facility when requested.

# Resolution of Conflicts

* 1. Remedies to Resolve Documentation and Rule Conflicts
     1. When necessary, the [Director of Broadcasting](file:///C:\Users\rbaker\Documents\IHSAA%202020-21%20Broadcasting%20and%20Media%20Rules%20For%20Tournament%20Events.docx#_1z48zbsi0xq8) shall act as the final and sole judge regarding resolutions of conflicting documentation if discovered within the various rules surrounding the process of broadcasting, affiliation, pricing and contracts.
     2. When issues arise outside of this document, involving Producers, Broadcasters or the media’s presence at a tournament contest, the hosting authority shall first be contacted. The Hosting Authority may consult the Director of Broadcasting.
     3. When necessary, the Director of Broadcasting may issue periodic addendums mandating rule changes or clarifications.

# Violations of IHSAA Broadcasting Rules

* 1. Violations shall extend to all sections of this and all related documents as listed, but not limited to, those at the beginning of this document. Violations may be determined to have occurred by licensed producers, broadcasters, media operating under the fair use relief and the general public.
  2. **Involuntary or accidental violations** 
     1. Upon discovery of an apparent involuntary IHSAA broadcasting rule violation, a representative of either the IHSAA or the ALA will initiate an email or letter to the [licensee](file:///C:\Users\rbaker\Documents\IHSAA%202020-21%20Broadcasting%20and%20Media%20Rules%20For%20Tournament%20Events.docx#o4w90bnshmha) or individual detailing the discovery with references to the appropriate rule.
     2. It is required that the offender respond in the affirmative accepting responsibility or stating their denial of the infraction within three working days.
     3. If after a denial, it is still judged to be a violation, a second involuntary warning may be issued.
     4. A second denial may be sent by the offender. If after the second denial, it is determined by the Director of Broadcasting to be in non-compliance with the rules, the involuntary violation is elevated to ‘Voluntary’.
     5. If the first or second denial is deemed credible, the IHSAA or ALA will issue a letter of retraction.
  3. **Voluntary violations**
     1. All violations of the IHSAA broadcasting rules by entities who did not apply for [licensing](file:///C:\Users\rbaker\Documents\IHSAA%202020-21%20Broadcasting%20and%20Media%20Rules%20For%20Tournament%20Events.docx#o4w90bnshmha) will be deemed voluntary.
     2. If the violation is the failure to obtain a license to broadcast, the IHSAA or the ALA will impose a fine equal to the appropriate broadcast license fee per the schedule detailed in “IHSAA Fees for Broadcasting Tournament Events” plus administrative fees of 50% above the schedule.
     3. The amount must be paid in full prior to any subsequent license being issued. Those non-broadcast centric offenders failing to pay the fee and penalty will be denied access to IHSAA sanctioned events and/or subject to legal action.
     4. Recurring involuntary violations without successful resolution under the terms of Involuntary or Accidental Violations may be elevated to Voluntary.
     5. When the Director of Broadcasting at the IHSAA issues a ‘Voluntary Violation’ notice to the offending entity, resolution requires the offender to state, in writing or email, their disposition as to the offense. As the judge, the penalty of the offense shall be determined by the Director of Broadcasting. Penalties can range from a warning to denying an issuance of any subsequent license.
  4. Repeat offenders
     1. A three time repeat voluntary offender will be denied future [licenses to broadcast](file:///C:\Users\rbaker\Documents\IHSAA%202020-21%20Broadcasting%20and%20Media%20Rules%20For%20Tournament%20Events.docx#o4w90bnshmha).

# Chapter 2: IHSAA Fees for Broadcasting Tournament Events

* 1. Overview: Fees are required and must be paid in advance to obtain a [license to broadcast](file:///C:\Users\rbaker\Documents\IHSAA%202020-21%20Broadcasting%20and%20Media%20Rules%20For%20Tournament%20Events.docx#o4w90bnshmha) an IHSAA Tournament Event. An application for broadcasting is obtained from the [Authorized Licensing Agent (ALA)](file:///C:\Users\rbaker\Documents\IHSAA%202020-21%20Broadcasting%20and%20Media%20Rules%20For%20Tournament%20Events.docx#abu02kq4qu02). The application and fee must be submitted by the [broadcaster.](file:///C:\Users\rbaker\Documents\IHSAA%202020-21%20Broadcasting%20and%20Media%20Rules%20For%20Tournament%20Events.docx#ex9xd29d9l56) The [broadcaster](file:///C:\Users\rbaker\Documents\IHSAA%202020-21%20Broadcasting%20and%20Media%20Rules%20For%20Tournament%20Events.docx#ex9xd29d9l56) may designate the [producer](file:///C:\Users\rbaker\Documents\IHSAA%202020-21%20Broadcasting%20and%20Media%20Rules%20For%20Tournament%20Events.docx#p8x1ov8wzg7m) or the [broadcaster](file:///C:\Users\rbaker\Documents\IHSAA%202020-21%20Broadcasting%20and%20Media%20Rules%20For%20Tournament%20Events.docx#ex9xd29d9l56) may act as the [producer](file:///C:\Users\rbaker\Documents\IHSAA%202020-21%20Broadcasting%20and%20Media%20Rules%20For%20Tournament%20Events.docx#p8x1ov8wzg7m).
  2. Supporting Documentation:
     1. This document may reference other files or Chapters.
  3. All fees listed in U.S. Dollars.

# Audio Broadcast License Fees (Radio and Internet Radio):

* 1. Fee schedule for audio broadcasters not possessing a current affiliation with the IHSAA Champions Network.
  2. Boys and Girls Basketball and Football
     1. Sectional: $72
     2. Regional: $102
     3. Semi-State: $162
     4. State: $192
  3. All Other Sports
     1. Sectional: $72
     2. Regional: $72
     3. Semi-State: $72
     4. State: $132

# Video Broadcast License Fees (Television > 75,000 Subs):

* 1. Fee schedule for television stations within a DMA of, or whose connected homes via cable or satellite exceed 75,000.
     1. Football, Boys Basketball, Girls Basketball
        1. Sectional: $650
        2. Regional: $650
        3. Semi-State: $650, subject to pre-approval by the IHSAA Director of Broadcasting
     2. All Other Sports
        1. Sectional: $200
        2. Regional: $200
        3. Semi-State: $200, subject to pre-approval by the IHSAA Director of Broadcasting
           1. Wrestling Semi-States are not available for broadcast
        4. State: If available, subject to pre-approval by the IHSAA Director of Broadcasting

# Video Broadcast License Fees (Television < 75,000 Subs):

* 1. Fee schedule for television stations within a DMA of, or whose connected homes are less than 75,000.
     1. Football, Boys Basketball, Girls Basketball
        1. Sectional: $325
        2. Regional: $325
        3. Semi-State: $325, subject to pre-approval by the IHSAA Director of Broadcasting
     2. All Other Sports
        1. Sectional: $200
        2. Regional: $200
        3. Semi-State: $200, subject to pre-approval by the IHSAA Director of Broadcasting
           1. Wrestling Semi-States are not available for broadcast

1. **Internet Video Webstream**
   1. Fee schedule for any internet video streaming broadcaster.
      1. Football, Boys Basketball
         1. Sectional: $300
         2. Regional: $300
         3. Semi-State: $300, subject to pre-approval by the IHSAA Director of Broadcasting
      2. All Other Sports (including Girls Basketball)
         1. Sectional: $100
         2. Regional: $125
         3. Semi-State: $150, subject to pre-approval by the IHSAA Director of Broadcasting
            1. Wrestling Semi-States are not available for broadcast

# Discount schedule

* 1. Applicable for broadcasters holding a current [IHSAA Champions Network](file:///C:\Users\rbaker\Documents\IHSAA%202020-21%20Broadcasting%20and%20Media%20Rules%20For%20Tournament%20Events.docx#_pjz5zzh9dsob) affiliation. Discount schedules only apply to fees to broadcast and not additional charges or fees.
     1. IHSAA Commercial Champions Video Affiliate: 10%
     2. IHSAA Educational Champions Video Affiliate: 100%
     3. IHSAA Champions Radio Affiliate: 100%
  2. Discount Schedule for non-affiliates
     1. Commercial Video: 0%
     2. Educational Video: 50%
     3. Commercial Radio: 0%
     4. Educational Radio: 100%
  3. Discount schedules are not applicable for negotiated broadcasts at the Semi-State and State Championship level

# Additional Seats and Press Box Clearance

* 1. [Limitations to the number of media staff allowable](file:///C:\Users\rbaker\Documents\IHSAA%202020-21%20Broadcasting%20and%20Media%20Rules%20For%20Tournament%20Events.docx#_u7t0winlu681) in the pressbox and along press row have been defined in Chapter 1: IHSAA Broadcasting Rules for Tournament Events.
  2. Additional seats or clearance for presence, if available:
     1. $50 for additional media member

# Use of Bleacher or Venue Seats

* 1. If any person from your broadcast team (including camera and talent) occupies a seat that could have been sold to a spectator, the Hosting Authority has the right to charge you for that seat. This fee is waived if personnel who would normally be seated in the press box or along the press row are moved due to space limitations or at the direction of the hosting authority.

# Chapter 3: Decorum for Broadcasters and Media at IHSAA Tournament Events

* 1. Overview: Decorum, including words and images transmitted by IHSAA [licensed](file:///C:\Users\rbaker\Documents\IHSAA%202020-21%20Broadcasting%20and%20Media%20Rules%20For%20Tournament%20Events.docx#_jwlj8c51b32) [broadcasters](file:///C:\Users\rbaker\Documents\IHSAA%202020-21%20Broadcasting%20and%20Media%20Rules%20For%20Tournament%20Events.docx#ex9xd29d9l56) are regulated during tournament events. These rules now extend to members of the media attending such events, with or without credentials.
  2. Attire:
     1. Broadcasters and support staff should dress according to community standards as would be considered ‘common.’
     2. Dressing according to religious standards by those practicing such, or ethnic dress worn by those of that culture are acceptable.
     3. Broadcasters and staff wearing attire with the name of their company or the media carriage and/or distributor of the event are acceptable. However, no attire may not include any [marketing call to action](https://en.wikipedia.org/wiki/Call_to_action_(marketing)).
     4. During the broadcast, broadcasters are prohibited from wearing IHSAA issued apparel intended for use by IHSAA staff and announcers. This includes hats, shirts or jackets that have the IHSAA or [IHSAA Champions Network](file:///C:\Users\rbaker\Documents\IHSAA%202020-21%20Broadcasting%20and%20Media%20Rules%20For%20Tournament%20Events.docx#8a9skfk6mg22) logo present.
  3. Signs, Banners and In-Venue Presence:
     1. Placement of signs and banners at IHSAA tournament events is regulated.
     2. The placement of signs and banners by licensed IHSAA producers or any member of the media is by permission only, which is granted by the hosting authority. This includes banners and signs stating the call sign or website of the broadcaster. Signs and Banners of the sponsor of the producer’s broadcast are strictly prohibited.
     3. Placing a tent, table or any structure within the venue of an IHSAA tournament event is prohibited without the permission of the hosting authority.
  4. No person or entity is permitted to distribute hand-bill, tickets, marketing material or hold raffles.
  5. Words, Images and Replays
     1. Broadcasters may not use any [disparaging language](https://www.merriam-webster.com/dictionary/disparaging) including innuendos or speech which is clearly directed at any demographic, political or ethnic persons or groups.
     2. The use of [Profanity](https://en.wikipedia.org/wiki/Profanity) is prohibited
     3. Disparaging remarks or profanity on-air, captured either unintentionally or intentionally and directed at any student-athlete, coach, official, person or any entity such as the IHSAA, a competitor, vendor or business will be subject to non-compliance remedies.
     4. Questioning the judgment or integrity of a game official is prohibited.
  6. [Doxing](https://en.wikipedia.org/wiki/Doxing) resulting in any on-air disclosure is strictly prohibited.
  7. Disclosure of known medical information of an official, participant or coach resulting in a privacy violation of [HIPAA](https://en.wikipedia.org/wiki/Doxing) is prohibited.
  8. Replays of questionable calls may not recur more than once when the call is clearly incorrect.
  9. Replays clearly showing catastrophic injuries, when the producer or director is aware of such, are prohibited.
  10. Extending the zoom of a camera, or a video ‘push’ to an injured player in a prone position is prohibited. A wide shot is the only allowable video image.
  11. Press box or Press row Decorum
      1. Conflicts in the press box and along the press row should be avoided.
      2. Conflicts concerning seating and access to areas reserved for press are often encountered. Licenses and order of seating for media are defined in Chapter 1.
      3. All media must refrain from confrontation with other members of the media or host authorities including designated press box or press row administrators as appointed by the hosting authority.
      4. At the discretion of the hosting authority, conflicting media members may be removed from the press area even if permission to broadcast was previously licensed. Violations may also result in loss of future broadcast approval.

# Chapter 4: Rules for IHSAA Champions Affiliation

* 1. Video Champions Affiliation
     1. Overview: Membership as an IHSAA Champions Affiliate is by invitation only. Approved affiliate broadcasters enjoy special negotiated privileges.
     2. Overview of IHSAAtv - IHSAAtv.org was created in 2010 as the third leg of the IHSAA Champions Network joining television and radio.  [IHSAAtv.org](http://ihsaatv.org/), its social media platforms, apps and [over-the-top (OTT) services](https://en.wikipedia.org/wiki/Over-the-top_media_services) are the components.
        1. The intent of IHSAAtv is to ensure viewing access to everyone, including fans without cable or over-the-air capabilities, using video webcasting technologies on the internet.
        2. IHSAAtv is charged with creating and maintaining interest in Indiana High School athletics by providing constant productions of tournament and state championship events.
        3. Affiliation is granted equally to qualified educational and commercial webcasters and is by invitation or approval from the [Director of Broadcasting](file:///C:\Users\rbaker\Documents\IHSAA%202020-21%20Broadcasting%20and%20Media%20Rules%20For%20Tournament%20Events.docx#_1z48zbsi0xq8)
     3. Creating a Video Webcaster Affiliate Program:
        1. The IHSAA allows authorized video webcasters to purchase broadcasting and webcasting licenses and to stream games during its tournaments. Those webcasters who have contracted with [BlueFrame Technology](http://www.blueframetech.com), the IHSAAtv [Content Delivery Network (CDN)](https://en.wikipedia.org/wiki/CDN), and who have submitted a request and received subsequent approval from the [Director of Broadcasting](file:///C:\Users\rbaker\Documents\IHSAA%202020-21%20Broadcasting%20and%20Media%20Rules%20For%20Tournament%20Events.docx#_1z48zbsi0xq8) at the IHSAA in writing or via email for an ‘affiliate designation’ will have their webcasts viewable on IHSAAtv and its properties. These properties include:
           1. IHSAAtv.org
           2. IHSAAtv Roku Channel
           3. IHSAAtv Amazon Fire Channel
           4. IHSAAtv Apple TV Channel
           5. iOS device apps
           6. Android device apps
     4. Commercial affiliates are not prevented from video distribution to their website via an embed or widget, or their social media properties. However, commercial IHSAA Champions affiliates must remove their social media broadcasts from public view within 24 hours after the completion of the event and allow the only archive to exist on IHSAAtv.org under a free to watch or allowable PPV. They are allowed to place an embed of the event on their webpage by harvesting the required code via Blueframe or via the use of a free widget embeddable on the commercial affiliate’s webpage.
     5. Educational affiliates are not allowed to syndicate to and/or post game videos on social media.
     6. Exposure
        1. Affiliate’s games are automatically listed and seen on the IHSAAtv.org website. Fans use IHSAAtv.org as a destination for finding games. It’s not unusual for our affiliates to receive 5,000+ additional viewers from IHSAAtv.org. The affiliate receives all metrics from the viewers.
     7. Privileges
        1. A separate contract must be signed with BlueFrame titled, “BlueFrame Technologies Contract for IHSAA Affiliates,” but only AFTER the webcaster has submitted for and been approved for affiliation from the Director of Broadcasting at the IHSAA.
        2. Members may market themselves as a “Champions Affiliate.” This includes the use of the IHSAA Champions Network chevron/logo on air and in the marketing materials. The member may NOT state affiliation with the IHSAA directly or the use of the IHSAA chevron/logo in production or marketing.
     8. Additional revenue opportunities for affiliates
        1. Affiliates are granted the privilege to sell downloadable files of archived games, but only exclusively on IHSAAtv.org or your company hosted Blueframe Technologies created portal. Currently, no webcaster or broadcaster has rights to the sale of DVDs or downloads of any IHSAA tournament game without the affiliation.
        2. Ability to use “preroll,” “midroll,” and “postroll” commercial insertion provided by BlueFrame Technologies as a way to help revenue broadcasts.
        3. Ability to do [PPV](file:///C:\Users\rbaker\Documents\IHSAA%202020-21%20Broadcasting%20and%20Media%20Rules%20For%20Tournament%20Events.docx#wopnbcge66qy) video on demand of archived games at any time.
     9. Broadcast Fee Reductions:
        1. Beginning in 2020-2021, various discounts will be provided to affiliates for IHSAA tournament licensing fees. See [Chapter 2: IHSAA Fees for Broadcasting Tournament Events.](file:///C:\Users\rbaker\Documents\IHSAA%202020-21%20Broadcasting%20and%20Media%20Rules%20For%20Tournament%20Events.docx#_js67xwdybkn9)
     10. Requirements for Membership
         1. Prior to applying for affiliate membership and continuing after acceptance, there are guidelines:
         2. Contract with BlueFrame Technologies as your primary CDN (streaming provider) or as a re-syndication destination.
         3. Optionally, use the BlueFrame Production Truck software. This is not mandatory. Other software is allowable .
         4. Maintain a level of broadcasting quality acceptable to the IHSAA and IHSAAtv. This must include the use of experienced announcers and cameramen. Further definition of broadcasting decorum is found at [“Chapter 3: Broadcaster Decorum at IHSAA Tournament Events”](file:///C:\Users\rbaker\Documents\IHSAA%202020-21%20Broadcasting%20and%20Media%20Rules%20For%20Tournament%20Events.docx#_fnreuu5j9cp5)
         5. Support the mission of the IHSAA at all times. Never discuss sensitive topics that might cast the association, schools, officials or the student athletes in a degrading way.
         6. Allow optional [syndication](file:///C:\Users\rbaker\Documents\IHSAA%202020-21%20Broadcasting%20and%20Media%20Rules%20For%20Tournament%20Events.docx#v4kms64tgglp) to other IHSAAtv properties such as Facebook, Twitter, Periscope and YouTube by IHSAAtv during non-tournament games. During the tournament, the IHSAA owns all games and video content and may use it for any reason, at any time as detailed in [”Chapter 1: IHSAA Broadcasting Rules for Tournament Events”](file:///C:\Users\rbaker\Documents\IHSAA%202020-21%20Broadcasting%20and%20Media%20Rules%20For%20Tournament%20Events.docx#_wuymetoig4iw)
         7. Affiliates are required to run sixty seconds (:60) worth of IHSAA designated inventory during each broadcast. Spots will be available via an internet cloud hosting location. The Champions Network may present a pre-roll commercial package prior to allowing the viewer to watch the webcast.
         8. Only IHSAA sanctioned events may be broadcast on your IHSAAtv affiliate channel. Contact Blue Frame for a second channel for those other non-IHSAA events. Further clarification is found on the document, “BlueFrame Technologies Contract for IHSAA Affiliates” via BlueFrame Technologies.
         9. All productions, regular season and tournament, must be available on the IHSAAtv.org website via setting permissions within the affiliates vcloud account. No game or contest, regular season or tournament can be placed exclusively on a third party CDN for any reason, even those exclusively owned that would fall under the definition of an ‘owned’ property.. No pay-per-view walls are allowable at any time for any reason other than through the vcloud, Blueframe portal and their PPV platform.
     11. Bright Lights Only
         1. Affiliates are held to a higher standard of decorum.
         2. Members must maintain a level of quality which will periodically be reviewed by IHSAA staff. Failure to commit proper resources or staffing that doesn’t represent a pleasant, well produced webcast may result in the revocation of the IHSAAtv affiliation.
         3. No references shall be made concerning webcasting fees or using past or future increases or existence of such in visual, verbal or produced spots in an attempt to gain sympathy or funds for the broadcaster. This includes the placement of such in affiliate websites, in print or in any other media.
         4. Announcers shall not use ‘radio speak’ where their natural voice is modified resulting in an unnatural cadence or disk jockey style.
         5. Affiliates are required to use an announcer unless permission for relief is granted by the [Director of Broadcasting at the IHSAA](https://ihsaa.org/About-IHSAA/Current-Information/Executive-Staff/Jason-Wille-Copy). The use of a second color analyst is desirable but not required.
     12. Pricing of Tournament On-Demand PPV and Downloads
         1. Only the IHSAA sets pricing during Tournament Event broadcasts.
         2. The Champions Network and the IHSAA cannot dictate the price which an affiliate charges during the regular season. The game content is owned by others.
         3. During the tournament, the following pricing structure must be used for viewer purchases of On-Demand Pay Per View (PPV) and On-line MP4 downloads of games:
            1. On-Demand PPV: $4.95
            2. MP4 Downloads: $19.95
         4. LIVE Pay Per View: RESTRICTED, all games must be free to watch. However, the IHSAA reserves the right to put anything behind a paywall at their discretion.
     13. Affiliate clarifications:
         1. Membership does not relieve the broadcaster from paying published broadcasting fees, where applicable.
     14. Affiliation is a Privilege.
         1. The webcaster may be removed from affiliation at any time, for any reason, without cause at the discretion of the [IHSAA Director of Broadcasting](https://ihsaa.org/About-IHSAA/Current-Information/Executive-Staff/Jason-Wille-Copy). Notification of a pending removal will be given 30 days prior to execution. Should the webcaster facing removal vilify or disparage the IHSAA or any IHSAA property or person, removal will be instantaneous.
         2. Affiliation does not provide for [exclusivity](file:///C:\Users\rbaker\Documents\IHSAA%202020-21%20Broadcasting%20and%20Media%20Rules%20For%20Tournament%20Events.docx#ytwus8idgvys). The IHSAA and Fox Sports may hold exclusivity contracts and thus could prevent an affiliate from webcasting during the tournament from a designated site.
         3. Rights to air regular season contests sanctioned by the IHSAA are at the sole discretion of the home team athletic director. The IHSAA and IHSAA Champions Network do not have intervention rights on your behalf. However, regular season games all enjoy the distribution privileges on the IHSAA Champions Network and IHSAAtv.
         4. Press box and press row seating privileges are detailed in Chapter 1. As an affiliate, you may have special seating priorities during the tournament.
     15. Affiliate License:
         1. There is no charge for designation as an “Champions Affiliate”
         2. The license cannot be transferred, sold or moved to any company, domain or person without the expressed written permission of the [Director of Broadcasting at the IHSAA.](file:///C:\Users\rbaker\Documents\IHSAA%202020-21%20Broadcasting%20and%20Media%20Rules%20For%20Tournament%20Events.docx#_1z48zbsi0xq8)
         3. Upon agreement, the affiliate agrees to hold harmless the Indiana High School Association, the IHSAA Champions Network, IHSAAtv, the 360 Group and BlueFame Technologies from loss or damage resulting from any issue for any reason and under all circumstances. This includes, but is not limited to:
            1. Loss of internet access
            2. Lack of seating space
            3. Power Failures
            4. Game Cancellations
            5. Exclusivities by others
            6. Acts of God
            7. Failure of venue equipment
            8. Vandalism, theft or crimes committed by others
     16. Required Disclaimer:
         1. You are required to read this statement, on air, for each broadcast during the tournament.
            1. “This telecast is copyrighted by the Indiana High School Athletic Association, Inc. for the private use of our audience. The use of pictures, videos and audio without the expressed written permission of the IHSAA is prohibited.”
         2. You are prevented from stating any ownership or copyright during tournament games.
     17. Required Game Labeling rules within your vCloud account:
         1. vCloud is the tool provided to affiliates via Blue Frame Technologies for creating and administering your future and past webstreams.
         2. Affiliate’s regular season and tournament upcoming and on-demand games are automatically harvested by the IHSAA Champions Network webpage and appear as ‘tiles’ and are included in the link to “Schedule & Replays.”
         3. Affiliates must have their upcoming games scheduled within vCloud no later than 8am on the day of the event to have a tile created. However, the Schedule & Replays section will update every five minutes and will always be current.
     18. Initials to identify teams are strictly PROHIBITED. As an example, Lawrence Central is NOT LC.
     19. To enhance the viewer experience and aid when using the searching tools on the website, affiliates are required to label games as follows:
         1. Field 1 | Field 2 | Field 3 | Field 4 | Field 5, where:
         2. Field 1 is the Class, Tournament Level, Tournament Number, Tournament Game and optionally, the Tournament site. Field 1 is omitted during the regular season.
            1. Example: 4A Sectional 7 Semifinals
         3. Field 2 are the teams with the home team listed last. The demarcator is a ‘v’
            1. Example: Fishers v Carmel
         4. Field 3 is the year, the gender when necessary and the sport
            1. Example: 2020 Girls Basketball
         5. Field 4 is the approved affiliate name on your application
            1. Example: Hamilton County Sports
         6. Field 5 is reserved for a special event designation such as ‘Hall of Fame Classic’ or similar and typically only used during the regular season.
         7. The demarcator between fields is the vertical line located typically as a Shift \ on a keyboard with spaces on both sides. Combining the above rules would result in:
            1. 4A Sectional 7 Semifinal | Fishers v Carmel | 2020 Girls Basketball | Hamilton County TV
         8. Other Examples:
            1. 2A Regional 9 Lapel | Covington v Frankton | 2019 Boys Basketball | IndianaSRN
            2. Regional 1 Bloomington | 2020 Girls Swimming | IHSAAtv (Field 2 was omitted since multiple teams or individuals will compete)

(Clarifications, The IHSAA does not have Sectionals. We have a Sectional. Refrain from using the word ‘sectionals’)

* + 1. During the regular season, Field 1 is omitted. Here are regular season naming examples:
       - 1. Noblesville v Hamilton Heights | 2020 Baseball | WHMB TV | Dunker Classic (Field 5 was used as this was a special event)
         2. Jeffersonville v Seymour | 2020 Girls Basketball | Southern Indiana Sports
    2. Required Score Line Team Name Labeling
       1. Team names shall not include team initials unless those initials are known state wide and if the school identifies itself as such. Every effort should be implemented to clearly represent the teams which are playing. This should include a logo, primary jersey color and team name limited to no more than seven letters including any spaces.
       2. When team colors are yellow or white or when the luminance of the primary jersey or team color are such that white lettering is too close in contrast, the affiliate shall decrease the lumiance to clearly create a readable name.
    3. Team naming examples are as follows:
       1. Law N is Lawrence North, not LN
       2. Fish or Fishers is Fishers, not FHS
       3. Ben Davis is Ben Davis, not BD
       4. Laf Jef is Lafayette Jeff, not LJ
       5. BrownsB is Brownsburg, not BHS
       6. TritonC is Triton Central, not TC
       7. HSE is Hamilton Southeastern, as they identify themselves primarily as such and no other school uses this abbreviation.
  1. IHSAA Champions Radio Network Affiliation
     1. Overview: The Indiana High School Athletic Association, Inc. invites all interested **commercial** radio broadcast stations to apply for affiliation with the IHSAA Champions Radio Network for the 2020-21 season.
     2. As in previous years, the IHSAA’s [ALA](file:///C:\Users\rbaker\Documents\IHSAA%202020-21%20Broadcasting%20and%20Media%20Rules%20For%20Tournament%20Events.docx#_xpn87gcl8krf), Three Sixty Group, will coordinate the IHSAA Champions Radio Network during the 2020-21 season. Three Sixty Group’s broadcast team can be reached at 317.633.1456 or IHSAA@360GroupOnline.com.
     3. As an official partner of the IHSAA Champions Radio Network, affiliate stations will have the opportunity to supply the community they serve with high-quality, local high school sports programming. In addition, partner stations will not be subject to the broadcast license fee structure laid forth for independent broadcast stations during the tournament(s) of their network affiliation. In exchange, affiliate stations are required to air network programming throughout the season. Details of this beneficial affiliate opportunity are outlined below.
     4. Any station intending to join the IHSAA Champions Radio Network must review the details of the Affiliate Station Agreement and return the included application via email or fax to Three Sixty Group (Email: IHSAA@360GroupOnline.com | Fax: 317-633-1461) by **Wednesday,** **September 2, 2020.** No applications will be accepted after this deadline.
     5. Champions Radio Network Affiliate Station Agreement
        1. The IHSAA Champions Radio Network features coverage and affiliate opportunities for the IHSAA State Tournaments in football, girls basketball, boys basketball, and baseball.
        2. The IHSAA, in coordination with Emmis Communications (Official Production Partner and Flagship of the IHSAA Champions Network), will produce a network broadcast feed of the following events during the 2020-21 school year:
           1. *Indiana Sports Talk Interviews* (approx. 70x segments) - Fridays Aug. 21, 2020 to Jun. 19, 2021
           2. Football Tournament Pairings Show *Tentative:* Oct. 11, 2020
           3. 2A, 4A & 6A Football State Finals Friday, Nov. 27, 2020
           4. 1A, 3A & 5A Football State Finals Saturday, Nov. 28, 2020
           5. Girls Basketball Tournament Pairings Show *Tentative:* Jan 24, 2021
           6. Boys Basketball Tournament Pairings Show *Tentative:* Feb 21, 2021
           7. 1A, 2A, 3A & 4A Girls Basketball State Finals Saturday, Feb. 27, 2021
           8. 1A, 2A, 3A & 4A Boys Basketball State Finals Saturday, Mar. 27, 2021
           9. Baseball State Finals – Day 1 Friday, June 18, 2021
           10. Baseball State Finals – Day 2 Saturday, June 19, 2021
           11. *The dates listed for IHSAA Tournament Pairings Shows are prospective and will be confirmed at least one month prior to the broadcast date. Dates and times are subject to change due to programming conflicts with affiliate coverage of the Indianapolis Colts, Indiana Pacers and collegiate properties.*
        3. As affiliates, all network stations will be provided these benefits:
           1. All applicable license fees for the station’s coverage of a given tournament will be waived.

*For example: an affiliate station that chooses to join the Network for the 2020 football tournament will be allowed to broadcast games during the 2020 football tournament without paying a license fee.*

* + - * 1. Each station will have the opportunity to derive revenue from the sale of local inventory provided in each broadcast. Below is a tentative list of inventory availabilities:

Football Tournament Pairings Show: (14x) 30-second spots

Football State Finals: (18x) 30-second spots / game (6)

Girls Basketball Tournament Pairings Show: (15x) 30-second spots

Boys Basketball Tournament Pairings Show: (15x) 30-second spots

Girls Basketball State Finals: (32x) 30-second spots / session (2)

Boys Basketball State Finals: (32x) 30-second spots / session (2)

Baseball State Finals: (17x) 30-second spots / game (4)

* + - * 1. The IHSAA will provide a broadcast quality feed over Network Indiana at no cost for the events in a given tournament.

Note: Network IN affiliates will receive the feed via XDS receiver, while non-Network IN affiliates will receive the feed via phone coupler.

* + - * 1. The IHSAA will promote the affiliate station’s network participation in each of its press releases and state championship programs for the championship(s) carried by the affiliate station.
      1. To receive the above listed benefits, each Affiliate Station must comply with these regulations:
         1. Affiliate Station must carry a minimum of 35x three to five minute *Indiana Sports Talk* interview segments during the 2020-21 season (Aug. 21, 2020 – Jun. 19, 2021). Segments can air Friday or Saturday of each given week between 5pm and 9pm. Ideally, episodes will air adjacent to or within local high school sports coverage. *Indiana Sports Talk* segments

*Indiana Sports Talk* interview segments are inclusive of Commissioner’s Corners (CC) & Mental Attitude Award (MAA) interviews

Approximately 70x available selections, 28x CC & 42x MAA

CC’s are traditionally available late August – March (Football-Boys Basketball); MAAs available all seasons

* + - * 1. Affiliate Station must carry the IHSAA Tournament Pairings Show associated with the Tournament(s) of its network affiliation.
        2. Affiliate Station must carry the minimum number of state championship contests for the Tournament of its network affiliation:

Football: a minimum of **three** football state finals game broadcasts

Girls Basketball: **one session** of the state finals (one session includes two games)

Boys Basketball: **one session** of the state finals (one session includes two games)

Baseball: a minimum of **one** baseball state finals game broadcast

* + - * 1. Affiliate Station must support the IHSAA’s **Annual Radio PSA Program** by airing a minimum of **275x IHSAA radio PSA’s** (spots provided by Three Sixty Group) from Monday, August 17, 2020 – June 19, 2021.

Affiliate station must air a minimum of 25x PSA’s every month, August through June.

All spots must air Monday through Sunday, 6a – 6p.

Any spots over and above the original 275x are welcome, appreciated, and can air at any time.

This program supports attendance / ticket sales at your local high school and thanks fans / community for their support.

* + - * 1. **In addition** to the annual PSAs (275x), support the IHSAA’s **State Tournament Attendance Promotions** by airing **25x spots/wk** during the State Tournaments for Football and Boys Basketball [3-wk flight for FB (75x spots) / 5-wk flight for BBB (125x spots)]

Like last year, affiliate Stations are required to air unique sectional, regional, semi-state and state finals spots to promote attendance at the IHSAA’s post season events.

Three Sixty Group will deliver :60 spots weekly in advance of each level of the tournament.

All spots must air Monday through Sunday, 6a – 6p

* + - * 1. **Affiliate stations must submit accurate accounting of all carriage commitments on a monthly basis to:**

**IHSAA / Three Sixty Group**

**212 West 10th Street, Suite F-190**

**Indianapolis, IN 46202**

[**IHSAA@360GroupOnline.com**](mailto:IHSAA@360GroupOnline.com)

* + - * 1. Required post logs:

*Indiana Sports Talk* segments

Commissioner’s Corners

MAA Interviews

Tournament Pairings Show(s)

State Finals

Annual PSAs

State Tournament Attendance PSAs (Football & Boys Basketball)

* + - * 1. If affiliate stations do not submit accurate account of all carriage commitments on a monthly basis, the station’s Champions Radio Network status will be suspended and the station will be required to pay the appropriate license fees in order to carry a tournament event.

**Assign someone to proactively do this each month**

Post logs must be submitted after each broadcast month on a scheduled and timely deliverable schedule without unnecessary follow-up.

* + - 1. **Deadline:** The attached Affiliate Application must be returned to Three Sixty Group by **Wednesday, September 2, 2020** – submit by email to IHSAA@360GroupOnline.com or via fax to: 317-633-1461. *No applications will be accepted after this deadline.*
      2. Clarifications of affiliation:
         1. Each of these four IHSAA State Tournaments (football, girls basketball, boys basketball and baseball) will be conducted separately. A station can join the Network for one, two, three or all four of the Tournaments.
         2. Broadcast license fees may be waived on a Tournament-by-Tournament basis.

*For example, a station can choose to carry Champions Radio Network games for football and girls basketball, but not for boys basketball. Under this scenario, license fees may be waived for football and girls basketball, but the station will be required to pay broadcast license fees for boys basketball.*

* + - * 1. Joining the network for any tournament does not exempt a station from paying license fees for softball, cross country, soccer or other Tournament events produced locally.
        2. If one (or more) of the high schools listed on a station’s broadcast application advances to the state finals, the station may originate a broadcast from that state finals and is not obligated to carry the IHSAA Champions Radio Network feed. Please note: in order to originate its own broadcast at the state finals, a station must have broadcast EACH of the finalist’s previous tournament games. Under this scenario, a station will not be charged to broadcast from the state finals because it is a member of the IHSAA Champions Radio Network. Affiliate Stations may also choose to carry the Champions Radio Network feed instead of originating a broadcast.
        3. WFNI-AM is the exclusive Indianapolis area commercial radio affiliate for IHSAA championship broadcasts. Any commercial radio station primarily serving the Indianapolis area and seeking to originate its own broadcast of an IHSAA state championship event must be approved by the IHSAA, Three Sixty Group and WFNI-AM.
        4. In the event that an Affiliate Station fails to fulfill its network must-carry commitments, all applicable per-game license fees for Tournament coverage will be invoiced at the completion of the Tournament.
  1. IHSAA Champions Radio Network Affiliate Application (following page):

**IHSAA Champions Radio Network**

2020-21 Affiliate Application

This application is for: [Apply now concerning intentions for the entire school year, for ANY sport]

* *List each band, separately*: *(Affiliate MUST BE a commercial broadcast station)*

Call letters: \_\_\_\_\_\_\_\_\_ band: \_\_\_\_ frequency: \_\_\_\_\_\_\_\_, licensed to:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_

Station address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_ \_\_\_\_\_\_ street city state zip

Owned & operated by (company/individual name): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Station General Manager (name): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(phone): \_\_\_\_-\_\_\_\_\_\_\_-\_\_\_\_\_ (e-mail): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sports Director/main IHSAA contact: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(phone): \_\_\_\_-\_\_\_\_\_\_\_-\_\_\_\_\_ (e-mail): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The above listed station would like to apply for status as an Affiliate of the IHSAA Champions Radio Network for the following tournaments (check all that apply):

**[ ] 48th IHSAA Football Tournament** *presented by the Indianapolis Colts*

**[ ] 46th  IHSAA Girls Basketball Tournament** *presented by the Indiana Fever & Indiana Pacers*

**[ ] 111th IHSAA Boys Basketball Tournament** *presented by the Indiana Pacers & Indiana Fever*

**[ ] 54th IHSAA Baseball Tournament**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, have read the IHSAA Champions Radio Network Affiliate Agreement and agree that radio station \_\_\_\_\_\_\_\_\_\_- AM / FM will (Please initial next to each):

\_\_\_\_\_\_ Carry at least thirty-five (35) Indiana Sports Talk interview segments during the 2020-21 season

\_\_\_\_\_\_ Carry the IHSAA Tournament Pairings Show corresponding to the tournament(s) of its affiliation

\_\_\_\_\_\_ Carry the minimum number of state championship contests for the tournament(s) of its affiliation

\_\_\_\_\_\_ Support the IHSAA’s Annual Radio PSA Program by airing at least 275 PSAs M-Su 6a – 6p, Wednesday, August 19, 2020 – June 19, 2020 (first FB game Aug. 21)

\_\_\_\_\_\_ Additionally, support the IHSAA’s State Tournament Attendance Promotions by airing 25 spots/wk during the State Tournaments for Football and Boys Basketball [3-wk flight for FB / 5-wk flight for BBB]

\_\_\_\_\_\_ Submit accurate monthly accounting of all PSAs, Commissioner’s Corners, MAA Interviews

Authorized Signature: Date: \_\_\_\_\_\_\_\_\_\_\_\_

RETURN THIS APPLICATION BY **SEPTEMBER 2, 2020**

**EMAIL:** IHSAA@360GroupOnline.com | **FAX:** 317-633-1461 | **PHONE:** 317-633-1456

# Chapter 5: Application for Designation as an Educational Broadcaster

* 1. Overview: Educational Broadcasters are subject to the rules and regulations of this document. They may receive a discount on fees required, or in some cases, a waiver exempting the broadcaster from fees. When exempt, the Educational webcaster is prohibited from [syndication](file:///C:\Users\rbaker\Documents\IHSAA%202020-21%20Broadcasting%20and%20Media%20Rules%20For%20Tournament%20Events.docx#v4kms64tgglp), including to their own social media properties.
     1. Failure of an Educational Broadcaster to abide by the rules or a deviation without approval will result in immediate retraction of the designation.
  2. Overview of this application:
     1. The application will be submitted to the [Director of Broadcasting at the IHSAA](https://ihsaa.org/About-IHSAA/Current-Information/Executive-Staff/Jason-Wille-Copy). If you receive approval, the [ALA](file:///C:\Users\rbaker\Documents\IHSAA%202020-21%20Broadcasting%20and%20Media%20Rules%20For%20Tournament%20Events.docx#_xpn87gcl8krf) will hand out a discount code for your postseason broadcasts.
     2. This application requires acknowledgement that all rules and regulations within all related documents are accepted by the applicant.
     3. This application can only be submitted by the designated Indiana licensed teacher who leads the broadcaster group or Educational Broadcaster organization.
     4. Once submitted, NO MODIFICATIONS to the application will be acceptable. The application must be re-submitted.

# Educational Broadcaster Application (following page):



**2020-21 IHSAA Educational Station Application**

**Please Print**

School Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of organization as promoted when broadcasting: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Band (if radio): \_\_\_\_\_\_\_\_\_\_\_ Frequency (if radio):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Website (if webcasting): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(If you are taking advantage of the IHSAA Champions Network PPV Platform, please enter IHSAAtv.org)

TV Station (if broadcasting over the air): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Educational Advisor (name): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cell Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

By signing, you are acknowledging that you have read and understand the rules and regulations concerning Educational Broadcasters and related documents and chapters. Any changes will not be acceptable without a complete resubmission of this application.

Authorized Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please email completed document to hshanahan@ihsaa.org.

Video Broadcasters Only

Please select desired Affiliate Option:

▢ Pay-Per-View Affiliate

▢ Regular Educational Affiliate

▢ Independent Educational Video Broadcaster

# Chapter 6: Photography, Film and Audio at IHSAA Tournament Series Events.

* 1. Photography, Film, Video and Audio. – The IHSAA is the owner of the rights to and the copyright holder of all IHSAA Audio & Visual Works, which includes all still photographs taken of IHSAA Tournament Series events, all film, videotape and audiotape of IHSAA Tournament Series events and the live audio and visual broadcasts of IHSAA Tournament Series events.
  2. Still photography, filming, videotaping and audio recording is prohibited at IHSAA Tournament Series events, except as expressly and specifically authorized by the IHSAA.
  3. All video, broadcast, title and [broadcast](file:///C:\Users\rbaker\Documents\IHSAA%202020-21%20Broadcasting%20and%20Media%20Rules%20For%20Tournament%20Events.docx#_wuymetoig4iw) licenses for [IHSAA Tournament events](file:///C:\Users\rbaker\Documents\IHSAA%202020-21%20Broadcasting%20and%20Media%20Rules%20For%20Tournament%20Events.docx#frj43rcwllzk) are the exclusive property of the Indiana High School Athletic Association, Inc., Inc. IHSAA Tournament Series events cannot be reproduced, rebroadcast or used for any other purposes without the express written consent of the IHSAA or via [submitting for and obtaining a license to broadcast](file:///C:\Users\rbaker\Documents\IHSAA%202020-21%20Broadcasting%20and%20Media%20Rules%20For%20Tournament%20Events.docx#o4w90bnshmha) from the [ALA](file:///C:\Users\rbaker\Documents\IHSAA%202020-21%20Broadcasting%20and%20Media%20Rules%20For%20Tournament%20Events.docx#abu02kq4qu02)
  4. Representatives of participating schools are authorized to take still photographs of IHSAA Tournament Series events. But are not authorized to post video, [webcast](file:///C:\Users\rbaker\Documents\IHSAA%202020-21%20Broadcasting%20and%20Media%20Rules%20For%20Tournament%20Events.docx#yn6jnkvcmxm1) ortransmit content that would be deemed to be a [broadcast](file:///C:\Users\rbaker\Documents\IHSAA%202020-21%20Broadcasting%20and%20Media%20Rules%20For%20Tournament%20Events.docx#bagftjs0gort) as defined in the [Chapter 1: IHSAA Rules for Broadcasting Tournament Events](file:///C:\Users\rbaker\Documents\IHSAA%202020-21%20Broadcasting%20and%20Media%20Rules%20For%20Tournament%20Events.docx#_wuymetoig4iw) or exceed the limitations of [fair use](file:///C:\Users\rbaker\Documents\IHSAA%202020-21%20Broadcasting%20and%20Media%20Rules%20For%20Tournament%20Events.docx#xlc692cdjtnh). Representatives of participating schools are authorized to film, videotape and audiotape IHSAA Tournament Series events only if the [hosting authority](file:///C:\Users\rbaker\Documents\IHSAA%202020-21%20Broadcasting%20and%20Media%20Rules%20For%20Tournament%20Events.docx#xkcys93tqu81) of the participating schools receive advanced permission from the host school principal at sectional, regional or semi- state sites, or from the IHSAA Sports Information Director, Jason Wille at the offices of the IHSAA (317-846-6601) for state championship events.
  5. Still photographs, films, videos or audiotapes may not be used to review decisions of game officials.
  6. Under no circumstance may still photographs, films, videos or audiotapes, in full or in part, be used for any commercial purpose, unless authorized by, and a license fee has been paid to, the IHSAA.
  7. Videotaping, filming, and still photography are not an authorized Tournament Series expenditure and if done, are at the sole expense of the participating school.

# Media Guidelines

* 1. The IHSAA retains the right to administer and/or amend the rules and regulations related to the use and distribution of social media throughout the school year at its sole and absolute discretion.
  2. Members of IHSAA credentialed media are authorized, without paying a fee, and subject to the [IHSAA media fair use policy](file:///C:\Users\rbaker\Documents\IHSAA%202020-21%20Broadcasting%20and%20Media%20Rules%20For%20Tournament%20Events.docx#xlc692cdjtnh), to take still photographs, short films, video and audio clips of IHSAA Tournament Series events as highlights for print and electronic news coverage.
  3. Members of the media must obtain advanced permission from the [hosting authority](file:///C:\Users\rbaker\Documents\IHSAA%202020-21%20Broadcasting%20and%20Media%20Rules%20For%20Tournament%20Events.docx#xkcys93tqu81) to take still photographs and to film, videotape or audiotape at sectional, regional or semi- state sites of an IHSAA Tournament Series, or from Jason Wille at the offices of the IHSAA (317-846-6601) for the state championship level of an IHSAA Tournament Series.
     1. Under no circumstance may still photographs, films, videos or audiotapes, in full or in part, be used for any commercial purpose, unless authorized by, and a rights fee has been paid to, the IHSAA.
     2. IHSAA Credential holders may only produce social media content as a digital highlight. Continuous video streaming of an entire event to social media through a mobile application or device is not permitted per [Chapter 1: IHSAA Broadcasting Rules for Tournament Events.](file:///C:\Users\rbaker\Documents\IHSAA%202020-21%20Broadcasting%20and%20Media%20Rules%20For%20Tournament%20Events.docx#_wuymetoig4iw)
     3. Footage taken at any IHSAA Tournament Series event for showing excerpts thereof as a part of a regularly scheduled sports or news program.
        1. The station will not lend, give away or sell the film or videotape, in whole or in part, except for the purposes herein specifically set forth and/or in such cases as the IHSAA requests for use by the IHSAA.
        2. All film and content are subject to a [Take Down](file:///C:\Users\rbaker\Documents\IHSAA%202020-21%20Broadcasting%20and%20Media%20Rules%20For%20Tournament%20Events.docx#gr9j7wtu9wd2) from the IHSAA.
        3. It is specifically understood and agreed that, in every case where excerpts of any game or games are used in connection with such television programming, the amount of action airing is limited to the [fair use policy](file:///C:\Users\rbaker\Documents\IHSAA%202020-21%20Broadcasting%20and%20Media%20Rules%20For%20Tournament%20Events.docx#xlc692cdjtnh).
        4. A station desiring to use more than the limits of [fair use](file:///C:\Users\rbaker\Documents\IHSAA%202020-21%20Broadcasting%20and%20Media%20Rules%20For%20Tournament%20Events.docx#xlc692cdjtnh) of action for special programs should contact the [ALA](file:///C:\Users\rbaker\Documents\IHSAA%202020-21%20Broadcasting%20and%20Media%20Rules%20For%20Tournament%20Events.docx#abu02kq4qu02), currently the Three Sixty Group (317- 633-1456) to make prior arrangements.
     4. IHSAA Credentialed media representatives may post up-to-the-minute textual game details on social media. However, excessive play-by-play updates and overzealous social media posts are not permitted.

# Spectators Guidelines

* 1. Individual spectators are authorized to personally take still photographs at Tournament Series events, for strictly personal use.
     1. Individual spectators are authorized to personally film, video tape and audio tape portions of IHSAA Tournament events, for strictly personal use, only if advanced permission is obtained from the [hosting authority](file:///C:\Users\rbaker\Documents\IHSAA%202020-21%20Broadcasting%20and%20Media%20Rules%20For%20Tournament%20Events.docx#xkcys93tqu81) at sectional, regional or semi-state sites of an IHSAA Tournament Series, or from The IHSAA Sports Information Director, Jason Wille at the offices of the IHSAA (317-846- 6601) for the state championship level of an IHSAA Tournament Series.
        1. Under no circumstance may still photographs, films, videos or audiotapes, in full or in part, be used for any commercial purpose, unless authorized by, and a license fee has been paid to, the IHSAA.
        2. Any still photography, filming, videotaping and audiotaping shall be conducted from the seating area. Spectators are never allowed on the floor or playing field.

# License to sell and distribute Photographs from State and Sub-State Tournament Series Events

* 1. The IHSAA has an exclusive agreement with a photographer to take, sell and distribute, and use for commercial purposes, photographs from the **state** level at all IHSAA Tournament Series Events.
  2. The IHSAA will grant a professional photographer who applies for a non-exclusive license to take, sell and distribute, and use for commercial purposes, photographs and images which the photographer takes at a **sub-state** level (sectional, regional, semi-state) Tournament Series Event.
     1. A photographer wishing to obtain a non-exclusive license shall complete and sign a [License Agreement](https://inhighschoolsports.formstack.com/forms/2021_photography_app) and submit it, and a license fee of $150 payable to the IHSAA, to Jason Wille, IHSAA Sports Information Director, 9150 N. Meridian St., Indianapolis, IN 46240. The license is valid for all 2019-2020 **sub-state** level (sectional, regional, semi- state) Tournament Series Events and submission should be made in advance of the first Tournament Series Event at which the photographer plans to photograph.
     2. Photographer shall, upon request, provide to the IHSAA a copy of any still photograph or image taken by photographer, and shall grant an unrestricted license to the IHSAA to archive and to commercially use and distribute any such still photograph or image. In some cases, a [Take Down](file:///C:\Users\rbaker\Documents\IHSAA%202020-21%20Broadcasting%20and%20Media%20Rules%20For%20Tournament%20Events.docx#gr9j7wtu9wd2) of an image may be issued preventing its use.
     3. This license is not a credential and does not grant admission to an event or special access to any location at a venue.

# Purchase of Media Content

* 1. The IHSAA has an exclusive licensing arrangement for the marketing of still photography, films and videotapes, for certain Tournament Series Events. Please refer questions or requests regarding the purchase of these items to Three Sixty Group at 317-633-1456.Photography

# Use of Electronic Strobes and Flashes

* 1. This policy applies to both regular season and state tournament competition conducted by IHSAA member schools.
  2. Photographers MAY use electronic flash/strobe cameras during the progress of a sporting event as long as, in the opinion of the contest officials, the flash does not hinder the actions of or endanger the contestants. The final decision as it relates to electronic flash/strobe equipment rests with the judgment of the site management and contest officials when IHSAA staff is not present at an event.
     1. **IMPORTANT** ‐‐ When determining whether or not the use of electronic flash/strobe equipment represents a hindrance to an event, do not evaluate the situation while looking directly at the strobe, but rather by taking the view of the game participant or the official who is focusing on the action and is not aware of when the strobe is about to go off. Strobes properly positioned DO NOT pose a threat to the conduct of most contests. If, after careful consideration, the strobe is determined to be a problem, game management should work with the photographer using the strobe to review the strobe’s placement, flash strength and direction. Sometimes, adjusting a strobe so that the flash bounces off the walls or ceilings (not directly aimed at the participants) will correct any potential problems.
     2. Sports in which the use of electronic flash/strobe equipment is prohibited are: gymnastics, diving and at the beginning of electronically timed events (i.e. track and swimming).
     3. Requests to use strobe lights mounted to fixed positions shall be made well in advance of the contest.
     4. As a courtesy, contest managers or the IHSAA should inform participating coaches and contest officials that photographers have been approved to use strobe lights in fixed positions.
     5. Fixed strobes should be placed in corner or ceiling positions, and should never be placed in the direct line of a basket in basketball or focal point common to that sport.
     6. Camera‐mounted (or on‐board) strobes are permitted but should also be “bounced” and not fired directly at competitors. A camera operator with an on‐board strobe, for example, is allowed to shoot on the baseline in basketball but should be positioned outside of the lane extended and a distance away from the baseline that is safe.
     7. Spectator use of electronic lighting shall not be permitted either via remotely controlled flashes or camera mounted flashes.
     8. Film recording using a light to illuminate talent, fans or players is never allowed during game play.

# Photographer Placement

* 1. Photographers for all sports shall be placed in positions in accordance with National Federation of State High School Associations National Rules
     1. In the sport of football, photographers shall be positioned behind the restraining line, two or more yards from the sidelines and end zones. In addition, photographers shall not be positioned in the team boxes between the 25‐yard lines.
     2. In baseball and softball, photographers are prohibited from being in live ball areas. If a designated media area is used, it shall be established before the game begins, shall be a lined area and shall be considered a dead ball area.
     3. In soccer, photographers should be positioned no closer than two yards from any sideline or end line. Some venues and events will have designated areas where photographers may shoot from. Game officials, IHSAA staff and host management have the authority to remove any member of the media for not staying in their designated area in any sport.

# Photographer Order of Staging

* 1. All photographers, film makers or audio recorders using the [fair use exemption](file:///C:\Users\rbaker\Documents\IHSAA%202020-21%20Broadcasting%20and%20Media%20Rules%20For%20Tournament%20Events.docx#xlc692cdjtnh) during IHSAA tournament events. Are to give right of way to broadcasters who have paid the appropriate license fees, IHSAAtv, IHSAA Officials, Fox Sports and Those photographers hired by the IHSAA as exclusive photographers (IHSAA designated official media)
  2. Such IHSAA designated official media shall have clear line of sight for content capture
  3. Under no circumstance shall [fair use](file:///C:\Users\rbaker\Documents\IHSAA%202020-21%20Broadcasting%20and%20Media%20Rules%20For%20Tournament%20Events.docx#xlc692cdjtnh) media block or impede IHSAA designated official media or those who have paid broadcasting license fees. This includes relinquishing first come locations that later are desired by the IHSAA designated media
  4. Seating of media at IHSAA tournaments are outlined

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**K-1. IHSAA Board of Director’s Policies and Guidelines**

1. **Purpose**

These policies and guidelines have been prepared to assist in promoting governance through best practices for each Director on the Board of Directors of the Indiana High School Athletic Association, Inc., Inc. (IHSAA). These policies and guidelines include legal and fiduciary duties, basic board responsibilities, and governing standards. Individuals who contribute time, expertise, and knowledge with integrity can have a tremendous positive impact on the IHSAA.

Conversely, Directors who neglect their responsibilities and perform or behave poorly can have an adverse effect. This framework through which IHSAA Board of Directors may address situations in which Directors are not living up to the obligations of board of director’s membership.

In addition to expectation setting, these policies and guidelines also provide some of the processes to deal with a Director who fails to live up to their Board of Director obligations.

1. **Board of Directors’ Legal Responsibilities**

The IHSAA is a nonprofit organization and is tax-exempt under section 501(c) (3) of the Internal Revenue Code, making the association subject to the same basic standards as other nonprofits. The IHSAA, as a nonprofit, holds public trust, and as a result, the IHSAA and the Directors are subject to strict ethical guidelines and public scrutiny. Directors must meet three well-established legal standards of conduct when carrying out board responsibilities. They are:

1. ***Duty of Obedience. E***nsures that operations and resources are aligned to fulfill the mission of the IHSAA. Programs and services must support the mission. This relates directly to upholding the “public trust” ;
2. ***Duty of Care****.* Requires responsible financial and legal stewardship when a Director makes a Board of Director decision and when action is taken thereon; and
3. ***Duty of Loyalty***. Requires a Director’s sole commitment to the best interests of the IHSAA. For example, a Director cannot “self-deal” or use the Director’s position on the Board of Directors for personal gain. Complying with the Duty of Loyalty also means that a Director cannot favor the interests of a particular stakeholder group or individual above the overall interests of the IHSAA. For example, a coach who serves as a Director can and should voice the perspectives of fellow coaches in Board of Director’s discussions. However, when voting, that coach must consider all relevant factors, including other constituent voices, and vote for and act on what is best for the entire IHSAA.
4. **Responsibilities of Board of Directors**

The major responsibilities of nonprofit boards are listed in Robert T. Ingram’s acclaimed book, “Ten Basic Responsibilities of Nonprofit Boards, Second Edition.” His book, published by Board Source, is generally accepted and widely used. His list of responsibilities follows, with a summary that adapts the responsibilities to the IHSAA Board of Directors. This is a list of what the basic responsibilities are.

* 1. **Determine mission and purposes.** The IHSAA Board of Directors creates and periodically reviews its statement of mission and purpose that is relevant in the current environment and appropriately serves its primary stakeholders;
  2. **Select the Commissioner.** The IHSAA Board of Directors reaches consensus on the Commissioner’s responsibilities and undertake a careful search to find the most qualified individual for the position;
  3. **Support and evaluate the Commissioner.** The IHSAA Board of Directors ensures that the Commissioner has the moral and professional support he or she needs to further IHSAA goals;
  4. **Ensure effective planning.** The IHSAA Board of Directors actively participates in an overall planning process and assists in implementing and monitoring plan goals. Directors shall collaborate with the Commissioner to set strategic direction and measure progress;
  5. **Monitor and strengthen programs and services.** The IHSAA Board of Directors determines which programs are consistent with the IHSAA’s mission and monitors their effectiveness;
  6. **Ensure adequate financial resources.**  The IHSAA Board of Directors makes sure the IHSAA has the resources needed to fulfill its mission;
  7. **Protect assets and provide financial oversight.**  The IHSAA Board of Directors assists in developing an annual budget and ensuring that proper financial controls are in place;
  8. **Build a competent board.** The IHSAA Board of Directors articulates prerequisites for board candidates, orient new members, and periodically and comprehensively evaluate its own performance;
  9. **Ensure legal and ethical integrity.** The IHSAA Board of Directors is ultimately responsible for adherence to legal standards and ethical norms; and
  10. **Enhance the organization’s public standing.** The IHSAA Board of Directors clearly articulates the IHSAA’s mission, accomplishments, and goals to the public, and garners support from the community.

1. **Further Responsibilities of Board of Directors**

In addition to the major responsibilities of the Board of Directors described above, there are other, or further, responsibilities of the Board of Directors.

1. **IHSAA Roles and Responsibilities**. Job descriptions that articulate roles and responsibilities for Directors (and also for officers, commissioners, and committee chairs) should be developed, distributed and presented in a comprehensive Director orientation. These job descriptions should be reviewed by all concerned annually. Note: Many of the powers and key responsibilities of the Board of Directors are codified in IHSAA bylaws.
2. **Financial oversight**. Financial oversight is a crucial board responsibility and includes, but is not limited to:
3. Approving budgets.;
4. Hiring independent auditors to conduct annual audits;
5. Approving any loans, accumulations and restricted accounts;
6. Overseeing bank accounts, investment advisors and/or endowments;
7. Monitoring sales transactions and checking for any unrelated business income.;
8. Complying with legal and fiduciary laws and regulations;
9. Overseeing compensation, benefits and liability; and
10. Approving capital campaigns and fund raising goals.
11. **Fund raising.** Increasingly, IHSAA is engaged in direct fund raising activities. Typically, staff directs and manages fund raising efforts, but Directors may be required to assist. Directors should be aware of fund raising goals and should be ready to articulate reasons to give.
12. **Assessment of Directors.** The Board of Directors should engage in a self-assessment program. There are several ways this may be done, including a survey administered on paper at a board meeting, or through a simple online tool. Individual board members should evaluate the Board of Directors ' performance as a whole, using board member responsibilities and governing behaviors as the baseline. Results should be reported to the board and discussed at a meeting. Board members should note areas of good performance and commit to improving as needed.
13. **Standards for IHSAA Directors**

Understanding what the Board of Directors’ responsibilities is fundamentally important; however, understanding *how* Directors areto perform them is equally important. The following standards, which are listed in no particular order, are expected to be executed by each Director.

* 1. **Director shall learn, understand and execute all of the Board of Directors’ responsibilities.** In discharging theirresponsibilities, Directors shall always act with respect for the delegated authority and responsibility of the Commissioner.
  2. **Director shall lead strategically with a forward focus.** Directors shall act collaboratively with the Commissioner in establishing strategic direction and setting high-level priorities.
  3. **Director shall not micromanage.** Directors shall respect the Commissioner’s authority to lead and manage the IHSAA, and shall not get caught-up in day-to-day details.
  4. **Director shall commit to the best interests of the entire IHSAA.** Directors shall vote and act responsibly toward the IHSAA and all its stakeholders, and shall not act exclusively for one stakeholder group.
  5. **Director shall support the decisions of the IHSAA.** Once made, Directors shall support and advance the decisions of theBoard of Directors, the Executive Committee, Commissioner and all IHSAA decision makers.
  6. **Director shall honor the IHSAA’s confidences.** Directors have a duty of loyalty, which includes the Directors’ duty of confidentiality, which requires that a Director to maintain the confidences of the IHSAA.
  7. **Director shall behave ethically at all times.** A Director, in discharging his or her Board duties, shall at all times act ethically, act in a manner which he or she believes in good faith to be in the best interests of the IHSAA, and exercise the care an ordinarily prudent person in a like position would exercise under similar circumstances.
  8. **A Director shall avoid any conflict of interest.** Avoiding any real or perceived conflict of interest is an imperative for all Directors. The Board of Directors has developed and the Directors are required to sign and then follow such conflict of interest policy.
  9. **A Director shall behave courteously.** Directors shallcommunicate succinctly and respectfully, listen attentively to others, proactively encourage and seek to understand diverse viewpoints.
  10. **A Director shall regularly attend and prepare for all meetings and activities of the Board of Directors and the Executive Committee**.
  11. **A Director shall serve as IHSAA advocate, speak well of the IHSAA, its employees and other board members.**
  12. **A Director shall judiciously make any public expression as a member of the Board of Directors.** The Chairman of the IHSAA Board of Directors functions as the official spokesperson for the Board. From time-to-time, however, individual Board members make public statements on IHSAA matters to local media and to local officials and/or State officials.

And sometimes the statements imply, or the readers (listeners) infer, that the opinions expressed or statements made are the official positions of the Board of Directors, and this misunderstanding can embarrass both the Director and the Board of Directors. Therefore, Directors shall, when writing or speaking on IHSAA matters to the media, legislators, and other officials, make it clear that they are not speaking for the Board of Directors and their views do not necessarily reflect the views of the IHSAA or the Board of Directors, or their colleagues on the Board of Directors. This shall apply to all statements and/or writings by a Director not explicitly sanctioned by the Board of Directors, except as follows:

* 1. Correspondence, such as legislative proposals, when the Director has received official guidance from the Board of Directors on the matters discussed in the letter;
  2. Routine, not for publication, correspondence of the Director to the IHSAA, to its Commissioner, to IHSAA employees and to other Directors;
  3. Routine "thank you" letters of the Director;
  4. A statement by a Director on a non-IHSAA matter (provided the statement does not identify the author as a Director or a member of the Board of Directors; and
  5. Personal statements not intended for publication.
  6. **Directors shall be subject to censure by the Board of Directors**. The Board of Directors may officially reprimand, express its criticism of and may condemn a Director through a vote of censure. In order for the Board of Directors to censure a Director, the Director must have violated a specific statute, violated an IHSAA By-law, violated an IHSAA policy or violated a duty, responsibility or standard of the Director. Prior to censuring a Director, the Board of Directors must conduct an investigation and provide an opportunity for Director to respond to the allegation(s).

APPENDIX A

**[Sample Job Descriptions]**

**Chair or President**

1. Assures integrity and fulfillment of the board’s duties.
2. Sets all meetings and meeting agendas with chief executive.
3. Presides over board meetings, facilitating discussion to ensure that the board focuses on priorities and not details.
4. Manages board actions so that they consistently comply with NGB rules and those imposed upon it from outside authorities.
5. Helps guide and mediate board actions, including the conduct of other board members.
6. Encourages the board's role in strategic planning.
7. Reviews organizational priorities with chief executive.
8. Appoints committee chairpersons in consultation with other board members and chief executive.
9. Acts as spokesperson with the chief executive.
10. Manages chief executive’s formal performance evaluation.
11. Has no individual authority to make decisions about policies created by the board.
12. Manages annual board self-assessment.

**Vice Chair or Vice President**

1. Acts in the absence of chair/president.
2. Performs other responsibilities as assigned by the chair.

**Committee Chair**

1. Sets tone for committee work.
2. Ensures that committee members have information needed to do their jobs.
3. Oversees the logistics of committee's operations.
4. Reports to board chair.
5. Reports to full board on committee's decisions/recommendations, if requested.
6. Works closely with chief executive and other staff as agreed to by chief executive.
7. Assigns work to committee members, sets the agenda, runs committee meetings, and ensures distribution of meeting minutes.
8. Initiates and leads the committee's annual evaluation (if standing committee).
9. Performs other responsibilities as assigned by the chair.

**Committees**

1. Created for a specific purpose, then disband when the job is completed.
2. Are given specific working parameters, such as:
   1. Measurable goals.
   2. Budget guidelines (if a budget relevant and/or available).
   3. Timeline & persons responsible.
   4. Reporting requirements.
   5. Instructed that their work is given serious consideration, but recommendations may be accepted or rejected by the board and/or chief executive.

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**K-2. IHSAA Directors and Staff Complimentary Ticket Policy**

* + - 1. **Forward**

One of the most significant sources of revenue for the Indiana High School Athletic Association, Inc., Inc. resides in the sale of tickets to Tournament Series events. Historically, the IHSAA has provided both members of the Board of Directors and IHSAA staff members with complimentary tickets to attend Tournament Series state championship events. While the IHSAA wishes to oblige families of these specific groups, recent requests far exceed these accommodations and erode at the IHSAA's ability to achieve maximum revenues.

The IHSAA willingly supplies tickets to Board and Staff members with the intention of providing admissions to Tournament Series state championship events to the member and their immediate family. Additionally, these gratis admissions are intended for the exclusive use of the member and their immediate family and it is strongly discouraged by the IHSAA to transfer these complimentary tickets outside the defined group of recipients.

* + - 1. **Complimentary Tickets**
         1. Current members of the IHSAA Board of Directors and the IHSAA Staff are entitled to a maximum of Four (4) tickets for any Tournament Series state championship event.
         2. Former members of the Board of Directors and IHSAA Staff are entitled to a maximum of two (2) tickets for any Tournament Series state championship event.
         3. Any request seeking tickets exceeding these generous offerings must be approved by the Commissioner, prior to the distribution of any tickets.

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1. Team Sports: Baseball, basketball, football, soccer, softball and volleyball. [↑](#footnote-ref-1)
2. School Year Out-of-Season: For each sport, that period of time between Monday of Week 5 and Monday of Week 49 or the last day of the school year, including vacations, that is outside the sport’s Contest Season and outside the period of time a student is eligible to participate in the sport’s Tournament Series. [↑](#footnote-ref-2)
3. Summer: The period which begins on Tuesday following Memorial Day and ends on the day before Monday of Week 5.. [↑](#footnote-ref-3)
4. Contest Administrator: Any individual who works in any capacity at an interscholastic contest site for the host School. [↑](#footnote-ref-4)
5. School Administrator or School Personnel: any member of a School’s faculty or administration team. [↑](#footnote-ref-5)
6. Tournament Series: The championship Tournament Series scheduled annually by the IHSAA in each sport recognized by the IHSAA. [↑](#footnote-ref-6)