



2009-10

Bass Fishing

Manual



2009-10 Bass Fishing School and Managers Manual and Forms

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Revision History

Nov. 5	Pg. 14 Revised Royalty Information, Pg. 15-16 Revised Royalty Report
Jan. 5	Pg. 2 and 3, II-A-Note and VIII-A, Weather date changed to Monday.



2009-10 BASS FISHING STATE TOURNAMENT IMPORTANT DEADLINES AND STATE SERIES DATES

SCHEDULE

April 1	Managers Mail Information Sheet to All Schools in Your Sectional	
April 23	Sectional Tournament — 8:00 a.m. to 3:00 p.m. Schools Need to Turn in Boat Roster at this Time Boats Need to be Safety Checked Prior to Start Check for Life Jackets and Eye Protection 3:00 p.m. — Conduct Weigh-Ins – Release Fish as Directed Present Awards to Top Four Teams and for Largest Fish Enter Results on the IHSA Winner Report on the IHSA Website (Use Codes Provided if Not a Member School)	
April 28	State Final Program Information due online and pictures emailed	
May 6	8-11:00 a.m. 5:00 p.m. 6:00 p.m. 7:30 p.m.	Boat safety checks - Pre-fish may begin once your boat has been safety checked. Pre Fish for State Final ends Reception for Schools and VIPS at Carlyle Lake Conference Center Coaches Meeting
May 7	6:00 to 6:30 a.m. 7:00 a.m. 3:00 p.m. 3:15 p.m. Noon to 6:00 p.m.	Check In Start State Final All Boats Back in Weigh-In Area First Day Weigh-Ins Casting Contest
May 8	6:00 to 6:30 a.m. 7:00 a.m. 3:00 p.m. 3:15 p.m. 8:00 a.m. to 2:30 p.m. 4:00 p.m.	Check In Start State Final – Day Two All Boats Back in Weigh-In Area Final Weigh-Ins Casting Contest Awards



2009-10 Bass Fishing Series Terms and Conditions

In accordance with Section 1.450 of the IHSA Constitution, the Board of Directors has approved the Terms and Conditions governing the 2009-10 IHSA Bass Fishing Tournament Series.

I. SCHOOL CLASSIFICATION

Competition in the IHSA Bass Fishing Tournament Series will be a one class tournament.

II. DATES AND SITES

A. Individual Tournament Series Dates and Sites:

1) Sectional: April, 23, 2010, Friday, Week 42 IHSA calendar.

Tournament sites and team assignments will be posted online.

Note: All Sectional tournaments shall be a one-day tournament. With the weather date being the next Monday.

2) State Final: May 7 and 8, 2010, Friday and Saturday, Week 44 IHSA calendar

The State Bass Fishing State Final tournament will be contracted on a two year basis with emphasis on moving every two years to different geographic locations.

III. ONLINE ENTRIES, WITHDRAWAL PROCEDURES, AND ELIGIBILITY

The policy for Original Entry Deadlines, Late Entries and Late Withdrawals shall be the policies and procedures regarding entry for all IHSA-sponsored sport/activities included in the 2009-10 Entry Policies and Procedures.

A. Online Entries

All member schools must enter their school into the state series competition through the IHSA School Center on the IHSA Website at www.ihsa.org. The deadline for entry is **November 1, 2009**. The 2009-10 Entry Policies and Procedures outlining the online entry procedures for all IHSA-sponsored tournaments can be found in the Schools Center on the IHSA website.

B. Late Entries

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

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

To withdraw without penalty, the Principal must notify the IHSA Office, in writing, of the school's withdrawal from Bass Fishing prior to the seeding meeting date and/or the date the List of Participants is due for that sport. (March 25)

If a school withdraws after the seeding meeting date/List of Participants due date and/or does not show up for competition, the school will be charged a \$100 penalty. If applicable, the school may be charged for any additional financial loss sustained by the offended school(s) or the Association as a result of such breach.

D. Eligibility

All member schools in good standing may enter a team. This is open to male or female students in your school.

All students must meet the eligibility requirements of passing 20 credit hours of class work per week as outlined in the IHSA by-laws.

IV. HOST FINANCIAL ARRANGEMENTS

A. Sectional Host Allowance:

Sectional hosts shall pay all local expenses and shall receive a guarantee of \$200.00.

B. Admission Fees:

1) In the State Tournament Series, ticket prices have been established by the IHSA Board of Directors.

C. Rights Fees for TV and Radio:

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

The Policy regarding media requirements for each Local Manager is contained in these Terms and Conditions.

V. TOURNAMENT ASSIGNMENTS

Schools will be assigned geographically to the IHSA sectional tournaments. The state final will have up to three qualifying boats from each sectional.

VI. TOURNAMENT STRUCTURE AND TIME SCHEDULES

A. Sectional Tournaments

Sectional time schedules will be announced by the local tournament managers.

Time Schedule for the State Final Tournament:

State Final Schedule Thursday, May 6, 2010

8:00-11:00 a.m.	Safety Checks Pre fishing may begin immediately after your boat is checked
7:30 p.m.	Coaches meeting Drawing of boat release

Friday, May 7, 2010

6:00 to 6:30 a.m.	Check in
7:00 a.m.	Start of tournament
3:00 p.m.	Participants must be back
3:00 p.m.	First day weigh-in begins

Saturday, May 8, 2010

6:00 to 6:30 a.m.	Check in
7:00 a.m.	Start of tournament
3:00 p.m.	Participants must be back
3:00 p.m.	Final day weigh-in begins
4:30 p.m.	Awards

VII. ADVANCEMENT OF WINNERS

A. Advancements:

1) Sectional: An equal number of team boats will advance from each sectional up to 3 boats per sectional.

VIII. TOURNAMENT RULES

A. All sectionals will be set for at least 5 hours of fishing and can not exceed 8 hours on the water. This might have to be varied because of weather. A sectional tournament is considered to be complete if half of the scheduled tournament time has been fished. If the tournament is postponed until the next Monday, no fish will count towards the next day weigh-ins.

B. If weather shuts down the Sectional once it has been rescheduled for Monday, the winner will be determined by the fish caught during the time allotted for that sectional on the second day.

C. State final will consist of two days of fishing with a maximum of eight (8) hours of fishing each day, when possible.

D. If weather shuts down either day of the State final once it has started, that day's weight will be determined by the fish caught during the time allotted for that day.

E. In the state final, if one of the days is completed and the other day is not able to be fished because of weather, the winner(s) will be determined by the one day weigh-in.

F. All participants must be back in for weigh-in by 3:00 p.m. at the sectional and the state final. This would vary only if a weather alert has been issued which might shorten that day's tournament. It is the participant(s) responsibility to make sure the boat is back to the dock by 3:00 p.m.

G. There will be a one pound deduction for every minute a participant is late getting back for weigh-ins up to 15 minutes. After 15 minutes, no weight will be allowed for that day. It is the participant's responsibility to notify the tournament manger in advance of the 3:00 p.m. closing time of any problems that may have occurred.

H. There will be a five fish limit per boat. Fish may be culled if a participant(s) has five fish in the live well. No more than (5) fish in the live well at any time.

I. Ties will be broken, if the poundage is equal, in the following manner: First criteria will be the largest fish; second criteria will be the number of fish.

J. All participants must wear a coast guard approved life jacket the entire time they

are on the water. If they do not, disqualification will occur.

K. Participants must only use the gear that is in the boat when the boat leaves the dock at the start of the day. They may use their own gear or the gear of the captain in the boat. If an alternate is used in the tournament, the gear of the alternate must be secured in an area and can be added once the alternate is picked up.

L. Every boat must have an adult captain for driving purposes and only that captain can drive when the outboard motor is in use.

M. Captain of the boat may make suggestions but can not fish in any respect or tie any lures on for the participants. Captain or participants can operate the trolling motor.

N. Team participants of the boat may net the fish for that boat. If a school boat only has one participant on the boat, then the captain of the boat may net fish if asked by the participant.

All fish that are put in the live well must be kept alive. Dead fish will have a 1/2 pound deduction and cannot count as the large fish for that boat. Dead fish may not be culled.

O. All fish will be released immediately after weigh-in.

P. There will be a speed limit enforced at all sectional and state final tournaments. The speed limit will be no faster than 35 mph or the lake requirement will be enforced, if slower than 35mph.

Q. Teams of up to four participants per boat may be entered by each school. A school may enter up to two boats where only two of the four students entered for that boat may fish at any one time on that boat. This means only 2 students in the boat. The total weight for each of the five fish limited to that boat will count for the team total of that tournament.

R. Individual weight will also be recorded for the top fish designated by each boat. The largest fish award will be given at each tournament to all participants of the boat that weighs in the largest fish of that tournament.

S. No live bait or trolling is allowed in the sectional or state final.

T. Participants must stay completely in the boat unless they are using an authorized rest room facility or they are back at the dock switching participants

U. Coaching: The captain of the boat is allowed to talk to the participants, but can not fish in any respect.

V. Unsportsmanlike Conduct: Managers and officials have the strictest instructions to disqualify any participant, coach and/or other person guilty of profane or indecent language or of gross unsportsmanlike conduct. IHSA By-laws 2.030, 3.151, 6.011 and 6.012 give the Board of Directors complete authority to penalize a school for any unsportsmanlike conduct on the part of the principal, the coach, athletes, or any member of the faculty or Board of Education or any other official representative of any participating school. This authority will definitely be exercised by the Board of Directors.

IX. TOURNAMENT POLICIES

A. State Final Passes: Each school will receive passes for all qualifiers, a pass for the coach, and a captain's pass to drive the boat. Only people with passes will be allowed on boats.

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

C. Media Requirements:

1) Provide Space:

Space shall be set aside to provide for news media representatives covering the state series whether they are from newspapers, internet sites, radio stations, commercial television stations and/or cable television stations, according to the IHSA Policies regarding News Media credentials and working assignments for IHSA state series.

2) Radio and TV:

It is the responsibility of the Local Manager to accept applications, approve requests to originate, collect proper rights fees payment (where required) and make cancellation refund for television and/or radio play-by-play originations, according to the IHSA Television and/or IHSA Radio Broadcast Policy.

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

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

c. Television and/or Radio Stations which do not apply in advance, or which do not pay required rights fees prior to the start of competition in each respective level in this state series shall not be given credentials nor allowed access to the facility to origi-

nate. Sponsors of the originations for television and radio shall be only those so stipulated in the respective IHSA Television and Broadcast policies.

3) Administrative Detail:

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

D. Tobacco Products: No coach, player or any other person connected with a team shall be permitted to use tobacco products in the competition area, either during practice or while a contest is in progress.

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

F. Alcoholic Beverages and IHSA State Series Events: The possession, distribution, sale and/or consumption of alcoholic beverages are prohibited at the site and on any affiliated property of any IHSA state series contest. State series hosts are required to make all state

series contest sites and any affiliated property, including parking lots, fan accommodation areas, and other school or event venue property, alcohol free zones on the date or dates of any IHSA event being held at the site. Violation of this policy by an event host will subject the host to a penalty for violation of IHSA By-law 2.020. Such penalty may include but not necessarily be limited to prohibition against subsequent event hosting assignments. Violation of this policy by a non-hosting member school will subject the school to penalty for violation of IHSA By-law 2.020. Patrons of any IHSA state series contest determined to be in violation of this policy will be removed from the premise, and law enforcement officials will be called as warranted. No ticket refunds will be granted in such cases.

X. AWARDS

A. In all Sectional Tournaments, medals will be awarded to the first, second, third and fourth place boats. A plaque will be awarded to the school winner in the Sectional Bass Fishing Tournament. Individual medallions will be given to the team participants in the boat catching the largest fish.

B. In the Bass Fishing State Final Tournament, individual medallions will be given to the team participants in the boat catching the largest fish.

C. First, second and third place trophies will be awarded to the school boat winners in the State Final Bass Fishing Team Tournaments.

In addition, medallions will be presented to the first, second and third place team participants in each class.

D. Awards Ceremonies: At all tournaments when participants are receiving awards, they shall wear their school's official uniform. No extra clothing, hats, caps, signs, or other adornment shall be worn or carried at the awards ceremony. If a contestant fails to wear his/her official school warm-up or uniform, he/she shall not be allowed to participate in the awards ceremony.

XI. OFFICIALS

Official weigh-in supervisors will be assigned by the IHSA for all sectional tournaments and the state final.

Do What's Right!

Sportsmanship

Coaches and Participants:

1. Set a good example for spectators to follow.
2. Respect the integrity and judgment of game officials, and accept their decisions graciously.
3. Respect the integrity and personality of the individual athletes and coaches.
4. Display modesty in victory and graciousness in defeat.
5. Show respect for opponents before, during, and after contests.
6. Do What's Right! Represent your team, school and community with dignity.

Spectators:

1. During the National Anthem, students, participants and fans should remove any hats, face the flag, not talk, place the right hand on the heart, and remain still until the end of the anthem.
2. During the National Anthem, when singing, follow the music and lyrics precisely.
3. Show respect for opposing players, coaches, spectators, and support groups.
4. Respect the integrity and judgment of game officials and accept their decisions graciously.
5. Show respect for members of the coaching staff and team.
6. Display modesty in victory and graciousness in defeat.
7. Recognize and show appreciation for outstanding plays by either team.
8. Use only cheers that are positive in support of their team.
9. Encourage coaches, players, and other fans to Do What's Right!

Acceptable Behavior...

- Applause during introduction of players, coaches and officials.
- Players shaking hands with opponents while both sets of fans recognize player's performance with applause.
- Accept all decisions of game officials.
- Spirit Participants lead fans in positive support.
- Handshakes between participants and coaches at the end of contests, regardless of the outcome.
- Treat competition as a game, not a war.
- Coaches/players search out opposing participants to recognize them for outstanding performance or coaching.
- Applause at the end of the contest for performance of all participants.
- Everyone showing concern for an injured player, regardless of team.
- Encourage surrounding people to display only sportsmanlike conduct.

Unacceptable Behavior...

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



Prevention of Heat Illness Guidelines

Athletes participating outdoors in hot, humid weather or indoors, in non-air conditioned or poorly ventilated gyms are susceptible to heat related illness. While it is the responsibility of each school participating in an IHSA contest to allow adequate acclimatization to the heat prior to the contest, it is the authority of the local manager to adjust or alter a contest based on the environment. Managers should check the environment one-hour before the scheduled contest.

If a high risk is present, the manager has the authority to alter game conditions. Athletes should drink one to two cups of water in the hour preceding competition and continue drinking during the activity every 15-20 minutes. If conditions become severe the manager may suspend or alter the contest. Altering the contest may include stoppage of play for a mandatory drink period, stopping play for a rest period where gear and clothing may be loosened to allow heat loss, stopping play to allow for removal of outer clothing, socks and or shoes or even postponing the contest.

Local Managers should refer to the Heat Index Table below if the host school does not have a plan or means to assess both the temperature and humidity prior to the contest. This heat index can be used to define caution, extreme caution, danger and extreme danger risk conditions. Additional heat and hydration information can be found by accessing the Sports Medicine link on the IHSA web site at www.ihsa.org.

Heat Index Chart

Heat Index in °F (°C)

Temp in °F/°C	Relative Humidity (%)												
	40	45	50	55	60	65	70	75	80	85	90	95	100
110 (47)	136 (58)												
108 (43)	130 (54)	137 (58)											
106 (41)	124 (51)	130 (54)	137 (58)										
104 (40)	119 (48)	124 (51)	131 (55)	137 (58)									
102 (39)	114 (46)	119 (48)	124 (51)	130 (54)	137 (58)								
100 (38)	109 (43)	114 (46)	118 (48)	124 (51)	129 (54)	136 (58)							
98 (37)	105 (41)	109 (43)	113 (45)	117 (47)	123 (51)	128 (53)	134 (57)						
96 (36)	101 (38)	104 (40)	108 (42)	112 (44)	116 (47)	121 (49)	126 (52)	132 (56)					
94 (34)	97 (36)	100 (38)	103 (39)	106 (41)	110 (43)	114 (46)	119 (48)	124 (51)	129 (54)	135 (57)			
92 (33)	94 (34)	96 (36)	99 (37)	101 (38)	105 (41)	108 (42)	112 (44)	116 (47)	121 (49)	126 (52)	131 (55)		
90 (32)	91 (33)	93 (34)	95 (35)	97 (36)	100 (38)	103 (39)	106 (41)	109 (43)	113 (45)	117 (47)	122 (50)	127 (53)	132 (56)
88 (31)	88 (31)	89 (32)	91 (33)	93 (34)	95 (35)	98 (37)	100 (38)	103 (39)	106 (41)	110 (43)	113 (45)	117 (47)	121 (49)
86 (30)	85 (29)	87 (31)	88 (31)	89 (32)	91 (33)	93 (34)	95 (35)	97 (36)	100 (38)	102 (39)	105 (41)	108 (42)	112 (44)
84 (29)	83 (28)	84 (29)	85 (29)	86 (30)	88 (31)	89 (32)	90 (32)	92 (33)	94 (34)	96 (36)	98 (37)	100 (38)	103 (39)
82 (28)	81 (27)	82 (28)	83 (28)	84 (29)	84 (29)	85 (29)	86 (30)	88 (31)	89 (32)	90 (32)	91 (33)	93 (34)	95 (35)
80 (27)	80 (27)	80 (27)	81 (27)	81 (27)	82 (28)	82 (28)	83 (28)	84 (29)	84 (29)	85 (29)	86 (30)	86 (30)	87 (31)

Category	Heat Index	Possible heat disorders
Extreme Danger	130° F or higher (54° C or higher)	Heat stroke or sunstroke likely
Danger	105°-129° F (41°-54° C)	"Sunstroke, muscle cramps, and/or heat exhaustion likely. Heatstroke possible with prolonged exposure and/or physical activity.
Extreme Caution	90°-105° F (32°-41° C)	"Sunstroke, muscle cramps, and/or heat exhaustion possible with prolonged exposure and/or physical activity.
Caution	80°-90° F (27°-32° C)	Fatigue possible with prolonged exposure and/or physical activity.

• reproduced from NWS, Birmingham, AL

IHSA Severe Weather Safety Guidelines

To be used during any IHSA state series contest

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

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

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

Advance Planning:

Local Managers should have a documented plan in place, designated people who are responsible for monitoring the weather and a qualified person (typically a trained manager and/or officials) to make the decision to suspend play. In state series competitions, the **local tournament manager** or official(s), if assigned, can make the decision to suspend play.

Monitoring Weather:

Local Managers during the contest should be aware of any potential thunderstorms that may form during the competition; if an evacuation is needed, managers should also know how long it would take teams to get to their safest location. Monitoring the weather with a weather alert radio, or with lightning detection systems, or any other available means, is recommended.

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

Lightning Awareness

Generally speaking, it is felt that anytime a cloud-to-ground strike of lightning can be seen, or thunder heard, risk is already present. It is time to seek shelter.

Criteria for Suspending Play

If the local management does not have commercial weather warning equipment at the site or an efficient method of making an accurate, timely decision on location, listening for thunder is the best way to mitigate the danger. If thunder is heard, or lightning is seen hitting the ground, the thunderstorm is close enough to strike in your location. According to the National Weather Service, lightning can strike 10 miles away from the parent thunderstorm. When thunder roars, go indoors! It is important that local manager monitor not only how far away the lightning is but also how fast it is approaching. Thunderstorms can form and move quickly and danger can arrive quickly.

Either tournament/event management or assigned contest officials have the authority to suspend or cancel interscholastic contests. It is recommended that those groups work together in making such determination and use any and all available information in doing so. Participating schools with concerns at particular events should direct those to tournament/event management or assigned contest officials.

The following guidelines should be followed in determining when to suspend an event:

1. Anytime a cloud-to-ground strike of lightning can be seen, or thunder heard, risk is present, and a contest should be suspended. At that point, the 30 minute rule for resumption should go into effect.
NOTE: Due to the layout of some outdoor facilities, contest officials or tournament managers may not be able to see lightning actually "strike the ground." However, whenever lightning is seen moving out of clouds towards the ground, it can be assumed that the lightning is, in fact, striking the ground somewhere, and, as a result, the contest should be suspended.
2. If lightning or thunder is not present but the weather is starting to become ominous, tournament management and/or contest officials should use all available information to determine if and when a contest should be suspended. Care for both participants and spectators should be taken into account at this point. If in doubt, contest officials or tournament managers are encouraged to exercise caution and suspend play. At such a point, tournament officials should be ready to implement their emergency plans. However, competing schools who pull their teams or athletes off a field of competition prior to a contest or event's suspension do so at the risk of forfeiture or disqualification from the game or event.
3. Suspended contests or events should be resumed at a time when the weather and/or field conditions allow for resumption.

Evacuation Plan

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

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

Resuming Activity

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

Schools are Required to Submit State Final Program Information Online

Dear Coach or Athletic Director:

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

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

To log in the Schools Center, go to the main IHSA Web page (www.ihsa.org) and click on the Schools Center link. Then use your School ID and password (obtainable from your A.D. or principal) to log in. On the main menu of the Schools Center, look for the "Sport & Activity Tracker" area. Find Bass Fishing and follow the row across until you find a link labeled "SFInfo" in the column labeled "Required Reports". Click on the link and follow the instructions to fill out the required pages.

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

The deadline for submitting the state final program information online is **April 28, 2010**.

INSTRUCTIONS FOR EMAILING PICTURES

1. Submit pictures electronically through e-mail following these directions **no later than April 28, 2010**.

A. DIGITAL PHOTOGRAPHS:

We greatly prefer digital photographs over scans.

- 1) Select the highest resolution possible for your camera.
- 2) Make sure you take the photo in a well-lit area without any dark shadows.
- 3) Get as close as you can to the subject, filling the entire frame. For an individual photo, focus on the head and torso only.
- 4) Try one photo with flash and one without flash to see which gives you the best result.
- 5) Take a photo of each qualifying team in school uniform, with the coach and boat captian included. Do not wear hats or caps in the picture. A sample photo can be seen below. Email a picture for each team qualifying for the state final. If you have two teams qualify, you will submit two team pictures.

B. SCANNED PHOTOGRAPHS:

If you must scan a photo, and you are not sure what “resolution” and “pixels” mean, please talk to someone on your technical staff.

- 1) Scan the photograph at a high resolution. The resolution required for printed photographs is much higher than that used on a computer screen.
- 2) For team photos, your scan should be at least 2,000 pixels (dots) wide – much wider than your computer screen.
- 3) For individual photos, your scan should be at least 500 dots wide.**

2. Cutlines (identification of each person in the picture) need to be emailed with each picture. Identify each person from left to right.
3. **Give your photograph a file name that indicates exactly what it is. For example: “John Doe of Aledo” or “Aledo Soccer Team”.**
4. Save the file with a .JPEG (.JPG) or .TIF extension

5. Due to the high volume of pictures that we receive, **we greatly prefer that you email all pictures and cutlines in one email if possible** (Superintendent, principal, athletic director, head coach, and team). **Please include your school name and the corresponding activity in the subject line of the email.**

6. Email to.... ccharlton@ihsa.org

Sample photo and cutlines



From left: Coach Chuck Davis, Tad Chatten, Vince Bales, Tim Smear.

Managers Checklist 2010



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

1. Prepare and mail out information sheet for sectional tournament. (See attached copy)
2. Secure help for check in – boat safety checks and equipment check (life jackets and protective eyewear)
3. Secure cell phone numbers from all captains on the boat. Each boat must have a cell phone.
4. Review rules with all coaches and contestants.
5. Secure a method of tracking weather for the day in case of inclement weather.
6. Review the terms and conditions relating to when a tournament is considered completed with all schools.
7. Secure scales for weigh in.
8. Secure help to properly release fish according to DNR's instructions on that lake.
9. Make sure that all sponsorship signs are posted for this event. These will be provided by the IHSA.
10. Collect all rosters of the boats and make sure all the information is properly completed.
11. Make sure that you have one boat on the lake available to help in an emergency, if necessary.
12. Contact local authorities and have numbers ready in case of an emergency arises.
13. Secure an area to present the awards for your sectional. Many sites will use outdoor shelters as the awards area.
14. Remind all schools that qualify for the state final to fill out the state qualifying information section located in the Schools Center on the IHSA web site. We will also need a picture of the school qualifiers and coach. This can be sent electronically to the IHSA by e-mailing the picture and names of everyone in the picture to ccharlton@ihsa.org.
15. Remind all state qualifiers that the pre-fish will start immediately following your safety check on May 6.
16. A reception will be held at 6:00 p.m. Information regarding the reception will be included in the school packet which will be available when they check in for the pre-fishing time on May 6.
17. The coaches meeting for the state final will be held on May 6 at 7:30 p.m. at the reception.
18. Lodging: Go to the IHSA website (www.ihsa.org) and click on the bass fishing link. Go to lodging for a list of rooms available.
19. Sectional managers will need to complete the winner report located on the IHSA website and enter the results of your sectional as soon as you can after the tournament is completed.
20. Sectional managers will need to have one person on the shore during the tournament to supervise alternates in who are waiting for their turn to fish. These alternates must be in a designated area until their team boat returns to switch partners. No alternate may fish from the bank.
21. Remind all participants that they may use nets to get the fish into the boats.
22. Remind all participants that no trolling or the use of live baits is allowed.
23. Live well additives are OK and recommended to keep fish alive.
24. Adults on the boats are allowed to make recommendations, talk to the participants and help them read the graphs. Only one adult per boat and that adult should not handle the rods, reels or tackle.
25. Adults must run the outboard motor – participant or adult may operate the trolling motor.



2010 IHSA BASS FISHING STATE TOURNAMENT

Sectional Tournament Information Sheet

Site of tournament: _____ (list the lake)

Tournament Manager: Name: _____
Phone: _____
E-mail: _____

Date: April 23, 2010

Schools entered: _____ (list all schools entered)

Check in time: 7:00 am

Rosters: These are to be turned in at check in – (send each school a Team Roster Form)

Safety check: All boats must meet the safety check as designated by the DNR. (See attached list and provide this to each school in your sectional mailing.)

Equipment check: All coaches and participants must wear a coast guard approved life jacket and protective eye wear the entire time on the boat.

Lake restrictions: (List all lake restrictions that must be followed for this body of water)
Motor restrictions, no fish areas, etc.

Exact fishing times: (List the exact time they have on the water to fish, the time they must be back in the weigh in area and where the weigh in area is located.)

Limits: Each boat must have a bump board and no fish under 12 inches may be kept.
Only 5 fish may be in the live well at any one time in the boat. The five fish limit applies to the team on that boat. The participants may release one fish to replace it with a larger one, if they have met the 5 fish limit. All fish must be kept alive. Penalty will be assessed for any dead fish. (See Bass Fishing Terms and Conditions.)

Communication: All boats are required to have a cell phone and must provide the tournament manager the number of that cell phone in case of an emergency or bad weather conditions.

Uniforms: School uniforms can only have the school name and/or logo and the student's name on them. Any sponsorship the school has secured cannot be displayed on the uniforms or on the coach/driver of the boat. Sponsorship logos may be displayed on the boats that are in the tournament.

License: All participants must have a current Illinois fishing license, unless under the minimum age requirement.

INSTRUCTIONS FOR SUBMITTING SECTIONAL WINNER REPORT

Managers are required to complete the Sectional WINNER REPORT online.

Host sectional managers should use the IHSA School ID and Athletic Director Password to enter the IHSA Schools Center. Note that the passwords for the 2009-10 school term are the same as those used last year.

If you are not associated with a school, you will go to the IHSA website and enter the following code to enter the Winner Report section:

ID# _____

Password _____

Log on to www.ihsa.org and click on the Schools Center link. Enter your school's four-digit School ID number and password. On the next page, go to the "Tournament Management" area, find the row that lists the correct tournament, and click on the "Winner Report" link. Please follow the instructions shown on the screen as you fill in the necessary information. Additionally, please confirm that all the information (records, year in school and spelling of names) is correct.

(If you experience any problems, please call the IHSA Office (309-663-6377) and ask for Cheryl Charlton)

**THE WINNER REPORT IS DUE ONLINE NO LATER THAN
ONE (1) HOUR AFTER THE CONCLUSION OF YOUR TOURNAMENT.**

IHSA Licensed Vendor



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

School Information:

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

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

Vendor Information:

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

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

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

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

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

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

For additional information regarding Licensing and Royalty, contact Brandi Waters at 309-663-6377 ext. 17, or visit the IHSA website at <http://www.ihsa.org/school/vendors.htm>.



2009-10
Awards Delivery Information

To Managers of All IHSA Tournaments:

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

1. Be advised that at **Regional and Sectional Tournaments**, medals and plaques may be shipped separately and may not arrive at your tournament site on the same day. Please open boxes immediately to check contents, as medals **CAN** be in plaque boxes. **NOTE:** There are no medals given at Regional and/or Sectional Levels in the team sports of baseball, basketball, competitive cheerleading, football, soccer, softball and volleyball, and in the activities of Drama/Group Interpretation and scholastic bowl. Please consult your terms and conditions for the correct amount of medallions.

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

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

2. Awards will be shipped to the school sites directly from A & M Products via United Parcel Service.
3. Please inform whoever receives your United Parcel deliveries to expect awards to arrive up to two weeks prior to the tournament, and ask them to deliver the packages directly to you when they arrive.
4. It is very likely that some awards (particularly trophies) will arrive in two or more boxes and will need to be assembled. **They may not arrive on the same day, but should be opened as they arrive.**
5. Please check all trophies, plaques, etc., to see that they are in good condition and not damaged in any way. You should note that they are engraved with the proper sport, tournament level, year, etc.

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

Thank you very much for your cooperation.

Ron McGraw
Asst. Executive Director

Assembly Instructions for IHSA State Series Trophies

(please use caution when assembling the trophies)

Upon receipt of your Trophies and Awards, please inspect them immediately so replacements can be shipped to you, if you notice a damaged trophy or figurine. If replacements need to be issued, please contact A & M Products at the number below.

We recommend the following for attaching the figures to the IHSA State Trophy:

- Unwrap each figure. If there is a hex nut on the post of the figure remove it. It should not be needed.
- Lay the trophy on its back on a flat surface and remove the hex nut from the rods from underneath the trophy.
- Push the rod through the top of the trophy and remove the ferrule (the hollow threaded tube) from the rod and attach the ferrule to the threaded post of the figure. Screw the ferrule all the way up the threaded post of the figure.
- Screw the rod back onto the ferrule until it is tight.
- Place the rod, with the figure attached, back through the top of the base and through the holes in the bottom of the base.

IMPORTANT - please be careful that the figure(s) is not supporting the weight of the trophy. **Figures can be easily broken.**

DO NOT OVER TIGHTEN THE FIGURE ONTO THE BASE THIS CAUSES THE BOLT TO BE PULLED OUT FROM UNDERNEATH THE FIGURE

Please do not pick up and carry the trophy by the side figures.

The **CHAMPION** and **RUNNER-UP** trophy receive **three** of the bigger #1 figures.

The **THIRD PLACE** and **FOURTH PLACE** trophy receive **one** of the bigger #1 figures for the top. And the **two** smaller #2 figures are the side figures.

If you have any questions please call A & M Products, (815) 875-2667

2009-2010 Regional/Sectional Duplicate Awards Order Form for Ties

This form is to be completed by the **Regional and/or Sectional Manager** for participants who earned medals at the Regional or Sectional Tournament whose medal needs could not be fulfilled from tournament supplies. Please return any medals not issued from your tournament to A & M Products, 575 Elm Place, Princeton, IL 61356.

All Orders must be faxed directly to **A & M Products at (815) 879-0400, not the IHSA Office**

Sport: _____

Immediately following your **Regional and/or Sectional** tournament, please fax your order to A & M Products. The medals will be sent directly from A & M Products to the School/Recipient listed. You must use this form to place your order.

The following information is required to process your order.

Town/School (must supply both)	Name of Recipient	Indicate Regional or Sectional	Boys or Girls	Class A or AA -or- 1A, 2A, 3A or 4A	Indicate By using T=Team (Plaque) I=Individual (Medal)	Place	Ind. Event (If applicable, ie: Track: Pole Vault, Long Jump, Swimming: Diving, 100-yd. Butterfly, Tennis: Single, Doubles, Wrestling: 102lb., Speech: IE, etc.)
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							

Regional/Sectional Site	
Manager's Signature	
Manager's Phone Number	

2009-10 Bass Fishing Tournament Financial Report



This Host School Guarantee is for the Bass Fishing **SECTIONAL** held at:

_____ (Town/City) _____ (High School)

The Host School Guarantee for each IHSA state series event has been calculated on the premise that certain expense components will most likely be incurred by the Host School.

HOST SCHOOL GUARANTEE due to your school*\$ _____

*Host school shall pay all local expenses and shall receive a guarantee of \$200.00.

ROYALTY INFORMATION: (Complete this section only if programs and/or merchandise was created for this tournament.)

Program Vendor: _____
(Company and City of Business)

Merchandise Vendor: _____
(Company and City of Business)

REPORT OF UNOFFICIAL WITHDRAWALS: (Please list any school that was assigned to your Sectional but did not participate. If all the schools that were assigned participated in your Sectional, please write NONE on the first line below.)

This financial report must be submitted to the IHSA Office within 10 days of the completion of your tournament.

Failure to submit the report within 60 days will result in the forfeiture of any refund or host guarantee.

Mail your report to IHSA, P.O. Box 2715, Bloomington, IL 61702-2715, or fax it to 309-663-7479. If you have any questions, please contact Tammy Craig at 309-663-6377 or tcraig@ihsa.org.

Signed: _____ (Manager) _____ (Principal)