

# Athletic Password

Principals and athletic directors will be able to give an athletic password to their coaches to allow them access to certain member center information. The Athletic Password gives coaches the ability to complete their regional entry form information, team records, and Regional/Sectional Host Administration pages. The Athletic Password Center does not give coaches access to school or financial information.

The Athletic Password will change with each new school year. Returning coaches will have to obtain a new password with each school year.

The Athletic Password is available to the administrator at your school's member center.

Find Password Here

Entry Center Password	
Athletic Password	3kyzt (Sample only)

## 1. Where do I enter the password?

Go to the IESA website and click on the red Member Center login button in the upper left-hand corner of the home page. This will take you to the example below.

Administrators, coaches and directors log in here.	
<b>Choose your school and enter your password to log in.</b> Choose your school by common name (city first), ex. Normal Parkside.	
Your School	<input type="text" value="Choose City/School"/>
Password	<input type="password"/>
<a href="#">Click here to log in</a>	

## 2. Athletic School Page (Athletics Forms and Links)

Your athletic school page will give you access to the activity tracker, entry center logins, general information, and the email center.

<a href="#">Menu</a>	Bloomington JHS (Example)						<a href="#">Log Out</a>	
<a href="#">Activity Tracker</a> - <a href="#">Entry Center Logins</a> - <a href="#">Information</a> - <a href="#">Email Center</a> - <a href="#">Officials Search</a>								
Your user session will expire @ 12:06:52 PM				<a href="#">REGISTER FOR IESA TEXT ALERTS</a>				
2015-2016 Activity Tracker								
GREEN = GOOD TO GO		YELLOW = ATTENTION		RED = OVERDUE/PROBLEM				
Activity	Coach	Paid	Activity Suspension	Entry Form	Seeding		Team Photo	Coop
					Contests	Ranking		
Girls Softball	Julie Cochran	PAID	OK	ASSIGNMENTS PENDING				NO
Boys Baseball	Steve Endsley	PAID	OK	ASSIGNMENTS PENDING				NO
Boys Cross-Country		PAID	OK	ASSIGNMENTS PENDING				NO
Girls Cross-Country		PAID	OK	ASSIGNMENTS PENDING				NO
7th Girls Basketball		PAID	OK	ASSIGNMENTS PENDING				NO
8th Girls Basketball	Nicole Schaeftbauer	PAID	OK	ASSIGNMENTS PENDING				NO
7th Boys Basketball	John Venerable	PAID	OK	ASSIGNMENTS PENDING				NO
8th Boys Basketball		PAID	OK	ASSIGNMENTS PENDING				NO
Activity	Coach	Paid		Entry Form			Photo	Coop
Your 2015-2016 Sportsmanship Ratings Surveys								
<a href="#">View all your Sportsmanship Evaluations</a>								

### 3. Entry Center Logins Link

Entry Centers & Host Administration		
Activity	Entry Center Links	Password
Athletic Director		583b21 (Sample only)
Girls Softball	<a href="#">Entry Center</a>	
Boys Baseball	Access Pending	
Cross-Country	Access Pending	
Girls Basketball	Access Pending	
Boys Basketball	Access Pending	

**Once the assignments have been posted for an activity, the Entry Center will become active.** Here the coach can update the regional entry form, enter their schedule and results, complete sportsmanship ratings for opponents, and complete official evaluations for regular season and state series games. If your school is hosting an activity, then your host administration information will show in the entry center as well.

### 4. Information Link

Information		
School Administrative Links	Competitions	Important Resources
<a href="#">C. Coaches</a>	<a href="#">B. Open Dates</a>	<a href="#">All-School Mailing</a>
<a href="#">Job Openings</a>	<a href="#">Cheerleading Competitions</a>	<a href="#">Fee Schedule</a>
<a href="#">Classified Ads</a>	<a href="#">Chess Competitions</a>	<a href="#">Forms &amp; Documents</a>
Available using School Password	<a href="#">Cross-Country Invitationals</a>	<a href="#">Handbook</a>
School Information	<a href="#">Scholastic Bowl Invitationals</a>	<a href="#">Membership Directory</a>
Invoices	<a href="#">Wrestling Invitationals</a>	<a href="#">A. Search for Officials</a>
Host Interest		<a href="#">Standardized Calendar</a>
Cooperative Teams		<a href="#">State Hosts and Dates</a>
Activity Updates	Other Resources	
<a href="#">Baseball, Boys</a>	<a href="#">Scholastic Bowl</a>	<a href="#">Athletic Director Workshop Brochure (PDF)</a>
<a href="#">Basketball</a>	<a href="#">Softball, Girls</a>	<a href="#">Building Blocks to Success certificate blank (PDF)</a>
<a href="#">Bowling</a>	<a href="#">Speech</a>	<a href="#">Division Meeting Presentation (PPT)</a>
<a href="#">Cheerleading</a>	<a href="#">Track &amp; Field</a>	<a href="#">Officials Reminder Memo (PDF)</a>
<a href="#">Chess</a>	<a href="#">Volleyball, Boys</a>	<a href="#">Participation Fee Survey Results by County</a>
<a href="#">Cross-Country</a>	<a href="#">Volleyball, Girls</a>	<a href="#">Payment to Officials Information Sheet</a>
<a href="#">Golf</a>	<a href="#">Wrestling, Boys</a>	<a href="#">Standardized Calendar, file for import into Outlook</a>
<a href="#">Music</a>		<a href="#">Strategic Planning Information</a>
		<a href="#">Tournament Admissions Information Sheet</a>
		<a href="#">W-9: Request for Taxpayer ID Number (PDF)</a>

These Updates are also found on the activity pages on the general website.

**A. Search for Officials:** Click here and you can search for officials for any given sport. This may also be accessed from the top link.

**B. Open Dates:** Click here and you can enter open dates you have for a given activity that will show to all schools on the IESA website.

**C. Coaches:** Click here and you can enter the Head Coach name, email and phone number for each activity. This will be used in the email center for host schools and the IESA to contact you directly.

## **Today's Youth, Tomorrow's Leaders: Display Good Sportsmanship**

### **Coaches and Participants:**

- Set a good example for spectators to follow.
- Respect the integrity and judgment of game officials, and accept their decisions graciously.
- Respect the integrity and personality of the individual athletes and coaches.
- Display modesty in victory and graciousness in defeat.
- Show respect for opponents before, during, and after contests.
- Represent your team, school and community with dignity.

### **Spectators:**

- Show respect for opposing players, coaches, spectators, and support group.
- Respect the integrity and judgment of game officials and accept their decisions graciously.
- Show respect for members of the coaching staff and team.
- Display modesty in victory and graciousness in defeat.
- Recognize and show appreciation for outstanding plays by either team.
- Use only cheers that are positive in support of their team.
- Encourage coaches, players, and other fans to display good sportsmanship.

## **Today's Youth, Tomorrow's Leaders: Expectations of Behavior**

### **Accepted Behavior:**

- Applaud 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.



# IESA Cheerleading Rules

## Girls' and Boys' Basketball Seasons

Please share this information with your school's cheerleading coach as these rules apply to all performances during regular and post-season basketball games.

### **NFHS rules must be followed.**

1. During play, only 12 cheerleaders may be cheering on the sideline/end line at one time provided the space can safely accommodate 12 cheerleaders. A game official may always ask for the sidelines and/or end lines to be kept clear and this number may be reduced for the safety of the players. During full timeouts, between quarters, and at halftime, more than 12 cheerleaders may perform provided the squad can complete their performance without stopping or delaying play.
2. Squads may not perform basket tosses or double full twisting dismounts.
3. Officials must be given room to move along the sidelines and baselines.
4. Athletic shoes must be worn; gymnastics slippers or shoes rated for gymnastics floors are not permitted.
5. Flyers may not have signs with sharp corners or be made of solid material.
6. A twist to a cradle (including log rolls) must not involve more than one rotation - this is permitted only on appropriate mats, grass, and rubberized/soft-yielding surfaces.
7. Stunting while the basketball is in play is not permitted; this includes free throws.
8. The free throw line extended must remain clear of cheerleaders.
9. Head-over-heels stunts are not permitted except as outlined in NFHS Rules 2-9-1 and 3-6-3.

**NFHS Rule 2-1-10** Cheerleaders must remain outside the playing area during a 30-second or less time-out and whenever the ball is in play.

**NFHS Rule 2-1-12** Cheerleaders may not stand behind the free throw lane extended during a basketball game - THIS APPLIES FOR THE ENTIRE GAME. Cheerleaders are permitted to stand on either side of the free throw line extended.

**NFHS Rule 2-3-1** Jewelry may not be worn.  
Religious or medical medals must be taped to the body.

**NFHS Rule 2-3-3** Hair must be worn in a manner that does not interfere with the safe execution of a stunt or tumbling. Long hair that is not secured presents significant risk during partner stunts, pyramids, tosses and airborne tumbling. Hair devices and accessories must be secured out of a cheerleader's face and appropriate for the activity.





# Web Resources

2016-2017

## What you can find on-line IESA website:

- Game and Official contracts
- Good Sport Reports
- Sportsmanship Resources
- Special Reports
- Standardized calendar
- IESA Handbook
- Coaching Education Links
- Advisory Committee Minutes

Please make sure that you complete an online official's rating form after each regular season and state series contest. Rating information is reviewed during the assignment process for officials each year.

## Illinois Elementary School Association

### On-line Host Resources

As a host, there are many resources available for you on the IESA Website.

After you have logged in to your school or athletic page, you will be able to manage your tournament from the various links. All of the information that you as a host complete will be automatically shown on your tournament bracket located on the assignments page of the IESA website.

You will be able to:

- ◆ Set site information. Once site information has been entered, it will automatically be shown on your tournament bracket located on the assignments page.
- ◆ Set driving directions.

By entering the street address of the tournament site, a map will automatically be placed on the bracket page for your tournament.

- ◆ Set date and times for tournament games. This will automatically be shown on your tournament bracket.
- ◆ After the online ranking period, a completed bracket will then be generated for your tournament and shown online. The bracket will show the playing progression of all teams.
- ◆ Set the results for your tournament. After each game is completed, you will be able to enter the

results. The results will be shown on-line and the winning teams will be automatically progressed through the tournament.

- ◆ View and download regional entry form information. Hosts will be able to view and download the regional entry information for all of the schools participating within their tournament.
- ◆ Contact information for participating schools. The contact information – name, phone, and email – for all schools participating within your tournament will be available to the host.

### On-line Resources for Participating Schools– State Series

As a participating school, you will also have on-line resources available to you.

From your school/athletic page:

- ◆ **Regional Entry Forms:** All regional entry form information must be completed prior to the Roster & Record deadline. When completing the form, make sure to include coach contact information. This information is used by the host and IESA to contact your school regarding tournament information. This should be
- ◆ **Season Schedule:** Your season schedule must be filled out online in order for you to participate in the ranking process. Review each entry for accuracy.
- ◆ **Regular season and Post-season Officials Ratings:** Make sure that you are rating the officials after every regular season and post-season contest.
- ◆ **Post-season Sports-**

a number where you can be reached outside of school hours.

### manship Ratings

From the IESA website activity page:

- ◆ **Tournament bracket:** The bracket for your regional/sectional tournament may be found on the assignment page for the activity. The bracket will have all of the information related to your tournament that participating teams and fans may need – dates, times, location, and map. Make sure to inform your parents of the location of this information.



# Web Resources

2016-2017

## What you can find on-line from the Basketball Webpage:

- Tournament schedule
- Tournament site, directions, and times
- Contact Information
- Concussion Information
- Participating School information
- Entry Instructions
- Legal Equipment
- Basketball Record Information



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IESA



@IESA\_IL



youtube.com/iesavideo

## Illinois Elementary School Association

### On-line Resources for Participating Schools– General Information

You are able to access information regarding the regular season information of all participating teams:

- ◆ Go to the IESA website. On the left-hand side of the homepage, click on the “Member School Search” link. Type in the name of the school for which you are seeking information and click “Go”. Click on the appropriate school. Once you have reached the information page for that school, click on the “Activity Participation”

link. Click on the “Contests” link next to the activity you are interested in checking.

Other resource information found on the IESA basketball webpage:

- ◆ NFHS information: Court diagrams, uniform guidelines, and rule changes.
- ◆ Health and Wellness information: concussion resources, heat and hydration information.
- ◆ Advisory Committee information: minutes,

interest submission, committee members.

- ◆ Fanzone Information
- ◆ Forms: Information and Duties for Scorers and Timers, Individual Quarter Worksheet, Uniform and Equipment Rule Information.

### On-line Seeding for Participating Schools

The seeding for both girls and boys basketball will again be conducted online. Coaches will not have to attend a physical seed meeting but must make sure that they complete the online information by the appropriate deadlines. **PLEASE MAKE SURE ALL INFORMATION ENTERED IS ACCURATE.** There are two steps within the seeding process:

#### 1. Complete the requested online information.

**A. Regional Entry Form.** You must complete your Regional Entry Form by the deadline in order to be able to seed the teams in your regional. Teams that do not complete this step by the deadline will not be able to seed and will place their school on probation.

**B. Enter your Regular Season Contest Information.** Enter all of your regular season contests and results. This includes regular season games– both conference and non-conference– and all regular season tournament games. If you have games that have not yet been completed, please make sure that they are listed on your schedule as pending. Please do not list any “B” game or non-varsity games on your online schedule.

#### C. Enter Regular Season Comments.

**2. Ranking of Regional Teams.** Participating teams will go online during the designated time frame and rank the teams within their regional. Teams who did not enter the required information will be seeded last.

# INSTRUCTIONS TO AND DUTIES OF THE SCORER FOR BASKETBALL GAMES

## BEFORE THE GAME:

1. A team must begin the game with five players.
2. All games are played with 6 minute quarters. Overtime periods are 3 minutes. Member schools may play away games with 7 minutes quarters with SIJHSAA member schools.
3. Ten minutes before scheduled game time, the scorer must be supplied with each team's roster, numbers and starting lineup.
4. Notify the referee if either list is not submitted on time or is altered after the time specified.
5. If there are discrepancies, notify the referee before the ball is tossed.
6. Have coach sign that lineup is correct.

## DURING INTERMISSIONS:

1. Halftime length is 10 minutes.
2. Either the official scorer or a delegated assistant must be at the scorer's table with the official scorebook at all times.
3. Verify the lineup after all intermissions and notify either floor official if a player, who has not reported, has entered the court.

## DURING THE COURSE OF THE GAME:

1. The nonofficial scorers (visiting team) should check each entry with the official scorebook.
2. The official and nonofficial scorers should:
  - a. Announce to each other and record the total running score.
  - b. Announce the name and number of the player who scores.
  - c. Verify the scoreboard score.
  - d. Compare the summary of individual scores with the total running score at the end of each half.
  - e. Exchange the name and number of the player committing a foul and indicate the total fouls charged to the player.
  - f. Be responsible for the alternating-possession arrow.
  - g. Record warnings reported by an official.
3. In case of controversy, the record of the official scorebook is accepted unless the referee has knowledge which permits him or her to rule otherwise.
4. The "Mercy Rule" has been adopted for all IESA contests. The following guidelines should be used:
  - a. A running clock shall be utilized during the fourth quarter in contests with a 30 point differential in score.
  - b. Once the clock begins running continuously because of the point differential, it is to remain running for the rest of the contest, even if the point differential drops under the 30 point barrier during the fourth quarter.
  - c. If a contest should begin its fourth quarter with a 30 point differential in score or greater, the entire fourth quarter will be played with a running clock. The running clock shall not be used prior to the fourth quarter of any contest.
  - d. If, while using the running clock because of the point differential and the trailing team somehow tied the contest at the end of regulation, any and all subsequent overtime periods would be played using the continuous clock.
  - e. The running clock would only be stopped once it starts for the following:
    1. A team timeout,
    2. To replace a disqualified player,
    3. To administer a technical foul,
    4. To attend to an injured player,
    5. Any other situation of concern to an official.
5. Monitor the individual quarter participation of IESA athletes: Individuals are limited to a maximum of 8 quarters per day in regular season contests and/or regular season tournament play. Notify participating coaches if the individual limitations have been exceeded.

## SCORING:

1. T for technical foul (direct or indirect on coach).
2. Record the number of charged time-outs (who/when) for each team.
3. Check the scoreboard often and have the progressive team totals available at all times. Points scored in the wrong basket are never credited to a player, but are credited to the team in a footnote. Points awarded for basket interference or goaltending by the defense are credited to the shooter. When a live ball goes in the basket, the last player who touched the ball causes it to go there.

## **NOTIFY THE NEARER OFFICIAL WHEN:**

1. The bonus penalty is in effect for the seventh, eighth and ninth team foul in each half. The bonus display indicates a second free throw is awarded for all common fouls (other than player-control) if the first free throw is successful. The proper bonus panel, such as (H for home and V for visitor) shall be displayed after the penalty for the sixth team foul has been administered. Another method is to activate a light or device nearest the basket of the team which is to receive the bonus.
2. The tenth team foul occurs each half. Thereafter, the bonus (second free throw) is awarded for a common foul (except player control) whether or not the first is successful.
3. Any player is charged with his or her fifth foul (personal or technical), the second technical foul is charged to any team member, bench personnel, directly to the head coach or the third technical foul is charged to the head coach.
4. Either team has been granted its allotted charged time-outs or an excess time-out.
5. The ball is dead or in control of offending players team if:
  - a. Player has not reported.
  - b. Player's number changed.
  - c. Player is illegally in game.
6. The ball is dead, if there is a score dispute or doubt about an official's decision.
7. Any player enters while wearing an illegal number.
8. The ball is dead and the clock is stopped or running, if the coach requests that a correctable error as in 2-10, or a timing, scoring or alternating-possession mistake be prevented or rectified.

## **SUBSTITUTIONS:**

1. A substitution may be made when the ball is dead and time is out. A player who has been withdrawn may not re-enter before the next opportunity to substitute after the clock has been started properly following the player's replacement.
2. A substitute who is entitled and ready to enter must report to the official scorer. However, substitutions between halves shall be made to the official scorer by the substitute(s) or a team representative prior to the 15-second warning. When substitutes are not properly reported, the players in the game at the conclusion of the second quarter shall begin play in the third quarter.
3. Following a time-out or intermission, the substitute must report or be in a position to report prior to the warning signal.
4. A substitute may enter the court only when beckoned and must do so at once, except between quarters and during a time-out.
5. If a substitute reports to enter for a designated jumper or free thrower, the substitute may not enter until the next dead ball and time is out.
6. A substitute may not be beckoned, if multiple free throws are awarded, until the last throw is to be attempted or the final throw is successful (unless a player has been directed to leave the game by an official).
7. A substitute may replace a designated starter in case of illness or injury or to attempt a technical-foul free throw.

It is not permissible for a substitute to replace a designated jumper, or a free thrower when the free throw is for a personal foul, unless such jumper or free thrower is disqualified or injured. The scorer should not signal after the free thrower or thrower has been handed the ball or the ball is at the disposal of such player or team or until the official has completed reporting a foul.

# State Program DATA/Photo Instructions

**RECOMMENDATION:** The IESA highly recommends that each team participating in the state tournament take a picture at the beginning of the season so as not to rush the process during regional tournament play.



EXAMPLE

#### ROCHESTER BASKETBALL TEAM CUTLINES

**Front Row L to R :** Stephanie Menezes, Michaela Perry, Emily Matsen, Krissy Finley

**Back Row L to R:** Jennifer Hart, Allison Ayers, Gabby Morgan, Grace Settles, Cheyanne Cherry, Head Coach Randy Hawkins

### IMPORTANT PICTURE INSTRUCTIONS

You have two choices in submitting the picture. **Either Option should be submitted immediately after winning the regional championship.**

**A. Mail Option:** 5x7 photo with cut lines to the IESA office.

**B. Electronic Option:** Submit electronically through activity Entry Center link. Follow the directions below.

1. Digital Photographs: This is the option that we prefer.
  - Preferably select a resolution of 150 dpi.
  - Take the photo in a well-lit area (no shadows).
  - Fill the entire frame (get as close to the team as possible).
2. On your computer, save the file with a .JPG extension.
3. Log in to your school's IESA Member Center.
  - On the activity Entry Center menu, click on Team Photo and Cutlines (link appears for all regional champs).
  - Click the Browse button to locate and select your photo on your computer and hit UPLOAD.
  - Enter your cut lines, Front Row to Back Row, left to right.
  - Click the UPLOAD button again to save your cut lines.