



2011 IHSWLA

Handbook and Procedures

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2011 Leadership: Officers and Board

President – Pete Collins, New Trier

Vice President – TBD

Secretary – Tom Rosenbaum, Glenbrook North

Treasurer – Catherine Catanzaro, Highland Park

Conference Chairs

Bob Thompson, Vernon Hills High School - **North Suburban Conference**

Charles Solomon, Wheaton W. South - **Dupage Upstate Conference**

Lynn Merrill, Northside - **Chicago Metro Conference**

Carrie Sowa, New Trier - **Central Suburban Conference**

Katie Simok, Oak Park River Forest - **West Suburban Conference**

Virginia Kosenkova, Montini, **Southwest Suburban Conference**

Suzanne Rich - **Mid Suburban Conference**

National Team Sub Region Chair – Sarah McKenna, Evanston

All-American Chair – Annie Lesch, Glenbrook South

Academic All-American Chair – Dana Brady, Libertyville

Officials Chair – Bob Moser

Committee Chairs

Mike Wegryzn, Metea Valley and Allison Galindo, Naperville North – **Awards**

Lauren Rippy, Neuqua Valley and Bob Regan, Glenbard West – **Coaching Development and Mentoring**

Bob Thompson, Vernon Hills – **Website**

Tom Paulius, Sandburg “Eagles” Co-op – **By-Laws and Constitution Review**

Athletic Director Representatives for State Tournament Selection

Pat Mahoney, Loyola Academy

Jim Prunty, St. Ignatius

Augie Fontanetta, Fremd

Paul Moretta, Hinsdale Central

Andrew Mayer, Northside Prep

Tim Burkhalter, Lake Forest

Doug Stickels, Lyons Township

Duane Buturusis, Nazareth Academy

Brian McDonald, Vernon Hills

Steve Rockrohr, Glenbrook South

Meeting Dates

Seeding/Post Season - Conference Meeting

Varsity head coaches in attendance for playoff seeding, All-Conference selections

Thursday, May 12, 7:30 pm, New Trier High School Northfield Campus, room F141



2011 Conferences

Central Suburban		Levels		IHSA Conference
Deerfield	V	JV	F/S	Central Suburban
Evanston	V	JV	F/S	Central Suburban
Glenbrook North	V	JV	F/S	Central Suburban
Glenbrook South	V	JV	F/S	Central Suburban
Highland Park	V	JV	F/S	Central Suburban
Maine South		JV	F/S	Central Suburban
New Trier	V	JV	F/S (2)	Central Suburban
North Suburban				
Lake Forest	V	JV	F/S	North Suburban
Lake Zurich	V	JV	F/S	North Suburban
Libertyville	V	JV	F/S	North Suburban
Stevenson	V	JV	F/S	North Suburban
Vernon Hills	V	JV (2)		North Suburban
Warren	V	JV (2)	F/S	North Suburban
Mid Suburban				
Barrington	V	JV	F/S	Mid Suburban
Conant		JV		Mid Suburban
Fremd	V	JV		Mid Suburban
Hoffman Estates		JV		Mid Suburban
Palatine	V	JV		Mid Suburban
Schaumburg	V	JV		Mid Suburban
Saint Viator		JV		Suburban Catholic
West Suburban				
Fenwick	V	JV	F/S	Suburban Catholic
Glenbard West	V	JV	F/S	West Suburban
Hinsdale Central	V	JV	F/S	West Suburban
Lyons	V	JV	F/S	West Suburban
Oak Park River Forest	V	JV	F/S	West Suburban
York	V	JV	F/S	West Suburban
Southwest Suburban				
Benet Academy	V	JV	F/S	Suburban Catholic
Eagles Co-op	V	JV		Southwest Suburban
Marian Catholic	V	JV	F/S	Suburban Catholic
Montini Catholic	V	JV	F/S	Suburban Catholic
Mother McAuley	V	JV	F/S	Chicago Catholic
Nazareth Academy	V	JV		Suburban Catholic
DuPage Conference				
Naperville Central	V	JV		Dupage Valley
Naperville North	V	JV		Dupage Valley
Neuqua Valley	V	JV		Upstate Eight
St. Charles Co-op	V	JV		Upstate Eight
Wheaton United	V	JV	F/S	Dupage Valley
Metea/Waubonsie Valley	V	JV		Upstate Eight
St. Francis (Wheaton)		JV		Suburban Christian



Chicago Metro Conference

Lane Tech	V	JV		Chicago Public
Mather	V			Chicago Public
Northside Prep	V	JV		Chicago Public
Regina Dominican	V	JV		Suburban Catholic
St. Ignatius	V	JV	F/S	Catholic League

Independent

O'Fallon	V	JV		Southwest Conference
Minooka		JV		Southwest Suburban
Loyola Academy	V	JV	F/S	Suburban Catholic

League Leadership Contact Information

IHSWLA

Pete Collins, President

Phone - 847-784-7735

Fax – 847-784-3112

Email – collinsp@newtrier.k12.il.us

IHSWLA (League Dues)

Catherine Catanzaro, Treasurer

Phone – 847-757-8707

Fax – 224-765-2702

Email - ccatanzaro@wths.net

Address: 28 S Campus Drive, Lake Forest, IL 60045

US Lacrosse Chair (Membership forms and All-American Nominations)

Annie Lesch

Phone - 847-715-6706

Fax - 847-486-4428

Email – annie.lesch@gmail.com

Umpire Chair (Training and certification)

Bob Moser

Phone - 630-675-5866

Email – bob.moser@unilock.com

Assignment Chairs

Bridget Olp

Phone - 773-456-3362

Email – b_olp@yahoo.com

CarollLynn Davey

Phone - 630-689-3662

Email – daveygang@msn.com

Website, Statistics and Senior All-Star Game (Website Updates, Coaches Poll, Player of the Week)

Bob Thompson

Phone - 847-514-2086

Fax – 847-932-2022

Email - werallkrazed@gmail.com



IHSA Information – 2011

STATE SERIES

1. Not enough schools that registered for the state series with the IHSA for 2011. The IHSA is requiring 65 boys teams and 40 girls teams to have a state series in lacrosse. Lacrosse will continue to be an Emerging Sport, and there will be no lacrosse officials' license in 2011.

COACHING CERTIFICATION

2. Each coach must meet the IHSA coaching requirements.
3. Certified teacher, retired teacher or complete certified coaches course can be head coaches.
4. Anyone who is 19, has a bachelor's degree and a substitute certificate may only be an assistant coach, unless nobody who fits the IHSA criteria is available.
5. http://www.ihsa.org/nficep/coach_certification.htm

PERFORMANCE ENHANCING DRUG TESTING PLAN (PED) EDUCATION PROGRAM AND COACHES EXAM

6. All coaches are required to take an exam on Performance Enhancing Drugs and Supplements. There are some videos and review materials to study for the exam on the IHSA website.
7. Get school code and password from athletic department to access the IHSA website, www.ihsa.org and click on schools center on the left menu.

EMERGING SPORTS REPORT/REGISTRATION FOR 2012

8. Each school must complete the Emerging Sports Report by June 1.
9. http://www.ihsa.org/forms/current/frm_EmergingSports_Report.pdf
10. Each school must complete the 2011-2012 Emerging Sport Registration.

IHSA ATHLETIC BY-LAWS

11. All coaches, (especially varsity coaches) should review the IHSA athletic by-laws that pertain to summer contact, non-school team participation and coaches, open gym limitations, academic eligibility, and contact with players.
12. **Coaches may not be involved with coaching clinics during the school year with more than 2 students from their school attending the clinic.**
13. Coaches may only coach a non-school team if less than half the players are from their school (5).
14. Coaches may not have practices during the school year between Week 5 and Week 49 of the IHSA calendar.
15. Open gym must be held at the high school facility.

US Lacrosse Information – 2011

US LACROSSE ILLINOIS CHAPTER

16. The US Lacrosse Illinois Chapter has been re-established, the president is Angelo Calvello. The Chapter is sponsoring grants, coaching clinics, possible Positive Coaching Alliance partnership and other future events.

HEAD COACHES US LACROSSE MEMBERSHIP

17. All head coaches are required to obtain a US Lacrosse membership. The number of head coaches of varsity teams is the number used to determine All-American spots (1 for every 4 coaches) and for having a National Tournament Team. All coaches must obtain a membership by April 1. Please go online to www.uslacrosse.org to register and then email Annie Lesch, our All-American Chair with your Membership #.



US LACROSSE NATIONAL TOURNAMENT –NATIONAL TEAM TRYOUTS/SELECTION PROCESS

18. Tryouts for the National Team will be April 17 at Evanston High School. Each school may send 6 players and apply to send more players to the Sub-Regional Selection Committee. Cost is \$50. We have one team of 20 players. Sarah McKenna from Evanston is the sub-region chair.
19. The selection committee will be comprised of coaches, officials and former players from each conference and non-school team. You may apply online at www.uslacrosse.org by clicking on Women Lacrosse at the top of the menu and going to Coaches and finding application to be a selector.

ALL-AMERICAN AND ACADEMIC ALL-AMERICAN NOMINATION AND SELECTION PROCESS

20. Each head coach should submit a pre-nomination form, found on the US Lacrosse website http://www.uslacrosse.org/womens_div/hsaaprocess.phtml by April 1 to Annie Lesch, our All-American Chair and head coach at Glenbrook South. Final nomination forms are due May 20. The selection committee will meet in late May to select 10 All-Americans. Each chapter may determine the number of All-Americans and Honorable Mention All-Americans.

YELLOW/RED CARD TRACKING PROCEDURES

21. This year, we will be asking the coaches and officials to track the cards for each varsity game. You must submit the name of the player, team, opponent, type of foul and date to Pete Collins.

COACHES RECOGNITION PROGRAM

22. Anyone can nominate a coach for the US Lacrosse coaches recognition program who has 100 or more wins. Go to http://www.uslacrosse.org/womens_div/hscoachrecognition.phtml to download the form.

IHSWLA Information – 2011

BECOMING A COACHES ASSOCIATION

23. A proposal was made to change the IHSWLA to the Illinois High School Girls Lacrosse Coaches Association when the IHSA sanctions a state series. We will discuss if we will have dues, how we will support programs and coaches and what other ways we will work with the IHSA.

IHSWLA COMMITTEES

24. The following committees will help with the development, recognition and organization of the IHSWLA; Awards, Coaching Development, By-Law and Constitution Review, Website, All-American.

STATE TOURNAMENT FEE

25. Each school must pay a \$110 state tournament fee to Catherine Catanzaro, the IHSWLA Treasurer. She will send out invoices to each school. They are due by April 1.

GAME SCHEDULES/CANCELLATIONS/REPORTING SCORES

26. Each varsity coach should report all scores to Bob Thompson, the IHSWLA website director and Pete Collins, president. If you cancel, add or change a varsity game, you must contact your Officials Assignment Chair, the opposing school, Bob Thompson and Pete Collins.



OFFICIALS – INVOICES AND PAY RATES

- 27. The pay rates are approved by NISOC and the same as last year. Each school is responsible for paying officials. Each school will receive an invoice at the end of the season to pay their assignment chair 12% of all of the games scheduled for that school at their home venues.

WEBSITE

- 28. Send varsity scores and input stats on the website, the Daily Herald is creating a mobile phone application for girls lacrosse.
- 29. Varsity standings, scores and stats will be posted on the IHSWLA website.
- 30. Bob Thompson is the IHSWLA website director. Each school is responsible for BASIC MAINTENANCE. Please update your roster, contact information, photo, logo and a short description of your program.
- 31. Coaches may enter stats, game stories and submit photos, articles and news to Bob Thompson.

CONFERENCES

- 32. Each conference has a conference chair and is responsible for having conference by-laws, updated contact information, All-conference award procedures and creating a 2011 schedule.
- 33. We will have an athletic director working with each conference on possible re-alignment to current IHSA conferences and communicating with athletic departments about scheduling.

COACHES AND PLAYERS AWARDS

- 34. The IHSWLA will have All-State awards and Players and Coaches of the Year awards at the end of the season. Each school will be able to submit players and then a committee of varsity coaches will rank and select the All-State players. Each school will vote on Players and Coaches of the Year Awards.

Girls Lacrosse Season Calendar – 2011

Girls Lacrosse	2010
Pre-Season Meeting and Rules Interpretation	Feb. 12
Season Starts (Mon.)	Feb. 28
1 st Contest May be Held on (Mon.)	March 14
Head Coaches Confirmation of US Lacrosse Membership Due (Thurs.)	March 30
US Lacrosse All-American Pre-Nomination Form Due (Fri.)	April 1
Deadline for players to register for National Team Tryouts (Fri.)	April 15
US Lacrosse (IL-WI) National Tournament Tryouts (Sun.)	April 17
On-Line Season Summary Form Deadline (Thurs, 8 am)	May 12
Sectional Seeding Meeting (Thurs. 7:30 pm) at New Trier	May 12
Sectional Quarter-Finals (Tues.)	May 17
Sectional Semi-Finals (Thurs.-Fri.)	May 19-20
US Lacrosse Academic All-American Nomination Form Due (Thurs.)	May 20
US Lacrosse All-American Final Nomination Forms Due (Thurs.)	May 20
Sectional Finals (Mon.)	May 23
Super Sectionals (Wed.)	May 25
State Semi-Finals (Wed.)	June 1
State Final (Fri.) at Northwestern University	June 3



Girls Lacrosse State Tournament Information – 2011

SEASON SUMMARY FORM/SECTIONAL SEEDING PROCESS INFORMATION

35. Schools entered into the state series will be required to submit a *Season Summary Form* by 8:00 a.m. on Thurs, May 12. Failure will result in a school forfeiting its opportunity to participate in the seeding process.
36. The *Season Summary Form* can be found on the IHSWLA website and will be emailed out to each head coach. Each school that completes the *Season Summary Form* by the established deadline shall have one (1) vote in the seeding process. No school shall vote for their own team.
37. After each sectional has completed their voting for the seeding process, the pairings will be determined based on the sectional hosts and geography in each sectional. Once the sectional pairings have been finalized, the IHSWLA will post the pairings online on Friday, May 13. Managers and coaches are prohibited from releasing the results of their seeding to media.
38. Neither the state semi-final nor state final shall be seeded.

TICKETS/PAYING OFFICIALS

39. Host schools will pay the officials for all sectional games. Tickets for sectional games will be \$5.

STATE FINALS

40. The state final will be hosted by Northwestern University on Friday, June 3rd. The consolation game will be at 5:00 pm, the state championship will be at 7:30 pm.
41. Tickets for this game will be \$6. Participating teams will be able to complete a pass list.
42. The IHSWLA will pay for the officials for the state semi-final and state finals.

IHSWLA State Tournament - May/June 2011

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
15	16	17 <u><i>IHSWLA Sectional Quarterfinals</i></u>	18	19 <u><i>IHSWLA Sectional Semi-finals</i></u>	20 <u><i>IHSWLA Sectional Semi-finals</i></u>	21
22	23 <u><i>IHSWLA Sectional Finals</i></u>	24	25 <u><i>IHSWLA Super Sectionals</i></u>	26	27	28
29	30	31	1 <u><i>IHSWLA State Semi-finals</i></u>	2	3 <u><i>IHSWLA State Final</i></u>	4



2011 Member School and Head Coaches' Responsibilities

- ✓ Follow the IHSA by-laws and policies for school participation in athletics, all coaches certified
- ✓ Have school fax the IHSA Emerging Sport Form and pay state tournament to IHSWLA treasurer
- ✓ Give updated coaches contact information for website and coaches directory
- ✓ Give updated directions for home games for website and coaches
- ✓ Make sure your school or team website is used for updating your game times and locations
- ✓ Have the head coach complete the US Lacrosse membership form and return to US AA Chair
- ✓ Give complete schedule for home games with dates, opponents, times, levels and location to Officials Assignment Chair for Arbiter; to Bob Thompson for website and to Pete Collins
- ✓ Have representative at pre-season meeting and attend rules interpretation
- ✓ Have head coach attend seeding and conference meeting on Thurs, May 12

During Season

- ✓ Send all changes in the schedule to Officials assignment chair and opponent
- ✓ Send varsity schedule changes to Pete Collins and Bob Thompson for the website and LaxPower
- ✓ Each Tuesday by noon vote for varsity coaches' poll (top 10 teams) to Bob Thompson
- ✓ Enter game stories, photos, stats for varsity games (Bob Thompson will update game results, standings and scheduled games)

Reporting Game Scores

- ✓ Report varsity game scores to Bob Thompson and Pete Collins by 10:00 pm to be updated on the league website, the Daily Herald, Chicago Sun-Times and Tribune by 9:00 pm
- ✓ Report all conference scores for each level to your conference chair

Weekly Player Recognition

- ✓ Each Tuesday by noon, fax or email nominations for players-of-the-week to Bob Thompson with name, school, position, performance description and stats from the previous week

All-State Nominations

- ✓ Email or Fax All-State nominations to Pete Collins by Monday, May 16

Seeding Meeting/Conference Meetings

- ✓ Fax season summary form to Pete Collins by 8:00 am on Thurs, May 12
- ✓ Each school will vote for the teams in their sectionals by seeding each team except their own
- ✓ Meet as conferences to select All-Conference Players, have by-laws for 2012 reviewed and approved

All-American Nominations

- ✓ Send Annie Lesch pre-nominations by April 1 and final nominations by May 20



Officials Assignment Chair/Officials Pay Scale

The assignment chairs are Bridget Olp and Carol Lynn Davey. They will assign officials and communicate with the teams they assign officials with through an online scheduling program.

Each assignment chair will be paid based on the number of games assigned. They will be paid 12% of what the officials are paid for all games they assign. Each school will receive a bill from each assignment chair.

This year, we will be using an online assignment system (Arbiter) for scheduling and communicating officials for all games. Each school will have online access to view the contact list of officials and to see who is assigned to their games.

If no officials are assigned to a game, the schools may either reschedule or agree on coaches for officials for the game.

Level	Refs/Game	Rate
Varsity	1 Ref/1 Game	\$76
Varsity	2 Refs/1 Game	\$62
Varsity and Lower level	1 Ref/2 Games	\$123
Varsity and Lower level	2 Refs/2 Games	\$104
Lower Level	1 Ref/1 Game	\$66
Lower Level	2 Refs/1 Game	\$52
Two Lower Level Games	1 Ref/2 Games	\$108
Two Lower Level Games	2 Refs/2 Games	\$97

If you have any questions or concerns, please contact Bridget Olp at 773-456-3362 or Carol Lynn Davey at 630-689-3662.



Game Procedures

A. Rules

The 2011 Official Rulebook approved by US Lacrosse and the National High School Federation will be followed.

B. Home Team Responsibilities

1. **Must have a scorer's table and official timer and scorekeeper to keep the time and also notify officials when a team has three yellow cards.**
2. Greet officials and opposing team
3. Recommend use of scoreboard horn or airhorn for end of half/game
4. Acceptable game balls
5. **A clearly marked field with boundaries and markers on the corners, scoring table, team areas and marked substitution area**
6. Orange or silver goals with nets that are properly secured or taped
7. Communicate if they will provide first aid kit, ice, water, trainer if available

C. Uniforms/Equipment

1. **Sticks must be strung properly, the Brine Mantra is allowed is strung on the bottom siderail but may not be used for draws.**
2. **All casts must be wrapped by a ½ inch padding.**
3. Home team wears white jerseys.
4. Visiting team wears dark jerseys.
5. If both teams have same color jersey, home team must wear pinnies.
6. **Please contact via email or phone the opposing coach if you only have one jersey.**
7. Goalkeeper jersey must comply with team color.
8. All visible undergarments worn under the kilt must be a black, gray, white or a team color
9. All players wearing undergarments must be wearing the same color.
10. Players shall comply with all rules concerning game sticks, protective eyewear and uniforms.
11. Goalies must have a throat guard attached to helmet and **must have padding for shins.**

D. Length of Games

1. Varsity will play 2, 25-minute halves, **stop clock** when daylight allows.
2. JV and Fr/So will play 2, 20-minute halves, **stop clock** when daylight allows.
3. **The clock always stops on goals and in the last 2 minutes of each half on a whistle.**
4. If the score is 10 goals in differential the clock will not stop on goals, but it will stop in the last two minutes.
5. Halves may be shortened and/or use a running clock as agreed upon by officials and coaches to accommodate daylight.
6. **Halftimes will be 10 minutes**, unless determined prior to the game by the captains when meeting with the officials.



E. Officials

1. All varsity games, if possible will have 2 officials.
2. The assignment chair will notify each home team of the officials for their upcoming games and also notify them if they are unable to secure an official and the game should be rescheduled or the competing teams determine their own officials.
3. All head coaches and athletic directors will have a list of the officials. Head coaches will be able to rate officials after each game on the IHSWLA website.

F. Warm-Ups

1. Warm-up time will not be restricted for teams arriving early to a site.
2. Warm-up time shall be no less than 15 minutes for a team arriving 15 minutes before game time or later for safety of the athletes. This starts when the players are on the field and ready to warm-up.

G. Timeouts

1. Each team has two timeouts to use during the entire game and may be called after a goal or during a dead ball while they have possession of the ball. Timeouts last for two minutes. There are no extra timeouts in overtime.

H. Substitution

1. Players must substitute in the substitution area at the middle of the field, **in front of the scorer's table**. Players may substitute at any time during the game except when the whistle is blown and play is stopped. Illegal substitution results in a minor penalty and turnover.

I. Forfeits

1. All visiting teams are required to travel to the site of a game unless the athletic director or school official contacts the home team to notify them that they will not be able to play and the game will be rescheduled.
2. If the visiting team bus breaks down and they are not able travel to the site of the game, the game will be rescheduled.
3. If a home team does not notify the visiting team of a change in the site of the game 48 hours prior to the game, it is not a forfeit.
4. If the visiting team does not play a scheduled game because of a different reason than the previous reasons, it will be considered a forfeit and not rescheduled.



Tie-Breaking Procedures (Overtime)

A. Teams will comply with the rules concerning ties in Rule 4, Section 7 of the rulebook.

1. When a game is tied after regulation, each team will have a five-minute rest and then a coin toss will determine choice of ends. Six minutes of stop clock overtime will be played. The clock will stop after 3 minutes for the teams to switch ends with no delays for coaching. The game will be restarted with a center draw. The team that is ahead after 6 minutes wins the game.
2. If the teams are still tied after six minutes have elapsed, there will be a three-minute rest, followed by a "sudden victory" stop-clock overtime of six minutes with the first team that scores wins the game. The teams will switch ends after three minutes and the game will be restarted with a center draw.
3. Play will continue with "sudden victory" stop-clock overtime of six- minute periods with three-minute rest periods and changing sides until a goal is scored.
4. There are no timeouts in overtime.
5. There will be no tiebreakers for junior varsity or freshman/sophomore games.



Protest Procedure

A. In compliance with US Lacrosse, and Article IV of the IHSWLA Constitution, the executive committee shall serve as the Protest Committee.

1. The president of the IHSWLA must be notified of a protest by phone within 24 hours and in writing within 72 hours. The president of the IHSWLA serves as the chair of the Protest Committee.
2. The protest must be accompanied by a \$25.00 fee, which will be returned only if the decision is in favor of the protesting school.
3. The protest committee will be made up of the IHSWLA officers and board, which includes the umpire chair. Members of the protest committee may not make decisions involving protests that they are part of. If the president's school is involved, the vice-president will serve as the chair. If the vice-president's team is involved, the duty shall be passed to the secretary. If the committee shall drop below three members, the individual serving as the chair shall be appointed from the IHSWLA board.
4. The protest committee may decide to dismiss the protest if the protest does not have merit. Otherwise, further investigation is in order. Coaches, officials, scorekeepers, timers, etc. may be consulted by phone or in person.
5. The acting chair of the protest committee shall notify the school involved in the decision of the Protest Committee by phone within 24 hours and in writing within 72 hours.



League Conduct and Complaint Form

Anyone can fill out a league conduct and complaint form about an official, coach, player, game situation or incident and send it to the IHSWLA. The form must be completely filled out and will be kept on file. According to Article VIII of the IHSWLA Constitution, the executive officers may take disciplinary action if necessary.

IHSWLA League Conduct & Complaint Form
For Use by Coaches, Officials, Athletic Directors, Players or Spectators

Must be filled out and submitted within 24 hrs. of the incident.

Site _____ Contest Date _____ Time _____ Level _____

Team #1 _____

Coach #1 _____ Coach #2 _____

Team #2 _____

Coach #1 _____ Coach #2 _____

Official #1 _____ Official #2 _____

Site Representative _____

Not to be used for judgement situations, just the facts please.

Describe incident (keep brief and factual)

Other information _____

Completed by (print) _____ (signature) _____ date _____

Witnessed by (print) _____ (signature) _____ date _____

After completion of this form send or e-mail or fax a copy to Pete Collins, IHSWLA president.
E-mail: collinsp@newtrier.k12.il.us **Fax:** 847.784.3112
You are responsible to keep a copy for your own records.

-----For League use only-----

Date Received _____



Officer Duties and Job Descriptions

According to the IHSWLA Constitution, Article III, the duties of the officers are as follows.

Section 3.1 The President Shall

1. Preside at all meetings and have general charge of the business of the association.
2. Have the right to discuss all questions.
3. Represent the IHSWLA with the IHSA, US Lacrosse Illinois Chapter and Officials
4. Oversee all committees.

Section 3.2 The Vice-President Shall

1. Assist the president.
2. Assume the president's duties in case of absence.
3. Serve as Membership Chairperson of the IHSWLA.
4. Head up league development

Section 3.3 The Secretary Shall

1. Keep the minutes of all meetings
2. Conduct all correspondence and preserve copies of all important correspondence.
3. Keep a current record of the membership of the association.

Section 3.4 The Treasurer Shall

1. Inform the members of dues for the current season.
2. Collect all dues.
3. Keep an accurate record of all money received and expended.
4. Make such distributions as shall be approved by the officers.
5. Present a written report at all meetings.
6. Present a written report for the fiscal year to date.



Officer Job Descriptions

President

1. Meetings
 - a. Assign meeting dates and times for meetings.
 - b. Send out reminders for all meetings.
 - c. Create agenda for each meeting.
 - d. Oversee meetings and follow Roberts Rule of Order.
 - e. Hold officer meetings if necessary
2. Oversee Leadership team and committees
3. Act as a liaison between the IHSA advisory committee for lacrosse and the IHSWLA.
4. Record Keeping
 - a. Keep a three ring binder with the following information.
 1. Meeting agendas and minutes
 2. Financial Report
 3. Guidelines
 4. Letters and Reminders Sent
 5. Publicity Efforts
 6. Protests
 7. Conduct and Complaints
 8. State Tournament information and results
 9. All-State teams
 10. All-Academic teams
 11. Coaches awards
 12. Player of the Year Awards
 13. Officials Information
 14. Final Conference Standings
5. Act as liaison between coaches and umpiring board.
6. Represent IHSWLA at US Lacrosse Level
7. Oversee duties of other officers.
8. Chair protest committee.
9. Type and produce IHSWLA handbook with guidelines to be distributed to coaches and officials chair and mailed to athletic directors.



Vice-President

1. Attend all meetings.
2. Assume the responsibilities of the president in case of absence.
3. Coordinate league development.
 - a. Oversee league membership
 - b. Publicize need for coaches and officials
 - c. Organize opportunities for player and coaches development
 - d. Communicate how to start new programs with interested schools
4. Serve on Protest Committee.
5. Director of State Tournament and ordering awards.

Secretary

1. Attend all meetings.
2. Take attendance, record minutes and send copy to president
3. Send copies of minutes to athletic directors to facilitate better communication with schools and coaches.
4. Serve on Protest Committee.
5. Make All-Conference, All-State and All-Academic Team certificates.
6. Help with ballot counting at Awards/Seeding meeting.
7. Help coordinate with the collection of the state tournament program information.
8. Handle any thank you notes and correspondence relating to the IHSWLA.
9. Help president when needed.

Treasurer

1. Attend all meetings.
2. Serve on the Protest Committee
3. Collect money for dues.
4. Keep accurate record of accounts and balance the checking account monthly.
5. Issue checks and make disbursements as approved by IHSWLA.
6. Receive state tournament entry fee and deposit in account.
7. Consult with tournament director on ordering awards.
8. Give financial report at each meeting and present report for fiscal year.
9. Serve on Protest Committee.



State Tournament Guidelines

The director of the state tournament has the following responsibilities.

1. Contact the site manager to confirm arrangements and dates for the upcoming state championship.
2. Order:
 - a. Medals and Trophies for the top 4 teams
 - b. Plaques for Player of the Year, Coaches Awards, Team Sportsmanship Award
3. Contact league treasurer to make sure all varsity teams have paid state tournament fee.
4. Meet with the site facilities manager or athletic administration to coordinate contracts for the following:
 - a. Ticket prices and % to site and league
 - b. Concessions
 - c. Merchandise
 - d. Procedures for inclement weather
 - e. Hiring and paying workers
5. Meet with the site manager to coordinate the requirements for the state tournament. The following need to be provided by the site or IHSWLA.
 - a. Controlled access to playing area to eliminate non-paying spectators and security
 - b. On site athletic director or site manager.
 - c. Scorer and timer for clock and scoreboard.
 - d. Announcer
 - e. Ticket seller and taker at the entrance.
 - f. Concessions
 - g. Ball girls on sidelines
 - h. Someone to sell State Tournament programs and t-shirts.
 - i. Athletic Trainers
 - j. Display table for awards
 - k. Audio for announcer, music, National Anthem
6. The information for the program should include the following pieces of information and should be sent to vice-president.
 - a. Welcome statement from president
 - b. Thank you for hosting game
 - c. Former State Champions and 2010 player and team awards
 - d. IHSWLA officers
 - e. Spectators guide to the game (officials signals, rules)
 - f. Statement about sportsmanship and honoring the game and Positive Coaching Alliance information
 - g. IHSWLA website information
 - h. Tournament format
 - i. All-State teams
 - j. Conference Players of the Year
 - k. Senior All-Star Game teams
 - l. Team Information



7. Contact Publisher and coordinate the collection of Team Information. Each team needs to provide the following information.
 - a. School name
 - b. Mascot
 - c. Location
 - d. Colors
 - e. Superintendent, Principal, Athletic Directors
 - f. Coaches
 - g. Roster with name, number, year, position
 - h. Team photo
 - i. School logo or icon