

# 2009 VOLLEYBALL CHAIR CHECKLIST

Please read the volleyball section of the Athletic Handbook. Page 14 begins the District and Region Policies. Some items to note.

## **NEW! Post Game/Match Protocol at Football Play-offs and District/Region/State Volleyball and Basketball Tournaments**

- Team personnel only shall be allowed on the floor immediately following all district, region, and state championship contests in the sports of volleyball, girls' basketball, and boys' basketball, and on the football field following quarterfinal and final contests.
  - Following the presentation of individual and team awards, spectators will be allowed on the floor or on the playing field.
  - Failure to keep fans/spectators off the floor or playing field until after the awards have been presented will result in the offending team not receiving public recognition at the tournament site. Individual and team awards will be given to a member of the offending team and the team will not be announced by the public address announcer at the tournament venue.
- ❑ **Thirty percent** of the gross receipts of all Class "B", "A", "AA" District Tournaments and **forty percent** of all Region Tournaments shall be forwarded to the SDHSAA office for deposit in the general treasury of the Association. Both receipts and disbursements are to be run through a regular school account or a school activity account. Expense forms are found on the website. Please note that all reports must note the number of adult tickets and well as the number of student tickets sold.
  - ❑ All district and region committees will charge the following ticket prices:  
**ADULT - \$5.00; STUDENT - \$3.00**
  - ❑ District, Region and State matches are **3 out of 5 game matches, rally scored, 25 point games (no cap), 15 point deciding game (no cap).**
  - ❑ **Please check the date and site of your district and region tournaments** on the SDHSAA website under Volleyball. If any of the information is not correct, please notify the SDHSAA office immediately.
  - ❑ **If you find you have contracted an official** that is on probation or otherwise cannot officiate your tournament, please check with the volleyball coordinator in your area (list enclosed) or contact Paula Lind in the SDHSAA office ([paula.lind@sdhsaa.com](mailto:paula.lind@sdhsaa.com) or 605-224-9261).
  - ❑ All **seeding forms** are on the SDHSAA website. Coaches are to have all scores entered on their schedule within 24 hours following completion of the final regular season match. **A \$100.00 fine is to be assessed the school for late forms.** Seeding points are calculated automatically.
  - ❑ **District and Region Brackets:** District and region chairs must complete brackets on the SDHSAA website. It is important to do this in a timely matter, not only because of fines, but because this is where the media and the public will obtain this information. Log in through your school zone login and under Volleyball you will see a District Brackets button and a Region Brackets button. If you don't know the seed positions for your bracket, **sample brackets can be found under the volleyball section of the SDHSAA website.**
    - District Chairs:**
      1. You will need to complete the sites, dates and times of your tournament on the bracket.

2. When the season is over, **you must complete the bracket with the pairings.** (Fill in the white boxes.) The order of the matches is not set in stone. The number one seed does not necessarily have to play first, as long as the correct teams are matched against each other.
3. You are also responsible for entering the scores of the matches (in the white boxes) when they are completed. Once scores are entered, teams will automatically advance after you click the "Update Brackets" button. There is a \$50.00 fine for not completing information on the brackets prior to the District Tournament. There is also a \$50.00 fine (each occurrence) for not completing district tournament scores on the brackets

**Region chairs:**

1. You must complete the site, date and time of your tournament, as well as the pairings on the online brackets, prior to the region tournament.
  2. You will need to enter the scores of the region tournament on the bracket immediately following the match.
  3. There is a \$50.00 fine for not completing region tournament information and pairings prior to the region tournament. There is also a \$50.00 fine for not completing scores immediately following the match.
- ❑ District and Region chairs will obtain **the team rosters from the SDHSAA website.** See them on the left of the SDHSAA home page.
  - ❑ The **official squad** for tournament play is sixteen players. A school may include as many players' names on the roster as they wish, however, only 16 players can dress for any tournament match.
  - ❑ **Procedures and Ball Availability.** At post-season single match sites, balls will be made available on the court 60 minutes prior to the match time. Nets can only be used during the official 20-minute pre-match warm-up. Note: At multiple district and region match sites, teams are allowed to be on the playing court 25 minutes prior to the first match of a session. Volleyballs are allowed at 20 minutes with the regular 6-6-2 warm-up used for the last 14 minutes.
  - ❑ **Number of Matches/Time Breaks . . .** no team may play more than two matches in one day. The 20 minute warm-up is satisfactory for the first match and any match that teams are not playing back to back. If playing back to back matches, there must be a minimum of a ½ hour time break (this includes the 20 minutes of warm-up. . . . teams may choose not to warm up during this time). Committees may alter the above procedure as long as it is not less time than outlined above.
  - ❑ Host management may provide tapes, CD's, etc. that may be played during warm-ups, between matches, breaks in the action such as deadballs, etc.
  - ❑ Secure competent **line judges** using the following criteria:  
**District:** Hire licensed (registered or certified) officials (*may be on probation*); if not available choose experienced and capable adults. If non-licensed officials are secured as line judges, their attire must be dark slacks and a white shirt.  
**Region:** All region line judges **MUST** be licensed officials. (*May be on probation.*)
  - ❑ **Fundraisers:** Items may be sold inside the venue provided the host school, district/region committee and event venue give their approval. The percentage of gross sales that would accrue to the host school/district/region committee shall be negotiated between the host

school/district/region committee and the vendor. This would include such fund raisers as raffles, bake sales, etc.

- **Media Badges:** Media (newspapers, radio, and television) have been issued their new SDHSAA media badges and should have them visible for all district and region tournaments.
- Under the volleyball section of the SDHSAA website, you will find public address announcements and sportsmanship announcements to be used during the tournament, as well as a sheet for the announcer with basic volleyball information that should be announced at the match.
- Include the “Code of Behavior for Spectators” found on the website in the program.
- **There will be no district or region winner packets in any class. All state qualifier information will be found on the SDHSAA website.**

**Report Scores to AP: 1-800-300-8340**