

VOLLEYBALL CHAIRPERSON CHECKLIST

Please read the Volleyball section of the Athletic Handbook (Substate Tournament policies begin on page 13). Some items to note include:

Post-Game/Match Protocol for Region/SoDak 16/State Volleyball Tournaments

- Team personnel are allowed on the floor immediately following all region and state championship contests.
- Following the presentation of individual and team awards, spectators will be allowed on the floor.
- 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.

❑ Ticket Prices for Region and SoDak 16 Contests

	Class A & B Region/SoDak 16	Class AA SoDak 16
Adult	\$6.00	\$7.00
Student	\$4.00	\$5.00

- ❑ **Financial Reports:** 50% of the gross receipts of all Class A and Class B Region Tournaments and *all SoDak 16 contests shall be forwarded to the SDHSAA office by the Region Chairperson/SoDak 16 site host for deposit in the general treasury of the Association.*

Note: Each site host will report the financials for their contest(s) within Bound on the SDHSAA website. Each financial report shall note the number of adult and student tickets sold and all expenses paid by site host. Calculations will update automatically as information is entered and forms shall be filled out completely, from top to bottom. Once reports are submitted for each game in your Region, the Region Chairperson will submit a compiled report for the Region. **Please note that the SDHSAA should receive one check from the Region Chairperson for the amount shown on the compiled report once submitted.** Individual game reports will not calculate the SDHSAA percentage.

- ❑ Region, SoDak 16, and State matches are **best 3-of-5 game matches, rally scoring, all sets must be played to 25 (no cap), with the deciding set to 15 points (no cap).**
- ❑ **Please check the date and site of your Region Tournaments** on the SDHSAA website under Athletics → Fall Sports → Volleyball → Region Tournament & SoDak 16 Information → Chairpersons, Sites, & Dates. **If any of the information is not correct, please notify the SDHSAA office immediately.**
- ❑ **Region Officials:** Region Chairpersons shall submit names of contracted officials to the SDHSAA via Bound website no later than October 20. To do so follow these instructions:
 - ❑ Login to Bound → Click South Dakota icon in left sidebar → Click “Chairperson” in light gray area to the right of the colored sidebar → Click green arrow next to Volleyball under “Assign Region Officials” → Click “Add Official” button in top-right corner → Click green plus sign next to each official.
- ❑ **If you find you have contracted an official that is ineligible to work the postseason or otherwise cannot officiate your tournament,** please contact Marsha Karst in the SDHSAA office immediately (marsha.karst@sdhsaa.com or 605-224-9261).
- ❑ Coaches must 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 schedule updates.** Seed points are automatically calculated.
- ❑ **Region Brackets:** **The SDHSAA will complete brackets on the SDHSAA website for first round pairings, with all schools being notified via email once done.** When teams are added to the brackets, games will automatically be added to each school’s schedule. **Schools participating in each contest are responsible for entering Region contest dates, sites, times, and scores once the games are on the school’s schedule. Region Chairs need to share this information with the participating schools as this was new last school year.** Brackets will automatically

update once a participating school enters game details. A \$50.00 fine will be assessed for brackets that are not updated in a timely manner.

- ❑ **SoDak 16 Matchups/Brackets:** The SDHSAA will complete SoDak 16 matchups/brackets upon completion of Region play. Participating schools will be responsible for entering scores for SoDak 16 contests, but the SDHSAA will enter game dates, sites, and times.
- ❑ **SoDak 16 Financial Reports:** Host sites will be responsible for submitting a financial report following the SoDak 16 contests.
- ❑ Region chairs will obtain **the team rosters from the SDHSAA website. Final date for accurate rosters is Oct. 23, 2023**
- ❑ The **official squad** for tournament play is 16 players. A school may include as many athletes on the roster as they wish; however, only 16 players may dress for any tournament match.
- ❑ **Procedures and Ball Availability.** At postseason single match sites, balls may be made available on the court 60 minutes prior to the match time. Nets can only be used during the official 12-minute pre-match warm-up. Note: At multiple match sites, teams are allowed to be on the playing court 20 minutes prior to the first match of a session. Volleyballs are allowed at 15 minutes with the regular 6-6 warm-up used for the last 12 minutes.
- ❑ **Number of Matches/Time Breaks.** No team may play more than two matches in one day. The 15-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, their must be a minimum of a ½ hour time break (this includes the 15 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.
- ❑ Secure competent **line judges** using the following criteria: 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.
- ❑ **Fundraisers:** Items may be sold inside the venue provided the host school, region committee and event venue give their approval. The percentage of gross sales that would accrue to the host school/region committee shall be negotiated between the host school/ 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 region tournaments. The badge color is red.
- ❑ **All SDHSAA POSTSEASON Pass:** Officials have been able to purchase an All SDHSAA Postseason pass that is **almond in color and will admit ONE OFFICIAL** into the contest by showing the pass and matching the name to their driver's license ID. If they do not have their ID to match their pass, they will have to pay.
- ❑ Public address announcements and sportsmanship announcements to be used during the tournament and the "Code of Behavior" to be used in the game program can be found on the SDHSAA website at <https://www.sdhsaa.com/volleyball-region-sodak/>.
- ❑ **All State qualifier information will be made available on the SDHSAA website.**

Report Scores to AP: 1-800-300-8340 or email to apscores@ap.org