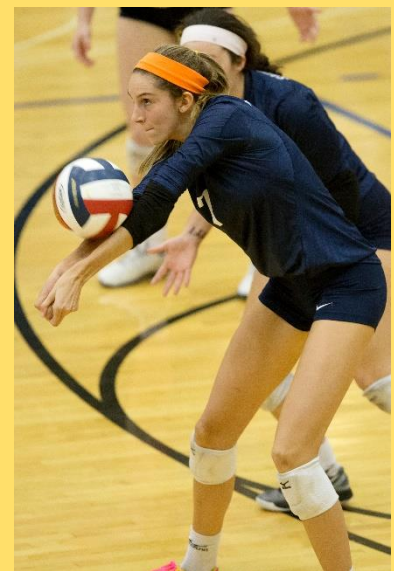




# 2017 Volleyball State Tournament Instructions



# STATE VOLLEYBALL INSTRUCTIONS

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**BRIEF WELCOME**

- Congratulations to you on behalf of the KHSAA Board of Control and staff for advancing to the KHSAA State Volleyball Tournament
- Please refer to this manual and the important website links listed at the end of this manual to guide you through preparation for your participation

*STAFF CONTACTS*

- Associate Commissioner Butch Cope (bcope@khsaa.org), along with Assistant Commissioner Michael Barren (mbarren@khsaa.org) and Administrative Support Staff Assistant Larrecia Williams (lwilliams@khsaa.org), will be on sight throughout the event to answer any questions and assist you

*QUALIFYING FOR PARTICIPATION IN CHAMPIONSHIP*

- The winning teams from the 16 Region Tournaments advance to the State Tournament

**PRE-EVENT LOGISTICS**

*CONFERENCE CALL*

- There will be a brief mandatory Coach/Athletic Director conference call
- Instructions will be emailed to participating teams once the field is set

*PRE-EVENT MATERIALS*

- Additional information (stats, forms, etc.) may be requested of you to assist in the promotion and coverage of the event

*AMENITIES AND OTHER FORMS*

- Upon arrival, each squad will receive a packet containing event participation bag tags
- These amenities are strictly promotional in nature and do not provide admission access to the event

*GPS COORDINATES*

- The GPS Coordinates for Valley High School are: Latitude 38.10788 / Longitude: -85.86827

*PARKING*

- General parking will be available in the main lot in front of Cantrell Gym as well as the satellite site past the football field and overflow parking will be in the lot at Dixie Elementary off Ashby Lane to Meadowview Drive
- Team Buses will offload at the team entrance (front right hand side of the gym) and then proceed around the gym to park
- A map of the parking is listed in the "Special Links" section at the end of this manual

*DIRECTIONS*

- Valley High School is located at 10200 Dixie Highway, Louisville, KY 40272
- From I-65
  - Take I-65 North to Louisville
  - Exit West onto I-265 Gene Snyder
  - Take Exit 1 (31W Dixie Highway) and turn right onto Dixie Highway

- School is on your left
- From I-64
  - Take I-64 West to Louisville
  - Exit West onto I-265 Gene Snyder
  - Take Exit 1 (31W Dixie Highway) and turn right onto Dixie Highway
  - School is on your left
- From I-71
  - South to Louisville
  - Exit West onto I-264 Waterson
  - Take Exit 12 (I-65 South)
  - Take Exit 125 (I-265 West Gene Snyder)
  - Take Exit 1 (31W Dixie Highway) and turn right onto Dixie Highway
  - School is on your left

#### *LODGING*

- A lodging allowance shall not be paid for teams failing to stay in the property assigned by the Association
- The lodging allowance shall be as published in the tournament instructions, for a maximum of the number specific in the tournament instructions and will only be paid provided the lodging is utilized
- Schools inside a 40-mile one-way radius from the event site will not receive a lodging allowance
- Schools are responsible for all bills for lodging and will be reimbursed the lodging allowance
- Please have your school or Board of Education's Sales Tax Exempt number with you at check-in to allow the hotel to deduct the sales tax from the room bill
- For 2017-18, the rate of allowance is \$13 per permitted night per individual

#### *BYLAW 22 REMINDER*

- KHSAA Bylaw 22 requires a member of the faculty of the school to be present along with any student-athlete who is representing a member school
- See Bylaw 22 in the KHSAA Handbook if you have any questions

### **COMPETITION DATES AND SCHEDULE**

- The 2017 KHSAA State Volleyball Tournament will be held November 3-5, in the J.C. Cantrell Gymnasium on the campus of Valley High School in Louisville (10200 Dixie Hwy)

#### *MATCH TIMES*

- Play begins at 9:30 a.m. (ET) on Friday
  - Doors will open for only the two teams at 8 a.m.
  - Gates for fans will open at 8:30 a.m.
- On Saturday, play resumes at 10 a.m.
  - Gates open for both teams and fans at 9 a.m.
- Saturday evening's semifinals will begin at 7 p.m.
  - Gates open for both teams and fans at 6 p.m.
- Sunday's championship is scheduled for 2 p.m.
  - Gates will open at 12:30 p.m. for teams and 1 p.m. for fans
- A full tournament bracket schedule is located in the "Special Links" section at the end of this manual

#### *PRACTICE*

- The facility is closed to participating teams other than their scheduled match time
- Jefferson County Public Schools has been advised that no team practice is permitted

### **RULES POINTS OF EMPHASIS/CLARIFICATIONS**

#### *FORMAT OF EVENT*

- The State Tournament is blind draw single elimination best 3 of 5 sets to 25 with the fifth set to 15
- First round matches are not played in bracket order

- Please refer to the State Bracket link published at the end of this manual
  - In the pre-match conference, officials will discuss the ground rules
  - No warm-up court other than the main Cantrell Gym court facility will be provided
  - The KHSAA will provide practice (12 per team) and game balls
  - Warm-up time will be the 4-5-5-1 format (4 minutes shared court, 5 minutes for each team with the serving team taking the court first and 1 minute back at the bench area)
  - Friday, November 3
    - Timed warm-ups begin at 9:10 a.m. until 9:25 a.m., followed by introductions (starters and libero only) and the National Anthem
  - The anthem will be played each day prior to the first contest
  - Saturday, November 4
    - Timed warm-ups begin at 9:40 a.m. until 9:55 a.m., followed by introductions (starters and libero only) and the National Anthem
    - Timed warm-ups begin at 6:40 p.m. until 6:55 p.m., followed by introductions (starters and libero only)
    - Between semifinals on Saturday, Player and Coach of the Year honorees will be recognized by the Kentucky Volleyball Coaches Association
  - Sunday, November 5
    - Timed Warm-ups begin at 1:30 p.m. until 1:45 p.m., followed by introductions and the National Anthem
- PRE-TOURNEY*
- There is no mandatory pre-tournament meeting at the venue
  - Please use the conference call to ask any questions
  - Ground Rules will be done in the pre-match meeting between coaches, captains and officials

### **ADMISSIONS INTO VENUE**

#### *TICKETS*

- General admission tickets will be priced at \$10 each per session
  - Session I – Friday’s contests (all day)
  - Session II – Saturday’s Quarterfinals
  - Session III – Saturday’s Semifinals
  - Session IV – Sunday’s State Championship contest

#### *TEAM ENTRY*

- Teams will receive 18 travel party wristbands for admission for school coaches (must be worn at all times), administrators, bus driver, manager, JV players, etc.
- Teams coming dressed in uniform (Maximum of 15 players) and arriving as a group will be admitted through the Team Pass Gate at the front of Cantrell Gym

#### *COURTSIDE ADMINISTRATORS*

- Administrators traveling with pep buses are advised to be seated floor level with the group

#### *SUBSTITUTIONS*

- The team roster as entered on the KHSAA website prior to the first day of the postseason shall serve as the eligibility roster for the event
- Teams may dress a maximum of 15 players per contest in uniform and seated at the bench
- Individuals may rotate through the event as long as they appear on the roster
- A maximum of 15 players shall be dressed and may warm-up

#### *COURT SPECIFICATIONS*

- The tournament will be played on NFHS court specifications
- Notations to playable court rules will be communicated in the pre-match meeting with coaches and captains

### ***REQUIRED BALL***

- Baden is the official volleyball (red, white and blue) of the KHSAA
- The volleyball required for District, Regional and State Tournament play is the Perfection VX5EC-210 (leather or composite)
- The ball must include the NFHS Authenticating mark (this is different from the KHSAA logo)
- Practice balls will be provided
- No additional balls may be used by schools

### **VENUE LOGISTICS**

#### ***DRESSING/LOCKER ROOMS***

- Locker room space is available and assignments will be made when teams arrive
- Teams should come dressed ready to play
- The KHSAA is not responsible for loss of valuables
- Locker rooms will be inspected and any damage discovered will be billed to the school and/or taken from the team reimbursement
- Locker rooms, hallways and areas behind the team benches are off limits to anyone other than participants, coaches, officials, team attendants and tournament staff
- Parents/spectators are strictly prohibited from the locker rooms and hallway area

#### ***TEAM BENCHES***

- The total number of bench personnel (including head coach, assistant coaches, managers, trainer, others) shall not exceed the maximum of 20
- Anyone on the bench must be one of the 15 players dressed or an individual with one of the team armbands

#### ***SIGNAGE/BALLOONS/NOISEMAKERS***

- Signs/banners are permitted inside Cantrell gym, but must be of good taste and sportsmanship
- The covering of any corporate signage is not permitted
- Signs must be hand-held or taped using masking tape
- Balloons are not permitted in the facility
- Noisemakers (thunderstix, megaphones, etc.) are not permitted inside the facility per NFHS Rules

### **CONDUCT OF EVENTS**

#### ***PAIRINGS***

- First round matchups are done using a blind draw
- Check the bracket posted on the KHSAA website for finalized start times

#### ***INCLEMENT WEATHER***

- In the event of inclement weather, staff will utilize the KHSAA website and twitter to provide updates

#### ***TIMEOUTS***

- Per NFHS Rules, two time outs per set are permitted
- There will be 3:00 between each set
- All time outs/between sets periods will be taken and used to the full length regardless if teams are back on court ready to play

### **HEALTH INFORMATION**

#### ***ATHLETIC TRAINERS***

- The staff of Ellis & Badenhausen Orthopedics, PSC will provide training assistance
- They will be available beginning one hour prior to the first contest of each session and remain available throughout the event
- Schools are reminded that they are responsible for ensuring that the parental permission to seek medical treatment is authorized from each participant

- The Principal, Athletic Director and/or the Head Coach can use a copy of KHSAA Form GE04 (the physical exam form) for this purpose, as this form contains appropriate language and should bring that form for each athlete to the finals

#### *VENUE SAFETY/EAP*

- Persons who attend KHSAA events may be injured as a result of the risks inherent in being a spectator at such events
- Attendance at events is a vital family and community based activity which is encouraged
- Please advise KHSAA or venue personnel of any situation you encounter which you or a squad member feels should be addressed to minimize risk to all involved
- Ambulance services will be on call/on site for this event
- KHSAA Staff will, in consultation with the Athletic Training Staff and Venue personnel, develop and Emergency Action Plan for this event
- This plan will be available upon arrival on site from the Athletic Training Staff
- Trainers will be available for one hour before each game for assistance as well as during and after each game

#### **STATE EVENT OFFICIALS**

- Officials are licensed and assigned by the KHSAA
- Licensed officials will also be utilized as line judges throughout the tournament

#### **SPORTSMANSHIP**

- The Kentucky High School Athletic Association requires officials to enforce sportsmanship rules
- High School Athletics emphasize positive values
- All parties have worked hard to create a sense of teamwork, respect, responsibility, and perspective
- We remind you that officials expect good behavior and will quickly penalize misconduct
- We encourage and appreciate your help
- Let this competition reflect mutual respect among all participants and officials

#### **MEDIA**

##### *SCHOOL MEDIA*

- Each school is permitted one (1) school media pass at KHSAA State Championship events, valid only for a full-time staff member or a student for the sole purpose of reporting the events and for taking non-commercial pictures for yearbooks, school publications, etc.
- Outside entities such as professional photographers, videographers or parents may not utilize the school media pass
- This pass must be requested in advance of the start of the event through the online system

##### *TRADITIONAL MEDIA*

- Traditional media members (print, TV, radio, online) interested in covering KHSAA State Championship events should apply for credentials through the KHSAA's online system
- Applications should be submitted by the editor or director at each organization
- Freelance photographers will not be granted access to KHSAA events unless the requisite media rights fee is paid

##### *MEDIA RIGHTS FEE*

- Freelance/commercial photographers and radio stations interested in originating a broadcast of a KHSAA State Championship event, are subject to a media rights fee
- Information regarding the media rights fee for each event is available through the online credentialing system

##### *TEAM BROADCASTS*

- By paying the requisite fee, each school qualifying for a KHSAA State Championship event may designate one (1) radio station or website to originate an AUDIO-only broadcast of each game its affiliated school participates in

- An official representative of the participating school shall designate to the KHSAA which station/website will be permitted to broadcast its game using the online system
- The radio station/website shall then apply for championship credentials through the KHSAA's online credentialing system
- Originating stations/websites will be subject to a media rights fee, which will be outlined through the online credentialing system
- The KHSAA is the only entity permitted to originate or authorize a video broadcast of KHSAA State Championship events

#### *INTELLECTUAL PROPERTY RIGHTS*

- The intellectual property, corporate, broadcasting and media rights to the postseason rounds prior to the state finals belong exclusively to the KHSAA, including titling agreements and sponsorships

#### *VIDEOTAPING*

- External power sources may not be used by patrons
- One "Team Video" camera will be permitted in a designated area to tape only the contest of the team
- Spectators may videotape with a hand-held camera from the spectator area but may not in any manner transmit video live through any resource, including personal social media accounts
- Violators are subject to removal
- No "scout" videotaping is permitted

#### *NFHS NETWORK AND WEBSTREAMING*

- No web streaming may be approved for any outlet without the payment of the requisite fee as mandated by the KHSAA/NFHS Network agreement, with the sole exception of a waiver for those schools participating in the School Broadcast Program of the NFHS Network
- The fee schedule will be published annually by the Commissioner's office and is available by contacting the Communications Director

#### **EVENT MERCHANDISE**

- KHSAA State Championship apparel will be available for sale at the event and online post-event
- TeamIP is the exclusive vendor of championship apparel, please look for display at the championship event to purchase memorabilia
- No outside merchandise representative of the event may be produced by any other entity and sold or distributed inside the playing facility

#### **POST EVENT**

##### *RESULTS*

- WL Stats will be providing live stats during every contest of the tournament
- Please refer to the Important Links Section of this manual for this information

##### *TROPHIES*

- The winning team will receive a championship team trophy and 24 medals
- The runner-up team will receive a runner-up team trophy and 24 medals
- The semifinalist teams will each receive a semifinalist trophy and 24 medals
- Each quarterfinalist team coach will select one All-Tournament Team members that will receive a plaque
- Each semifinalist team coach will select two All-Tournament Team members that will receive a plaque
- The runner-up team coach will select three All-Tournament Team members that will receive a plaque
- The state champion team coach will select two All-Tournament Team members and a "Most Valuable Player" that each receive a plaque

##### *MIDWAY AWARD*

- Coaches have previously nominated candidates for this sport/sport-activity for the Midway University/KHSAA Female Student-Athlete of the Year award



- KHSAA staff will make every effort to contact the coach and/or parents of the winner to have them present for this award

#### *NFHS COACH OF THE YEAR*

- The National Federation of High Schools' Coaches Association recognizes the Coach of the Year Award in each of the sports sanctioned by the KHSAA

#### *CHAMPIONSHIP PHOTOS*

- Championship photos of KHSAA state events will be available for purchase 72 hours following the event at [khsaa.photos.org](http://khsaa.photos.org)

#### *EXPENSE REIMBURSEMENT GENERAL POLICY*

- In order to receive KHSAA lodging expense reimbursement, teams must stay at their assigned hotel
- The Crowne Plaza Louisville Airport is the team hotel for the 2017 event
- This property is located at 830 Phillips Lane, Louisville, KY 40209 and is at the main entrance of the Kentucky Exposition Center off of I-65 and the Watterson Expressway (264)
- It is an approximate (varies due to traffic) 20-25 minute normal drive from the hotel to Valley High School
- Schools (Principal, Athletic Director or Head Coach) must call NO LATER THAN NOON, MONDAY, October 30 to secure their team's room allotment
- Ten (10) rooms have been set aside at the property for your team's use
- To make your lodging reservations, please contact Edwin Campbell by phone at (502)380-4236 or email at [ecampbell@cplouisville.com](mailto:ecampbell@cplouisville.com)
- The team rate for lodging at the Crowne Plaza is a contracted rate of \$117 plus applicable taxes
- An expense allowance will be paid for lodging and meals shall be paid for a traveling squad per the competition rules, to include players, cheerleaders, coaching and support staff, and administration

#### *MEALS*

- A meal allowance shall be paid for teams traveling to the Field Hockey, Soccer, Volleyball, Football, Basketball, Baseball and Softball tournaments, which shall be paid corresponding to the approved length of lodging stay (breakfast following elimination)
- For commuting teams (not using housing), two meals per day will be paid at the approved meal rate on each competition day
- For teams approved to stay one night, three meals will be reimbursed
- For teams approved to stay two nights, five meals will be reimbursed
- For teams approved to stay three nights, eight meals will be reimbursed
- For teams approved to stay four nights, 11 meals will be reimbursed
- For teams approved to stay five nights, 14 meals will be reimbursed
- For teams approved to stay six nights, 17 meals will be reimbursed
- Your school is responsible for all meal arrangements for your team
- For 2017-18, the rate of allowance is \$5 per permitted meal per individual

#### *MILEAGE*

- Each school is reimbursed per mile as published in the tournament instructions, round trip from the school location to the host city, in accordance with mileage numbers provided by <http://www.google.com/maps>
- Mileage will be calculated by the KHSAA and an in-area allowance for travel between the hotel and playing facility may be added
- For 2017-18, the rate of allowance is \$1 per permitted vehicle, per mile, round trip

#### **RECEIVING YOUR REIMBURSEMENT**

- The expense check will be mailed from the KHSAA offices not later than 30 days following the finals
- Expense reimbursements will be made net of any damages done to the stadium/stands/court or playing facility that can be directly attributed to the student body or representatives of the school and by requesting reimbursement, the school acknowledges liability for damage directly attributable to the school, student body or fans

- The KHSAA will take whatever action is necessary including fining the particular school and assessing the cost for repair to those schools leaving the seating area in a damaged condition or destroying any stadium property including fences, gates and barriers

#### **IMPORTANT WEBSITE LINKS**

- Competition Rules for Volleyball - <http://khsaa.org/handbook/competitionrules/vbcompetitionrules.pdf>
- Site Directions - <https://goo.gl/k9wtxT>
- Valley High School Parking Map - <http://khsaa.org/volleyball/2012/parkingmap.pdf>
- State Tournament Bracket - <http://khsaa.org/volleyball/2017/statebracket.pdf>
- Team Expense Reimbursement - <https://khsaa.org/ge64-request-for-team-reimbursement/>
- Live Stats - [www.khsaa.org/volleyball/2017](http://www.khsaa.org/volleyball/2017)
- School Media Request Form - <https://khsaa.org/si103-school-media-request-form/>
- Traditional Media Request Form - <http://khsaa.org/news-stats-pubs/media-resources/media-credentials/>
- School Audio Broadcast Designation Form - <http://khsaa.org/school-radio-station-designation-form/>