

**2018**



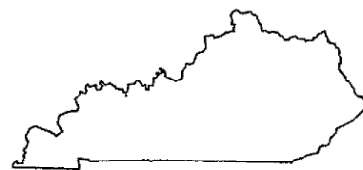
**VOLLEYBALL DISTRICT/REGION  
TOURNAMENT INSTRUCTIONS  
FOR MANAGERS AND  
PARTICIPATING TEAMS**



## 2018 KHSAA Volleyball District/Region Tournament Instructions

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### KHSAA Staff

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Assistant Commissioner.....	Mike Barren
Assistant Commissioner.....	Darren Bilberry
Assistant Commissioner.....	Sarah Bridenbaugh
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Administrative Support Specialist .....	Ginger Gilbert
Physical Plant Director .....	Roy Tatum



[@KHSAA](https://twitter.com/KHSAA)



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## DUTIES SUMMARY STATEMENT

Refer to the Kentucky High School Athletic Association Handbook rules and regulations governing volleyball tournaments. You should familiarize yourself with these rules, found in the KHSAA Competition Rules with a link available at the end of this document.

## KHSAA CONTACT LIST

The primary contact for volleyball is Associate Commissioner Butch Cope. If Mr. Cope is for some reason not available, Assistant Commissioner Mike Barren is the backup contact.

## REFERENCE TO TEAM ALIGNMENT

### ALIGNMENT LIST

Teams are aligned into 64 districts within 16 regions as detailed in the KHSAA Competition Rules. If a school is not on the current list of teams and desires to be entered, contact Associate Commissioner Cope.

## ALLOWABLE COMPETITION DATES

- Oct. 8-13 District volleyball tournament dates (unless otherwise approved in advance by the KHSAA).
- Oct. 15-20 Regional volleyball tournament dates (unless otherwise approved in advance by the KHSAA).

## INSTRUCTIONS FOR TOURNAMENT ENTRY

All eligible teams participate in a district tournament. For region, the winner and runner-up from each district tournament advance.

## ROSTER REQUIREMENTS AND SUBSTITUTIONS

### ROSTERS

Team rosters must be maintained through the KHSAA member school website prior to the end of the regular season. Roster entry is locked on the first date of the postseason.

### POSTSEASON ROSTERS

Schools must log into the KHSAA website and designate their postseason roster, which is separate from the regular season varsity roster. Only players appearing on the school's postseason roster by the Monday of the first postseason week are eligible to participate in any round. This roster information is also used for advance preparations when a team qualifies for the state tournament.

### SUBSTITUTIONS

Up to 15 players may be active and dressed for each game. Substitutions to the 15 that dress may be made, but the players must be listed on the postseason roster. No additional players may be added following the Monday of the first week of postseason, including those teams that advance to the finals.

### REVISION OF ROSTERS

Roster revisions must be made before the first date of the postseason when online rosters are closed and considered final.

## PRE-TOURNAMENT MEETING AND MODEL AGENDA

### DISTRICT TOURNAMENT

The pre-tournament meeting shall be held no later than Tuesday, Oct. 3, 2018. A Sunday meeting should start no earlier than 2



p.m. local time to allow ample time for travel.

The District Tournament Manager shall invite all participating coaches by notifying them of the date, time and site of the meeting. Review the district alignment to make sure all teams are invited.

At the published time, the District Tournament Manager shall conduct an open meeting with all attending coaches and media for the purpose of discussion.

### REGIONAL TOURNAMENT

The pre-tournament meeting shall be held no later than Sunday, Oct. 14, 2018. A Sunday meeting should start no earlier than 2 p.m. local time to allow ample time for travel.

The Regional Tournament Manager shall invite all participating coaches by notifying them of the date, time and site of the meeting.

At the published time, the Regional Tournament Manager shall conduct an open meeting with all attending coaches and media for the purpose of discussion.

### MODEL AGENDA

- Designate someone to record minutes
- Call to order
- Discuss seeding (if applicable)
  - Requires majority vote to change seeding or method.
  - Report seeding decisions or changes to KHSAA on Form GE54 immediately following meeting
- Review site selection plan
- Discuss tournament expenses (majority vote required)
- Security
- Emergency Action Plan (must have in place)
- PA, official scorer, stats
- Auxiliary Workers: ticketing, programs, concessions, parking
- Medical
- Equipment, facility rules, and other notes
- Rosters: all participants must appear on the online roster and postseason participants must be designated
- Conduct draw and place seeds
- Complete Draw Form
- Brackets
- Copy draw to all teams
- Report draw to KHSAA and local media

### PROCEDURES FOR FUTURE DISTRICT AND REGION SITES

The Tournament Manager should review the site selection plan with all schools at the pre-tournament meeting. A link to the current sites is located at the end of this document.

Details for selection of future sites are listed within the Volleyball Competition Rules. A link to those rules is listed at the end of this manual. Any changes to the site selection plan should be reported to the KHSAA using Form GE57 for district or GE58 for region.



## PROCEDURES FOR DISTRICT SEEDING PLANS

All decisions regarding tournament seeding must be made prior to the start of the regular season, including but not limited to, seeding method and criteria. Seeding methods shall be on file at the KHSAA and shall remain in place until a majority vote of the participating schools rescind them.

If a vote is made to seed, the Tournament Manager shall send the KHSAA a copy of the meeting minutes.

Current seeding procedures are available in the KHSAA Volleyball Competition Rules and regulations of the 2018-19 KHSAA Handbook.

## PROCEDURES FOR REGION SEEDING PLANS

Procedures for Region Tournament bracket placement are published within the competitions rules for volleyball on the KHSAA website.

## PROCEDURES FOR DISTRICT TOURNAMENT DRAW

Each district tournament shall draw (or place if seeded) teams into the appropriate bracket depending upon how many teams are in the district. A link to all KHSAA brackets is available at the end of this manual.

The team in the upper half of the bracket in a non-seeded tournament will be the home team. If a tournament is seeded, the highest seed shall be the home team.

District tournament play shall begin no later than Monday, October 8. You must get permission from the KHSAA office to start later than October 8, and only in the event of facility conflicts. You may, however, begin on the Saturday prior (October 6) if the schools agree, all regular season play is completed and it alleviates facility conflicts.

## REPORTING BRACKETS

The District Tournament Manager is to provide the bracket to media outlets and email it to the KHSAA immediately following the draw at [brackets@khsaa.org](mailto:brackets@khsaa.org).

## PROCEDURES FOR REGION TOURNAMENT DRAW

Each region tournament shall draw teams into the appropriate bracket. A link to all KHSAA brackets is available at the end of this manual.

The team in the upper half of the bracket will be the home team.

Region tournament play shall begin no later than Monday, October 15. You must get permission from the KHSAA office to start later than October 15, and only in the event of facility conflicts. You may, however, begin on the Saturday prior (October 13) if the schools agree, all regular-season play is completed and it alleviates facility conflicts.

## REPORTING BRACKETS

The Regional Tournament Manager is to provide the bracket to media outlets and email it to the KHSAA immediately following the draw at [brackets@khsaa.org](mailto:brackets@khsaa.org).

## FORMAT OF EVENT

The District and Regional Tournaments are single-elimination events.

District Tournament pairings are set by seeding procedures as approved by the member schools or through a blind draw.

Regional Tournament pairings are conducted as outlined in the Competition Rules.



### INCLEMENT WEATHER PROCEDURES

In accordance with the playing rules, 15 minutes prior to the contest beginning, and during the contest, the officials shall make determinations as to stoppage of play. It is the duty of the Tournament Manager, in consultation with the officials, participating teams and the KHSAA, to make decisions regarding re-start or re-scheduling in the event of stoppage or postponement.

In the event that changes are made to the schedule, ensure that all teams, media outlets and schools are properly notified. The tournament manager shall also report the revisions to KHSAA Communications Director Joe Angolia ([jangolia@khsaa.org](mailto:jangolia@khsaa.org)) to ensure the [Rihards.com/KHSAA](http://Rihards.com/KHSAA) Scoreboard is updated.

While strictly following the inclement weather protocols listed above, schools hosting district and regional contests should be especially sensitive to the postponement of games.

### ADMISSION OF PARTICIPANTS/TEAM PARTY AND LIMITATIONS

Teams are limited to dressing up to 15 individuals per match in the postseason. Those 15 may rotate between matches from the eligible members of the school's postseason roster.

Team benches are limited to 20 chairs on each bench. Schools may not vote to alter the number that can dress or the bench size.

### DEVELOPMENT OF INFO DOCUMENT FOR PARTICIPANTS

Tournament Managers should develop an information document for participants to include the schedule of events, any on-site meeting information, site specifics and direction information.

### POINTS OF EMPHASIS

- The Volleyball Competition Rules outline a standard warmup time. Refer to the link at the end of this manual for details.
  - Only the 15 individuals dressed for a match are permitted on the floor during warmups.
- Media are not permitted in live ball/play areas.
- No players other than the 15 designated as eligible for the match shall be in uniform.
  - No tournament manager or group of schools may vote to waive this requirement.
- The online rosters may be printed from the members' login page as the valid listing of available players.

### COURT SPECIFICATIONS

Prepare the facility for tournament play, making sure that the court, net standards and net meet the proper specifications according to the NFHS Volleyball Rules Book.

### REQUIRED BALL TYPE

Baden is the official volleyball of the KHSAA. For District, Regional and State Tournament play, the allowed version is the Perfection VX5EC-210 (leather or composite).

- The ball must include the NFHS Authenticating mark (this is different from the KHSAA logo).

Schools may bring their own balls or the site may provide some for warmups that may be a brand other than Baden.

- Once play begins, game balls must be the Baden brand with the NFHS authenticating mark – either all-white or the official Red, White & Blue ball.

### CONTEST COMPLETION REMINDERS

Postseason tournaments are single elimination.

The District winner and runner-up advance to the Regional Tournament.



Rally scoring shall be used for all postseason play. Match format is the best three (3) out of five (5) sets to 25 points, win by two, with no cap. The fifth set, if necessary, will be to 15 points, win by two, with no cap.

## TOURNAMENT OFFICIALS, FEES AND REQUIREMENTS

Officials will be assigned by the KHSAA through the regional/local volleyball officials' association that services the District Tournament host school for District and the Region Tournament host school for Region.

District Tournament Managers shall work with the regional/local Volleyball Assigning Secretary to schedule officials for the tournament (R1, R2, one scorer, one tracker, one timer [for timeouts only] and two line judges).

A listing of Assigning Secretaries who will make these assignments can be found on the KHSAA website.

- Use the link marked "Licensed Official Information."
- On the following page, go to the major heading "Important Notes for Volleyball Officials."
- Go to the category titled "Volleyball Assigning Secretaries (PDF)."
- Contact them immediately with tournament information, schedule and needs.

For the District Tournament, officials (R1, R2) shall be paid \$55 per match (includes mileage).

- Any compensation for line judges, scorers, trackers and timers shall be determined by the Tournament Committee.

For the Regional Tournament, officials shall receive \$65 per match (includes mileage).

KHSAA licensed officials are mandatory for line judges.

- Districts can choose to have the Officials Assigner schedule licensed officials to call lines and be compensated.
- Please note that the host school is required to provide two flags for the line judges.

## BYLAW 22 REMINDER

### REQUIREMENT TO ACCOMPANY

You are reminded that KHSAA Bylaw 22 requires a principal, coach or another approved individual of the school to be present along with any student-athlete who is representing a member school.

### BYLAW 22, SECTION 8

"The principal, coach or another individual approved by the local Board of Education shall accompany the team to all contests. His or her expenses, when he or she accompanies the contestants, shall be paid in the same manner as those of the contestants. Individuals fulfilling this requirement shall adhere to the requirements of KRS 161.185."

## SECURITY

### RESPONSIBILITY

It is the responsibility of the tournament manager to secure adequate police protection and other security precautions as necessary.

The tournament manager should ensure the supervision of fans, watching for inappropriate behavior. During sportsmanship announcements, remind fans that foul language and harassment of officials is strictly prohibited.

After the match, have the officials escorted to the locker room and/or parking lot.

### KHSAA REQUIREMENTS

The KHSAA requires a match administrator, other than the coach, at the match site.

- Since the coach needs to devote full attention to the team, someone other than the coach must deal with any outside difficulties. Unsportsmanlike conduct by spectators is a growing concern. The presence of a match administrator sends the message that such behavior will not be tolerated.





### MEDICAL PROVISIONS

#### ATHLETIC TRAINERS

The host school is responsible for securing medical coverage for the event, including athletic trainers and alerting local ambulance service to serve in an on-call status if such cannot be present at the competition site.

- It is strongly recommended that the authorized medical coverage be staffed by individuals who can determine whether or not a suspected concussion has occurred per 160.445(3)(a) and the KHSAA Board of Control policies, page 18 of the document.
- Any fees associated are to be taken from gate receipts.

#### EMERGENCY ACTION PLAN

Each tournament manager is expected to have and maintain an emergency action plan.

- Emergency action plans shall be practiced and referred to prior to competition.

Before the start of a contest, the tournament manager should identify themselves and establish a designated area where they can be reached in the event of an emergency.

### BAND PERFORMANCES

The admission of school pep bands is a local decision. Admitted bands are permitted to play during warm-ups and between sets, but not while the ball is in play.

### TRADEMARK, MEDIA RIGHTS AND USE OF MARKS

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.

No member school can sign an exclusive agreement for a postseason round (district, region, sub-section, section) without agreement between the schools and approval from the KHSAA, including full compliance with NFHS Network restrictions and the KHSAA's participation within it.

Control of media access and location at all levels of postseason play is with the KHSAA. In general, management of those rights is assigned to the host KHSAA school's manager for district, regional and sectional (semi-state) competition.

At all levels of KHSAA sponsored postseason events, including district, regional, sectional and state competition, managers are encouraged to make allowances for television media to film the contests at no charge as long as the sole purpose is for newscast highlights.

Entities desiring to film the contest for delayed rebroadcast must have the permission of the tournament manager, and pay the requisite rights fee to the Association.

Participating teams in KHSAA events shall be allowed to record the contest if space is available at the discretion of the tournament manager. The filming must not violate existing, acknowledged, written copyright protection or intellectual property agreements. The film cannot be broadcast in any form, including internet and social media.

If space is deemed available, the tournament manager has the right to designate a specific area for filming. No filming will be allowed outside of that area.

The determination of space availability is solely with the tournament manager.

If filming space is deemed available, each participating school choosing to film is required to sign a waiver indicating that the KHSAA shall be held blameless for any and all liability to those parties involved in the filming, and that the school shall make no copies of the tape.

### NFHS NETWORK INFORMATION AND MEDIA RESTRICTIONS

The KHSAA Commissioner is the manager of all rounds of championship play, but in accordance with adopted competition rules, may designate a manager to assist at the local level.





No web streaming may be approved for any outlet without the payment of the requisite fee as mandated by the KHSAA/NFHS Network agreement.

- The sole exception is for schools participating in the School Broadcast Program of the NFHS Network.

The fee schedule will be published annually by the Commissioner's office.

## MUSIC COPYRIGHT

KHSAA schools are reminded to adhere to all music copyright laws.

## EVENT MERCHANDISE

If desired by the tournament manager, TEAM IP (Official KHSAA Merchandise Vendor) may be contacted about turnkey event merchandise at the postseason tournaments. Contact the KHSAA for more information or indicate accordingly on the Regional Manager Information form.

## POST EVENT

### REPORTING RESULTS

Following each contest, the score should be reported by calling the KHSAA/Riherd's.com Scoreboard at 1-800-453-6882. Failure to report the bracket or results could result in a fine to the Tournament Manager.

## TROPHIES

District and Regional trophies will be shipped directly to the tournament manager from Riherds.com. The trophies will be shipped via UPS and you will receive a tracking number the afternoon of shipment. Also in that email will be a link from Riherds.com for you to confirm delivery and condition of the awards.

- Open trophy boxes immediately and inspect them. Report any breakage or missing items directly to the company (Riherds Medal and Trophy Company at 1-800-274-4373).

All costs for trophies are to be subtracted from gate receipts.

- The estimated cost is \$137.72 for District and \$144.92 for Region.
- Trophies are to be paid for by the Tournament Manager with payment sent to: Riherds.com, P.O. Box 459, Smiths Grove, KY 42171.

Your District package should consist of the following:

- One team champion trophy
- One team runner-up trophy

Your Region package should consist of the following:

- One team champion trophy
- One team runner-up trophy

## FINANCES AND FINANCIAL REPORT

Finances and expenses are handled by the host school within policies adopted by the member schools. As you plan for your event, be mindful of the cost of officials and trophies.

Each tournament manager is to complete and submit a financial report, including itemized expenses, no later than three weeks following the tournament to the KHSAA. Forms can be sent to Associate Commissioner Cope ([bcope@khsaa.org](mailto:bcope@khsaa.org)).

- See the website links section at the end of this document for the proper form (GE52 District, GE53 Region).



### INSTRUCTIONS FOR TEAMS ADVANCING

District Tournament Managers should contact schools to attend the pre-tournament planning meeting.

Region Tournament Managers should contact the District champion and runner-up from each district to attend the pre-tournament planning meeting.

### IMPORTANT WEBSITE LINKS

- [Competition Rules](#)
- [Volleyball Forms](#)
- [District Tournament Sites](#)
- [Region Tournament Sites](#)
- [GE52 \(District Tournament Financial Report\)](#)
- [GE53 \(Regional Tournament Financial Report\)](#)
- [Assigning Secretaries](#)
- [GE57 - District Site Selection Form](#)
- [GE58 – Region Site Selection Form](#)
- [KHSAA Brackets](#)