



VOLLEYBALL

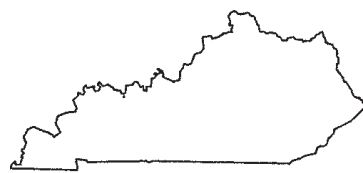
2019 DISTRICT/REGIONAL TOURNAMENT INSTRUCTIONS FOR MANAGERS AND PARTICIPATING TEAMS



2019 Volleyball District/Regional Tournament Instructions

Table of Contents

Duties Summary Statement.....	3
KHSAA Contact List.....	3
Reference To Team Alignment	3
Allowable Competition Dates.....	3
Pre-Tournament Manager's Responsibilities.....	3
Complete Tournament Manager's Form	3
Pre-Tournament Meetings	3
Future District/Regional Sites.....	3
District Seeding Plans.....	3
Regional Seeding Plans.....	4
Admission Of Participants/Team Party And Limitations...	4
Development Of Info Document For Participants	4
Host Site Administrator.....	4
Signage, Balloons, Noisemakers and Band Performances	4
Pre-Tournament Meeting And Model Agenda.....	4
Entry, Rosters, Draw, Format.....	5
Tournament Entry	5
Postseason Rosters	5
Procedures For District Tournament Draw	5
Procedures For Regional Tournament Draw	5
Points Of Emphasis	5
Format Of Event.....	5
Court Specifications	5
Required Ball Type	5
Contest Completion Reminder	6
Warm-Up Time	6
Media Access	6
Procedure For Getting Officials And Fees.....	6
Bylaw 22 Reminder	6
Requirement To Accompany Team Members	6
Bylaw 22, Section 8	6
Security	6
Medical Provisions	7
Emergency Action Plan	7
Inclement Weather Procedures.....	7
Stoppage/Postponement.....	7
Media And Intellectual Property Rights	7
Media Rights/Intellectual Property.....	7
Filming.....	8
NFHS Network Information/Web Streaming	8
Music Copyright.....	8
Event Merchandise	8
Post Event.....	8
Reporting Results.....	8
Trophies	8
Instructions For Teams Advancing	9
Finances	9
Tournament Financial Report	9
Tournament Costs.....	9
Important Website Links	9



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



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



DUTIES SUMMARY STATEMENT

Refer to the Kentucky High School Athletic Association Handbook rules and regulations governing volleyball tournaments, which is included as a link at the end of these instructions.

You should familiarize yourself with these provisions and review them at your meetings to ensure understanding from the coaches and the management of a smooth event.

Any required forms for your reports are included at the end of these instructions as links.

KHSAA CONTACT LIST

The primary contact for volleyball is Associate Commissioner Butch Cope (bcope@khsaa.org). If Mr. Cope is for some reason not available, Assistant Commissioner Mike Barren (mbarren@khsaa.org) is the backup contact.

REFERENCE TO TEAM ALIGNMENT

Teams are aligned into 64 districts within 16 regions.

The current alignment is available on the volleyball page of the KHSAA website and included as a link at the end of these instructions.

Only schools on the list of aligned teams are eligible to enter a postseason tournament.

If a team that isn't listed in the alignment desires to enter, contact the KHSAA office prior to accepting the entry.

ALLOWABLE COMPETITION DATES

- Oct. 21-26 District volleyball tournament dates (unless otherwise approved in advance by the KHSAA).
- Oct. 28-Nov. 2 Regional volleyball tournament dates (unless otherwise approved in advance by the KHSAA).

PRE-TOURNAMENT MANAGER'S RESPONSIBILITIES

COMPLETE TOURNAMENT MANAGER'S FORM

Complete the District (GE55) or Regional (GE56) Tournament Manager's Form to provide general information about your event. Keep KHSAA staff informed of any changes to the form after it has been submitted. Links to both forms are included at the end of these instructions.

PRE-TOURNAMENT MEETINGS

The pre-district tournament meeting shall be held no later than Friday, Oct. 18 and the pre-regional tournament meeting shall be held no later than Sunday, Oct. 27.

A Sunday meeting should start no earlier than 2 p.m. local time to allow ample time for travel.

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

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

FUTURE DISTRICT/REGIONAL SITES

Tournament Managers should review the site selection schedule with all schools in the district or region at the pre-tournament meetings.

If changes or corrections are made to the site selection plans, use KHSAA Form GE57 (District) or GE58 (Region) and return it to the KHSAA immediately following the meeting.

Criteria to be considered for potential sites by schools is listed in the Competition Rules.

Links to the current sites, site selection forms and Competition Rules are included at the end of these instructions.

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.

Use Form GE54 (District Tournament Seeding Plan) that is available as a link at the end of this document.



Seeding decisions and methods shall remain in place until a majority vote of the participating schools rescind them.

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

District Tournament Managers should remind all schools in seeded districts that all games used in calculating the seeded position MUST be played on or before Friday, Oct. 18.

REGIONAL SEEDING PLANS

Details for regional tournament bracket placement are published within the KHSAA Competition Rules.

There are no changes to the procedure permitted at the local level.

ADMISSION OF PARTICIPANTS/TEAM PARTY AND LIMITATIONS

Teams may dress 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 each. Schools may not vote to alter the number that can dress or the bench size.

DEVELOPMENT OF INFO DOCUMENT FOR PARTICIPANTS

Develop an information document for participants, including the schedule of events, any on-site meeting information, site specifics and directions to the venue.

HOST SITE ADMINISTRATOR

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

Since the coach needs to devote full attention to the team, someone other than the coach must deal with any outside difficulties.

SIGNAGE, BALLOONS, NOISEMAKERS AND BAND PERFORMANCES

Signs/banners are permitted at the facility but must be of good taste and sportsmanship.

The signs/banners must be handheld or attached in a manner not to damage the existing structure

The signs/banner shall not cover any corporate signage or obstruct the view of patrons.

Amplified noisemakers or items that replicate game management cues are not permitted inside the facility. These items include, but are not limited to: air horns, electronic amplifiers, portable sound systems, instruments that require additional electricity, game clock horns and whistles.

Artificial noisemakers (non-mechanical and non-powered) are permitted provided they do not interfere with game administration, however, the admittance of the items is a venue specific decision.

Balloons, which can block the view of other patrons, are not permitted at the event.

Only venue provided amplified music and band performances are permissible, but only during pregame, natural and planned breaks/timeouts and when the clock is stopped and the ball is not in play.

The admission of school pep bands is a local decision.

PRE-TOURNAMENT MEETING AND MODEL AGENDA

- Designate someone to record minutes
- Call to order
- Discuss seeding (requires majority to change seeding or method)
 - Report seeding decisions or changes to KHSAA on Form GE54 immediately following meeting
- Conduct draw and place seeds
- Complete Bracket Form
- Report bracket to all teams, the KHSAA and local media
- Discuss team party and participant admission
- Remind coaches that all participants must appear on the online roster and be designated for postseason play
- Discuss the inclement weather policy and plans



- Discuss tournament expenses (majority vote required if distribution to schools is to be made)
- Detail the security and emergency action plan
- Discuss medical needs/trainers
- PA, official scorer, stats
- Auxiliary Workers: ticketing, programs, concessions, parking
- Facility rules and other notes
- Review sportsmanship expectations for competitors, coaches and fans
- Discuss future sites

ENTRY, ROSTERS, DRAW, FORMAT

TOURNAMENT ENTRY

All eligible teams participate in a district tournament.

The winner and runner-up from each district advance to a regional tournament.

POSTSEASON ROSTERS

Postseason participants must be designated from the freshmen, junior varsity or varsity rosters, which are maintained through the KHSAA member school website throughout the regular season.

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

Only players appearing on the school's postseason roster as of the first date of the postseason are eligible to participate in any round. No additional players may be added to the roster following that deadline, including those teams that advance to the state championship.

Up to 15 players may be active and dressed for each match. Those 15 may rotate between matches from the eligible members of the school's postseason roster.

The online, postseason roster may be printed from the KHSAA website as the valid listing of available players.

This roster information is also used for advance preparations for state qualifying teams.

PROCEDURES FOR DISTRICT TOURNAMENT DRAW

Each district shall draw or place seeded teams into the appropriate bracket depending upon how many teams are in the district according to the KHSAA Competition Rules.

The District Manager is to email the bracket to the KHSAA (brackets@khsaa.org) immediately following the draw.

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.

PROCEDURES FOR REGIONAL TOURNAMENT DRAW

Review the Competition Rules concerning regional drawings.

The Region Manager is to email the bracket to brackets@khsaa.org immediately following the draw.

POINTS OF EMPHASIS

FORMAT OF EVENT

District and Regional Tournaments are single-elimination events and NFHS playing rules will be used without exception.

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



The Baden Perfection VX5EC-210 (leather or composite) with the National Federation authenticating mark displayed is the official ball for all rounds of the postseason.

Use of any other game ball is contractually prohibited by the KHSAA and will subject the tournament and its participants to possible penalties.

Schools or the site may provide balls for warm-up that are not the official brand or model, but once play begins, game balls must be the Baden Perfection VX5EC-210 (leather or composite) with the NFHS authenticating mark.

CONTEST COMPLETION REMINDER

Every contest must have a winner.

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.

WARM-UP TIME

The Volleyball Competition Rules outline a standard warm-up 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 ACCESS

Media are not permitted in live ball/play areas.

PROCEDURE FOR GETTING OFFICIALS AND FEES

The regional/local officials' association that services the District and Region Tournament hosts will assign the respective officials.

- Tournament Managers shall work with the assigning secretary to schedule officials for the tournament (R1, R2, one (1) scorer, one (1) tracker, one (1) timer (for timeouts only) and two (2) line judges.
 - o A listing of assigning secretaries can be found on the KHSAA website and is included as a link at the end of these instructions.
 - o Contact your assigner immediately with tournament information, schedules and needs.

For the district tournaments, officials (R1, R2) shall be paid a flat fee of \$55.

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

For the regional tournaments, officials (R1, R2, Line Judges) shall be paid a flat fee of \$65.

- Any compensation for scorers, trackers and timers shall be determined by the participating schools.

No mileage expenses will be added for any official.

Districts can choose to have the assigner schedule licensed officials to call lines and be compensated. Please note that the host school is required to provide two (2) flags for the line judges.

BYLAW 22 REMINDER

REQUIREMENT TO ACCOMPANY TEAM MEMBERS

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. A pertinent section of the bylaw is included below.

BYLAW 22, SECTION 8

"The principal, coach or another individual approved by the local Board of Education shall accompany the team to all contests and 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

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



While many schools have adequate measures in place regarding safety and security at athletic contests, all members are reminded of the importance of this provision.

The National Federation continues to remind all state associations of the importance of member schools understanding the necessity for adequate security.

Crowd control is important and we ask schools to take every precaution to protect the athletes, fans and general public. 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.

While acknowledging the expense of security, it is noted that this should be an integral part of your planning process and is a KHSAA requirement at postseason contests.

MEDICAL PROVISIONS

The host school is responsible for securing medical coverage for the event, including athletic trainers and alerting local ambulance service.

A physician and/or ambulance should be in place in the event of an emergency, as well as an emergency plan for the transportation of injured athletes.

It is strongly recommended that you provide a health care professional on site during the tournament to help with first response situations.

This information should be communicated to all competing schools.

Any fees associated are to be taken from gate receipts.

- 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 10 of the document.

EMERGENCY ACTION PLAN

Each Tournament Manager is expected to have and maintain an emergency action plan for their tournament which shall be practiced and referred to prior to the event.

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.

INCLEMENT WEATHER PROCEDURES

STOPPAGE/POSTPONEMENT

It's 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, all parties must work together to 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) to ensure the Rihersd.com/KHSAA Scoreboard is updated.

While it's imperative that Tournament Managers adhere to the scheduled postseason dates, the safety of all parties involved is always the top priority.

MEDIA AND INTELLECTUAL PROPERTY RIGHTS

MEDIA RIGHTS/INTELLECTUAL PROPERTY

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, sectional and semi-state competition.

FILMING

At all levels of KHSAA sponsored postseason events, including district, regional, sectional, semi-state 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.

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/WEB STREAMING

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

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

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 regional tournament. Contact the KHSAA for more information or indicate accordingly on the Regional Manager Information form.

POST EVENT

REPORTING RESULTS

Match scores should be reported to the Riherd's.com/KHSAA Scoreboard online following each contest. Scores can be reported utilizing the link in the daily scoreboard email, or by calling into the scoreboard at 1-800-453-6882.

Failure to report the scores could result in a fine to the Tournament Manager.

TROPHIES

The KHSAA Board of Control has contracted with Riherds.com of Smiths Grove, Ky., to supply the official KHSAA trophies/awards for the 2019-20 tournaments.

You will receive email notification on the shipping, please select the button within that email to confirm receipt.

Upon arrival, open trophy boxes immediately and inspect them. Report any breakage or missing items directly to Riherds at 1-800-274-4373 or email at khsaa@riherds.com.

It is a local district/region decision regarding any trophies or awards given in addition to those contracted by the KHSAA.

Your district/region package, shipped directly to your school from Riherds.com, should consist of the following:

- One (1) team champion trophy



- One (1) team runner-up trophy

The cost of the trophies is to be paid for by the District/Region Manager on behalf of the tournament. An invoice will be included with the trophies.

- The estimated district cost is \$139.76 and the estimated region cost is \$147.08, not including shipping.

INSTRUCTIONS FOR TEAMS ADVANCING

Region Managers should contact the district champion and runner-up with details about attending their pre-tournament planning meeting.

Region champions will be contacted by KHSAA officials in regard to their participation at the state championships.

FINANCES

TOURNAMENT FINANCIAL REPORT

All District and Region Managers must submit a financial report at the conclusion of their respective tournaments by filling out either KHSAA Form GE52 (District Tournament Financial Report) or GE53 (Regional Tournament Financial Report) and submitting it to Mr. Cope (bcope@khsaa.org).

The forms, included as links at the end of these instructions, must be received no later than three (3) weeks following the tournament.

TOURNAMENT COSTS

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, trophies and medals.

IMPORTANT WEBSITE LINKS

- [Volleyball Website](#)
- [Current Alignment](#)
- [Competition Rules](#)
- [District Tournament Sites](#)
- [Regional Tournament Sites](#)
- [District Tournament Managers](#)
- [Regional Tournament Managers](#)
- [Assigning Secretaries](#)
- [GE52 - District Tournament Financial Report](#)
- [GE53 - Regional Tournament Financial Report](#)
- [GE54 - District Tournament Seeding Plan](#)
- [GE55 - District Tournament Manager Form](#)
- [GE56 - Regional Tournament Manager Form](#)
- [GE57 - District Site Selection Form](#)
- [GE58 - Regional Site Selection Form](#)
- [KHSAA Brackets](#)