

## DISTRICT/REGION TOURNAMENT INSTRUCTIONS

### TABLE OF CONTENTS

DUTIES SUMMARY STATEMENT .....	1
REFERENCE TO TEAM ALIGNMENT AND ONLY ENTER THE TEAMS .....	1
ALLOWABLE COMPETITION DATES .....	2
INSTRUCTIONS FOR TOURNAMENT ENTRY .....	2
ROSTER REQUIREMENT AND SUBSTITUTIONS .....	2
PROCEDURE FOR REVISIONS OF ENTRIES/ROSTERS .....	2
PRE-TOURNAMENT MEETING AND MODEL AGENDA .....	2
PROCEDURES FOR FUTURE DISTRICT AND REGION SITES .....	2
PROCEDURES FOR DISTRICT TOURNAMENT DRAW/REPORTING OF BRACKET AND ENTRIES .....	3
PROCEDURES FOR REGION TOURNAMENT DRAW/REPORTING OF BRACKET AND ENTRIES .....	3
FORMAT OF EVENT (BRACKETS, PAIRINGS, DRAW) .....	3
TOURNAMENT MANAGER RESPONSIBILITIES .....	3
ADMISSION OF PARTICIPANTS/TEAMS/PARTY AND LIMITATIONS .....	3
RULES POINTS OF EMPHASIS .....	3
CONTEST COMPLETION REMINDERS .....	4
BYLAW 22 REMINDER .....	4
BAND PERFORMANCES .....	4
MUSIC COPYRIGHT .....	4
POSTEVENT .....	4
RESULTS .....	4
TROPHIES AND AWARDS .....	4
FINANCES AND EXPENSES .....	4
EVENT MERCHANDISE .....	4
COURT SPECIFICATIONS .....	4
PROCEDURES FOR GETTING OFFICIALS AND FEE AMOUNTS .....	4
TROPHIES .....	5
SECURITY .....	5
MEDICAL PROVISIONS .....	5
REQUIRED BALL TYPE .....	5
MERCHANDISE, TRADEMARK AND MEDIA RIGHTS AND USE OF MARKS .....	6
NFHS NETWORK INFORMATION AND WEBSTREAMING .....	6
INCLEMENT WEATHER .....	6
REPORTING SCORES/RESULTS .....	6
DEVELOPMENT OF INFO DOCUMENT .....	6
FINANCES AND FINANCIAL REPORT .....	7
INSTRUCTIONS FOR TEAMS ADVANCING .....	7
WEBSITE LINKS .....	7

### **DUTIES SUMMARY STATEMENT**

- Please 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

### **REFERENCE TO TEAM ALIGNMENT AND ONLY ENTER THE TEAMS**

- Teams are aligned into 64 districts within 16 regions as detailed in the Competition Rules

### **ALLOWABLE COMPETITION DATES**

- District Tournaments are to be conducted Oct. 16-21
- Regional Tournaments are to be conducted Oct. 23-28

### **INSTRUCTIONS FOR TOURNAMENT ENTRY**

- All eligible teams participate in the District Tournament
- For Region, the winner and runner-up from each District Tournament advance to the Regional Tournament

### **ROSTER REQUIREMENT AND SUBSTITUTIONS**

- Roster are entered online through the KHSAA website
- Roster entry is locked and closed the first date of the postseason
- Schools must go in and designate their postseason roster (this is separate from the regular season varsity roster)
- Substitutions to the 15 that dress may be made, but must be listed on the roster

### **PROCEDURE FOR REVISIONS OF ENTRIES/ROSTERS**

- On the first date of the postseason, online rosters are closed and considered final

### **PRE-TOURNAMENT MEETING AND MODEL AGENDA**

- Call to Order
- Designate someone to record minutes
- District Seeding discussion (if applicable) – changes require majority vote to change seeding and/or method
- Discuss Future sites
- Review Site Selection criteria
- Review Site Selection plan and report and changes to KHSAA
- District Tournament sites
- Region Tournament sites
- Discuss Tournament expenses (requires majority vote)
- PA, Scorer, Tracker, Line Judges, Timer
- Security
- Medical/Emergency Action Plan
- Other
- Equipment, Facility rules and other notes
- Conduct Draw/Seed placement
- Complete Draw form
- Brackets
- Copy Draw for all teams
- Report Draw to KHSAA (email to brackets@khsaa.org)
- Report Draw to local media

### **PROCEDURES FOR FUTURE DISTRICT AND REGION SITES**

- Details for selection of future sites are listed within the Volleyball Competition Rules
- A link to the Volleyball Competition Rules is listed at the end of this manual
- Any changes should be reported to the KHSAA accordingly
- Current site rotation plans on file are posted on the KHSAA website under District and Region Site Rotation Plans

### **PROCEDURES FOR DISTRICT TOURNAMENT DRAW/REPORTING OF BRACKET AND ENTRIES**

- If written or documented District Tournament seeding plans and procedures were in place prior to the season starting, please refer to the seeding procedures as shown in the KHSAA Volleyball Competition Rules and Regulations of the 2017-18 KHSAA Handbook
- All contests necessary to determine seeded placement in tournament brackets must be completed by Oct. 11
- Blank brackets are available on the KHSAA website with a link to available through the brackets links section at the end of this manual
- Upon completion, email the bracket to [brackets@khsaa.org](mailto:brackets@khsaa.org)
- Following each contest, the score (including scores by sets) should be reported by calling the Riherd's.com/KHSAA Scoreboard at 1-800-453-6882
- Failure to report the bracket or results could result in a fine to the tournament manager

### **PROCEDURES FOR REGION TOURNAMENT DRAW/REPORTING OF BRACKET AND ENTRIES**

- The draw procedure for the Regional Tournament Bracket is published within the Volleyball Competition Rules
- A link to this information is posted in the links section at the end of this manual
- Blank brackets are available on the KHSAA website with a link to the brackets available through the links section at the end of this manual
- Upon completion, email the bracket to [brackets@khsaa.org](mailto:brackets@khsaa.org)
- Following each contest, the score (including scores by sets) should be reported by calling the Riherd's.com/KHSAA Scoreboard at 1-800-453-6882
- Failure to report the bracket or results could result in a fine to the tournament manager
- There are no changes permitted at the local level to the procedure

### **FORMAT OF EVENT (BRACKETS, PAIRINGS, DRAW)**

- 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

### **TOURNAMENT MANAGER RESPONSIBILITIES**

- Prior to the start of the contest, identify yourself and establish a designated area where you can be reached in the event of an emergency
- The administrator should supervise fans, watching for inappropriate fan behavior
- During your sportsmanship announcements, remind the fans that foul language and harassment of officials is inappropriate
- Ensure that the necessary auxiliary workers have been secured, such as ticket sellers, ticket takers, program sellers, concession workers, appropriate security, parking attendants, etc.

### **ADMISSION OF PARTICIPANTS/TEAMS/PARTY AND LIMITATIONS**

- For postseason play, teams may dress up to 15 individuals per match
- The 15 selected may rotate from those eligible members as noted on the school's postseason online roster
- Team benches are limited to 20 chairs on each bench

### **RULES POINTS OF EMPHASIS**

- Baden is the official volleyball 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)

- Schools may bring their own balls or the site may provide balls for warm-up (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
- Within the Volleyball Competition Rule, there is a standard warmup time
- Please refer to the link at the end of this manual for details
- Media are not permitted in live ball/play areas

### **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 twenty-five (25) points, win by two points with no cap
- The fifth set, if required, will be to 15, with a win by two points with no cap

### **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 as published in the KHSAA Handbook if you have any questions

### **BAND PERFORMANCES**

- It is a local decision with regard to band admission
- Bands are permitted to play during warmups and timeouts between sets
- Bands are not permitted to perform while the ball is in play

### **MUSIC COPYRIGHT**

- Schools are reminded to adhere to music copyright laws as detailed in the NFHS

### **POSTEVENT**

#### *RESULTS*

- Match scores should be reported to the Riherd's.com/KHSAA Scoreboard following each contest

#### *TROPHIES AND AWARDS*

- Trophies will be awarded to the runner-up and champion team

#### *FINANCES AND EXPENSES*

- Finances and expenses are handled by the host school within policies adopted by the member schools

### **EVENT MERCHANDISE**

- The Tournament manager, through approval of the member schools, will schedule event novelties
- Team IP, KHSAA state event provider of event merchandise, may be contacted to assist with this in the event a tournament does not have a merchandise agreement in place

### **COURT SPECIFICATIONS**

- Prepare the facility for tournament play, making sure that the court, net standards, and net meet the proper specifications according to the National Federation Volleyball Rule Book

### **PROCEDURES FOR GETTING OFFICIALS AND FEE AMOUNTS**

- The 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, 1 scorer, 1 tracker, 1 timer [for timeouts only] and 2 line judges per court)
- A listing of Assigning Secretaries who will make these assignments can be found on the KHSAA website
- On the website go to the link marked "Licensed Official Information"
- On the following page, go to the major heading "Important Notes for Volleyball Officials"
- Go to the category called "Volleyball Assigning Secretaries (PDF)"
- Please contact them immediately with tournament information, schedules and needs
- For District, Officials (R1, R2) shall be paid \$55 per match (includes mileage)
- Any compensation for Line Judges and Scorers and Trackers and Timers shall be determined by the Tournament Committee
- For Region, 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

### **TROPHIES**

- Trophies will be shipped directly to the Manager
- Trophy boxes should be opened immediately to inspect for damage
- Any problems should be reported immediately to Rihards.com, KHSAA trophy vendor, at 1-800-274-4373
- For District Tournaments, you will be shipped a team champion and team runner-up trophy
- The total cost for District Tournament trophies is \$132.56 plus shipping
- For Regional Tournaments, you will be shipped a team champion and team runner-up trophy
- The total cost for Regional Tournament trophies is \$139.50 plus shipping
- All costs for trophies are to be subtracted from gate receipts

### **SECURITY**

- It is the responsibility of the tournament manager to secure adequate police protection, and other security precautions as necessary
- The KHSAA requires a game administrator
- Since the coach needs to devote full attention to the team, someone other than the coach must deal with any issues in managing the event
- The KHSAA recognizes the added burden this places on school districts, but requests it to improve the environment at the contest for the participants and coaches

### **MEDICAL PROVISIONS**

- The host school is responsible for securing medical coverage for the event including 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
- Any fees associated are to be taken from gate receipts

### **REQUIRED BALL TYPE**

- Baden is the official volleyball of the KHSAA
- For all postseason play, Baden (Perfection VX5EC-210 - Leather or Composite) is the required ball
- For state competition the KHSAA will utilize the above mentioned model, in the red, white and blue color scheme

### **MERCHANDISE, TRADEMARK AND 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 of the KHSAA Office including full compliance with the restrictions of the NFHS Network and the KHSAA participation in the network
- At all levels of competition during postseason play, control of media access and location at those contests is with the KHSAA. In general, the management of those rights may be assigned to the manager at the host KHSAA member school for the district, regional and sectional (semi-state) competition
- At all levels of competition, including district, regional, sectional, and state competition in KHSAA sponsored tournaments and meets, managers are encouraged to make allowances for members of the television media to tape the contests at no charge to the media outlet, as long as the taping is for the sole purpose of newscast highlights
- Entities desiring to tape the contest for delayed rebroadcast shall have the permission of the event manager
- At the discretion of the event manager, and if space is available and if such taping does not violate existing, acknowledged, written copyright protection or intellectual property agreements, participating teams in KHSAA events shall be allowed space, for the purpose of recording the contest
- Such broadcast may not be re-broadcast in any form including internet and social media
- If space is deemed to be available, the tournament manager has the right to designate a specific area for the purpose of taping, and allow taping only in that area
- It shall be solely the determination of the event manager as to space availability
- If the tournament manager deems that space is available, each participating school choosing to tape or film is required to sign a waiver indicating that the Association shall be held blameless for any and all liability to those parties involved in the taping, and that the school shall make no copies of the tape or film

### **NFHS NETWORK INFORMATION AND WEBSTREAMING**

- The Commissioner is the manager of all rounds of other 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, 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

### **INCLEMENT WEATHER**

- In the event of inclement weather, the tournament manager shall report the revised schedule to the [Riherd's.com/KHSAA](http://Riherd's.com/KHSAA) Scoreboard accordingly

### **REPORTING SCORES/RESULTS**

- Following each contest, the score (including scores by sets) should be reported by calling the [Riherd's.com/KHSAA](http://Riherd's.com/KHSAA) Scoreboard at 1-800-453-6882
- Failure to report the bracket or results could result in a fine to the tournament manager

### **DEVELOPMENT OF INFO DOCUMENT**

- Regional and District managers should develop an information document for participants to include the schedule of events, any on site meeting information, site and direction information along with locker room availability

### **FINANCES AND FINANCIAL REPORT**

- Each manager is to complete and submit a financial report, including itemized expenses, no later than three weeks following the tournament to the KHSAA
- See the links section for the proper form

### **INSTRUCTIONS FOR TEAMS ADVANCING**

- District Tournament managers should contact schools to attend the tournament planning meeting
- Region Tournament managers should contact the district and runner-up from each district to attend the tournament planning meeting

### **WEBSITE LINKS**

- Competition Rules - <http://khsaa.org/handbook/competitionrules/vbcompetitionrules.pdf>
- Volleyball Forms - <http://khsaa.org/general/bottom-tab-pages/general-forms>
- District Tournament Sites - <http://www.khsaa.org/volleyball/districtsiteselection.pdf>
- Region Tournament Sites - <http://khsaa.org/volleyball/regionalsiteselection.pdf>
- GE52 (District Tournament Financial Report) - <http://khsaa.org/forms/ge52.pdf>
- GE53 (Regional Tournament Financial Report) - <http://khsaa.org/forms/ge53.pdf>
- Assigning Secretaries - <http://khsaa.org/officials/vbassigningsecretaries.pdf>
- GE57 - District Site Selection Form - <https://khsaa.org/ge57-district-tournament-site-selection-plan/>
- GE58 – Region Site Selection Form - <https://khsaa.org/ge58-region-tournament-site-selection-plan/>
- KHSAA Brackets - <http://khsaa.org/general/bottom-tab-pages/blank-brackets/>