BRIEF WELCOME

Congratulations on behalf of the Kentucky High School Athletic Association Board of Control and staff for advancing to the 2019 KHSAA State Volleyball Tournament.

Refer to this manual and the important website links included at the end of the document to guide you through preparation for your participation.

KHSAA CONTACTS

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.

Media inquiries should be directed to Communications Director Joe Angolia (jangolia@khsaa.org).

Questions may also be directed to the KHSAA offices at (859) 299-5472 and any member of the staff can refer you to the correct party.

QUALIFYING FOR PARTICIPATION IN TOURNAMENT

The winning teams from the 16 Regional Tournaments advance to the State Tournament.

COMPETITION DATES, LOCATION AND SCHEDULE

FIRST ROUND - FRIDAY, NOV. 8
• Play begins at 9:30 a.m. ET.

QUARTERFINALS - SATURDAY, NOV. 9
• Play begins at 10 a.m. ET.

SEMIFINALS - SATURDAY, NOV. 9
• Play resumes at 7 p.m. ET.

STATE FINALS - SUNDAY, NOV. 10
• Play begins at 2 p.m. ET.

The complete bracket is included as a link at the end of these instructions.

VENUE AND ADDRESS

J.C. Cantrell Gymnasium
Valley High School
10200 Dixie Highway, Louisville, Ky., 40272 | 502-485-8339

TICKETS AND FAN ADMISSION

TICKETS

General admission tickets will be $10 per session with no re-entry:
• Session 1 - All of Friday’s matches
• Session 2 - Saturday’s quarterfinals
• Session 3 - Saturday’s semifinals
• Session 4 - Sunday’s State Championship match

An advance, all-session pass will be available online at KHSAA.org at a discounted rate which will afford the holder to one admission to each of the four sessions of the tournament.

Once entering the gym, there will be no readmittance without the purchase of a new ticket.

Children 10 and under are admitted free.
**FAN ADMISSION**

Everyone must enter and exit through the admission gate which will open one (1) hour prior to the start of each session.

**PRE-EVENT LOGISTICS**

**CONFERENCE CALL**

There will be a brief web conference for participating coaches and athletic directors.

Additional instructions regarding the call will be sent via email once the field is set.

Participants can set up from any location to join the conference and are encouraged to join by computer to view pertinent information, maps, etc.

**PRE-TOURNAMENT, ON-SITE MEETING**

There will be no mandatory pre-tournament meeting at the venue.

Instead, use the conference call to ask any questions.

Ground rules will be explained in the pre-match meeting between coaches, captains and officials.

**TEAM PACKETS**

Upon arrival at the gym, head coaches will receive their packet at the team check-in gate.

Each packet will contain event participation bag tags, including 15 for participants and 18 for all coaches, assistants, bench personnel and school administrators.

The tags are labeled either participant or team party and will provide admission to all sessions of the tournament, as well as access to the team areas.

**LODGING**

Schools are responsible for all lodging bills.

The lodging allowance shall be as published in the Post Event section of these instructions for the maximum number of rooms specified and will only be paid provided the lodging is utilized.

A lodging allowance will not be paid for teams failing to stay in the property assigned by the Association or for those schools inside a 40-mile, one-way radius of the event site.

Have your school’s or Board of Education’s Sales Tax Exempt number with you at check-in to avoid sales taxes from being added to the hotel bill.

A lodging allowance will not be paid for teams failing to stay in the property assigned by the Association.

There are three (3) properties being used with 10 rooms being held for each team.

The assignments are as follows:

- Regions 1, 4, 10 and 12
  - Crowne Plaza Louisville Airport, 830 Phillips Lane, Louisville, Ky. ($129)
  - To make reservations, contact Edwin Campbell at 502-380-4236 or by email at ecampbell@cplouisville.com.
- Regions 2, 5, 11, 13 and 15
  - Four Points by Sheraton Louisville Airport, 2850 Crittenden Dr., Louisville, Ky. ($129).
  - To make reservations, contact Rita Colucci at 502-753-5555 or by email at rcolucci@fourpointslouisvilleairport.com.
- Regions 3, 9, 14 and 16
  - Courtyard Louisville Airport, 2850 Crittenden Dr., Louisville, Ky. ($129).
  - To make reservations, contact Paula Wathen or Judy Carlton at 502-368-5678 ext. 7164 or by email at paulawathen@remingtonhotels.com or judicarlton@remingtonhotels.com.

A participating school’s Principal, Athletic Director or Head Coach must call NO LATER THAN NOON (ET), MONDAY, NOV. 4, to secure their allotment of up to 10 rooms.
PARKING
General parking will be available in the main lot in front of J.C. Cantrell Gymnasium, as well as the satellite site past the football field.
Overflow parking will be in the lot at Dixie Elementary off Ashby Lane to Meadowview Drive.
Team buses will off-load at the team entrance (front, right-hand side of the gym) and then proceed around the gym to park on the track.
A site map is included among the links listed at the end of these instructions.

BYLAW 22 - 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. A pertinent section of the bylaw is included below:
“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.”

POSTSEASON ROSTERS, LIMITATIONS AND SUBSTITUTIONS

POSTSEASON ROSTERS
Team rosters 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.
Schools must log into the KHSAA website and designate their postseason roster, which is separate from the regular-season roster.
Only athletes marked as a postseason participant in the online system from the freshmen, junior varsity or varsity rosters as of the first date of the postseason are eligible to participate in any round.
No additional athletes may be added to the roster following that deadline, including those teams that advance to the state tournament.

LIMITATIONS AND SUBSTITUTIONS
Teams may dress a maximum of 15 players per contest.
Those 15 selected can rotate each match as long as they appear on the postseason roster.
No other players outside of the 15 designated as eligible for each match may be in uniform or participate in warm-ups.

ADMISSION INTO VENUE

TEAM ENTRY
Upon arrival of each team, a KHSAA representative will be at the bus unloading area to assist you in locating the locker rooms and to make arrangements for dressing room assignments.
The first two (2) teams scheduled to play in Friday’s first round can enter the gym at 8 a.m. ET. For the quarterfinals, semifinals and finals, teams may enter the gym one (1) hour before the first match.

TEAM PARTICIPANT ENTRY
Each participating team will be issued 15 bag tag student credentials upon arrival.
These bag tags are to be used for gate admission for the players in game uniform to be admitted as a group through the pass gate and must be visible to the gate admission staff.
No additional passes will be issued.

NON-PLAYER TEAM PARTY PASSES
Each participating team will be issued 18 additional TEAM PARTY credentials upon arrival for coaches, assistant coaches, statisticians, trainers, doctors, etc., which must be visibly worn at all times and are the only means of admission for these
individuals.

Non-ticketed individuals must be issued one of the 18 team party passes in order to be able to be admitted, be at field level or go to the locker rooms.

This limitation includes all coaches, managers, trainers, statisticians, and other adults designated by the school as a member of the traveling party on a daily basis.

These passes are valid for entry once per session at the pass gate when entering as a group.

Coaches must be listed on the KHSAA school page and have completed all of the coaching requirements.

Other individuals will not be entitled to complimentary admission and will be directed to a ticket window if they do not hold this credential.

Teams, coaches and media will be permitted field access with the proper credentials.

No additional persons will be allowed on the field or near the playing area.

The Principal (one), Athletic Director and Superintendent shall be admitted through the pass gate by presenting the current school year version of the Commonwealth ID card produced by the KHSAA but will need the additional TEAM PARTY credential if on the sideline.

Credentials lost/stolen will not be replaced.

No additional passes will be issued.

**COURTSIDE ADMINISTRATORS**

From the 18 team party passes, each school is asked to provide two (2) Courtside Administrators to assist with pep buses and cheering section crowd control as needed.

These individuals are advised to be seated at floor level with their group to be near the court to assist with any issues that may arise from the crowd and fans of the participating teams (particularly the student sections).

**VENUE LOGISTICS**

**DRESSING/LOCKER ROOMS**

Locker room space is available and assignments will be made when teams arrive.

Teams should arrive at the gym dressed and ready to play.

The KHSAA is not responsible for the loss of valuables at the facility.

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 and spectators are strictly prohibited from the locker rooms and hallway area.

**TEAM BENCHES**

All bench personnel (including head coach, assistant coaches, managers, trainers and non-dressing members) must have a team party credential.

Teams may have a maximum of 15 players per contest in uniform.

The total number of bench personnel shall not exceed the maximum of 20.

**PRACTICE**

The facility is closed to participating teams other than their scheduled match time.

Jefferson County Public Schools’ staff has been advised that no team practice is permitted.
WATER

Water coolers will be provided by the venue, but coaches and athletes are reminded to bring their own water bottles.

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 of any kind are not permitted inside the facility per NFHS rules.

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 ball is not in play.

CONDUCTING THE EVENT

BRACKET AND PAIRINGS

The KHSAA State Volleyball Tournament bracket can be found on the volleyball page of the KHSAA website in the State Results/Stats section and is also provided as a link at the end of these instructions.

First-round matches are not played in bracket order. Check the bracket for finalized match times.

The state tournament is a blind draw, single-elimination event.

STATE TOURNAMENT OFFICIALS

Officials presiding over the event, including line judges, are licensed and assigned by the KHSAA.

In team sports, officials will be assigned based upon performance review and advancement of teams within the event.

No official will be assigned a contest from the region in which they reside for the team sports competitions.

PRE-MATCH SCHEDULE

No warm-up court, other than the main Cantrell Gym floor, will be provided.

The KHSAA will provide warm-up (12 per team) and game balls.

Warm-up time will be given using the 4-5-5-1 format:

- Four (4) minutes of shared court time.
- Five (5) minutes for each team with the serving team going first.
- One (1) minute back at the bench area.

Team introductions will only include the starters and liberos for each team on Friday and Saturday, while the entire team will be introduced before Sunday’s State Championship match.

The National Anthem will be played prior to the first match of each day.

On Friday, Nov. 8, the first timed warm-ups begin at 9:10 a.m. until 9:25 a.m.

On Saturday, Nov. 9, timed warm-ups for the first session begin at 9:40 a.m. until 9:55 a.m. Second session warm-ups begin at 6:40 p.m. until 6:55 p.m.

- Between semifinal matches on Saturday, Player and Coach of the Year honorees will be recognized by the Kentucky Volleyball Coaches Association.

On Sunday, Nov. 10, timed warm-ups begin at 1:30 p.m. until 1:45 p.m.

MATCH FORMAT

Matches are completed by winning three (3) of five (5) sets to 25 with an if-necessary, tiebreaking fifth set to 15.

All sets are played using rally scoring.
RULES POINTS OF EMPHASIS/CLARIFICATIONS

PLAYING RULES

National Federation (NFHS) playing rules will be utilized without exception.

REQUIRED BALL

Baden is the official volleyball brand of the KHSAA.

The leather or composite Perfection VX5EC-210 model with red, white and blue coloring is required for District, Region and State Tournament play.

The ball must include the NFHS authenticating mark, which is different from the KHSAA logo.

Practice balls will be provided and no additional balls may be used by schools.

COURT SPECIFICATIONS

The tournament will be played using NFHS court specifications.

Notations to playable court rules will be communicated in the pre-match meeting between officials, coaches and captains.

TIMEOUTS

Per NFHS rules, two timeouts per set are permitted for each team.

There will be 3:00 on the clock between each set.

All timeouts and set breaks will be taken and used to the full length regardless if teams are back on the court and ready to play.

HEALTH INFORMATION

ATHLETIC TRAINERS

The Association will use the services of Ellis & Badenhausen Orthopedics, PSC to provide trainers for the state volleyball tournament.

The trainers will be available one hour prior to the first contest of each session and remain available throughout the event.

PHYSICAL EXAM FORM

Schools are reminded that they are responsible for ensuring parental permission to seek medical treatment is authorized for each participant.

- The Principal, Athletic Director or Head Coach can use a copy of KHSAA Form GE04 (Physical Exam Form) for this purpose.
- The form contains appropriate emergency treatment permission and should be brought for each athlete at the competition.

VENUE SAFETY

Persons who attend KHSAA events may be injured as a result of the risks inherent in being a spectator at such events.

Please advise KHSAA or venue personnel of any situation you encounter in which you or a team member feels should be addressed to minimize risk to all involved.

ATC’s from Ellis & Badenhausen Orthopedics, PSC will be on site with ambulance services on-call.

Any crowd control problems or acts of violence should be brought to the attention of the event staff, which will contact the appropriate authorities.

Attendance at events is a vital family and community based activity which is encouraged.

EMERGENCY ACTION PLAN

KHSAA staff will, in consultation with the athletic training staff and venue personnel, develop an Emergency Action Plan (EAP) for this event and the plan will be available upon arrival from the athletic training staff.

If an athlete or fan is in need of emergency medical attention, contact the nearest KHSAA staff member, official, Ellis & Badenhausen trainer or venue staff so emergency medical services can be reached.

An AED will be located at the team check-in area.
INCLEMENT WEATHER PROCEDURES

In the event of inclement weather, it is the duty of the KHSAA, in consultation with the host facility and officials, to make decisions in regard to postponement, rescheduling or cancelation, including getting proper notification to all teams, media outlets and schools.

Staff will utilize the KHSAA website and Twitter to provide updates as well as an emergency text notification system.

KHSAA officials will make every effort to learn the weather forecast prior to the start of play as the safety of the public and participants will be the most important factor in any decision.

SPORTSMANSHIP

The KHSAA requires officials to enforce sportsmanship rules.

High school athletics emphasize positive values and 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 in letting this competition reflect mutual respect among all participants and officials.

MEDIA AND INTELLECTUAL PROPERTY RIGHTS

SCHOOL MEDIA CREDENTIALS

Each school is permitted one (1) school media pass at KHSAA State Championship events, valid only for a student or full-time school employee, 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 using Form SI103 which is included as a link at the end of these instructions.

TRADITIONAL MEDIA CREDENTIALS

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.

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 SI113 (School Audio Broadcast Designation Form).

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.

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 fee for each event is available through the online credentialing system.
GENERAL MEDIA RIGHTS
At all levels of competition during postseason play, control of media access and location at those contests is with the KHSAA, and as such, there are necessary policies and restrictions concerning this event and these provisions will be vigorously enforced. The intellectual property, corporate, broadcasting and media rights to all postseason rounds belong exclusively to the KHSAA, including titling agreements and sponsorships.
Control of media access and location at all levels of postseason play is with the KHSAA.
At all levels of KHSAA sponsored postseason events, including district, regional, semi-state, quarterfinal and state competition, allowances shall be made for television media to record video of the contests, without play by play, at no charge as long as the sole purpose is for newscast highlights.
At all levels of KHSAA sponsored postseason events, including district, regional, semi-state, quarterfinal and state competition, allowances shall be made for other media outlets to be admitted to the contests as long as the sole purpose is for reporting of the actions taking place at the contest and promoting the event.
Participating teams in KHSAA events shall be allowed to record the contest, for coaching purposes only, if space is available with such availability at the discretion of the KHSAA and may be required to sign a waiver indicating that the KHSAA shall be held blameless for any and all liability to those parties involved in the video recording.
Any video recording must not violate existing, acknowledged, written copyright protection or intellectual property agreements and cannot be broadcast in any form, including internet and social media.
If space is deemed available, the KHSAA has the right to designate a specific area for video recording and no video recording will be allowed outside of that area.
The determination of space availability is solely with the KHSAA and shall be equitable for all teams.

TELECAST/WEBCAST INCLUDING NFHS NETWORK RESTRICTIONS
The KHSAA is a full member of the NFHS Network and as such, restrictions exist on all postseason levels.
A telecast, as used in these instructions, is a video, live or delayed account, including play by play, of any contest over the air.
A webcast, as used in these instructions, is a video, live or delayed account, including play by play, of any contest distributed using the internet.
The KHSAA is the only entity permitted to produce live or delayed video from state championship events including semi-state, quarterfinal and state rounds, and is the sole authority for approval of any other.
No entity, unless given prior approval by the KHSAA shall be permitted to produce video telecasts or broadcasts, with the exception of approved media outlets solely recording highlights for news use.
No entity, including media members, may stream live video content during postseason events including the use of social media products such as Facebook® Live and Periscope (via Twitter®).
The mandated minimum fee schedule will be published annually by the Commissioner’s office on the KHSAA website.
For all postseason play, all questions regarding live or delayed broadcast or telecast policies, including requests for approval shall be referred to the Communications Director for approval by the Commissioner.

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

FILMING
External power sources may not be used by patrons.
Spectators may film with a hand-held camera from the spectator area, but may not in any manner transmit live video through any resource, including personal social media accounts.
Violators are subject to removal.

LIVE STATS
Live, play-by-play stats are available for all matches of the state tournament.
Links for those stats can be found under the 2019 KHSAA State Tournament Results/Stats menu on the bottom of the volleyball page of the KHSAA website.
**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 their display at the competition to purchase memorabilia.

No outside merchandise representative of the event may be produced by any other entity and sold or distributed at the championship venue.

**POST EVENT**

**RESULTS**

Scores will be posted on the KHSAA/Riherd’s Scoreboard on the KHSAA website following each match.

**TROPHIES AND AWARDS**

The state champion will receive a team trophy and 24 medals.

The state runner-up will receive a team trophy and 24 medals.

Each of the semifinalists will receive a team trophy and 24 medals.

Each quarterfinalist team not advancing to the semifinals will receive a plaque for the team.

Each quarterfinalist not advancing to the semifinals will have (1) member named by the coaching staff to the All-Tournament Team.

Each semifinalist not advancing to the championship game will have two (2) members named by the coaching staff to the All-Tournament Team.

The runners-up will have three (3) members named by the coaching staff to the All-Tournament Team.

The champions will have two (2) members named by the coaching staff to the All-Tournament Team and one (1) named “Most Valuable Player.”

**OFFICIAL KHSAA CHAMPIONSHIP PHOTOS**

Official championship photos of the event will be available for purchase through the KHSAA’s online photo gallery within 72 hours of the completion of the event.

Non-credentialed photographers must take all photos from the confines of the spectator areas, including during the awards ceremonies.

**FINANCES AND EXPENSES**

**LODGING**

Schools are responsible for all bills and will be reimbursed the lodging allowance, which is $13 per permitted night per individual for 2019-20.
MEALS
Meals shall be paid for a traveling squad per the Competition Rules, to include players, cheerleaders, coaches, support staff and administration.

For 2019-20, the rate of allowance is $5 per permitted meal, per individual.

The amount of meals paid corresponds to the approved length of lodging stay (breakfast following elimination).

- For commuting teams not using housing, two (2) meals per day will be paid at the approved rate on each competition day.
- For teams approved to stay one (1) night, three (3) meals will be reimbursed.
- For teams approved to stay two (2) nights, five (5) meals will be reimbursed.
- For teams approved to stay three (3) nights, eight (8) meals will be reimbursed.
- For teams approved to stay four (4) nights, 11 meals will be reimbursed.
- For teams approved to stay five (5) nights, 14 meals will be reimburged.
- For teams approved to stay six (6) nights, 17 meals will be reimbursed.

Your school is responsible for all meal arrangements for your team.

MILEAGE
Each school is reimbursed per mile for the round-trip distance from the school location to the host city, in accordance with mileage numbers provided by Google 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 2019-20, the rate of allowance is $1 per permitted vehicle, per mile, round trip.

RECEIVING YOUR REIMBURSEMENT
To receive your team reimbursement, you must complete form GE64 (Request for Team Reimbursement) which is included as a link at the end of these instructions.

The expense check will be mailed from the KHSAA offices no later than 30 days following the state 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.

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
- KHSAA Volleyball Website
- Competition Rules
- Bracket
- Valley High School Site Map
- Media Credential Site Map
- SI103 - School Media Credential Request Form
- SI113 - School Audio Broadcast Designation Form
- Official KHSAA Championship Photos
- GE04 - Physical Exam Form
- GE64 - Request for Team Reimbursement Form