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Assistant Commissioner ................................................... Mike Barren
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Administrative Support Specialist .................................... Jeanie Molloy
Administrative Support Specialist .................................... Marsha Day
Administrative Support Specialist .................................... Ginger Gilbert
Physical Plant Director ..................................................... Roy Tatum
BRIEF WELCOME

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

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

KHSAA CONTACTS

Administrators and coaches should contact Associate Commissioner Butch Cope (bcope@khsaa.org) or Assistant Commissioner Michael Barren (mbarren@khsaa.org) at the KHSAA offices should they have any questions. They, along with Event Management Specialist Dan White (dwhite@khsaa.org) and Administrative Assistant Kara Howard (khoward@khsaa.org), will also be on site throughout the event to assist you as needed.

Media and statistics 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 should be able to refer you to the correct party.

QUALIFYING FOR PARTICIPATION IN CHAMPIONSHIP

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

PRE-EVENT LOGISTICS

CONFERENCE CALL

A video webconference will be held among all participating team’s coaches and athletic directors.

Schools will be sent via email additional instructions regarding the call following the regional championship games.

Participants can set up from any location to join the conference call.

PRE-EVENT MATERIALS

Additional information, such as stats, forms, etc., may be requested to assist in the promotion and coverage of the tournament.

AMENITIES AND OTHER FORMS

Upon arrival, each team will receive a packet containing event participation bag tags, including 15 for participants and 18 for team party.

The bag tags will provide admission to the event.

GPS COORDINATES

Valley High School: Latitude 38.10788/Longitude -85.868227

DIRECTIONS

Located at 10200 Dixie Highway, Louisville, Ky., 40272 | (502) 485-8339

From I-65:

• Take I-65 North to Louisville
• Exit West onto I-265 Gene Snyder Freeway
• Take Exit 1 (31W Dixie Highway) and turn right
• Valley High School is on your left

From I-64:

• Take I-64 West to Louisville
• Exit West onto I-265 Gene Snyder Freeway
• Take Exit 1 (31W Dixie Highway) and turn right
• Valley High School is on your left

From I-71:
• Take I-71 South to Louisville
• Exit West onto I-264 Watterson Expressway
• Take Exit 12 (I-65 South)
• Take Exit 125 (1-265 West Gene Snyder Freeway)
• Take Exit 1 (31W Dixie Highway) and turn right
• Valley High School is on your left

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 off load at the team entrance (front, right-hand side of the gym) and then proceed around the gym to park.
A parking map is included among the links listed at the end of these instructions.

LODGING
A lodging allowance will not be paid for teams failing to stay in the property assigned by the Association.
The 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.
The Crowne Plaza Louisville Airport is the team hotel for the 2018 event. The hotel is located at 830 Phillips Lane, Louisville, Ky., 40209 at the main entrance of the Kentucky Exposition Center off of I-65 and the I-264 Watterson Expressway.
Depending on traffic, the Crowne Plaza is approximately a 20-25 minute drive from Valley High School.
A school’s Principal, Athletic Director or Head Coach must call NO LATER THAN NOON ET, MONDAY, OCT. 22 to secure their allotment of up to 10 rooms.
To make reservations, contact Edwin Campbell at (502) 380-4236 or by email at ecampbell@cplouisville.com.
Schools inside a 40-mile, one-way radius of the event site will not receive an allowance.
Schools are responsible for all bills and will be reimbursed the lodging allowance, which is $13 per permitted night per individual for 2018-19. The team rate at the Crowne Plaza is contracted at $119.
Have your school’s or Board of Education’s Sales Tax Exempt number with you at check-in to avoid sales tax from being added to the hotel bill.

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 segment of that bylaw states:
“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.”

COMPETITION DATES AND SCHEDULE
The 2018 KHSAA State Volleyball Tournament will be held Oct. 26-28 at the J.C. Cantrell Gymnasium on the campus of Valley High School in Louisville.

FIRST ROUND - FRIDAY, OCT. 26
• Play begins at 9:30 a.m. ET, the first two teams can enter at 8 a.m., doors for general public open at 8:30 a.m.
QUARTERFINALS - SATURDAY, OCT. 27
• Play resumes at 10 a.m. ET, gates open for the teams and general public at 9 a.m.

SEMIFINAL - SATURDAY, OCT. 27
• Play resumes at 7 p.m. ET, gates open for the teams and general public at 6 p.m.

STATE CHAMPIONSHIP - SUNDAY, OCT. 28
• The state championship match is scheduled for 2 p.m. ET, the two teams can enter at 12:30 p.m., doors for general public open at 1 p.m.

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

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.

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.

ADMISSION INTO VENUE

TICKETS
General admission tickets will be $10 per session:
• 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 to purchase online at KHSAA.org at a discounted rate.

Each ticket serves as proof of admission. Once entering the gym, there will be no readmittance without the purchase of a new ticket.

Everyone must enter and exit through the admission gate.
Children 10 and under are admitted free.

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. They are advised to be seated at floor level with the group.

This allows for senior administration 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**

Teams may have a maximum of 15 players per contest in uniform. All bench personnel (including head coach, assistant coaches, managers, trainers and non-dressing members) must have a team party credential.

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

**SIGNAGE, BALLOONS AND 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 attached using masking tape.

Balloons are not permitted in the facility.

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

**CONDUCTING THE EVENT**

**BRACKETS**

The 2018 KHSAA State Volleyball Tournament bracket can be found on the volleyball page of the KHSAA website under the State Tournament Results section. It is also provided as a link at the end of these instructions.

**PAIRINGS**

First-round matchups are paired using a blind draw.

Check the bracket for finalized match times.

**INCLEMENT WEATHER PROCEDURES**

In the event of inclement weather, it is the duty of the KHSAA to make decisions with regards 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.

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 is the most important factor in any decision.

**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.

**FORMAT OF EVENT**

The State Tournament is a blind draw, single-elimination event.

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

First-round matches are not played in bracket order. Refer to the bracket linked at the end of these instructions for an official 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 session.

On Friday, Oct. 26, timed warm-ups begin at 9:10 a.m. until 9:25 a.m.

On Saturday, Oct. 27, 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 semifinals on Saturday, Player and Coach of the Year honorees will be recognized by the Kentucky Volleyball Coaches Association.

On Sunday, Oct. 28, timed warm-ups begin at 1:30 p.m. until 1:45 p.m.

**RULES POINTS OF EMPHASIS/CLARIFICATIONS**

National Federation Playing Rules will be utilized without exception.

**ROSTERS AND SUBSTITUTIONS**

Only those players appearing on the school’s online postseason roster prior to the first day of the postseason are eligible to participate in any round.

There may be no additional players added to the team roster following that deadline, including for those teams that advance to the state tournament.

Teams may dress a maximum of 15 players per contest. Those 15 can rotate throughout the event as long as they appear on the roster.

No other players outside of the 15 dressed in uniform may warm-up.

**REQUIRED BALL**

Baden is the official volleyball brand of the KHSAA.

The leather or composite Perfection VXSEC-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.

**HEALTH INFORMATION**

**ATHLETIC TRAINERS**

Athletic Training services will be provided for participating teams during this event by Ellis & Badenhausen Orthopedics, PSC.

The trainers will be available 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 for each participant.

The Principal, Athletic Director and/or the Head Coach can use a copy of KHSAA Form GE04 (Physical Exam Form) for this purpose. That form contains appropriate language and should be brought for each athlete to the tournament. It is included as a link at the end of these instructions.
VENUE SAFETY
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 in which you or a team member feels should be addressed to minimize risk to all involved.

Staff from Ellis & Badenhausen Orthopedics, PSC will be on site to assist.

EMERGENCY ACTION PLAN
KHSAA staff will, in consultation with the athletic training staff and venue personnel, develop an Emergency Action Plan for this event. The plan will be available upon arrival on site from the athletic training staff.

An AED will be located at the team check-in gate.

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.

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.

TRADEMARK, MEDIA RIGHTS, CORPORATE, TV AND RADIO

MEDIA CREDENTIALS
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 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.

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 all State championship rounds of the KHSAA postseason championships belong exclusively to the KHSAA, including titling agreements and sponsorships.

No member school may approve or sign an agreement that includes rights to state contests (delayed or live).

The Commissioner is the manager of all State Championship play.

BROADCAST/TELECAST/WEBCAST
At all levels of competition during postseason play, control of media access and location at those contests is with the KHSAA.

At the state level, all negotiations for rights to a delayed broadcast, as well as any live telecast, shall be initiated with the Communications Director, and shall be approved by the Commissioner of the KHSAA.

All rights to State events belong to the KHSAA, as such, there are necessary policies and restrictions concerning this event and these provisions will be vigorously enforced.

The KHSAA, through its agreement with the NFHS Network, is the only entity permitted to produce live video from State Championship events. No other entity will be permitted to produce video, with the exception of approved media outlets solely recording highlights for news use.

No entity, including media members, may stream live video content during state level events including the use of social media products such as Facebook® Live and Periscope (via Twitter®).

FILMING
External power sources may not be used by patrons.

One “Team Video” camera will be permitted in a designated area to film only the contest of their team.

Spectators may film any portion of this competition from the confines of their defined spectator area, but may not in any manner transmit live video through any resource, including personal social media accounts. Violators are subject to removal.

No “scout” filming is permitted.

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 tent 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
Live stats for each game will be available at KHSAA.org.
Scores will be posted on the KHSAA/Riherds Scoreboard on the KHSAA website following each game.
TROPHIES
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 coach will name one player to the All-Tournament Team that will receive a plaque.
Each semifinalist coach will name two players to the All-Tournament Team that will receive plaques.
The runner-up coach will name three players to the All-Tournament Team that will receive plaques.
The state champion coach will name two players to the All-Tournament Team and a “Most Valuable Player” that will receive plaques.

MIDWAY AWARD
Nominations were solicited for the Midway University/KHSAA Female Student-Athlete of the Year award for the sport of volleyball. This award will be presented at the awards banquet in June.

NFHS COACH OF THE YEAR
The National Federation of High Schools’ Coaches Association recognizes a Coach of the Year in each of the sports sanctioned by the KHSAA.
The KHSAA will attempt to recognize the recipient during a round of the championship subject to availability.

OFFICIAL KHSAA CHAMPIONSHIP PHOTOS
The KHSAA employees, at a significant expense, commercial photographers to take pictures during the championship, including all awards ceremonies, pre and postgame events, and action shots during the matches.
These photographs will be online for sale through the KHSAA photos site within 72 hours of the completion of the finals, using the link at the end of these instructions.

EXPENSE REIMBURSEMENT GENERAL POLICY
An expense allowance will be paid for lodging. 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. It 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 2018-19 the rate of allowance is $5 per permitted meal per individual.

MILEAGE
Each school is reimbursed per mile as published in these instructions 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 2018-19, 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
- State Tournament Bracket
- Valley High School Site Map
- Form GE04 (Physical Exam Form) (Spanish Version)
- Media Credential Request Form
- School Media Credential Request Form
- GE64 Request for Team Reimbursement Form
- Official KHSAA Championship Photos