



## VOLLEYBALL REGIONAL, SECTIONAL AND STATE HOST INSTRUCTIONS

*The state series is defined as regionals, sectionals and the state finals.  
The state finals are defined as quarterfinals, semifinals, third place and championship matches.*

### I. PLANNING

- A. Volleyballs
  - 1. Inflate the volleyball sent to your school and use the ball so the newness wears off prior to regional, sectional and state finals matches.
  - 2. Provide two (2) ball carts with a minimum of 15 inflated volleyballs for warm-ups.
    - a. Hosts that are unable to provide this requirement must notify participating schools prior to arrival that they should bring balls for warm-ups.
- B. Scorebooks
  - 1. Regional and sectional hosts will need to provide an official scorebook.
  - 2. State finals hosts will be provided with two scorebooks from the IESA.
    - a. The IESA administrator at your site will take the scorebook from the table after each match to update stats on the website - the official scorer will rotate the scorebooks between matches.
    - b. At the conclusion of the state finals, the IESA administrator will take both scorebooks.
- C. Workers/Volunteers
  - 1. You should have ticket gate staff, concessions workers, an official scorer, scoreboard operator, libero tracker and an announcer.
    - a. A libero tracker is required and this must be separate from the official scorer, he/she must be at least 17 years old and should be seated next to the official scorer.
    - b. The official scorer must wear a striped official's shirt.
  - 2. Workers may not use electronic devices when working at the scorer's table.
  - 3. Providing team escorts to each school participating can help them navigate the building and have any questions answered.
- D. Parking
  - 1. Make sure that all those attending know what the parking options are for your facility.
    - a. Take the following into consideration - buses, fans, officials, parking personnel, parking signage, and emergency vehicle access; communicate where buses should drop off participants and student fans as well as where buses should park
  - 2. Officials' parking should be near the door they will use to enter and exit the facility.
- E. Lockers
  - 1. Communicate with the schools about the availability and security of locker rooms.
    - a. Prior to their arrival, let schools know which locker room they are assigned to and if these locker rooms are not secure, let schools know to keep personal belongings at their bench.
    - b. State your school policy regarding the security of the locker areas to all schools prior to their arrival.
- F. Photography, Official Apparel and Program Sales - State Finals Hosts Only
  - 1. Event Pro Photography is the state finals photographer. Contact Ken Brooke for his arrangement needs prior to the state finals - [kenbrooke@eventprophotography.net](mailto:kenbrooke@eventprophotography.net).
    - a. Usually, the photographer will need a classroom/space with access to electricity where team photos can be taken. All teams will take a picture prior to their first match on Friday - upon arrival, notify teams as to when and where their picture will be taken.
  - 2. The Cubby Hole is the IESA apparel vendor. Contact Paul Boente for any needs they have prior to the state finals - [paul@cubbyholeonline.com](mailto:paul@cubbyholeonline.com).
    - a. You will need to make space available for The Cubby Hole, preferably in a high-traffic area (i.e. near concessions, main hallway). They will need three 8' tables and access to electricity both days of the state finals.
  - 3. Official Program Booklets
    - a. These will be brought to host schools by the IESA administrator.
    - b. The cost for the programs will be added to the financial report form by the IESA.

- c. Programs are sold for \$5.00 - keep program money separate from ticket gate money.
- 4. Any outside vendors must be approved by the IESA office at least one month prior to hosting. Approved outside vendors need to provide customers with their contact info.
- G. Crowd Control and Security
  - 1. While the host school for any activity must assume primary responsibility for the physical management of the activity, including providing for crowd control, this is a mutual responsibility between the host school and the schools participating in the contest; visiting schools must also take such measures as necessary to ensure proper behavior on the part of their own students and spectators.
    - a. Host schools should communicate with participating schools about whether or not a school administrator or school representative (other than the coach) will be in attendance.
  - 2. Be an active supervisor, try to anticipate problems, address them and act quickly on complaints.
- H. Facility Signs, Concessions, Hospitality and Other Provisions
  - 1. Provide signs to direct fans, coaches, officials, and players - concessions, merchandise and photos (state finals only), restrooms, ticket gate and programs, locker rooms, parking, specific seating areas for schools in bleachers, hospitality room, and indicating your policy on food/drink in the playing area.
  - 2. Communicate with schools about the availability of concessions for purchase and hospitality. The hospitality room should be for administrators, coaches, bus drivers, officials, IESA personnel, and spouses; however, host management can define those who may use the hospitality room.
    - a. For regionals and sectionals, a hospitality room is not an allowable expenditure on the financial report form.
    - b. For state finals, hospitality is an allowable expenditure on the financial report form.
  - 3. Communicate to schools if you will or will not be providing towels, on-site training staff, water at the team bench and/or team escorts.

## II. STATE FINALS HOSTS ONLY - ADDITIONAL ITEMS NEEDED

- A. In addition to the information outlined in Section I of this host manual, state finals hosts should provide the following information to the IESA by February 1:
  - 1. Multiple hotel options in close proximity to the host school
  - 2. Local restaurant options
  - 3. Additional services that will be provided by the host school
  - 4. Any final notes that would be helpful in planning arrival and possible overnight stay
- B. The IESA administrator will post scores online from your facility from a table.
  - 1. Be prepared to provide wi-fi passwords, log-in access and a computer/laptop.
  - 2. The password should also be able to access Facebook and Twitter.
- C. There may be radio/television coverage present at your facility - keep in mind where these personnel will be able to set up their equipment and broadcast within the playing area.

## III. BALL BOXES AND SHIPMENTS FROM IESA/VENDORS

- A. A ball box is mailed to each regional, sectional and state finals host from the IESA.
- B. Regionals and Sectionals
  - 1. A&M Products will send champion plaques.
  - 2. IESA will send the financial report form, scorer and libero tracker instructions, a Rawlings volleyball, host manual, PA announcements, and the plaque presentation script.
  - 3. Sectional hosts will also receive the contracts for the assigned officials.
- C. State Finals
  - 1. A&M Products will send trophies for 1<sup>st</sup>-4<sup>th</sup> place.
  - 2. IESA will send in one shipment the financial report form, scorer and libero tracker instructions, host manual, PA announcements, plaque presentation script, 3 Rawlings volleyballs, 1 IESA state finals/welcome banner, 2 blue IESA banners, 2 red Rawlings banners, 2 official scorebooks and approximately 2,000 wristbands for Saturday.
    - a. IESA banners should be posted in highly visible locations near the entrance and the playing area and these should be taken down immediately after the championship game and given to the IESA administrator.

3. The IESA administrator will bring officials' checks, trophy rosters, extra plaque presentation scripts, medallions and the official program booklets.

## IV. ONLINE FORMS - REGIONAL ENTRY FORMS, SEEDING AND BRACKETS

### A. Regional Entry Forms

1. All schools are required to participate in the online seeding process consisting of Step 1 (regional entry form, regular season contest data and written comments) and Step 2 (online seeding of the teams in the regional).
2. This will be communicated to all schools from the IESA via email reminders.
3. Changes to the regional entry form are only permitted up until the "Roster Closed" deadline outlined in the IESA Volleyball Terms and Conditions season calendar.

### B. Online Seeding

1. The IESA will post seed results via the online brackets following the seeding step.

### C. Brackets

1. Host schools will post their regional bracket and information online.
  - a. To access the host administration information - log in to the school member center from the IESA website by clicking on the red "Member Login" button.
  - b. Select the school name and enter the school or AD password. Once you have accessed your school page, you will click on the "Registration and Entry Center Logins" or "Entry Center Logins" link at the top of the page - the link name will vary dependent on which password is used to log in.
  - c. Next to the activity (volleyball), you will see two links - "Entries" and "Host." By clicking the "Host" link, you will have access to the following:
    - i. Email coaches/administrators for the schools in the level you are hosting
    - ii. Set Regional Dates/Location and Set Sectional Location
    - iii. Set Regional/Sectional Results
    - iv. Download Regional/Sectional Entry Data
    - v. View Regional/Sectional Rosters
  - d. After entering the information online, view the host information from the public side of the IESA website (as if you were just going to the website as a spectator and not logged into your member center, i.e. bracket information and map location is accurate).

Membership renewed on 4/22/2016		Activity	Entry Center Links
Pay Membership Dues ONLY	<a href="#">2016-2017 - NEXT YEAR</a>	Concussion	<a href="#">Concussion Testing</a>
If you want to pay DUES ONLY now and register for activities later, please use the link above.		Athletic Director	
-OR-		Girls Softball	<a href="#">Entries</a>   <a href="#">Host Admin</a>
<b>COMBINE DUES AND ACTIVITY REGISTRATION</b> by using links below. <i>Dues will only be added to your first registration of the year.</i>		Boys Baseball	<a href="#">Entries</a>
Indicate Your Emerging Activities	<a href="#">2016-2017</a>	Cross-Country	<a href="#">Entries</a>
Athletics and Scholastic Bowl	<a href="#">2015-2016</a>	Girls Basketball	<a href="#">Entries</a>
	<a href="#">2016-2017 - NEXT YEAR</a>	Boys Basketball	<a href="#">Entries</a>
State Golf Tournament	<a href="#">2015-2016</a>	Boys Wrestling	<a href="#">Entries</a>
	<a href="#">2016-2017 - NEXT YEAR</a>	Girls Volleyball	<a href="#">Entries</a>
State Cheer Competition	<a href="#">2015-2016</a>	Scholastic Bowl	<a href="#">Entries</a>
	<a href="#">2016-2017 - NEXT YEAR</a>	Track & Field	<a href="#">Entries</a>
State Chess Competition	<a href="#">2015-2016</a>		
	<a href="#">2016-2017 - NEXT YEAR</a>		
State Bowling Competition	<a href="#">2015-2016</a>		
	<a href="#">2016-2017 - NEXT YEAR</a>		
Music Contests	<a href="#">2015-2016</a>		
Speech Contests	<a href="#">2015-2016</a>		
Area 21 Speech	<a href="#">2015-2016</a>		

2. The regional, sectional and state playing dates and times shall be in accordance with the dates in the season calendar found in the IESA Volleyball Terms and Conditions.
  - a. Regional playing dates and times should be decided and posted online prior to seeding. The schedule should ONLY be changed after seeding if there is a weather issue.
    - i. The IESA Volleyball page has sample brackets posted online depending on if regional tournaments will be played over 1-3 days - refer to these as you schedule based on the dates in the season calendar - <https://www.iesa.org/activities/gvb/index.asp?Year=2018&Class=7-1A&Docs=Yes>.
    - i. Regional games played on weeknights may not begin prior to 4:30 pm.
    - ii. IESA By-Law 4.061 prohibits the scheduling of an 8<sup>th</sup> grade regional on the date of the 7<sup>th</sup> grade sectional.
  - b. Both the sectional match and state finals match times are set by the IESA.
    - i. Sectional matches must start at 6:30 pm.
    - ii. State finals match times are posted online.
  - c. Matches shall be started at the scheduled time and played in the proper order.

## IESA MEMBER CENTER

Menu
**Clinton**
[Log Out](#)

User session expires @ 10:02:31 AM
[REGISTER FOR TEXT ALERTS](#)
[CONCUSSION CERTIFICATION](#)

### Class AA Girls Softball Host Administration

Entry Menu - Regional Entry Form - Host Administration

Regional 11	Sectional F
Email Regional 11 - <a href="#">Coaches</a>   <a href="#">Administrators</a>	Email Sectional F Qualifier - <a href="#">Coaches</a>   <a href="#">Administrators</a>
Regional Host Info - Pending	Sectional Host Info - Pending
<a href="#">Set Regional Dates/Locations</a> <b>OPEN</b>	<a href="#">Set Sectional Date/Location</a> <b>OPEN</b>
Open thru sectional scoring	Open thru state scoring
<a href="#">Set Regional Results</a> - <a href="#">Regional Bracket Instructions</a> <b>OPEN</b>	<a href="#">Set Sectional Results</a> <b>OPEN</b>
Open after seeding thru sectional results	Open from 9/19/2015 thru state scoring
<a href="#">Download Regional Entry Data</a>	<a href="#">Update Sectional Champ Win/Loss Records</a> <b>OPEN</b>
<a href="#">View Regional Rosters</a>	Open from 9/19/2015 thru state scoring
<a href="#">Check Regional Brackets</a> - <a href="#">Check Sectional Qualifiers</a>	<a href="#">Download Sectional Entry Data</a>
	<a href="#">View Sectional Rosters</a>

3. For regionals and the state finals, the top team in the bracket shall be designated as the home team for each match. For sectionals, the home team is the odd-numbered regional.
4. Update the scores online for each match as it is completed.

## V. FINANCIAL ARRANGEMENTS

### A. Regional Tournaments and Sectional Matches

1. The regional tournament/sectional match financial report form outlines allowable expenditures and which expenditures are not allowed.
  - a. Each member school hosting a regional tournament/sectional match shall send the IESA 30% of the gross receipts for admissions along with the completed financial report form as soon as possible and no later than within two weeks of the conclusion of hosting.
  - b. Allowable expenditures shall be detailed on the financial report form.
  - c. If there is a deficit in regional tournament/sectional match finances, participating schools may be assessed by the host school on a per-match basis.
    - i. Assessments shall be paid directly to the host school after the IESA Executive Director approves the financial report form.

### B. State Finals

1. All tournament receipts, the completed state finals financial report and the state expense summary form shall be sent to the IESA office as soon as possible and no later than within two weeks of the conclusion of the state finals.
  - a. 1/3 of the profit shall be returned to the host school.
  - b. 2/3 of the profit will be retained by the IESA.
  - c. Any deficit expenditures will be paid by the IESA

2. The host school will also receive:

- a. An amount approved by the IESA Board of Directors as their share of merchandise sales no matter the amount of money generated

### C. Additional Considerations for Regional, Sectional and State Finals Hosts

1. When sending your check to the IESA, your check is cashed using remote deposit (scanned electronically); use the following guidelines:
  - a. Computer-generated checks are preferred, use only blue or black ink on the check, print clearly, keep the space over the number along the bottom of the check clear, and paperclip the check to the completed financial report form.
2. Allowable expenditures are detailed on the financial report form for each state series level - some of these allowable expenditures have maximum amounts detailed as well.

3. Concession sales are kept entirely by the host school.
- D. Ticket Gate
1. Admission prices are set by the IESA Board of Directors - see below.
  2. Plan for the appropriate amount of staff at the ticket gate(s). Staff working the ticket gate should be knowledgeable about the location of team locker rooms, the tournament schedule and be familiar with your facility.
  3. All news media with proper credentials and/or those with an IHSA media pass should be allowed admission at no charge.
  4. IESA activity passes are not permitted for any state series contests.
  5. The only individuals permitted free entry for a team are those included on the school's regional entry form.
    - a. Regional and sectional host schools have access to this information at the Host Admin link once logged into the volleyball entry center.
    - b. Members of the participating teams and coaching staff may be admitted to the tournament without charge during any day of the regional tournament.
    - c. During the 7<sup>th</sup> grade state series, the 8<sup>th</sup> grade team from the same school must pay the admission fee to watch the 7<sup>th</sup> grade team (and vice versa for 7<sup>th</sup> grade teams wanting to watch 8<sup>th</sup> grade teams).
  6. Regionals Admission Prices
    - a. 1 round of play per day (quarterfinals, semifinals and championship are all played on separate days)
      - ii. \$2.00 K-8 students and Senior Citizens (62+)
      - iii. \$4.00 High School Students and Adults
    - b. 2 rounds of play per day (quarterfinals/semifinals on same day OR semifinals/championship on same day)
      - i. \$3.00 K-8 students and Senior Citizens (62+)
      - ii. \$5.00 High School Students and Adults
  7. Sectionals Admission Prices
    - a. \$2.00 K-8 students and Senior Citizens (62+)
    - b. \$4.00 High School Students and Adults
  8. State Finals Admission Prices
    - a. The ticket gate should open one hour prior to the first scheduled game.
    - b. Friday - Quarterfinals
      - i. \$2.00 K-8 Students and Senior Citizens (62+)
      - ii. \$5.00 High School Students and Adults
    - c. Saturday - Semifinals and Finals
      - i. Wristbands provided by the IESA shall be given to all spectators
      - ii. \$3.00 K-8 Students and Senior Citizens (62+)
      - iii. \$7.00 High School Students and Adults

## **VI. IESA TOURNAMENT FORMAT AND POLICIES**

- A. All tournament play shall be single elimination with the winning team advancing from regionals to sectionals and from sectionals to state finals. At the state finals, quarterfinal winners advance to the semifinals, winners of the semifinal games will advance to the championship game and the losers of the semifinal game advance to the third place game.
- B. The host school shall not make its gymnasium available to visiting teams for practice.
- C. The playing court shall be set-up and ready for play 45 minutes prior to the scheduled start time.
- D. Warm-ups and Ball Handling
  1. Only team personnel as listed on the regional entry form are allowed on the court. Non-team personnel may be present around the perimeter of the court.
  2. The timed warm-up shall be 2-6-6 - the first 2 minutes are shared, 6 minutes for the home team to have the entire court, 6 minutes for the visiting team the entire court. When the teams are off the court ball handling is allowed as space permits - if space is limited, teams shall be restricted to ball handling behind the end line.
    - a. After the shared 2 minutes, practice jerseys or warm-up shirts should be removed.

3. Regional and sectionals ball handling is permitted 45 minutes prior to the scheduled match time on the competition floor. If both teams are present, each team shall be restricted to their side of the playing court.
  4. State finals ball handling is not permitted prior to the coin-toss at state. Teams may stretch and warm-up without volleyballs prior to this time on the competition floor.
- E. The displaying of signs, banners, placards, balloons, or constructed frames through which players run is prohibited as well as any noise-making devices (artificial or not). These items should not be brought into the playing area - direct them to return these to a vehicle prior to entering the playing area.
- F. Ejections
1. Notify the IESA if you have an ejection at your site.
  2. Any player ejected from a contest for unsportsmanlike conduct shall be ineligible for the next interscholastic contest at that level of competition.
  3. Any coach ejected from a contest for unsportsmanlike conduct shall be ineligible for the next two (2) interscholastic contests at that level of competition.
  4. A fan ejected from the state finals is not permitted to return to any remaining contests.
  5. Additional penalties may apply and will be communicated to schools from the IESA.
- G. A team failing to field the required number of starting players within thirty (30) minutes of the scheduled match time shall forfeit the match.

## **VII. PA ANNOUNCEMENTS, MUSIC, TEAM INTRODUCTIONS AND AWARDS**

- A. Plaques, Trophies and Medallions
1. The regional and sectional plaques and the state finals trophies will be sent to host schools from A&M Products in Princeton (815-875-2667) - check the plaque when it is delivered to the school and if you have any problems or you do not receive your plaque prior to regional play, contact the IESA as soon as possible.
  2. Medallions for the state finals will be brought to the school by the IESA administrator supervising a given site.
- B. Public Address Announcements and Team Introductions
1. The IESA will send in the ball box mailing and post online PA announcements to read.
  2. The national anthem should be played/sung prior to the introduction of teams. If multiple games are played on the same day, the national anthem only needs to be played/sung at the beginning of the first match.
    - a. For the state finals only, a national anthem singer may be assigned to your school and this individual should be admitted at no charge.
  3. For team introductions, the starting players and the head coach of the visiting team should be announced first and then the starting players and head coach of the home team should be introduced.
    - a. For the state quarterfinals, the entire home and visiting team is introduced for each game. For the state semifinals, third place and championship games, only the starting lineup for the home and visiting teams are introduced.
- C. Music
1. Hosts are encouraged to provide music during warm-ups, team introductions and between matches. If you choose to play music, it should be consistently played for all teams throughout the tournament.
  2. For the state finals, a pep band may be scheduled by the IESA to perform at your site. You will be notified of this by the IESA and they are to be admitted at no charge, provide an area for them in your stands and communicate with the pep band's school in advance with any information they may need to know prior to arriving.
- D. Awards Presentation
1. Regionals and Sectionals
    - a. Scripts for regional/sectional plaque presentations are included in the ball box mailing - read the script and present the awards immediately following the championship match.
    - b. Remind the regional champion to submit their team photo prior to the start of sectional play.

2. State Finals
  - a. The IESA administrator will have awards information available for all quarterfinal winners that includes a trophy roster for each quarterfinal winner - these trophy rosters should be collected from each of these teams prior to the start of semifinals.
  - b. The presentation of awards will require a table, tablecloth and assistance from the host school administration to present awards.
  - c. The script for awards and the trophy rosters for 1<sup>st</sup>-4<sup>th</sup> place should be provided to the announcer.

## **VIII. OFFICIALS**

- A. Host Responsibilities
  1. Contact officials at least one week prior to the match(es) they are working to confirm any details regarding school location, dressing accommodations and parking - IESA will communicate which officials are working at host schools for sectionals and state finals to those host schools.
  2. Remind the officials to log in to the IESA Officials Center at the end of their match(es) and complete the sportsmanship ratings for all teams they saw that day - for the state finals, the officials will be provided with a paper copy of the sportsmanship rating form by the IESA administrator.
  3. Provide security for the officials - escort them on/off the playing area for each contest.
  4. Provide a private and secure locker room/shower facility to change and store their belongings. If there are windows in the officials' area, make sure that they are covered so that those inside are not visible to others.
  5. Spectators, players and coaches are not permitted in the officials' dressing area.
  6. Drinks should be made available to the officials while they are working.
  7. If the hospitality closes before the last match is finished, make arrangements for food to be left in the officials' room (sandwich, drink, etc.).
- B. Regionals
  1. Two (2) IHSA-licensed officials shall be hired by the host school for each regional match (neither may have an affiliation with the participating schools). These officials are paid by the regional host at the rate of \$45 each per match (no mileage).
  2. This is an allowable expenditure on the regional financial report form.
- C. Sectionals
  1. Two (2) IHSA-licensed officials shall be contracted by the IESA for each sectional match. These officials are paid by the sectional host at the rate of \$55 each per match (no mileage).
  2. This is an allowable expenditure on the sectional financial report form.
- D. State Finals
  1. Two (2) officials and two (2) line judges shall be hired by the IESA for each state level match. The officials shall be IHSA-licensed and are paid by the IESA at the rate of \$65 each per match as a referee and \$25 each per match as a line judge.
  2. The IESA will contract and pay an IHSA-licensed official to be the Coordinator of Officials for each state finals location at the rate of \$30 per match. This individual is responsible for coordinating and evaluating all state finals officials.
- E. Line Judges
  - a. For regular season matches, regionals and sectionals, the host school has the option to use qualified line judges. If the host school uses line judges, the line judges:
    - i. Must be at least 17 years of age; and
    - ii. Two (2) line judges (no more, no less) must be provided; and
    - iii. Line judges must adhere to the following regarding proper dress:
      - Black slacks, all white shirt, and black or white athletic shoes.
      - Line judges must not wear black and white striped official's shirts.
  - a. If a regional and/or sectional host chooses to use line judges at the regional and/or sectional level, this is not an allowable expenditure on the financial report form.

## **IX. EMERGENCY PLANNING AND WEATHER**

- A. Have a school-specific emergency action plan.
  1. The plan must be distributed to appropriate personnel, posted at the school, and reviewed annually. Links to sample information may be found here - <http://www.iesa.org/activities/concussion.asp>.



2. The IESA encourages you to contact your local EMTs and inform them of your match dates. If you have medical personnel (i.e. athletic trainer) at your facility, it is recommended that they be at regional and sectionals.
  3. State finals hosts are required to have medical personnel at the facility.
- B. The contest manager/host administration should be visible and present for every contest. It is essential that the officials and teams know who this person is and can quickly locate them in the playing area.
- C. Provide adequate security at your tournament. The following are recommended:
1. Notify your local police department of your tournament dates OR
  2. Request police presence at your facility during the tournament - document this on the financial report form.
- D. Make sure you have emergency phone numbers for each coach and school administrator that will be coming to your school - this should be a number traveling with the school bus and accessible outside of school hours.
- E. State series matches shall not be forfeited due to weather. If the administrator for any participating school determines the team cannot reach the host school site or if the tournament manager makes the decision that all contests scheduled on a given day shall not be held because of weather, the host school shall reschedule the matches and adjust the remainder of the playing schedule as necessary.
1. The IESA will make this determination of rescheduling due to weather for the state finals.
  2. If you have to reschedule due to weather, make sure those changes are reflected online. Additionally, notify the IESA that your tournament schedule has been changed.