



VOLLEYBALL REGIONAL HOST INSTRUCTIONS

I. PLANNING

A. Home Team and Host Responsibilities

1. For Regional play, the higher-seeded team in the bracket shall be designated as the home team and host of the contest.
2. **Regional matches held on weeknights may not begin before 4:30 pm.**
3. The host school shall not make its court available to the visiting teams for practice sessions.
 - a. It is recommended that host schools conclude their own practices, at all levels, one hour prior to the scheduled game times.
 - b. The host playing floor and locker rooms should be vacated at least one hour prior to the scheduled game time.

B. Volleyballs

1. For all regional contests, the higher-seeded team in each regional will provide volleyballs for the contest that are in compliance with NFHS Volleyball rules.
2. Provide volleyballs for warm-ups. Please keep the game ball separate from the warm-up balls.
 - a. Hosts that are unable to provide warm-up balls must notify participating schools prior to arrival that they should bring balls for warm-ups.

C. Scorebooks

1. Regional hosts will need to provide an official scorebook.
2. In the volleyball state series, it is recommended that each competing team keep a scorebook. The individual keeping the team scorebook must be a minimum of 17 years old and must be seated at the score table if room allows. If space is not available, this individual must sit in the immediate proximity of the score table during the match. Immediate proximity is the first seat on the bench closest to the score table or in a seat next to the score table.
 - a. In the event that there is a discrepancy between the visible score and the official scorebook, the match officials will compare the scorebooks of the competing teams with the official scorebook to determine an appropriate correction if applicable.
 - b. If after examination of all scorebooks the match officials cannot determine an appropriate correction, the original record of the official scorebook will be considered official and correct.
 - c. The judgement and/or decision of the match officials cannot be protested.

NOTE: It is recommended that all competing teams keep a team scorebook, regardless if they are hosting the contest. In this case, it is required that the host school provides an individual to record the official book and it is recommended the host also has an additional individual to record their own team book

D. Workers/Volunteers

1. You should have an official scorer, scoreboard operator, libero tracker and an announcer.
 - a. The official scorer must wear a black and white striped official's shirt so that he/she is easily identifiable, and this individual must be at least 17 years old.
 - b. 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.
 - a. Workers may not use electronic devices when working at the scorer's table.

E. Parking

1. Make sure that all those attending know what the parking options are for your facility.
 - a. Take the following into consideration - buses, officials, parking personnel, parking signage, and emergency vehicle access; communicate where buses should drop off participants as well as where buses should park.
2. Officials' parking should be near the door they will use to enter and exit the facility.

F. 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.
2. If locker rooms are being used, please make sure that locker rooms are being sanitized between uses.
- 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.
 2. Be an active supervisor, try to anticipate problems, address them and act quickly on complaints.
 3. The contest manager must always be visible/present during the contest for the officials and teams to communicate with.
- H. Facility Signs, Concessions, Hospitality and Other Provisions**
1. Provide signs to direct coaches, officials, and players - concessions, restrooms, locker rooms, parking, specific seating areas for schools in bleachers, hospitality room, and indicating your policy on food/drink in the playing area.
 - a. Remind schools that they may not bring signs or noisemaking devices into the playing area.
 2. Communicate with schools about the availability of concessions.
 3. FOLLOW ALL SPORTS POLICY FOR CONCESSIONS, SEATING, SANITIZATION AND OTHER BEST PRACTICES AS RELATED TO HEALTH AND SAFETY:
<https://coronavirus.illinois.gov/sfc/servlet.shepherd/document/download/069t000000CyCndAAF?operationContext=S1>
 - a. Hosts are encouraged to have signage regarding COVID safety precautions.
 4. Schools serving as a host must have signage in accordance with the Concealed Carry Act 430 ILCS 66.
 - a. This includes an IESA event that is held on a school's property and IESA events held at a non-school site (sports complex, park, etc.).

II. ONLINE FORMS - REGIONAL ENTRY FORMS, SEEDING AND BRACKETS

- A. Regional Entry Forms and Online Seeding
 1. 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.
 2. The IESA will post seed results via the online brackets following the seeding step.
- B. Brackets
 1. Since there will be several host schools within a Regional, tournament information will be updated by emailing the IESA Office- sally@iesa.org or nicole@iesa.org
 2. Please email the following information to the IESA Office when it is available:
 - a. Regional match time and location
 - b. Regional match results
 3. To view the regional entry forms for your tournament, click on Regular Season Info for all Regional Schools.
 4. The regional and sectional playing dates and times shall be in accordance with the dates in the season calendar found in the IESA Volleyball Terms and Conditions.
 - a. The schedule should ONLY be changed after seeding if there is a weather issue.
 - b. The IESA Volleyball page has sample brackets posted online.
 - c. Matches shall be started at the scheduled time and played in the proper order.

III. FINANCIAL ARRANGEMENTS

- A. Regional Contests
 1. Participating schools can be assessed on a per-game basis to cover operating deficits of a regional tournament. Host schools must contact the IESA for approval to assess prior to assessing other schools in the regional.
 2. Any outside vendors besides concessions at state tournament events shall be contracted at least

- one month in advance through the IESA.
- 3. Concession sales are kept entirely by the host school.
- B. Spectators
 - 1. **Fans will not be allowed to attend.**

IV. IESA TOURNAMENT FORMAT AND POLICIES

- A. All tournament play shall be single elimination with the winning team advancing from regionals to sectionals.
- B. The playing court shall be set-up and ready for play 45 minutes prior to the scheduled start time.
- C. 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 sectional 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.
- D. 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.
- E. **Noisemaking devices:** All noise-making devices must be excluded from the playing area during state series play.
- F. Ejections
 - 1. Notify the IESA if you have an ejection at your site.
 - 2. **Any coach, player and/or fan ejected from an IESA Volleyball contest (regular season or state series) is subject to the penalties outlined in the IESA Handbook. Host school administrators should notify the IESA if an ejection of one or more of these individuals takes place.**
 - 3. 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 contest time shall forfeit the contest.
 - 1. The IESA office and host school must be notified of such a decision. A game that is played even though the school failed to field the required number of starters within 30 minutes of the scheduled game time cannot be protested.
 - 2. *Q: The game was scheduled for 11:00 am, opponent arrived at 11:25 am. What time do I start the game?*
A: The start time of the game will be 11:30 am.
- H. Prayer at an IESA state series contest that takes place over a public address system is prohibited.

V. PA ANNOUNCEMENTS AND TEAM INTROS, MUSIC AND AWARDS

- A. Public Address Announcements and Team Introductions
 - 1. The National Anthem should be played/sung prior to the introduction of teams.
 - 2. 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.
- B. 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.
- C. Awards
 - 1. Regional champions will have the option to purchase a championship plaque through the IESA Office.
 - 2. Teams winning the regional will be sent ordering information immediately following the conclusion of the tournament.

VI. OFFICIALS

- A. Host Responsibilities
 - 1. Contact officials in advance of the contest to confirm any details regarding school location, dressing accommodations and parking.
 - 2. Provide security for the officials - escort them on/off the playing area for each contest.
 - 3. 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.
 - 4. Rlayers and coaches are not permitted in the officials' dressing area.
- B. Regionals
 - 1. Two (2) IHSA-licensed officials shall be hired by the host school for each regional contest (neither may have an affiliation with the participating schools).
 - 2. The schools participating in the contest will split the cost of the contest officials. Each school should provide \$50 for the expense.
 - 3. It is the responsibility of the game host to contact their opponent to inform them of their expected reimbursement amount for officials and when this is to be provided (prior to or by the completion of the game).

VII. 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.
 - 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. It is recommended that state series hosts have an AED on-site. If one is not available, the IESA recommends that the host school works with area schools to see if a portable one is available to borrow.
- 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 contest dates OR
 - 2. Request police presence at your facility during the contest.
- 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 contests 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 contests and adjust the remainder of the playing schedule as necessary.
 - 1. 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.