



## INSTRUCTIONS TO HOST SCHOOLS GIRLS VOLLEYBALL REGIONAL TOURNAMENTS

### Financial

- A. A financial report form has been included. Please complete and return to the IESA Office within one week of your tournament.
- B. Expenditures are detailed on the financial report form.
- C. Regional and Sectional hosts will receive a Rawlings volleyball at no charge for each tournament hosted (Model: **IESA VB1001**). Please inflate the ball, if necessary, and use the ball so the newness wears off prior to the Regional and Sectional match. **This ball must be used in the Regional and Sectional matches.**
- D. Admission prices for Regional and Sectional tournament play:  
\$2.00 for students K-8 and senior citizens (62+)  
\$4.00 for high school students and adults
- D. All IESA Activity Passes should be honored.

### Awards

- A. The Regional plaque will be sent to you from our supplier in Princeton (A&M Products 815-875-2667).
- B. If you have any problems or you do not receive your plaque prior to regional play, contact the IESA Office as soon as possible.
- C. Scripts for plaque presentations are included in your host packet.

### Online Seeding

- A. You must conduct the required online seeding of teams in your regional.  
**A school that does not participate in the online process has no say regarding any seed results.**
- B. Playing dates should be decided during the online process through email communications. Do not change the schedule (dates or times) after seeding.
- C. Hold the 7<sup>th</sup> grade regional tournament **February 27, March 1-4** and the 8<sup>th</sup> grade regional tournaments **March 6, 9-11**. By-law 4.061 prohibits the scheduling of 8<sup>th</sup> grade regional on the 7<sup>th</sup> grade sectional date, which is Monday, **March 8, 2010**. *New this year each regional host school has the option of starting their regional play on a Saturday.*
- D. It is recommended that if there are two matches scheduled in one day that the second match starts 20 minutes after the conclusion of the first match.
- E. Please make sure to remind the schools participating in your regional that the regional winner must send a team picture to the IESA office prior to the sectional play date of **March 8 for 7<sup>th</sup> grade and March 15 for 8<sup>th</sup> grade**. Instructions for the winners are located on the website and were sent to each school participating in volleyball in the initial mailing.
- F. No changes will be permitted on the Regional Entry Form after the beginning of the first level of the state series contest. If a school makes changes after submitting their form once; please tell them to print the form and take a copy with them to their first match.
- G. 15 uniformed girls may be listed on the roster.

**ONLINE SEEDING** (*see online instructions within Host Manual*)

- H. **STEP ONE:** All schools participating in the activity of volleyball must enter the following information online by Midnight on [February 11, 2010](#). Friendly email reminders to the schools in your regional to complete this information from the email center in the host administration is recommended and encouraged.
1. Regional Entry Form
  2. Season Schedule with results (*Computer will tabulate season record from results entered.*)
  3. Special Comment Section
- I. **STEP TWO**– all participating schools will rank schools in their regional online from [February 15-17](#). The IESA recommends that each school print the regular season information included on the web ranking page and have this in front of them prior to ranking the teams to review. As the host you will be able to review when each school has completed this step. Friendly email reminders are a good way to get schools to follow-up. It is important that each school in your regional complete this step for the best seed results.
- J. The IESA will confirm seed results to post on Friday, [February 19, 2010](#).

### Online Bracket Instructions

- A. Host schools will post their regional bracket and tournament information on-line via the IESA website.
- B. Host schools may access this information through the IESA member center log-in page. Choose your school from the drop down menu and enter your password.
- C. Once you have accessed your school page, you will click on the link for the regional/sectional you are hosting. You will find this information under the heading of “Regional/Sectional Host Administration”. This same information is now available in the Volleyball Entry Center as well.
- D. After clicking the appropriate link, you will be able to access the following information:
- a. You will be able to view the regional entry form for your school.
  - b. Download Entry Data- You will be able to download the entry data for all schools within your regional. This information is very helpful if you are creating a program for your regional tournament. The data may be downloaded by either a Mac or a PC. Choose the format that works best with your computer. The information will be opened in Excel.
  - c. View all Regional Entries as a Webpage- Once all schools have entered their regional entry forms, you may be able to view that information from this link.
  - d. Set Regional Dates/Locations- Host schools will enter tournament information for display on-line. Tournament information consists of dates, times, and locations of tournament matches. It is important that the complete address be added for the location of every match. By entering the complete address (street address, city, zip), a map and directions will be linked to your bracket. All of this information will be available for competing teams and fans to view from the main basketball page on the IESA website.
  - e. Entering Regional Results- You will be able to enter regional results after each round of play for fans to view online in the regional assignments.
- E. Take a moment after entering the information online to view the host information entered on the web and make sure that the Google map is actually giving directions to your host site. If you have problems please contact the IESA office.
- F. Please take the time to review the Regional/Sectional Host Administration information on-line prior to your seeding meeting.

### Tournament Format and Details

- A. Please be sure to send a schedule to all schools assigned to your regional indicating the exact site, date, and time they are scheduled to play. It is recommended that matches not be scheduled on school time, and preferably in the evenings to help attendance. This can be emailed from the volleyball entry center host administration page.
- B. **All matches are to be played in the proper order and shall not be changed unless permission is granted by the IESA.**

C. Regional Tournaments must be seeded as follows:

**1. Four-team tournaments:**

- a. Match 1: seed #1 vs. seed #4
- b. Match 2: seed #2 vs. seed #3
- c. Match 3: winner match 1 vs. winner match 2

**2. Five-team tournaments:**

**5-team regional tournaments played in one day**

- a. Match 1: seed #1 vs. bye and seed #4 vs. seed #5 in match 1 in top bracket; seed #2 vs. bye and seed #3 vs. bye in the bottom bracket.
- b. Match 2: seed #1 plays winner of match 1
- c. Match 3: seeds #2 vs. #3 play
- d. Match 4: winner Match 2 vs. winner Match 3

**5-team regional tournaments played in 2 or more days with quarterfinal and semifinal on same day**

Day One

- a. Match 1: seed #1 vs. bye and seed #4 vs. seed #5 in match 1 in top bracket; seed #2 vs. bye and seed #3 vs. bye in the bottom bracket.
- b. Match 2: seeds #2 vs. #3 play
- c. Match 3: seed #1 plays winner of match 1

Day Two

- d. Match 4: winner Match 2 vs. winner Match 3

**Any tournaments over five teams must be played in two or more days.**

**3. Six-team tournaments:**

- a. Match 1: seed #1 vs. bye and seed #4 vs. seed #5 in match 1 in top bracket;
- b. Match 2: seed #3 vs. seed #6 and seed #2 vs. bye
- c. Match 3: seed #1 plays the winner of match 1
- d. Match 4: seed #2 plays the winner of match 2.
- e. Match 5: winner match 3 vs. winner match 4

**4. Seven-team tournaments:**

- a. Match 1: (top bracket) Seed #1 vs. Bye, and Seed #4 vs. Seed #5
- b. Match 2: (bottom bracket) Seed #2 vs. Seed #7
- c. Match 3: (bottom bracket) Seed #3 vs. Seed #6
- d. Match 4: Seed #1 vs. Winner Match 1
- e. Match 5: Winner of Match 2 vs. Winner Match 3
- f. Match 6: Winner of Match 4 vs. Winner Match 5

D. All regular season matches and all tournaments the warm-up times shall be 4-4-4-2. Ball handling will be permitted ½ hour prior to scheduled match time on the competition floor in Regional and Sectional play.

E. After the conclusion of shared warm-up time, practice jerseys or warm-ups without numbers should be removed.

F. The top team in the bracket shall be designated as the home team for each match.

**Note** ➔ G. **It is the responsibility of the Regional Host to update the regional brackets online following each night of regional play.**

H. The IESA recommends that ball shaggers be provided by each participating school.

I. Scorers are required to wear a striped shirt.

J. No cell phones or personal electronic devices are permitted at the scorer's table during match play.

K. Hosts are encouraged to provide music. When music is played, it must be consistently played for all teams throughout the tournament.

## Tournament Policies

A. As a host for the IESA state series, please make sure to follow all By-laws and the Volleyball Terms and Conditions.

B. In regional, sectional, and state final tournament play, the host school shall not make its gymnasium or playing fields available to the visiting teams for practice sessions.

- C. During IESA state series tournament (regional, sectional, state finals) matches, the displaying of signs, banners, placards, balloons, or constructed frames through which players run is prohibited. Such devices obstruct the view of spectators, are unsightly, and in many instances may become safety hazards. Local tournament managers should not permit these devices to be brought into the playing areas. (By-law 3.142)
- D. All mechanical noise-making devices shall be excluded from playing areas for all IESA state series tournament play. Tournament managers should not permit spectators to bring megaphones, radios, or tape players into the playing area of any IESA state series tournament contest. (By-law 3.143)
- E. Limits on free passes to the IESA state tournament series shall be two managers, two statisticians, one scorekeeper, and 12 cheerleaders for all athletic activities. Cheerleaders must be in uniform to be admitted free. There shall be a maximum of 12 cheerleaders cheering on the floor at one time.  
**All IESA Activity Passes should be honored.**
- F. During IESA state series tournament play, no raffles, 50-50 or other drawings, or other contests for money-raising purposes are to be conducted.
- G. All tournament play shall be single elimination with the winning team advancing from regional to sectional and from sectional to state level competition.
- H. **Crowd control.** 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. Visiting schools should also take such measures as necessary to ensure proper behavior on the part of their own students and spectators.
- I. Any player or coach ejected from a contest for unsportsmanlike conduct shall be ineligible for the next interscholastic contest at that level of competition, and all other interscholastic contests at any level in the interim, in addition to other penalties the IESA or school may assess. Any player or coach ejected for unsportsmanlike conduct a second time in any activity during the school year shall be ineligible for all remaining interscholastic contests the day of the ejection and the next two interscholastic contests at the level at which the ejection occurred, in addition to other penalties the IESA or the school may assess. For example: *a player is ejected one time during the softball season for unsportsmanlike conduct and one time during the volleyball season also for unsportsmanlike conduct. That player is not allowed to participate in the next two volleyball matches following the second ejection.*

## Emergency Planning

- A. The IESA encourages you to contact your local EMT's and inform them of your tournament dates. If you have medical personnel (i.e. athletic trainer) at your facility, it is recommended that they be on-site during your tournament.
- B. Please make sure that your contest manager is visible and present for every contest. It is essential that the officials and teams know who this person is and can quickly locate them.
- C. Review your school's emergency plan with those who will be working your tournament.
- D. The IESA expects you to provide adequate security at your tournament. It is recommended that you either notify your local police department of your tournament dates, or request their presence at your facility during the tournament. Please see your financial report for this expense.

## Officials

- A. It is the regional host's responsibility to contract officials.
- B. *Regional hosts shall contract two officials from a list of registered IHSA officials. No official should be hired that has an affiliation with your school.*
- C. *Regional officials should be paid \$40.00 each per match.* NEW
- D. The host school has the option to use qualified line judges, but this is **not** a reimbursable expense on the financial report. *If the host school uses line judges:*
  1. **They must be at least 17 years of age; and**
  2. **Two line judges (no more, no less) must be provided.**

- E. **It is the responsibility of the host to provide for the security of the officials.** The host should be present to escort officials on and off the playing area for all contests. Fans/coaches should not be allowed into the official's dressing area for any reason.
- F. Fine officiating and good game management often go unnoticed, but are vitally important. Please follow the guidelines below when hosting officials.