



INSTRUCTIONS TO HOST SCHOOLS GIRLS VOLLEYBALL SECTIONAL 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 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 all 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 Sectional plaque will be sent to you from our supplier in Princeton (A&M Products 815-875-2667). Every attempt will be made to get a plaque to all Sectional sites that are set late.
- B. If you have any problems with the plaque or do not receive your plaque prior to sectional play, contact the IESA Office as soon as possible.

Tournament Format and Details

- A. Hold the sectional tournament at **6:00 pm** on **Monday, March 8, 2010** for 7th grade and/or **Monday, March 15, 2010** for 8th grade. Playing dates and times are mandated by the IESA Board of Directors.
- B. Regional winners do not need to bring a copy of the Certification List and/or the Regional Entry Form to the Sectional site.
- C. Tournament warm-up times shall be 4-4-4-2. *Ball handling will be permitted ½ hour prior to the scheduled match start time.*
- D. The odd-numbered regional winners shall be the home team in each Sectional.
- E. **It is the responsibility of the Sectional Host to update the sectional brackets online following the sectional match. See Online Instructions**
- F. The IESA office will send each sectional winner an email with pertinent state information. Please remind each winner to look for this email. It will include: State Host information, merchandise pre-order form, team picture information, and IESA contact phone numbers.
- G. Ball shaggers are to be provided by each participating school.
- H. Scorers are required to wear a striped shirt.
- I. No cell phones or personal electronic devices are permitted at the scorer's table during match play.
- J. Hosts are encouraged to provide music. When music is played, it must be consistently played for all teams throughout the tournament.

Online Bracket Instructions

- A. Host schools will be able to post their sectional 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. You will need your school ID and password to complete this process.

- 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".
- 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. 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.
 - c. Set Sectional Locations- Host schools will enter tournament information for display on-line. Tournament information will consist of the location of the tournament game. It is important that the complete address be added for the location of the game. 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 volleyball page on the IESA website.
 - d. Entering Sectional Results- You will be able to enter sectional results after each round of play.
- 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.

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 available to the visiting teams for practice sessions.
- C. During IESA state series tournament (regional, sectional, state finals) games, 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. The IESA Office will assign and contract the officials necessary for your match.
- New**  B. Please plan to pay the officials the evening of your Sectional. **Officials should be paid \$50.00 each per match with no mileage.**
- C. Contact the officials prior to your tournament regarding your school location and to verify match time.
- 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.