



# VOLLEYBALL REGIONAL HOST CHECKLIST

**The higher-seeded team in each match-up will host that match. That school has the following responsibilities:**

RESPONSIBILITY	COMPLETE?
<b>1. The higher-seeded team is the host for that regional match.</b> <i>- Communicate with the personnel at your school to ensure the gym is available one hour prior to match time. The playing court shall be set-up and ready for play 45 minutes prior to the scheduled start time</i>	
<b>2. Notify the IESA of the contest location (street address) and time.</b> * Rounds should be played on the following schedule: * Quarterfinal- <b>7th</b> - 3/6; <b>8th</b> - 3/12 * Semifinal- <b>7th</b> - 3/8, 9; <b>8th</b> - 3/13 * Championship- <b>7th</b> - 3/11; <b>8th</b> - 3/15, 16  The IESA will enter your match information online. If weather presents an issue, please inform the IESA so we can post updated contest information online.  Week night matches should not be scheduled prior to 4:30 p.m.	
<b>3. Volleyballs - Games must begin with at least one volleyball that meets NFHS specifications.</b>	
<b>4. Hire 2 IHSA-licensed officials for your match and contract each of the officials for \$50.</b> The other team you are playing should bring a check for \$50 to the match - notify your opponent who they should make the check payable to. For example, let the visiting school know if they should write your school a check because you plan to write the checks to the contracted officials (preferred method) or if they should write a check specifically to one of the officials working.  Officials expect to be paid on the day of providing their officiating services.  If the game is suspended, the officials get the full payment for starting that contest. Whether those officials return or if new officials are contracted for the completion of the suspended match, the officials for the resumed match are again paid the full fee and the cost is split between the 2 schools participating in that match.  If the match is forfeited, the officials are still paid their full fee. The forfeiting team is responsible for the payment to both of the officials who were contracted for that match.  This procedure should be followed for every match that you will host.	
<b>5. Email the IESA the results of your match by the end of the day on which the game has been played.</b> <b>nicole@iesa.org or sally@iesa.org</b>	