

PURPOSE OF THIS MANUAL

All rules and regulations in this manual apply specifically to play in IGHSAU-sanctioned Regional and State Tournament competition. To ensure that the players become familiar with these rules prior to IGHSAU-sanctioned tournament competition, it is expected all rules and regulations within this manual will be utilized during regular season play.

TOURNAMENT MANAGERS

All member schools will receive this manual are expected to become familiar with tournament administration through study of these regulations.

The host school shall provide an atmosphere of neutrality. The host team shall not have special intros/music or preferential treatment because it is their home gym. Both teams shall be introduced in the same fashion. This includes the public address announcer. Line judges must wear team-neutral clothing.

Do not postpone or reschedule any Regional match without first contacting the State Office.

The host site will provide a SPALDING TFVB5 game ball for Regional play. It may be white or multi-colored (maximum of three colors, one of which must be white). It is suggested a multiple-ball rotation be used at Regional contests, thus having multiple Spalding TFVB5 balls is requested.

NOTIFICATION OF TEAMS ASSIGNED TO YOUR TOURNAMENT

Study your pairing sheet carefully in regards to the teams assigned and the designated starting times. The tournament manager is responsible for contacting teams assigned to their site. This notification shall include match start time and directions to the site (if necessary).

IGHSAU WEBSITE

All tournament information, including a copy of this manual, tournament site information, Regional match scores from across the state and other pertinent information can be found on the IGHSAU website (www.ighsau.org)

STATE TOURNAMENT ASSIGNMENTS

The 2018 State Tournament line drawings will be completed and made available on the IGHSAU website after the Regional final matches.

RULES OF PLAY & TOURNAMENT FORMAT

The 2018 National Federation Rules with Iowa Adaptations will be utilized.

Regional tournaments will be conducted as per your respective pairing sheet released from the IGHSAU. Each contest throughout the Tournament will be a best three-of-five match to 25 points with a deciding 5th set to 15 points. All sets must use rally scoring. The eight Regional winners in each class advance to the State Tournament.

The home and visiting teams must be determined by a coin flip to be conducted by the officials prior to the pre-match warm-up. Another coin flip will then determine which team serves first in set one.

One playing court will be needed.

TOURNAMENT REGULATIONS/ROSTER

The tournament roster is found online in the Coaches' and Administrators' Volleyball sections of the IGHS AU website. Coaches or athletic directors must complete and submit the team roster to their tournament manager. Do not send the roster to the State Office. The tournament manager will use the roster as follows:

1. As a data sheet to prepare program copy prior to the Regional match.
2. As an admission checklist for each travel party of 23 or less (15 players), plus six cheerleaders (if applicable) to the session in which each team plays. It shall be the responsibility of each participating school to make certain that their roster is complete in every detail.

Schools must email a Regional roster to the tournament manager of each site at which they are playing.

NUMBER OF PLAYERS/CHEERLEADERS

The player entries shall be limited to fifteen (15) players from each school. The personnel of the fifteen players may be changed from one match to another. Cheerleaders, when in uniform, are admitted free only during the session in which their team plays. A maximum of six cheerleaders in uniform will be allowed on the floor. There is to be no alternating or substituting of cheerleaders during a tournament match. One mascot will be admitted and does not count as one of the six cheerleaders.

No player, manager, cheerleader or mascot may be admitted unless accompanied by the coach, assistant coach, superintendent and/or principal. A maximum of fifteen players may be dressed in school issued uniforms (including warm-ups). One bus driver will be admitted.

When not playing, the players and team manager(s) shall be admitted free (must be accompanied by the coach) to any match in the region in which they are assigned, regardless whether they have been eliminated, are scouting, etc.

STAFF/EQUIPMENT FOR TOURNAMENT

Host will provide:

1. The tournament volleyball, Spalding TFVB5. The host school will provide warm-up practice balls.
2. Net with antenna.
3. Scoresheets and line-up cards.
4. Visible scoreboards.
5. Libero tracking sheet.
6. Adult line judges (and flags for line judges) for all matches with the exception of Regional semi-finals and finals (assigned by the IGHS AU). Line judges must wear team-neutral clothing.
7. Libero tracker to record libero replacements and all substitutions.
8. Official scorer.

PRACTICE & WARM-UP SESSIONS

At no time during regional tournament play will tournament managers allow practice sessions for participating

teams. Teams are not allowed to practice at any site they have been assigned to play within ten days of the start of Regional tournaments.

Prior to the match, stretching is allowed on the court and teams may use the net (without volleyballs) until the specified time. No balls shall be made available to either team on the playing floor until 22 minutes prior to the match. If the facility allows, ball handling may be done in a separate area away from the court, but must be made accessible to both teams. A net in the practice/warm-up area away from the court may be used provided it is shared equally by both teams.

The home team is permitted to have regular practice at its facility prior to hosting a Regional match the same night. However, the floor shall be cleared at least 90 minutes prior to the first match of the evening.

There shall be a 17-minute warm-up period (5-6-6) before the match and between matches if a doubleheader.

PRE-MATCH SCHEDULE

The following warm-up schedule shall be used during IGHS AU Regional tournament play. For a 7:00 p.m. match, start the 17-minute (5-6-6) warm-up at 6:38 p.m.:

:60 prior to start time of match	Teams may warm-up on the court without volleyballs
:27 prior to start time of match	Coin flip
:22 prior to start time of match	5 minutes - ball handling
:17 prior to start time of match	6 minutes - visiting team's court
:11 prior to start time of match	6 minutes - home team's court
:05 prior to start time of match	Player Introductions
:02 prior to start time of match	National Anthem

If another area away from the playing court is available, "ball handling" by both teams is permitted prior to the actual on court warm-up time.

Control of the time element will rest with the Scorer (or Timer if one is designated) using a horn to indicate time factors.

Prior to warm-ups, explain ground rules of the playing court to coaches and officials and assign court responsibilities.

Home and visitors shall be determined by a coin flip conducted by the officials prior to the pre-match warm-up. The visiting team then calls a coin flip to determine serve/receive. The home team shall call the coin flip if a deciding fifth set is necessary.

Begin play promptly as scheduled. Announce the time and location of subsequent Regional tournament play if available.

During the Regional tournament, you should attempt to keep as close to the published time schedule as possible.

For a double header, if the 6:00 p.m. match is completed early, play of the second match should begin at the scheduled start time published in the pairings. If the first match goes long, the second match should be started as

soon as possible, provided that proper warm-up time is allowed.

The head coach and team captain must attend the pre-match conference with the match officials.

NATIONAL ANTHEM

A United States flag shall be displayed within the gym. The National Anthem shall be played prior to the match (before the initial match if you have multiple matches). Players are expected to conduct themselves in a quiet and attentive manner until the Anthem is fully completed.

REGIONAL TOURNAMENT TICKETS

The IGHSAU will only send roll tickets to schools serving as hosts who request them. Schools should utilize their own roll tickets and avoid the return shipping costs of the IGHSAU roll tickets. Please keep in mind that you are still responsible for following the ticketing procedure as outlined below if you utilize your own roll tickets. If you wish to have IGHSAU tickets mailed to you, please contact Sherry Tegtmeier at the IGHSAU, 515-401-1839 or via email at sherry@ighsau.org.

IGHSAU Board policy requires member schools serving as hosts to:

- *Collect the money for the tickets sold;*
- *Tear ticket(s) off the roll in consecutive order and then tear the ticket(s) in half or have the person at the entrance door tear the ticket(s) in half and deposit them in a receptacle, there upon the spectator may enter the tournament venue.*

The proper handling of any cash demands a set of checks and balances to protect the schools, volunteers and employees against everything from unintentional errors of addition and subtraction to the potential of fraud. Many of our member schools have adopted these ticketing procedures and are currently utilizing it for non-athletic events and activities.

Please report to us the beginning and ending numbers of tickets you used for any particular tournament series. You will also find the appropriate form on our website under the Coaches & Administrators tab in the Volleyball section. Please print, complete and forward the tournament report form with the check after you have hosted **your last event for that tournament series.**

REMINDER: All gate receipts must be received in our office no later than 30 days from the Regional Final date. If we do not receive your gate receipts within this 30-day period, we will then notify the Athletic Director at your school and you may be in jeopardy of not receiving 20% of your gate.

DISPLAY OF TICKET PRICES

A sign stating the ticket price should be visible at each ticket window. Admission shall be charged to everyone from kindergarten age and up. Please do not charge for children who are not yet in kindergarten.

Regional ticket price: \$6.00

RE-ADMITTANCE TICKETS

You are urged to avoid pass-out tickets. In the event that it is necessary to allow re-admittance, it is suggested that a rubber stamp or marker be used to mark the back of a person's hand. In this event, it is necessary to change the type of stamp or marker each tournament day.

ADMINISTRATORS ADMISSION

Administrators (and guest) who hold IGHS AU/IHSAA administrator passes will be admitted Regional contests and State Tournament contests for the session in which their school is playing. Administrators (and guest) must enter through the pass gate and show photo identification.

SPECTATORS

The bottom-most row of the bleachers shall not be used for spectator seating unless necessary to accommodate a large crowd.

Each host site is responsible for determining seating arrangements for fans. It is expected that fair and equitable seating is provided to all teams competing.

It is highly recommended that student sections not be directly behind the opposing team's bench. If possible, please consider placing students on the side opposite the team benches. If students are seated behind team benches, proper supervision is a must!

If it is necessary to re-arrange seating for any reason, please do so during a time-out or between sets.

All spectators at state-sponsored volleyball tournaments shall wear shoes and a shirt which shall extend to the waist area.

The use of a "laser light" pen shall result in immediate ejection from the facility.

No one shall be admitted who is wearing a mask (hidden identity). Face paints are allowed.

With the understanding that a tournament volleyball match is held as a part of the educational institution, the Board of Directors of the Iowa Girls' High School Athletic Union has adopted the following policies. It is the expectation that the host site enforces these rules regarding unacceptable behaviors:

Disrespectful conduct, including profanity, obscene gestures or comments, offensive remarks of a sexual nature, or other actions that demean individuals or the event. Penalty-EJECTION

Throwing articles onto the contest area. Penalty-EJECTION

Entering the contest area in protest or celebration. Penalty-EJECTION

Physical confrontation involving contest officials, coaches/directors, contestants, or spectators. Penalty-EJECTION

Spectator interference with the event. Penalty-EJECTION

Jumping up and down on the bleachers. Penalty-WARNING/EJECTION

Use of artificial noisemakers, signs, or banners. Penalty-WARNING/ EJECTION

Chants or cheers directed at the opponent. Penalty-WARNING/EJECTION

When the match officials arrive on-site (30-60 minutes prior to match time), they shall locate the administrator (tournament manager) in charge for the evening. If no administrator is available, the HOST COACH shall be deemed in charge. If a problem arises during the match, the official shall stop play, notify the tournament manager of the problem, and shall inform the tournament manager of the remedy needed (could include asking

for direct supervision of the area, warning issued by the tournament manager, or ejection from the facility). The match shall not re-start until the problem has been properly taken care of.

Host match management is responsible for all spectators, regardless which school the spectator is supporting. The match officials shall not address the spectator directly. Any necessary communication shall come from the tournament manager in charge.

ALCOHOL AND TOBACCO POLICY

No alcohol or tobacco is to be sold or consumed on the grounds of any State Tournament venue leased or provided to the Athletic Union for the purpose of conducting a state championship. Section 123.46 of the Iowa Code states: A person shall not possess or consume alcoholic liquors, wine or beer on public school property or while attending a public or private school-related function. A person shall not be intoxicated or simulate intoxication in a public place. A person violating this subsection is guilty of a simple misdemeanor.

PETS/ANIMALS PROHIBITED

No pets are permitted at events sanctioned by the IGHS AU. Any person with a pet will be asked to leave. This policy shall comply with the provisions of Iowa Code 216c in that such a person with a disability or person training an assisted animal has the right to be accompanied by a service dog or an assisted animal under control. The person is liable for damage done to any premises or facility by a service dog or assisted animal.

MUSICAL ENTERTAINMENT

The Board of Directors will permit the use of recorded music over the host amplifying system at any Regional tournament. The music supplied by the host school can be played only prior to the first match, between sets and following the match (not during other time-out periods), with the understanding that any participating school shall be given the courtesy of having its school song presented. Please use proper judgment regarding the lyrics or content of music played. A team shall not bring its individual music to any warm-up or playing area.

Presentation of the National Anthem shall be made before the first match of the session. Players are expected to conduct themselves in a quiet and attentive manner until the Anthem is FULLY completed.

BANNERS

The use of balloons, banners, signs, placards, etc are prohibited.

Additionally, objects which could provide a safety concern (pom-poms on sticks, fake swords, etc.) are prohibited, as are any artificial noisemakers (e.g. airhorns, thunder sticks, megaphones, cowbells, etc.) Excluded from this rule are permanent wall displays or signs used for general administration of the tournament. Uniformed cheerleaders may use signs, cards and megaphones to lead cheers, but may not use banners. Instruct the ticket takers to not allow anyone to bring signs, banners, or noise-makers into the gym.

Permitted items: miniature pom-poms not attached to a stick, rally towels (14"x14"), foam fingers and face and body paint.

This rule shall apply to the State Tournament as well.

PLAYER BENCH OCCUPANTS

During a match, the player bench may be occupied by the eligible substitutes, coach, assistant coach, qualified team managers, team statisticians and scorekeeper, team trainer or physician and chaperone.

PERSONS AT THE SCORER'S TABLE

A space should be provided at the officials' table for the following people in order of priority:

1. The official timer, scorer, and assistant scorer (tracker) (must sit beside each other.) 2. An assistant timer may be used. 3. Space for media may be provided if available.

TOURNAMENT SCORER, TIMER & TRACKER

You are aware of the importance of competent officials and you are hereby requested to appoint two competent and experienced adults, one as your scorer and the other as your timer. It is essential that these two officials thoroughly understand their responsibility.

If either team uses the libero player, an assistant scorer (tracker) will be required.

NOTE: It is recommended that your official scorer wear a distinctive garment and that his/her location be clearly marked. The timer and scorer should sit beside each other.

NOTE: **Although most Regional tournament matches are played on one school's home court, the host site should provide an atmosphere of neutrality. This includes the public address announcer and line judge attire.**

NOTE: You can assist in making their duties easier, more pleasant and more efficient by providing them adequate table space so that they are not crowded by patrons, team representatives, photographers, reporters, etc. Please provide such facilities that they may give their undivided attention to prescribed duties at all times.

REGIONAL TOURNAMENT OFFICIALS

Match officials are contracted by the IGHS AU. Sign in to your Arbiter account to acquire officials' names and contact information for your tournament(s). All information regarding the name of officials assigned is confidential and for the knowledge of the tournament manager only.

Assigned officials have a copy of the time schedule for your tournament site. The officials are instructed to arrive at least 30 minutes prior to match time.

The tournament manager shall assign an official scorekeeper and assistant scorekeeper (tracker) for quarterfinal, semifinal and final matches. All should be competent and experienced. The tournament manager is only responsible for assigning line judges for the quarterfinal matches.

The State Office will assign four (4) officials to each Regional semifinal and Regional final match, with two of the officials being designated as line judges. This relieves the responsibility of the tournament manager assigning line judges for the semifinal and final Regional matches. Line judges must use flags at all regular season and post-season matches. Local line judges must wear team-neutral clothing.

ROOM FOR OFFICIALS

Please provide a private room which the floor officials may occupy during the course of your tournament.

This room should be available to them as a dressing room as well as a lounging room during intermissions. Visitors must be excluded from the officials' room during the entire tournament. Tournament officials must have privacy. Again, NO ONE is allowed in the official's private room.

Your cooperation in this matter will assure you of a better officiated tournament and the officials will also appreciate it.

REPORTING RESULTS

Immediately following the conclusion of EACH Regional match, tournament managers must post scores directly to the Tourney Machine website (www.tourneymachine.com). Each tournament manager will be provided instructions for entering scores via Tourney Machine in their packet sent by the IGHSAU. Tournament managers no longer phone scores into the IGHSAU.

PRESS ACCOMMODATIONS

All press outlets have been advised to directly contact the tournament manager of a site from which they wish to broadcast tournament games.

Radio stations and newspapers are not obligated to inquire through the IGHSAU, nor is the tournament manager obligated to acquire sanction from the IGHSAU. This provision applies to Regional tournament coverage.

PHOTOGRAPHY

Flash photography is permitted from courtside. It is essential that photographers be located so as to not interfere with players or officials during the match.

Only official press photographers who have previously contacted the tournament manager may be at floor level during the contest. Any amateur photographers must pay admission to the contest and are not allowed at floor level. These rules apply equally to television stations using video cameras.

VIDEO EXCHANGE

It is required for both teams playing in the Regional final match to film the match. (Preferably using a tripod and avoid tracking the ball.) The winning team must send the video of their Regional final match the day immediately following their Regional final match to their first round opponent of the State Tournament using Hudl. The State Tournament seedings will be on the IGHSAU website after all scores have been reported the nights of October 29 and 30. If a school discovers their match did not record, they should immediately contact the school they defeated in the Regional final and obtain a copy of their film for the video exchange.

Schools with a VOLLEYBALL Hudl account DO NOT need to sign up for the 30-day FREE trial. They can send their film using their current Hudl account.

Schools that do not have a VOLLEYBALL Hudl account will be exchanging their match film through a 30-day FREE Hudl trial. There is no charge for the 30-day trial. Instructions to set up the FREE Hudl account will be given to your athletic director upon qualifying for the State Tournament.

CHARITABLE CONTRIBUTIONS & SOLICITATIONS

With the assembly of people at your tournaments, many tournament managers will be confronted with various requests pertaining to donations and contributions to the many organizations which rely upon this method or system of financing their programs.

The Board of Directors prohibits the passing of hats, receptacles, blankets, etc. inside the gymnasium at any Union-sponsored tournaments for the purpose of collecting contributions to any group or organization.

The Board of Directors does not object to the placing of any receptacle in the vestibule or lobby of the gymnasium where the people may deposit their contributions, provided said arrangement meets with approval of the local tournament manager.

TOURNAMENT AWARDS

A banner, medals and Ticket Punched sign for Regional champions will be sent directly to the athletic director of the host school, which are to be presented at the Regional final site. There will also be an information packet for the State qualifying coach/athletic director sent with the Regional banner.

HOSPITALITY ROOM

It is permissible for tournament managers to operate a hospitality room for administrators and coaches. In some instances a local organization or business firm assumes these duties. The Board of Directors has no objection to such arrangement so long as the tournament manager controls administration and supervision of the project.

SOUVENIR PROGRAMS

Any host school may furnish the official programs for its tournament either on a gratis or sales basis and may retain any profits derived from the sale thereof. Fans and guest teams appreciate the use of the official programs.

STATE TOURNAMENT PROGRAM INFORMATION

State tournament program information is available online in the Volleyball section under the Coaches & Administrator tab on the IGHSAU website. Team photographs may be emailed to Heidi Reed at heidireed@ighsau.org **BEFORE NOON** once teams have qualified for State Tournament play.

STATE TOURNAMENT INFORMATION

Hotel information will be posted on the IGHSAU website as soon as it becomes available. Schools are responsible for making their own housing arrangements.

VOLLEYBALL ADVISORY COMMITTEE

Shelly TerHark, Algona (Chair)

Mary Miller, Bishop Heelan

Theresa Bair, Linn-Mar

Tammi Veerbeek, Western Christian

Maureen Heath, New London

Claude Howard, Springville

Kent Kocour, Pella (Official)