2021 IGHSAU VOLLEYBALL MANUAL

REGIONAL DATES
Class 1A: October 18, 20, 25, 27
Class 2A: October 18, 20, 25, 27
   Class 3A: October 18, 20, 26
Class 4A: October 19, 21, 26
Class 5A: October 19, 21, 26

STATE DATES
November 1-4

STATE TOURNAMENT SITE
Alliant Energy PowerHouse, Cedar Rapids

STATE TOURNAMENT MANAGER
Iowa Girls’ High School Athletic Union

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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, all rules and regulations within this manual are encouraged to be utilized during regular season play.

PLEASE ADHERE TO THE COVID-19 GUIDANCE FOR HOSTING YOUR REGIONAL COMPETITONS. The COVID-19 guidance document is located in the Volleyball section listed under the Coaches & Administrators tab on the IGHSAU website (ighsau.org)

TOURNAMENT MANAGERS
Please become familiar with tournament administration policies and procedures when hosting regional contests for the IGHSAU. DO NOT postpone or reschedule any tournament contests without first contacting the IGHSAU. If your school is selected as a host site for a tournament contest, it is the responsibility of the tournament manager to contact all schools that will be competing at your site with contest details (time, facility information, directions, etc.).
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’s delivery. **Line judges must wear team-neutral clothing.**

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.

**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](http://www.ighsau.org)).

**STATE TOURNAMENT ASSIGNMENTS**

The 2021 State Tournament line drawings will be completed and made available on the IGHSAU website after the Regional final matches.

**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 IGHSAU). Line judges must wear team-neutral clothing.
7. Libero tracker to record libero replacements and all substitutions.
8. Official scorer.

**RULES OF PLAY & TOURNAMENT FORMAT**

The 2021 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.

REGIONAL SCORE REPORTING

To report regional scores, log into Varsity Bound and enter the score on your Varsity Bound page (as done during regular season). Scores must be entered immediately following the conclusion of the regional contest. Regional brackets and scores will be updated on the IGHSAU website automatically after the score is entered. If you are having trouble entering scores in Varsity Bound, please text your scores to Jason Eslinger (515-240-7649).

REGIONAL TICKET PRICES

Ticket price during regional tournament play is $6 for adults and students (K-12). Do not charge for children who are not yet in kindergarten.

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.

TOURNAMENT REGULATIONS/ROSTER

The tournament roster is found online in the Coaches’ and Administrators’ Volleyball section of the IGHSAU website. Each athletic director must complete and submit the team roster to their tournament manager 48 hours in advance. Do not send the roster to the State Office. The tournament manager will use the roster as follows:

1. A team admission roster (only 15 may be in uniform) is not to exceed 23 total in the team party (including managers, coaches, trainers etc.). Do not add parents, coaches’ spouses or children, or non-team personnel to this list. The roster form should include only those personnel with a specific game-day or school-related responsibility. It shall be the responsibility of each participating
school to make certain that its roster form is complete. Keep a copy of the tournament roster form to forward to the tournament manager of each site where your team is assigned.

2. Admission to the tournament site will be made strictly from this form, and the tournament manager will also use this form as a data sheet to prepare the program prior to the tournament. Coaches may change the personnel on this form for each date of competition.

PASS GATE ADMISSION

The player entries to all tournaments shall be limited to 15 players from each school and 23 total members in the team party on the floor and bench area before and during any regional and state tournament contests. Any of the 15 players may be changed from one tournament contest to another (anyone other than the 15 players/substitutes on the bench or in the bench area shall be in street clothing). Coaches and their teams shall be admitted free of charge at any contest in the region in which they are assigned - regardless whether they drew a bye, have been eliminated, are scouting, etc. Team members must be accompanied by the coach and must enter together.

One bus driver may be admitted free of charge, in addition to those individuals listed on the tournament roster form.

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. A team mascot will be admitted in addition to the six cheerleaders.

ADMINISTRATORS ADMISSION

Administrators (and guest) who hold IGSHSAU/IHSAA administrator passes will be admitted to 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. At least one administrator is expected to be present to supervise their own crowd.

REGIONAL TOURNAMENT TICKETS

Host schools must use online ticket sales for all IGSHSAU Regional matches. Schools may utilize their school's regular season online ticketing platform, utilize HomeTown ticketing platform to remain consistent with postseasons for the IGSHSAU and IHSAA or use the Varsity Bound ticketing platform. Varsity Bound setup all postseason matches to have the ticket money passed on to the IGSHSAU.

Varsity Bound ticketing platform sets up the match and sends your school the link for fans to buy tickets or print out QR codes. Varsity Bound sends the IGSHSAU the ticket report and payment. Once the IGSHSAU receives the report from Varsity Bound and will
distribute your school’s share of the ticket revenue. *If you are using Varsity Bound for the regular season, use the link sent by Varsity Bound so the gate receipts go directly to the IGHSAU.

_We realize a limited number of fans may still need a cash option, and we ask that ADs use discretion at the gate as you have in the past._

**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.

**PRACTICE & WARM-UP SESSIONS**

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

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

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.

**NATIONAL ANTHEM AND MUSICAL ENTERTAINMENT**

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.

Any live presentation of the Anthem involving more than 12 individuals requires prior approval of the IGHSAU.

Use of recorded music over the host amplifying system at any Regional tournament is permitted and should be played at a suitable level. The music supplied by the host school can be played only prior to the first match, between sets and following the match (not during time-outs), 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 visiting team shall not bring its individual music to the playing area.

Live pep bands are permitted. Both teams will be permitted to bring their pep bands, but all band members **MUST** purchase a ticket. Free admission to pep
band members from either school is **NOT** permitted. Pep bands may play between sets, during pregame and postgame. When multiple pep bands are present, band directors shall coordinate with each other which band plays at which time.

**RECOGNIZING OUTSTANDING ACHIEVEMENT**

A player, coach, or team that achieves an outstanding mark during or upon completion of your tournament contest may be recognized at the conclusion of the contest. It is **NOT** permissible for them to be recognized anytime during the match, during a timeout, or between sets.

**SPECTATOR GUIDANCE**

The bottom-most row of the bleachers shall not be used for spectator seating unless necessary to accommodate a large crowd. All spectators at state-sponsored volleyball tournaments shall wear shoes and a shirt which shall extend to the waist area. No one shall be admitted who is wearing a full mask (hidden identity). Face paints are allowed.

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 timeout or between sets.

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 rules regarding unacceptable behavior below. Any of the following actions will result in ejection of the offender from the premises:

- Disrespectful conduct, including profanity, obscene gestures or comments, offensive remarks of a sexual nature, or other actions that demean individuals or the event.
- Throwing articles onto the contest area.
- Entering the contest area in protest or celebration.
- Physical confrontation involving contest officials, coaches/directors, contestants, or spectators.
- Spectator interference with the event.
- Use of a “laser light” pen.
Use of artificial noisemakers (airhorns, cowbells, keys, thunder sticks, megaphones, etc.) signs, or banners is prohibited. (First offence = Warning. Subsequent offence = Ejection.)

Chants or cheers directed at the opponent. (First offence = Warning. Subsequent offence = Ejection.)

Please notify the IGHSAU if any spectator is ejected from the facility including the name of the spectator. A procedure has been established to assist officials and administrators when spectator conduct becomes a problem.

1. The administrator in charge for the evening shall meet with the officials when they arrive on-site at least 45 minutes prior to scheduled game time. The administrator should identify his/her location during the contest so the officials know where to locate the administrator if the need arises. If no administrator is available, the HOST COACH shall be deemed in charge.
2. 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 is properly addressed.

Host match management is responsible for all spectators, regardless which school the spectator is supporting. At no time are match officials to address spectators directly. Any necessary communication shall come from the tournament manager in charge.

**POST-GAME PROTOCOL**

No one (fans, parents, spectators) shall be allowed on the playing floor immediately at the conclusion of the game. The host school is responsible for keeping the floor safe for both teams and the officials and preventing anyone from coming on to the court. However, each school administration is ultimately responsible for the behavior and conduct of their spectators and students.

The host school shall make the following PA announcement at least twice prior to the completion of each game:

“At the request of the Iowa Girls’ High School Athletic Union, no one is allowed on the playing floor immediately at the conclusion of this game. Please allow the players of both teams and the officials to exit the floor safely.”

**BANNERS & DISPLAYS**

The use of balloons, banners, signs, placards, Fatheads, confetti, 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 noisemakers into the gym.

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

Signage that has been displayed during the regular season is permitted to remain on display, however no new signage can be added in support of the home team prior to hosting Regional competitions.

This rule shall apply to the State Tournament as well.

**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 IGHSAU. 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.

**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

Host schools are required 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.

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.

Please provide the official scorer and timer 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.

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.

REGIONAL TOURNAMENT OFFICIALS

Match officials are contracted by the IGHSAU. The IGHSAU will contact you with your officials once they have accepted their assignments. All information regarding the name of officials assigned is confidential and for the knowledge of the tournament manager only.

Please share a copy of the time schedule for your tournament site with your assigned officials. The officials are instructed to arrive at least 45 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. Line judges must use flags at all regular season and postseason 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 Regional match.

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 match and the officials will also appreciate it.

**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.

Television stations are not obligated to acquire sanction from the IGHSAU to tape highlights or tape a contest for 24-hour or more delayed rebroadcast. **Live video broadcast or video streaming of regional games is permitted per IGHSAU guidelines and fees.** (See the Live Video Streaming section below.)

**LIVE VIDEO STREAMING**

Media outlets and interested schools or individuals may apply to the IGHSAU regarding video broadcasting access at select postseason lead-up events while following procedures required for access. Live streaming policies, fees and application are located on the IGHSAU website ([ighsau.org](http://ighsau.org)).

**PHOTOGRAPHY**

Flash photography is permitted from courtside, provided it does not interfere with play. 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.

**VIDEOTAPING**

Paying spectators, including those scouting for other teams, are not restricted from videotaping if the video equipment is handheld or on a monopod. A tripod may be used if located on the ground and does not hinder any spectator’s view. Tournament managers are not to make special arrangements for seating or electrical hook-ups for spectators trying to film or videotape. No supplemental lighting is permitted.
If an area is usually set aside for videotaping by the competing schools, such is also permitted during tournament play, and supplemental power and tripods may be used in this area only.

**MANDATORY STATE 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 their school’s Hudl account or Varsity Bound’s new video exchange platform. The State Tournament seedings will be on the IGHSAU website after all scores have been reported the nights of October 26 and 27. 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.

Information on using the Varsity Bound film exchange program will be sent to state qualifying schools.

**CHARITABLE CONTRIBUTIONS & SOLICITATIONS**

No fund-raising solicitations, etc. will be permitted within the gymnasium. All raffles, bake sales, booster club sales, etc. must take place outside the gymnasium at IGHSAU-sponsored tournament games.

**TOURNAMENT AWARDS**

A banner, medals, large Ticket Punched sign and individual signs 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**

Host schools may furnish official programs for their site 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.

VOLLEYBALL ADVISORY COMMITTEE

Todd Troutman, Beckman Catholic
Julie Oldenkamp, Sioux Center
Mike Bond, Lewis Central
Jessica Rinehart, Ankeny Centennial
Katrina TerHark, Clarion-Goldfield-Dows
Mollie Keitges, Knoxville
Matt Johnson, Cedar Falls
Amy McClintock, Sidney
Sarah Thein, Ventura (Official)