



Iowa Girls' High School Athletic Union

5000 Westown Parkway * Suite 150 * West Des Moines, Iowa 50266

Phone: (515) 288-9741

www.ighsau.org

2024 IGHSAU REGIONAL VOLLEYBALL MANUAL

REGIONAL DATES

Class 1A: October 21, 23, 28, 30

Class 2A: October 21, 23, 28, 30

Class 3A: October 22, 24, 29

Class 4A: October 22, 24, 29

Class 5A: October 22, 24, 29

STATE TOURNAMENT DATES

November 4-7

STATE TOURNAMENT SITE

Xtream Arena, Coralville

STATE TOURNAMENT MANAGER

Iowa Girls' High School Athletic Union

Ben Van Wyk, IGHSAU Volleyball Administrator

Email: ben@ighsau.org (515) 401-1837

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.

TOURNAMENT MANAGER:

1. DO NOT postpone or reschedule any tournament contests without first contacting the IGHSAU.
2. 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.).
3. 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.

HOST SCHOOL WILL PROVIDE:

1. Volleyballs - Spalding TFVB5. The host school will provide warm-up practice balls.
2. Net with antennas
3. Visible scoreboards
4. Scoresheets, line-up cards, libero tracking sheets
5. Official Scorer, Libero Tracker, and scoreboard operator
6. Adult line judges (and flags for line judges) for all matches **except** for regional semi-finals and finals (assigned by the IGHSAU). Line judges must wear team-neutral clothing.

RULES OF PLAY & TOURNAMENT FORMAT:

1. The 2024 NFHS rules, along with Iowa Adaptations, will be utilized.
2. All matches will be 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.
3. The home team will be the host school or the highest ranked / rated team.

REGIONAL SCORE REPORTING:

- Immediately following your regional contest, enter your score on your Bound page (as done during regular season).

TOURNAMENT ROSTER:

1. The tournament roster form is found on Bound under the IGHSAU tab. It can also be found at the top of each school's volleyball main page on Bound. Each AD must complete and submit the team roster to their tournament manager 48 hours in advance. Do not send the roster to the State Office.
2. 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.
3. 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.

ADMISSION

1. **Online Ticketing:** Host schools must use online ticket sales for all IGHSAU Regional matches. Schools should use the Bound ticketing platform or their school's regular season online ticketing platform. Links for tickets will be available on ia.varsitybound.com and at the top of the page on the IGHSAU website. Ticket price during regional tournament play is \$8 for adults and students (K-12). Students who are not yet in kindergarten do not need a ticket.
2. **Pass Gate:** Player entries are limited to 15 players and 23 total members from each school. Only the 23 party members may be 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 of whether they have a bye, have been eliminated, are scouting, etc. Team members must be accompanied by the coach and must enter together.
3. **Administrator Passes:** Administrators (and guest) who hold IGHSAU/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 school's own crowd.
4. **Pass-Outs:** You are urged to avoid pass-out tickets. If 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.
5. **Bus Driver:** One bus driver may be admitted free of charge, in addition to those individuals listed on the tournament roster form.

PRACTICE & WARM-UP SESSIONS

1. 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.
2. 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.
3. 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.
4. There shall be a 17-minute warm-up period (5-6-6) before the match and between matches of a doubleheader.

5. PRE-MATCH SCHEDULE:

The following warm-up schedule shall be used during IGHSAU Regional tournament play.

For a 7:00 p.m. match, use the following time schedule:

Real Time	Scoreboard Time	Action
6:00 PM	55:00	Teams may warm-up on the court without balls
6:33 PM	22:00	Coin Flip
6:38 PM	17:00	5:00 Ball Handling
6:43 PM	12:00	6:00 Net Time - visiting team
6:49 PM	6:00	6:00 Net Time - home team
6:55 PM	0:00	Player Introductions
6:58 PM	0:00	National Anthem
7:00 PM	0:00	Match Begins

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

GAME PERSONNEL / OFFICIALS / MEDIA

1. PLAYER BENCH OCCUPANTS

- a. 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.

2. PERSONS AT THE SCORER'S TABLE

- a. A space should be provided at the officials' table for the following people in order of priority:
 - i. The official timer, scorer, and libero tracker (must sit beside each other.)
 - ii. An assistant timer may be used.
 - iii. Space for media may be provided if available.

3. TOURNAMENT SCORER, TIMER & TRACKER

- a. Host schools are required to appoint three competent and experienced adults for the following positions: official scorer, timer/scoreboard, and libero tracking. It is essential that these two officials thoroughly understand their responsibility.
- b. 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.
- c. 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.
- d. **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.**

4. REGIONAL TOURNAMENT OFFICIALS

- a. Match officials are contracted by the IGHS AU. Officials' assignments and contact information will be available on Dragonfly. All information regarding the name of officials assigned is confidential and for the knowledge of the tournament manager only.
- b. 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.
- c. The tournament manager shall assign an official scorekeeper, scoreboard operator, and libero tracker for matches they host. They should assign line judges for all matches they host up until the semifinal and final rounds.
- d. 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.

5. ROOM FOR OFFICIALS

- a. Please provide a private room which the floor officials may occupy during your regional match.
- b. 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.

6. PRESS ACCOMMODATIONS

- a. 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.
- b. 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.)

SPECTATOR GUIDANCE / GAME MANAGEMENT

1. HOST SCHOOL EXPECTATIONS:

- a. 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.
- b. 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.
- c. 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.

2. SPECTATOR EXPECTATIONS:

- a. 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:

- i. Disrespectful conduct, including profanity, obscene gestures or comments, offensive remarks of a sexual nature, or other actions that demean individuals or the event.
 - ii. Throwing articles onto the contest area.
 - iii. Entering the contest area in protest or celebration.
 - iv. Physical confrontation involving contest officials, coaches/directors, contestants, or spectators.
 - v. Spectator interference with the event.
 - vi. Use of a “laser light” pen.
- b. 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.
 - c. Chants or cheers directed at the opponent. (First offence = Warning. Subsequent offence = Ejection.)
 - d. 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.

3. SEATING / BLEACHERS:

- a. The bottom-most row of the bleachers shall not be used for spectator seating unless necessary to accommodate a large crowd.
- b. 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.
- c. Student sections should **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.

4. BANNERS, DISPLAYS & NOISEMAKERS

- a. The use of balloons, banners, flags, 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.).
 - i. Excluded from this rule are permanent wall displays or signs used for general administration of the tournament.
 - ii. Permitted items: miniature pom-poms not attached to a stick, rally towels (14”x14”), foam fingers and face and body paint.
- b. 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.

- c. Use of artificial noisemakers (airhorns, cowbells, keys, thunder sticks, megaphones, etc.) signs, or banners is prohibited. (First offence = Warning. Subsequent offence = Ejection.)
- d. These rules shall apply to the State Tournament as well.

5. **POST-GAME PROTOCOL**

- a. 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.
- b. 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 following this game. Please allow the players of both teams and the officials to exit the floor safely.”*

6. **ALCOHOL AND TOBACCO POLICY**

- a. 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.
- b. A person shall not be intoxicated or simulate intoxication in a public place. A person violating this subsection is guilty of a simple misdemeanor.

7. **PETS/ANIMALS PROHIBITED**

- a. 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.

REGIONAL TOURNAMENT ASSIGNMENTS

1. Tournament sites are tentative and subject to change depending on the participating teams. Region finals that are not played at a neutral location will be hosted by the highest ranked of the remaining two teams in each region, based on the final IGHS AU rankings. In the case of both remaining teams in a region being unranked, the following tie breaker will be used to determine the higher seed:
 - a. Head-to-Head
 - b. Record against common opponents
 - c. Bound Power Rankings

2. IGHS AU member schools must have applied to host the regional tournament and certify that the facility being utilized meets the minimum requirements to host, including adequate court lighting, bleacher safety, restrooms, concessions, and meets an excepted seating capacity. Host schools should sign and return the IGHS AU Hosting Contract. The athletic director of a team affected by a site change will be notified via email. Site/time/date changes will also be posted on the IGHS AU website.

STATE TOURNAMENT ASSIGNMENTS

1. State tournament pairings will be made available on the IGHS AU website upon completion of all regional final contests in each class. Pairings will be made based on the final IGHS AU rankings of the qualifying teams. In the case of multiple unranked teams qualifying in a class, the following tie breaker will be used to determine the higher seed:
 - a. Head-to-Head
 - b. Record against common opponents
 - c. Bound Power Rankings

VIDEO & PHOTOGRAPHY

1. LIVESTREAM / VIDEO

- a. 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).
- b. 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.
- c. 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.

2. PHOTOGRAPHY

- a. Flash photography is permitted from courtside, provided it does not interfere with play. It is essential that photographers be located to not interfere with players or officials during the match.
- b. 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.

3. MANDATORY FILM EXCHANGE

- a. 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 Bound's new video exchange platform. The State Tournament bracket will be on the IGHSAU website after all scores have been reported the night of regional finals. 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.

NATIONAL ANTHEM AND MUSICAL ENTERTAINMENT

1. 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).
2. 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.

3. 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.

TOURNAMENT AWARDS

1. 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.

MISCELANEOUS ITEMS

1. CHARITABLE CONTRIBUTIONS & SOLICITATIONS

- a. 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.

2. HOSPITALITY ROOM

- a. 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.

3. SOUVENIR PROGRAMS

- a. 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.

4. RECOGNIZING OUTSTANDING ACHIEVEMENT

- a. 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.

5. STATE TOURNAMENT PROGRAM INFORMATION

- a. State tournament program information is available online in the Volleyball section under the Coaches & Administrator tab on the IGHSAU website.