

TO: Athletic Directors and Coaches of 2018 State Qualifying Schools

Congratulations on your team's advancement to the State Volleyball Tournament! Listed below is information applicable to your school's qualification for the State Volleyball Tournament. The information below should answer questions concerning the State Tournament protocol. Please review carefully. Questions can be directed to Lisa Brinkmeyer at lisa@ighsau.org or 515-401-1835.

State Tournament Venue

The 2018 State Volleyball Tournament is November 6-9 at U.S. Cellular Center in Cedar Rapids.

Regional Final Video Exchange – See Additional Information Enclosed

It is required for both teams playing in the regional final to record the match (preferably using a tripod and avoid tracking the ball). **The winning team must send their Regional final film using the Hudl video program to their first-round opponent of the State Tournament by 4:30 p.m. the day immediately following their Regional final. If delivery cannot be done electronically, it must be hand-delivered by the deadline.** The tournament seedings will be on the IGHS AU website after all scores have been reported on October 29 and 30. Hudl instructional material will be emailed to each state-qualifying team's athletic director.

COACHES: If you discover your match did not record, you should immediately contact the school you played in the Regional final and obtain a copy of their film for the film exchange.

State Program Information

Forms are available on the Iowa Girls' High School Athletic Union website to submit the necessary information for the State Tournament program. These forms, along with a team picture, are due into the State Office no later than Tuesday, October 30th at noon for classes 3A/4A/5A and by Wednesday, October 31st at noon for classes 1A/2A. Please contact Heidi Reed (heidireed@ighsau.org) if you need assistance in accessing these forms. Failure to fill out these forms will result in your school being omitted from all State Tournament publications.

Sportsmanship Recipient – See Additional Information Enclosed

Each of the 40 qualifying schools must select an adult from their community to be honored prior to their first match of the State Tournament (Tuesday and Wednesday) who exemplifies positive sportsmanship. The recipient will receive a certificate plus a \$250 check payable to their school's scholarship fund. The school must use these funds for a scholarship selected at the discretion of each school toward the post-secondary education of one or more **female** students. Please refer to the envelope in the state-qualifying packet for details and deadline (10/31) information.

Hotels

Participating schools will arrange their own plans for travel, meals, and lodging while at the tournament. The Cedar Rapids Convention and Visitors Bureau has provided information relative to available hotel/motel accommodations. This can be found on the IGHS AU website in the Volleyball section.

Spectator Advance Ticket Sales

Tickets to the IGHS AU State Volleyball Tournament at U.S. Cellular Center will be available in advance through Ticketmaster. **Hard paper tickets will NOT be mailed to schools who qualify for the state tournament. If you need paper tickets for your pep bus requirements, please contact Kevin Troyer with U.S. Cellular Center at 319-731-4504 or k.troyer@uscellularcenter.com.**

Tickets are available starting **Monday, October 22 at 10:00 am** through Ticketmaster.com and charge-by-phone at 1-800-745-3000 for \$12 inclusive of all online fees. Through Ticketmaster, volleyball fans will have the ability to purchase their tickets in advance and have them securely delivered via email to print at home, or through mobile delivery to their phones. Mail and UPS delivery options will not be made available.

General Admission tickets will still be available at the U.S. Cellular Center Box Office for \$10 throughout the week.

State Tournament Admission

The admission price is \$10.00 per person. Admission will be charged for those kindergarten age and older. Accepted forms of payment are cash or credit/debit cards. The U.S. Cellular Center Box Office does not accept personal checks or American Express. Please notify your fans of this. Those wishing to leave U.S. Cellular Center and return the same day are able to get a hand stamped for re-admittance at the three main entrances to U.S. Cellular Center.

School Administrators

School administrators are allowed to use their Administrator Pass during the State Tournament. Administrators must present their pass and a photo ID at the Team/Media Pass Gate for admittance at U.S. Cellular Center. Administrator passes provide complimentary admission for the administrator and one guest.

Team Pass Gate Admission

Teams “check in” at the Team Pass Gate located at the Box Office/Main Entrance on the southwest corner of U.S. Cellular Center. A maximum of 23 people per team will be allowed to enter through the Team Pass Gate provided they are wearing a **STATE TEAM VOLLEYBALL PASS**. Schools determine the 23 people on the team pass list – they may include coaches, players (may not exceed 15 in uniform), managers, statisticians, scorekeeper, athletic trainer, athletic director, or other school administrators.

Teams must enter as a team (not individually or small groups). The state team passes are included in the State Qualifying packet each team received at the Regional final match. Teams staying in the on-site hotel (Double Tree) must still enter the arena through the team pass gate.

Schools are required to bring **TWO COPIES** of their State Tournament roster to each match. One copy of the roster must be given to the Team Pass Gate attendant prior to entering the U.S. Cellular Center and the other copy must be given to the Press Room for roster confirmation after entering the Team Pass Gate.

Qualifying-team coaches who are not listed on their team’s pass list must purchase a ticket and sit in general admission sections. Coaches not listed on their team’s pass list will not be allowed to purchase a ticket and sit on the floor level.

Athletic Trainers

If you would like your trainer to **NOT** count towards your team pass list of 23, the athletic director from your school **must** send an email to Lisa Brinkmeyer (lisa@ighsau.org). **Requests must be submitted by 4:30 p.m. on November 2.** Approved trainers must enter the Team Pass Gate at the southwest corner of U.S. Cellular Center. The trainer’s name must be on the approved list to gain access to the playing floor. If your trainer’s name is not on the approved list he/she will not be admitted through the Team Pass Gate and must buy a ticket and sit in the stands. This opportunity is limited to one trainer per school.

Physicians Clinic of Iowa trainers will be seated between Courts 1 and 2.

Team and Pep Bus Parking

Buses and vans carrying teams and fans should drop off at the Box Office/Main Entrance on the southwest corner of U.S. Cellular Center (1st Ave.). Once passengers have unloaded, drivers proceed west to Second Street and turn right. Drivers should continue north to the stop sign and turn right (Ave. A NE). Parking instructions will be given by a loading dock attendant. One driver per bus will be admitted through the Loading Dock Entrance free of charge and is allowed to sit in the floor-level seats.

IGHSAU Headquarters

The Iowa Girls’ High School Athletic Union headquarters is located on the south side of the playing floor. The press room is located in the Taft Room B in the Convention Center.

Pre-Match Coin Flip

Match officials will conduct a coin flip and pre-match meeting with captains and head coach 30 minutes prior to the scheduled start time for each match. The coin flip and pre-match meeting will occur by the trainers’ station located at the northwest corner of the arena. Captains/head coaches will flip for home/visitor and the serve.

Team Bench Area

Seventeen chairs are provided at each team's bench area. Players on the bench are required to be seated during play unless they are preparing to enter the match. Players preparing for entry may stand behind the bench. Only those listed on your team's pass list are permitted to sit on the team bench.

Pre-Match Warm-up Schedule

Tuesday – Friday on-court warm-up schedule:

5 minutes – mutual court time

6 minutes – Visiting team's court

6 minutes – Home team's court

Time will be allotted for ball handling prior to your match in the Convention Center.

The IGHSAU provides all warm-up balls. Do not bring your own volleyballs to U.S. Cellular Center. Volleyballs will be provided to teams for ball handling in the Convention Center prior to their match. During warm-ups in the Convention Center and the timed warm-ups on the court (5-6-6), players will **not** be permitted to wear any type of headphones/music apparatus or play music out loud through a music apparatus. **Stretching for the first match of each day will be allowed on the court.**

Matches will not begin prior to the scheduled start time. If the preceding match is completed in less than the allotted time, teams will be allowed to stretch on the court **WITHOUT** volleyballs until the match's timed warm-up begins.

For All Matches:

Match officials will conduct a coin flip and pre-match meeting with teams 30 minutes prior to the scheduled start time for each match. The coin flip/pre-match meeting will occur by the trainers' station at the northwest corner of the arena.

Tuesday/Wednesday 1st match timeline:

Game Clock 17:00 - 17-minute timed warm-up begins 25 minutes prior to scheduled start time.

Game Clock 00:00 - Sportsmanship awards, team intros and National Anthem

Tuesday/Wednesday 2nd –5th match timeline:

Game Clock 17:00 - 17-minute timed warm-up begins 23 minutes prior to scheduled start time.

Game Clock 00:00 - Sportsmanship awards and team intros

Thursday 1st match timeline:

Game Clock 17:00 - 17-minute timed warm-up begins 23 minutes prior to scheduled start time.

Game Clock 00:00 - Team intros and National Anthem

Thursday 2nd – 5th match timeline:

Game Clock 17:00 - 17-minute timed warm-up begins 22 minutes prior to scheduled start time.

Game Clock 00:00 - Team intros

Friday championship match timelines will be given to teams upon advancement to the championship matches.

Teams will be responsible for transporting the warm-up volleyballs given to them for use in the Convention Center to their assigned court for use during the timed warm-up (volleyballs can be picked up in the IGHSAU Headquarters). The visiting team shall have the net for the first six minutes followed by the home team for the next six minutes.

Team Introductions

For all matches, immediately upon conclusion of the timed warm-up, teams shall line up on the end line for team introductions – beginning on the far side from the team benches will be: non-starters (low to high number), assistant coach(es), starters (low to high number), libero, and head coach. When introduced, player or coach shall take a step forward, wave to their home crowd, and step back. Team introductions will begin on Court 2 followed by Court 1, unless one court is running behind, then introductions will be made whenever that court is ready. **FYI...Tuesday and Wednesday, Sportsmanship recipients will be introduced once teams are lined up and prior to intros.**

The National Anthem will be presented following the introductions for the first match of each day. The players shall remain in their introduction positions until both courts are introduced and the National Anthem is performed. After the National Anthem, a horn will sound. Each team shall then be on the court in position to play within one minute.

Media Interview Protocol

Following each match, teams are given a five-minute cooling-off period in their locker rooms. At that point, the head coach and players **selected by the media coordinator are REQUIRED to report to the interview room (Taft A) for interviews. Jason Eslinger or an IGHSAU staff member will escort coaches and players to the interview area.** Schools are allowed to conduct radio interviews with their school's local radio station prior to reporting to the interview.

High School Newspaper and Yearbook Staffs

School publications must email their request for ONE person to heidireed@ighsau.org by 4:30 p.m. Thursday, November 1. These requests MUST come from a school administrator. Additional information will be provided upon contacting Heidi Reed.

Videotaping and Videographer Information

Each team is allowed ONE person to video the match(es) in which your team participates. If this person is not part of the travel party of 23, they must first purchase a ticket and proceed to the team/media pass gate near the lobby of the Main entrance/Box office entrance, located in the southwest corner of U.S. Cellular Center. They will be required to sign in and exchange their ticket for a media pass, which will allow them admittance to the U.S. Cellular Center.

All equipment must run on battery power. **Video cameras must be attended at all times.** Tripods are not allowed in the general seating area, however monopods are permitted if they do not obstruct the view of those seated around you. **Teams may use a tripod on the playing floor level near media tables (never on the tables) but the tripod must be attended at all times. If the tripod is not attended, the tripod will be removed from the playing floor area.**

Statistics and Results

Bench scorekeepers are furnished by the IGHSAU. Official statistics for the tournament are compiled by the IGHSAU stat crew. These statistics will be available approximately 30 minutes after the completion of each match in the Press Room. Match statistics will also be available online.

IGHSAU State Championship Media Credential Policy

The Iowa Girls' High School Athletic Union shall grant, at the discretion of management, media access credentials for its state championship events to radio, television, print and on-line media to those organizations or companies which routinely provide coverage during regular season play for either teams or individuals which are participating in the tournament, or which regularly offer general coverage of the sport. The number of credentials issued to each organization or company shall be held to the discretion of management. **(Private talent evaluators, scouting services and commercial photographers shall not be granted access to areas of any venue restricted for media access.)**

Streamed and Televised Matches

The IGHSAU will stream the quarterfinal and semifinal matches as part of the IGHSAU Digital Network powered by MidAmerican Energy. Quarterfinal and semifinal matches will not be televised. IPTV will televise Friday's championship matches live statewide. Friday matches will also be live-streamed on IPTV.org.

Awards Presentation and Team Pictures

Tuesday – Thursday matches: Teams will receive their trophy and participation awards immediately following the match in which they are eliminated – **both teams shall remain on the playing floor until all awards and announcements have been made. The team being presented the trophy should step out and receive it from the presenters.** A team picture will be taken of the eliminated team on the court immediately following the awards ceremony. No team photo will be taken of the winning team during the quarter- and semi-final matches.

The championship, runner-up trophies and All-Tournament Team medals will be presented at the conclusion of each championship match on Friday. Team photos will be taken of the champions and runners-up on the court following Friday's awards ceremonies. The state champions and runners-up will receive a 16x20 color team photo to display in their school from the IGHSAU following the state tournament.

Additional Regional and State team awards and autograph volleyballs may be purchased at each school's expense by completing the Awards' Form found under the Coaches' & Administrators' tab on the IGHSAU website. The completed Awards' Form should be emailed to Monte Wilson at monte@ighsau.org. FYI...Each team will receive 15 participation awards and 17 autograph volleyballs. The autograph volleyballs will be delivered to each qualifying school by their area Iowa Farm Bureau representative.

All-Tournament Team

Coaches will be notified Friday if the selection committee has chosen a player(s) on their team for the All-Tournament Team, which will be presented immediately following each championship match. Selected players will be instructed to meet Jason Eslinger near the championship court several minutes prior to the end of the final set. If your school is eliminated, see Jason in the press room before you leave regarding possible All-Tournament information.

Hall of Fame Awards and Distinguished Coach Award

The Hall of Fame ceremony will be prior to the 2A championship introductions at 4:45 p.m. on Friday. Inductees are: **Brittany Van Beek, Western Christian, 2005; DeLisa DeBolt, Dubuque Hempstead, 1986; Laura Rodham, Dubuque Wahlert, 1979.** Prior to the 2A championship intros, **Diane Harms, Dike-New Hartford,** will be presented with the Distinguished Coach Award.

Locker Room Assignment

Coaches will be informed of their locker room assignment when checking into the Team Pass Gate. Locker rooms will be labeled with team assignments. Teams are responsible for their own towels and padlocks. After using the locker room prior to the match, teams may be asked to store belongings (bags, etc) in a supervised storage area so the locker room might be available for a later team. Teams will have the opportunity to shower following their match. However, we ask teams to do so in a timely manner as the locker room will be needed by another in-coming team.

Spectator Seating Tuesday – Thursday

All seating is general admission. The U.S. Cellular Center ushers will assist spectators with seating/court information Tuesday-Thursday. Administrators from each school are expected to monitor fan behavior on the playing floor directly in front of their fan section. Administrator floor passes can be obtained at the Team Pass Gate.

Spectator Seating for Championship Matches

Spectators will be directed by U.S. Cellular Center staff to the area behind or across from their respective team benches upon entering U.S. Cellular Center.

Official Tournament Programs and Merchandise

State Tournament merchandise and programs will be sold on the south side of the main concourse and the ticket office lobby at the State merchandise stands. Programs will be sold at the east end of the main concourse. Programs are \$5.

Cheerleaders

Up to six uniformed cheerleaders, one uniformed mascot and one chaperone will be allowed floor access for the session in which their team is playing. Cheerleaders will be admitted through the Team Pass Gate (Box Office/Main Entrance SW corner of U.S. Cellular Center) only during the session in which their school plays, provided they are in proper uniform. They must position themselves behind their team bench and will only be allowed on the court during timeouts and between sets. **Cheerleaders/Mascot are not permitted on the playing floor during team introductions.** Uniformed cheerleaders may only use appropriate signs, cards and megaphones.

Cooley's Corner

New this year, the IGHS AU will be hosting a hospitality area at the southeast corner of the playing floor level for all coaches (participating and non-participating) Tuesday – Thursday. Light snacks and beverages will be provided each day. Cooley's Corner is for head and assistant coaches only.

Banners, Noisemakers, Helium Items, Spectator Attire

Balloons, banners, signs, light or laser pens, or any paper debris (including confetti) are strictly prohibited. Objects that provide a safety concern (pom-poms on sticks, etc.) are prohibited. Artificial noisemakers such as air horns, megaphones, cowbells, thunder sticks, etc. are not allowed. U.S. Cellular Center policy prohibits pounding on seats. All spectators must wear a shirt and shoes during IGHS AU-sponsored tournament matches. Shirts must be worn in a proper manner and shall not promote obscene or inappropriate content. **MASKS ARE NOT PERMITTED.**

Expenses *Distances are determined by the Iowa Department of Transportation.

Schools 0-125 miles from Cedar Rapids

Food allowance of \$300 for each day of participation
\$1.25 per mile one-way travel for each day of participation

Schools over 125 miles from Cedar Rapids

Food allowance of \$300 for each day of participation
\$1.25 per mile one-way travel for each trip not supplemented by lodging allowance
\$450 lodging allowance for each day of participation

If you have questions, please contact Lisa Brinkmeyer at (515) 401-1835 or lisa@ighsau.org. See you in Cedar Rapids!

Lisa Brinkmeyer
Assistant Director
Volleyball Administrator