TO: Athletic Directors and Coaches of 2016 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 515-288-9741.

State Tournament Venue

The 2016 State Volleyball Tournament is November 8-11 at the US 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 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 IGHSAU website after all scores have been reported on October 31st and November 1st. Please refer to the Hudl instructional material in the state-qualifying packet.

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 Monday, October 31st. Please contact Jason Eslinger 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 forty qualifying schools must select an adult from their community to be honored prior to their first match of the State Tournament (Tuesday and Wednesday) that 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 to submit your recipient's info.

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 IGHSAU website in the Volleyball section.

Spectator Advance Ticket Sales

Tickets for sale to your community spectators will be sent via UPS from the State Office to your school on the morning following your qualifying for the State Tournament. The US Cellular Center will be selling tickets as well. Tickets are $10.00. Please encourage your fans to pre-purchase their tickets.

State Tournament Admission

The admission price is $10.00 per student and adult. Admission will be charged for those kindergarten age and older. Accepted forms of payment are cash or credit/debit cards. The US Cellular Center Box Office does not accept personal checks or American Express. Please notify your fans of this. Those wishing to leave the US Cellular Center and return the same day are able to get their hand stamped for re-admittance at each of the three main entrances to the US 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 IGHSAU Administrative Office for admittance at the US 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 the US Cellular Center. A maximum of twenty-three people per team will be allowed to enter through the Team Pass Gate provided they are wearing a **TRAVEL PARTY STATE VOLLEYBALL PASS**. Schools determine who those people are – they may include coaches, players (may not exceed 15 in uniform), managers, statisticians, scorekeeper, athletic trainer, athletic director, or other school administrators. Children under high school age may be part of the 23-member travel party but must be accompanied by an adult at all times. **Teams will not be required to supply two ball rollers for their matches as was previously determined. The IGHSAU will provide ball rollers for the 2016 Tournament.**

Teams must enter as a team (not individually or small groups). The Travel Party Passes are included in the State Qualifying packet each team received at the Regional final match.

Schools are required to bring a copy of their State Tournament roster to the Team Pass Gate prior to entering and a copy to the Press Room upon arrival at the US Cellular Center to confirm their roster for each day.

Qualifying-team coaches that are not listed on their team's pass list must purchase a ticket and sit in the general admission sections. Coaches that are 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 travel party of twenty-three, the athletic director from your school **must** send an email to Lisa Brinkmeyer (lisa@ighsau.org) requesting your athletic trainer not count towards your travel party of twenty-three. **Requests must be submitted to Lisa by November 7th.** Approved trainers must enter the Team Pass Gate at the southwest corner of the US 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.

Mercy Sports Medicine representatives will be seated in the middle of the 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 the US 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.

Home Team Designations

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 directly outside the Officials Meeting Room located at the northwest corner of the arena.

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 – Thursday on-court warm-up schedule:

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 the US 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 (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.**

Friday on-court warm-up schedule:

5 minutes – mutual court time
6 minutes – Visiting team's court
6 minutes – Home team's court
*If we are running behind schedule, teams will not be given the 5-minute mutual court time on Friday. Ball-handling will be permitted in the Convention Center to allow ample warm-up time if the 5-minute court time is eliminated.

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 and pre-match meeting will occur directly outside the Officials Meeting Room located at the northwest corner of the arena.

Tuesday/Wednesday 1st match timeline:
Game Clock 12:00 - 12-minute timed warm-up begins 20 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 12:00 - 12-minute timed warm-up begins 18 minutes prior to scheduled start time.
Game Clock 00:00 - Sportsmanship awards and team intros

Thursday 1st match timeline:
Game Clock 12:00 - 12-minute timed warm-up begins 18 minutes prior to scheduled start time.
Game Clock 00:00 - Team intros and National Anthem

Thursday 2nd – 5th match timeline:
Game Clock 12:00 - 12-minute timed warm-up begins 16 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.

*No mutual ball handling will take place on the court Tuesday – Thursday.

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. 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. **It is the expectation that all participants will stand respectfully – the waving of arms by players prior to completion of the National Anthem is prohibited.** 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.

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.

State Championship Event Media Credentials

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, commercial photographers shall not be granted access to areas of any venue restricted for media access.

Streamed and Televised Matches

CISN.TV will steam the quarterfinal and semifinal matches. Quarterfinal and semifinal matches will not be televised. Iowa Public Television will televise Friday's championship matches live statewide. The championship matches will also be streamed live on IPTV.org.

Awards Presentation and Team Pictures

Tuesday – Thursday matches: Teams will receive their trophy and participation plaques 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 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.

Additional team awards and autograph volleyballs may be purchased at each school's expense by contacting Lisa Brinkmeyer.

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 Eslinger in the Press Room before you leave regarding possible All-Tournament information.

Hall of Fame Awards and Distinguished Coach Award

The 2016 Hall of Fame ceremony will be immediately prior to the 3A championship match at 2:30 p.m. on Friday. Inductees are: **Shelby Kintzel, Mount Vernon, 2009; Haley Eckerman, Waterloo East, 2011; Hannah Willms, Dike-New Hartford, 2010.** Prior to the 4A championship match, **Angie Spangenberg, Harlan**, will be presented with the Golden Plaque of Distinction Award.

Locker Room Assignment

Coaches will be informed of their locker room assignment when checking into the 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.

Videotaping

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 are not permitted to add extra personnel to their Team Pass List to perform videotaping duties. **Teams may use a tripod on the playing floor near media tables level but the tripod must be attended at all times.**

Spectator Seating Tuesday – Thursday

All seating is general admission. 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 from the IGHSAU Administration Office.

Spectator Seating for Championship Matches

Spectators will be directed by US Cellular Center staff to sit behind or across from their team bench.

Official Tournament Programs and Merchandise

State Tournament merchandise and programs will be sold on the south side of the main concourse at the IGHSAU Merchandise Stand. Programs will also be sold at the east end of the main concourse. Programs are $5.

Cheerleaders

Up to six uniformed cheerleaders and one chaperone will be allowed floor access for the session in which their team is playing. One uniformed mascot is allowed in addition to the six cheerleaders. Cheerleaders will be admitted through the Team Pass Gate (Box Office/Main Entrance SW corner of the US 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.

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-pons on sticks, etc) are prohibited. Artificial noisemakers such as air horns, megaphones, cowbells, thunder sticks, etc. are not allowed. US Cellular Center policy prohibits pounding on seats. All spectators must wear a shirt and shoes during IGHSAU-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 the State Office (515-288-9741) or email Lisa Brinkmeyer at lisa@ighsau.org. See you in Cedar Rapids!

Lisa Brinkmeyer
Assistant Director
Volleyball Administrator