



**2011**  
**KHSAA VOLLEYBALL**  
**DISTRICT TOURNAMENT**  
**INFORMATION**



## **MEMORANDUM**

TO: District Volleyball Tournament Managers

FROM: Butch Cope, KHSAA Assistant Commissioner

DATE: Sept 19, 2011

SUBJECT: District Volleyball Tournament Information

Thank you for serving as District Volleyball Tournament Manager. With this communication, you will find information regarding the District Volleyball Tournaments.

Please make note of the District Tournament Manager's Checklist. All District Tournament Managers should review this "checklist". In addition, feel free to print off the KHSAA Webpage any information or forms you might need for post season play.

Please remind the schools in your district tournament of their responsibility to submit team pictures and team rosters online through the KHSAA website (use the "Member Schools Link") Schools not submitting appropriate pictures and rosters by the deadline are subject to a fine.

Please feel free to give me a call if you have any questions.

## **CHECKLIST OF DUTIES FOR THE DISTRICT MANAGER**

### **BEFORE THE TOURNAMENT**

- Thoroughly read the District Tournament Instructions
- Thoroughly read the Volleyball Tournament Instructions in the KHSAA Handbook
- Hold a District Tournament Meeting no later than October 2, 2011
- Contact Local Officials' Association regarding officials for the tournament
- Email Tournament Bracket to Elden May (KHSAA SID) at [emay@khsaa.org](mailto:emay@khsaa.org) immediately once finalized
- Ensure all schools in the District have a copy of the tournament bracket/pairings
- Inspect District Tournament Trophies (which will be sent to your school by the KHSAA trophy vendor)
- Prepare Facility to KHSAA Post Season standards
- Acquire Auxiliary Workers for the tournament

### **DURING THE TOURNAMENT**

- Report scores to the KHSAA Scoreboard (1-800-453-6882)

### **AFTER THE TOURNAMENT**

- Fax the District Tournament Financial Report (Form VB106) to the KHSAA  
<http://www.khsaa.org/forms/vb106.pdf>
- Distribute Profit or Loss among Participating Schools
- Fax a list of schools who actually participated in your District Tournament (Form VB119)  
<http://www.khsaa.org/forms/vb119.pdf>

## **DISTRICT MANAGER DUTIES BEFORE THE TOURNAMENT**

### **DISTRICT TOURNAMENT MEETING**

The District Tournament Meeting shall be held not later than Sunday, October 2, 2011. To allow everyone ample time to travel to the meeting, a Sunday meeting should be held not earlier than 2:00 p.m. local time. The District Manager shall invite all District participating coaches by notifying them of the date, time and site of the District Tournament Meeting. Please review the district alignment of teams (which can be found on the KHSAA website at [www.khsaa.org](http://www.khsaa.org)) to ensure that all teams are invited to the District Tournament Meeting. Should you know of a team that is participating in your district, but does not show in the alignment, please invite them to the meeting. At the published meeting time, the District Tournament Manager shall conduct an open meeting of all attending coaches (and attending media) for the purpose of discussing:

- 1) Tournament playing dates and times
- 2) Officiating needs (line judges, referee, umpire, scorekeeper, tracker, etc.)
- 3) Program Sales and Information
- 4) Financial arrangements
- 5) **Future host sites for District Tournament (Please complete three years out)**
- 6) Appropriate tournament forms
- 7) Advancement to Regional Tournament
- 8) District Tournament playing facilities
- 9) Winner and Runner-up trophies.
- 10) Possible District Tournament options on other awards (MVP, etc.)
- 11) Miscellaneous

### **SEEDED DISTRICT TOURNAMENTS**

If written or documented District Tournament seeding plans and procedures were in place prior to the season starting, please refer to the seeding procedures as shown in the KHSAA Volleyball Tournament Rules and Regulations of the 2011-12 KHSAA Handbook. All contests necessary to determine seeded placement in tournament brackets must be completed prior to the District Tournament meeting.

### **NON-SEEDED DISTRICT TOURNAMENTS**

For District Tournaments that do not seed, a blind draw will need to be held at the District Tournament Meeting. The bracket pairings (bracket places, byes, etc.) and procedures for the District Tournament draw should follow the procedures as shown in the KHSAA Volleyball Tournament Rules and Regulations of the 2011-12 KHSAA Handbook).

### **TOURNAMENT OFFICIALS AND PAYMENT**

The officials will be assigned by the regional/local volleyball officials' association that services the District Tournament host school. District Tournament Managers shall work with the regional/local Volleyball Assigning Secretary to schedule officials for the tournament (R1, R2, 1 scorer, 1 tracker, 1 timer [for time-outs only] and a minimum of 2 line judges per court). A listing of those Assigning Secretaries who will make these assignments can be found on the KHSAA Webpage. On the Webpage go to the link marked "Licensed Official Information". On the following page, go to the major heading "Important Notes for Volleyball Officials". Go to the category called "Volleyball Assigning Secretaries (PDF)". Please contact them immediately with tournament information, schedules and needs.

Officials (R1, R2) shall be paid \$45 per match. Only one official shall be paid mileage and should be calculated at \$0.35 (thirty-five cents) per round trip mile. Ask the Assigning Secretary which official is to receive the mileage and how much the amount is. Any compensation for Line Judges and Scorers and Trackers and Timers shall be determined by the District Tournament Committee. Line Judges are mandatory and each school shall provide one Line Judge to call lines during the District Tournament. District can choose to have the Officials Assignor schedule licensed officials to call lines and be compensated.

## **TOURNAMENT BRACKETS/PAIRINGS**

### **BRACKET FORMS**

The KHSAA Website has information on blank bracket forms for up to sixteen participating teams. Refer to the KHSAA Website for this information as follows: On the KHSAA Webpage look under the major category of "Links, Reports and Information". Pull down the categories and click on "KHSAA Forms." That will provide the available information and listing on brackets and various bracket procedures.

<http://www.khsaa.org/forms/brackets.html>

Region Tournament Managers are required to immediately email KHSAA Sports Information Director Elden May your bracket. [emay@khsaa.org](mailto:emay@khsaa.org)

**NOTE: Tournament Managers may be fined \$100.00 for not reporting bracket placement and results.**

### **TOURNAMENT SCHEDULE INFORMATION**

Managers shall ensure that all schools in the region shall have a copy of the tournament playing schedule. Media representatives may attend your meetings and/or tournaments and you should provide tournament information to them as well.

### **TROPHIES**

Trophies will be shipped directly to the Region Manager. Trophy boxes should be opened immediately to inspect for damage. Any problems should be reported immediately to [riherds.com](http://riherds.com), KHSAA trophy vendor, at 1-800-274-4373.

### **FACILITY PREPARATION**

Prepare the facility for tournament play, making sure that the court, net standards, and net meet the proper specifications according to the National Federation Volleyball Rule Book. (A 2" centerline is required.)

### **AUXILIARY WORKERS**

Ensure that the necessary auxiliary workers have been secured, such as ticket sellers, ticket takers, program sellers, concession workers, appropriate security, parking attendants, etc.

### **RAWLINGS VOLLEYBALL**

Rawlings is the official volleyball of the KHSAA. The volleyball which shall be used for District, Regional and State Tournament play is the Rawlings KYVBI 1001B. The colored panel ball is permitted as long as it is a Rawlings ball that meets NFHS standards (at least 1/3 of the panels must be white and include the NFHS authenticating mark). Schools may bring their own balls or the site provide balls for warm-up (may be a brand other than Rawlings). Once play begins, game balls must be Rawlings brand with the NFHS authenticating mark – either all-white or the official Red, White & Blue ball

## **DISTRICT MANAGER DUTIES DURING THE TOURNAMENT**

### **TOURNAMENT RESULTS**

District Tournament Managers are responsible to ensure that contest results are called to the KHSAA SCOREBOARD (1-800-453-6882) immediately after each match....no matter how late the contest may finish! Results from all tournament contests will be posted on the KHSAA Volleyball SCOREBOARD. Please remember to accommodate the local media desires with a call to them as well.

**NOTE: Tournament Managers may be fined \$100.00 for not reporting bracket placement and results.**

## **DISTRICT MANAGER DUTIES AFTER THE TOURNAMENT**

### **FORWARDING INFORMATION TO THE REGIONAL TOURNAMENT MANAGER**

Immediately following the completion of the District Tournament, notify the appropriate Regional Tournament Manager of the two teams advancing from the District Tournament into the Regional Tournament. This will enable the Regional Tournament Manager ample opportunity to alert the teams to the specifics of the upcoming Regional Tournament Meeting.

### **DISTRICT FINANCIAL REPORT FORM (KHSAA Form VB106)**

Upon completion of the District Tournament, mail or FAX (859-293-5999) the complete bracket results of the tournament, to the Kentucky High School Athletic Association office.

<http://www.khsaa.org/forms/vb106.pdf>

### **TOURNAMENT ADMISSION/EXPENSES/REIMBURSEMENTS**

It is recommended that you charge a gate admission sufficient to cover the cost of the District Volleyball Tournament. Expenses for the District Volleyball Tournament shall be taken out of the District Tournament gate receipts. Typical expenses will include: officials, auxiliary workers, game management, game balls, security, trophies, etc. For the District Tournament, the participating teams shall share in the net profit or loss. Any other policy for distribution of profit or loss, must be agreed upon by participating schools.

## **GENERAL TOURNAMENT INFORMATION**

### **POST SEASON TOURNAMENT DATES**

#### *DISTRICT TOURNAMENT*

The District Volleyball Tournament shall be held during the period of Monday, October 10 through Saturday, October 15. No other dates may be used without permission of the Kentucky High School Athletic Association.

#### *REGIONAL TOURNAMENT*

The Regional Volleyball Tournament shall be held during the period of Monday, October 17 through Saturday, October 22. No other dates may be used without permission of the Kentucky High School Athletic Association.

#### *STATE TOURNAMENT*

The KHSAA Sweet 16® State Volleyball Tournament will be played during Friday and Saturday, October 28-29 at Knights Hall on the campus of Bellarmine University in Louisville.

### **POST SEASON TOURNAMENT MANAGERS AND SITES**

#### *REGIONAL TOURNAMENTS*

All Regional Tournament Managers and tournament sites will be posted on the KHSAA website.

#### *KHSAA STATE TOURNAMENT*

State Tournament Participating Team Information can be found on the KHSAA website once finalized.

### **TOURNAMENT FORMAT**

The District Tournament is a single elimination tournament. The District Winner and Runner-up advance to the Regional Tournament. Rally scoring shall be used for all post season play. Match format shall be the best two (2) out of three (3) games to twenty-five (25) points, win by two points.

### **TOURNAMENT RULES**

Please refer to the KHSAA Volleyball Tournament Rules and Regulations in the 2011-12 KHSAA Handbook for rules and regulations governing post season tournaments. These Tournament Rules and Regulations can also be found on the KHSAA Webpage are listed/included as a part of the District Tournament information.

**TEAM PICTURE AND ROSTER**

Per KHSAA Regulations, all teams are required to submit their Team Picture and Volleyball Team Roster (online through the KHSAA website use "Member Schools Link") to the KHSAA no later Oct. 10. This information is vital to the preparation of the appropriate postseason and State Tournament Program documents. Failure to submit this information will result in a \$100.00 fine.

**KHSAA TOURNAMENT RULES FROM HANDBOOK**

**Published tournament rules are posted online at [www.khsaa.org/volleyballtournamentrules.pdf](http://www.khsaa.org/volleyballtournamentrules.pdf). This includes the alignment of teams, district and region procedures and tie-breaking policies.**

**Please contact Assistant Commissioner Butch Cope with any further questions regarding the District Tournament or any further rounds.**