



2011
KHSAA VOLLEYBALL
REGIONAL TOURNAMENT
INFORMATION



MEMORANDUM

TO: Regional Volleyball Tournament Managers

FROM: Butch Cope, KHSAA Assistant Commissioner

DATE: September 20, 2011

SUBJECT: Regional Volleyball Tournament Information

Thank you for serving as Regional Volleyball Tournament Manager. Following you will find information with regard to your duties that should help assist you and to answer any questions.

Please make note of the Regional Tournament Manager's Checklist. All Regional 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 feel free to give me a call if you have any questions.

CHECKLIST OF DUTIES FOR THE REGIONAL MANAGER

BEFORE THE TOURNAMENT

- Thoroughly read the Regional Tournament Instructions
- Thoroughly read the Volleyball Tournament Instructions in the KHSAA Handbook (included)
- Hold a Regional Tournament Meeting no later than October 16
- Contact Local Officials' Association regarding officials for the tournament
- Email Brackets/Pairings to the KHSAA
- Ensure all schools in the Regional Tournament have a copy of the tournament bracket/pairings
- Inspect Regional 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)

REGIONAL MANAGER DUTIES BEFORE THE TOURNAMENT

REGIONAL TOURNAMENT MEETING

The Regional Tournament Meeting shall be held not later than Sunday, October 16. 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 Regional Manager shall invite all Regional participating coaches by notifying them of the date, time and site of the Regional Tournament Meeting. At the published meeting time, the Regional Tournament Manager shall conduct an open meeting of all attending coaches (and attending media) for the purpose of discussing:

- 1) Tournament playing schedule
- 2) Officiating needs (line judges, referees, scorekeeper, tracker, etc.)
- 3) Program Sales and Information
- 4) Financial arrangements
- 5) **Future host sites for Regional Tournament (Please complete three years out and send information sites to KHSAA; Attn: Butch Cope)**
- 6) Appropriate tournament forms
- 7) Advancement to the KHSAA State Tournament
- 8) Regional Tournament playing facilities
- 9) Winner and Runner-up trophies.
- 10) Possible Regional Tournament options on other awards (MVP, etc.)
- 11) Miscellaneous

TOURNAMENT OFFICIALS AND PAYMENT

The officials will be assigned by the regional/local volleyball officials' association that services the Regional Tournament host school. Regional 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.

<http://officials.khsaa.org/vbassigningsecretaries.pdf>

Please contact them immediately with tournament information, schedules and needs. Regional officials (R1 & R2) shall be paid \$50 each 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 Regional Tournament Committee. Line Judges are mandatory and each school shall provide one Line Judge to call lines during the Regional Tournament.

TOURNAMENT BRACKETS/PAIRINGS

BRACKET FORMS

The KHSAA Website has information on blank bracket forms teams. Refer to the KHSAA Website for this information as follows.

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

Regional Tournament Managers are required to immediately email KHSAA Sports Information Director Elden May your bracket. emay@khsaa.org

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

TEAM ROSTER

The team roster as entered online through the KHSAA website shall serve as the official eligibility sheet of the team throughout the event. Anyone not appearing on this roster is not eligible for participation.

TOURNAMENT SCHEDULE INFORMATION

Managers shall ensure that all schools in the district 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 Regional Manager. Trophy boxes should be opened immediately to inspect for damage. Any problems should be reported immediately to Lilly at rihersds.com (KHSAA Trophy vendor) (Telephone 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 Regional 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 the all-white or the Red, White and Blue ball.

REGIONAL MANAGER DUTIES DURING THE TOURNAMENT

TOURNAMENT RESULTS

Regional 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.

REGIONAL MANAGER DUTIES AFTER THE TOURNAMENT

FORWARDING STATE TOURNAMENT INFORMATION TO WINNING REGION TEAM

Prior to the completion of the Regional Tournament the KHSAA will forward to the Regional Tournament Manager an envelope that must be passed on to the Regional Tournament winning team. This envelope contains important State Tournament information (lodging, travel, playing times, etc.) for the State Tournament participating teams.

REGIONAL FINANCIAL REPORT FORM (KHSAA Form VB106)

Upon completion of the Regional Tournament, prepare KHSAA Form VB106 and mail or FAX (859-293-5999) it, along with the complete bracket results of the tournament, to the Kentucky High School Athletic Association office. In addition, two copies of KHSAA Form VB106 shall be sent to each participating school (principal and athletic director).

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

TOURNAMENT ADMISSION/EXPENSES/REIMBURSEMENTS

It is recommended that you charge a gate admission sufficient to cover the cost of the Regional Volleyball Tournament. Expenses for the Regional Volleyball Tournament shall be taken out of the Regional Tournament gate receipts. Typical expenses will include: officials, auxiliary workers, game management, game balls, security, trophies, etc. For the Regional 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

STATE TOURNAMENT DATES

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

State Tournament Participating Team Information can be found on the KHSAA Website.

<http://www.khsaa.org/volleyball/stateinformation.pdf>

The State Tournament Bracket with region vs. region match-ups and schedule is posted on the website once finalized.

<http://www.khsaa.org/volleyball/2011/statebracket2011.pdf>

TOURNAMENT RULES

Please refer to the KHSAA Volleyball Tournament Rules and Regulations (of 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 Website.

<http://www.khsaa.org/handbook/tournamentrules/vbtournamentrules.pdf>

MISCELLANEOUS TOURNAMENT INFORMATION

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.

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