



**2008-09**

***Boys Volleyball***

***Manual for Schools***

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## Revision History

**April 27:** Pg. 2, The following days have been corrected in the Season Calendar.

All Season Summary Sheets available to coaches to view in from their regional/sectional complex, 9:00 am, May 6 to 12:01 pm, Thursday, May 7

Coaches Seed Teams, 9:00 am, May 6 to 12:01 pm, Thursday, May 7



## II. Boys Volleyball Cover Letter

- A. Attention Teams Assigned to the South Sectional:** Due to the growth of boys volleyball outside the Chicago suburban area, IHSA policy 19 'Grouping and Seeding State Tournament Series' applies. Specifically the policy provides "that all bracketed team state series tournaments outside of the Chicago suburban area will begin with geographic regionals." This policy is no different than what your girls' volleyball, boys' and girls' basketball, softball, baseball, boys' and girls' soccer programs have been following although it is different for boys' volleyball this year.

What that means to boys' volleyball teams assigned to that one (1) sectional is that they will be assigned directly into a regional based on geography. The other seven (7) sectionals will remain sectional complexes. Refer to the assignment sheet posted on the boy's volleyball website to see if your school is assigned to a sectional complex or directly to a regional. Also refer to the Terms and Conditions for the actual language and details on pairings. Assignments are located at [www.ihsa.org](http://www.ihsa.org) click on boys' volleyball page.

- B. Terms and Conditions:** The IHSA Boys' Volleyball Terms and Conditions control the state series. All coaches and officials are responsible to follow the rules and policies provided within them. This includes entry and withdrawal from the state series, IHSA rules, policies, financial arrangements, tournament structure, awards and official fees. The T and C's are located at [www.ihsa.org](http://www.ihsa.org) click on boys' volleyball page.
- C. Boys' Volleyball Manual for Schools:** All the necessary instructions for the state series are included in this manual. This includes the seeding process, playing rules, up-to-date statistics information, instruction for emailing photos for the state final program, state final information, Score Zone reporting, tournament information and miscellaneous downloadable forms. This manual will be located at [www.ihsa.org](http://www.ihsa.org) click on the boys' volleyball page.
- D. IHSA Boys' Volleyball Website:** ([www.ihsa.org](http://www.ihsa.org) click on the boys' volleyball page.) This site is where coaches can find the Terms and Conditions, the Boys Volleyball Manual for Schools, the Boys Volleyball Manual for Managers, assignment sheets, final seeds and pairings and more. This site is open to the public and is continually updated throughout the season.
- E. IHSA School Center – Password Protected:** Coaches and Managers will use the IHSA School Center for the seeding process and reporting of information. Athletic Directors and Coaches will find the activity tracker indicating when and if a task has been completed, the Volleyball Season Summary Sheet, the seeding process and the results of seeds. Managers will find officials assignment for their regional or sectional, along with online financial reports. Since the IHSA School Center is a password protected center, coaches will need to talk to their athletic director about access. The IHSA School Center is located on the IHSA Home page at [www.ihsa.org](http://www.ihsa.org) click on School Center located at the top left side of the page.
- F. State Final Information:** Should your team qualify for the state finals, the state final information will be posted on the boys' volleyball web page ([www.ihsa.org](http://www.ihsa.org) click on the boys' volleyball page). No material will be sent or distributed to participating schools.
- G. Coaches Roundtable:** A coach's roundtable will take place on Saturday between sessions 3 and 4. Any high school volleyball coach interested in attending the coach's roundtable should register with the IHSA.

# 2008-09 Boys Volleyball Season Calendar

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<b>Boys Volleyball</b>	<b>2008-09</b>
<b>Season Starts (Mon.)</b>	<b>March 9</b>
<b>1st Contest May be Held (Mon.)</b>	<b>March 23</b>
<b>Online Seeding Mtg. (Wed.)</b>	<b>May 6</b>
<b>Regional Preliminaries (Mon.)</b>	<b>May 25</b>
<b>Regional Semifinals(Tues.)</b>	<b>May 26</b>
<b>Regional Finals (Wed.)</b>	<b>May 27</b>
<b>Sectional Semifinals (Fri.)</b>	<b>May 29</b>
<b>Sectional Finals</b>	<b>June 2</b>
<b>State Finals (Fri &amp; Sat)</b>	<b>June 5-6</b>
<b>Online Seeding Time Table</b>	<b>2008-09</b>
<b>Season Summary Sheet Open to coaches</b>	<b>March 23</b>
<b>Season Summary Sheet Closed</b>	<b>8:00 am, May 6</b>
<b>All Season Summary Sheets available to coaches to view in from their regional/sectional complex</b>	<b>9:00 am, May 6 to 12:01 pm, Thursday, May 7</b>
<b>Coaches Seed Teams</b>	<b>9:00 am, May 6 to 12:01 pm, Thursday, May 7</b>
<b>Administrative Review of seeds</b>	<b>12:02 – 4:13 pm, May 7</b>
<b>All Seeds posted online</b>	<b>4:14 pm, May 7</b>
<b>Final Pairings Posted</b>	<b>1:00 pm, May 8</b>
<b>Official Assignments released to Managers</b>	<b>Monday, May 18</b>
<b>Team Data and Pictures due to IHSA</b>	<b>Saturday, May 30</b>

# Do What's Right!

## Sportsmanship

### Coaches and Participants:

1. Set a good example for spectators to follow.
2. Respect the integrity and judgment of game officials, and accept their decisions graciously.
3. Respect the integrity and personality of the individual athletes and coaches.
4. Display modesty in victory and graciousness in defeat.
5. Show respect for opponents before, during, and after contests.
6. Do What's Right! Represent your team, school and community with dignity.

### Spectators:

1. During the National Anthem, students, participants and fans should remove any hats, face the flag, not talk, place the right hand on the heart, and remain still until the end of the anthem.
2. During the National Anthem, when singing, follow the music and lyrics precisely.
3. Show respect for opposing players, coaches, spectators, and support groups.
4. Respect the integrity and judgment of game officials and accept their decisions graciously.
5. Show respect for members of the coaching staff and team.
6. Display modesty in victory and graciousness in defeat.
7. Recognize and show appreciation for outstanding plays by either team.
8. Use only cheers that are positive in support of their team.
9. Encourage coaches, players, and other fans to Do What's Right!

### Acceptable Behavior...

- Applause during introduction of players, coaches and officials.
- Players shaking hands with opponents while both sets of fans recognize player's performance with applause.
- Accept all decisions of game officials.
- Spirit Participants lead fans in positive support.
- Handshakes between participants and coaches at the end of contests, regardless of the outcome.
- Treat competition as a game, not a war.
- Coaches/players search out opposing participants to recognize them for outstanding performance or coaching.
- Applause at the end of the contest for performance of all participants.
- Everyone showing concern for an injured player, regardless of team.
- Encourage surrounding people to display only sportsmanlike conduct.

### Unacceptable Behavior...

- Disrespectful or derogatory yells, chants, songs or gestures.
- Booing or heckling an official's decision.
- Criticizing officials in any way; displays of temper with an official's call.
- Yells that antagonize opponents.
- Refusing to shake hands or give recognition for good performances.
- Blaming the loss of the game on officials, coaches or participants.
- Laughing or name calling to distract an opponent.
- Use of profanity or displays of anger that draw attention away from the game.
- Doing own yells instead of following the lead of spirit participants.



# Libero Tracking Sheet

TEAM	TEAM		L
GAME	Serving Order	SP	
	I		
	II		
	III		
	IV		
	V		
	VI		

TEAM	TEAM		L
Serving Order	SP		
I			
II			
III			
IV			
V			
VI			

TEAM	TEAM		L
GAME	Serving Order	SP	
	I		
	II		
	III		
	IV		
	V		
	VI		

TEAM	TEAM		L
Serving Order	SP		
I			
II			
III			
IV			
V			
VI			

Enter the Libero's number next to the L. Enter the jersey number of the starting player for each position under SP. When the Libero enters, slash the player number and enter L. When the Libero leaves, slash the L and enter the returning player number. If a regular sub occurs, slash the player number and enter the new number.

I	<del>14</del>	<del>14</del>	<del>14</del>	<del>7</del>
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# BOYS VOLLEYBALL PASS GATE

THE FOLLOWING ARE THE ONLY PARTICIPANTS REPRESENTING A MEMBER SCHOOL THAT MAY BE ADMITTED FREE TO THIS CONTEST. **THE TOP SEVEN (7) CATEGORIES WILL BE ADMITTED FOR THE ENTIRE TOURNAMENT. ROSTERED PLAYERS WILL ONLY BE ADMITTED ACCOMPANIED BY ONE OF THE COACHES LISTED BELOW ON THIS FORM.**

PARTICIPATING SCHOOLS MUST COMPLETE THE FORM AND RETURN IT TO THE TOURNAMENT MANAGER PRIOR TO THE START OF THE EVENT. THE TOURNAMENT MANAGER HAS BEEN DIRECTED NOT TO ACCEPT ANY OTHER PASS GATE LIST FROM A MEMBER SCHOOL

HOST SCHOOL: \_\_\_\_\_

LEVEL: REGIONAL \_\_\_\_\_ SECTIONAL \_\_\_\_\_

YOUR SCHOOL: \_\_\_\_\_

(The top 7 are allowed to have one guest)

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

6. HEAD VARSITY COACH: \_\_\_\_\_

7. ASSISTANT COACH: \_\_\_\_\_

ASSISTANT COACH: \_\_\_\_\_

ASSISTANT COACH: \_\_\_\_\_

ASSISTANT COACH: \_\_\_\_\_

8. MANAGER: \_\_\_\_\_

9. SCOREKEEPER: \_\_\_\_\_

10. VIDEO/CAMERA OPERATOR: \_\_\_\_\_

11. BUS DRIVER: \_\_\_\_\_

12. ATHLETIC TRAINER: \_\_\_\_\_

13. ALL ROSTERED PLAYERS ACCORDING TO THE TERMS AND CONDITIONS

**ALL OTHER REPRESENTATIVES FROM YOUR SCHOOL MUST PAY TO ATTEND THE IHSA TOURNAMENT.**

***IN CASE OF AN EMERGENCY OR A NEED TO COMMUNICATE CHANGES TO YOUR SCHOOL***

CONTACT PERSON \_\_\_\_\_

CELL PHONE: \_\_\_\_\_ E-MAIL \_\_\_\_\_

CONTACT PERSON \_\_\_\_\_

CELL PHONE: \_\_\_\_\_ E-MAIL \_\_\_\_\_

# MANAGERS' SAFETY INFORMATION

## Healthy Volleyball Environment

School administrators, coaches and officials share a very important responsibility to the student-athletes that are participating in the state series matches, to provide equipment, facilities and an environment that is as free of risk as possible. The concern for the health of our high school volleyball players in our programs should be primary.

## Responsibility

Crowd supervision is critical. Administrators and other supervisors should observe the crowd and react quickly and reasonably when conduct becomes negative and drops below the level of expected behavior. To ignore inappropriate behavior by any spectator will only enable a person or people to continue in the same fashion.

The role of an official in this regard is with the game. The role of the host school management is outside the lines. Any act dangerous to others, is an unsafe behavior, incites participants or spectators to violent or abusive action, exhibits obscene gestures, or yells profanity and/or provocative type language toward an official, student-athlete, coach, spectator, bench and/or score table personnel is considered unsportsmanlike. Such undesirable behavior requires immediate attention by the officials and/or the host school.

## Procedure

If a situation occurs outside the lines, therefore outside the jurisdiction of the rulebook, the official shall instruct the host manager to take care of the problem. If possible this should be done without stopping the match. (i.e. between a game or during a time out) If not possible, the official should stop play until the host management takes care of the situation. If the Manager, Athletic Director and/or local school Principal is not in the gym, it becomes the responsibility of the host school coach to handle if her/his team is playing.

The posting of the expected behavior at the gymnasium entrance clarifies to everyone the IHSA's expectation of all participants.

## Preventative

*Host School:* Whenever possible, the competing teams should be seated so that the crowd is not behind them. If that is not possible and fans must be seated behind a bench, that area should be carefully monitored. In situations of this kind, the IHSA suggests the first couple rows can be reserved for senior citizen, handicapped seating, press or other teams.

*Officials:* Officials should use the pre-game conference to do preventative officiating and make sure the line judges and scorers are trained. In addition, the official should consider any negative history between schools or teams, coaches, or fans. If there is, then the officials should discuss with her/his partner and choose a plan of action. Whenever possible, cover the expectation and consequences at the pre-game conference with captains and coaches.

# Prevention of Heat Illness Guidelines

Athletes participating outdoors in hot, humid weather or indoors, in non-air conditioned or poorly ventilated gyms are susceptible to heat related illness. While it is the responsibility of each school participating in an IHSA contest to allow adequate acclimatization to the heat prior to the contest, it is the authority of the local manager to adjust or alter a contest based on the environment. Managers should check the environment one-hour before the scheduled contest.

If a high risk is present, the manager has the authority to alter game conditions. Athletes should drink one to two cups of water in the hour preceding competition and continue drinking during the activity every 15-20 minutes. If conditions become severe the manager may suspend or alter the contest. Altering the contest may include stoppage of play for a mandatory drink period, stopping play for a rest period where gear and clothing may be loosened to allow heat loss, stopping play to allow for removal of outer clothing, socks and or shoes or even postponing the contest.

Local Managers should refer to the Heat Index Table below if the host school does not have a plan or means to assess both the temperature and humidity prior to the contest. This heat index can be used to define caution, extreme caution, danger and extreme danger risk conditions. Additional heat and hydration information can be found by accessing the Sports Medicine link on the IHSA web site at [www.ihsa.org](http://www.ihsa.org).

## Heat Index Chart

Heat Index in °F (°C)

Relative Humidity (%)													
Temp in °F/°C	40	45	50	55	60	65	70	75	80	85	90	95	100
110 (47)	136 (58)												
108 (43)	130 (54)	137 (58)											
106 (41)	124 (51)	130 (54)	137 (58)										
104 (40)	119 (48)	124 (51)	131 (55)	137 (58)									
102 (39)	114 (46)	119 (48)	124 (51)	130 (54)	137 (58)								
100 (38)	109 (43)	114 (46)	118 (48)	124 (51)	129 (54)	136 (58)							
98 (37)	105 (41)	109 (43)	113 (45)	117 (47)	123 (51)	128 (53)	134 (57)						
96 (36)	101 (38)	104 (40)	108 (42)	112 (44)	116 (47)	121 (49)	126 (52)	132 (56)					
94 (34)	97 (36)	100 (38)	103 (39)	106 (41)	110 (43)	114 (46)	119 (48)	124 (51)	129 (54)	135 (57)			
92 (33)	94 (34)	96 (36)	99 (37)	101 (38)	105 (41)	108 (42)	112 (44)	116 (47)	121 (49)	126 (52)	131 (55)		
90 (32)	91 (33)	93 (34)	95 (35)	97 (36)	100 (38)	103 (39)	106 (41)	109 (43)	113 (45)	117 (47)	122 (50)	127 (53)	132 (56)
88 (31)	88 (31)	89 (32)	91 (33)	93 (34)	95 (35)	98 (37)	100 (38)	103 (39)	106 (41)	110 (43)	113 (45)	117 (47)	121 (49)
86 (30)	85 (29)	87 (31)	88 (31)	89 (32)	91 (33)	93 (34)	95 (35)	97 (36)	100 (38)	102 (39)	105 (41)	108 (42)	112 (44)
84 (29)	83 (28)	84 (29)	85 (29)	86 (30)	88 (31)	89 (32)	90 (32)	92 (33)	94 (34)	96 (36)	98 (37)	100 (38)	103 (39)
82 (28)	81 (27)	82 (28)	83 (28)	84 (29)	84 (29)	85 (29)	86 (30)	88 (31)	89 (32)	90 (32)	91 (33)	93 (34)	95 (35)
80 (27)	80 (27)	80 (27)	81 (27)	81 (27)	82 (28)	82 (28)	83 (28)	84 (29)	84 (29)	85 (29)	86 (30)	86 (30)	87 (31)

Category	Heat Index	Possible heat disorders
Extreme Danger	130° F or higher (54° C or higher)	Heat stroke or sunstroke likely
Danger	105°-129° F (41°-54° C)	"Sunstroke, muscle cramps, and/or heat exhaustion likely. Heatstroke possible with prolonged" exposure and/or physical activity.
Extreme Caution	90°-105° F (32°-41° C)	"Sunstroke, muscle cramps, and/or heat exhaustion possible with prolonged exposure and/or" physical activity.
Caution	80°-90° F (27°-32° C)	Fatigue possible with prolonged exposure and/or physical activity.

• reproduced from NWS, Birmingham, AL



## **Guidelines for Return to Activity**

In accordance with By-law 2.150, a school shall have on file for each student who participates (including practice) in interscholastic athletics a certificate of physical fitness issued by a licensed physician, physician's assistant or nurse practitioner as set forth in the Illinois State Statutes not more than 365 days preceding any date of participation in any such practice, contest or activity. As this By-law addresses pre-participation certification only, there is not a guideline or By-law in place to address release to interscholastic activity following an injury. With the understanding that schools throughout the state have different needs and services available to them, this document was produced to provide guidelines for an athlete's return to activity following an injury.

Each school should have a written Emergency Action Plan in place to address all athletic injuries, regardless of severity, occurring during a practice or competition. This plan should identify a Chain of Command (Physician/Athletic Trainer/Nurse/Athletic Director/Coach/etc) and address the unique needs of the individual sport and venue.

It is not practical to identify every situation or injury; however the following guidelines were developed to assist the school/coaching staff in determining if the athlete should be allowed to return to activity without a release following a "minor" injury.

1. No swelling or deformity.
2. No tingling, numbness or burning sensations.
3. No headache, nausea, blurred vision, confusion or disorientation.
4. No fever.
5. Symmetrical (equal to the other side) joint range on motion and strength.
6. Ability to bear weight, without a limp, if injury occurs to the lower body.
7. Ability to complete full functional sporting activities without compensation.

As the majority of high school athletes are minors, if there is a question as to their injury and ability to participate, a parent or guardian should be consulted. The individual assessing the athlete's ability to return to activity should document the injury, injury findings and the athlete's ability to return to activity.

Athletes unable to meet the above criteria should be encouraged to seek medical attention prior to their return to interscholastic activity. Athletes that seek medical attention should be required to provide a written medical release indicating their ability to participate as well as restrictions. Without obtaining this medical release, the school may assume legal liability if the athlete is allowed to participate in activities not permitted by their medical provider.



## IV. SEEDING MEETING INFORMATION

### Seeding Meeting Instructions

At their October, 2008 meeting, the IHSA Board of Directors approved a recommendation from the IHSA Athletic Administrators Advisory Committee to implement on-line seeding in bracketed team sports effective with the winter sports season of the 2008-09 school term. The following is intended to provide an explanation of the process that coaches will follow in seeding the first level tournament assignment for their school.

Coaches are expected to take part in the seeding process with the highest standard of integrity and to ensure fairness and equity for all participants. One coach or an official representative from each school who has completed the *IHSA Season Summary Form* on-line will be allowed to vote. *Schools who have not submitted the Season Summary Form will not vote or participate in the seeding process. The Season Summary Form can be found in the Activity Tracker section of the IHSA Schools Center under the 'Required Data Forms' column for volleyball.*

Coaches will not be allowed to vote for their own team. Coaches will determine their seeds based on these factors:

- Head to head victories against teams assigned to the first level tournament
- Record against common opponents
- The total win/loss record of schools in the tournament, and
- Team evaluation based on narrative provided by coaches
- These factors have not been prioritized. The IHSA reserves the right to review all submitted seeds and throw out ballots and adjust the seeds accordingly should the seeds be significantly out of the average range. In which case, the entire seeds of the out of range school will not be used.

New to this seeding process, coaches will be allowed to indicate what range of seeds they think their team belongs: 1-4, 5-8, 9-12, 13-16, or 17-22 or in case of regional teams 1-2, 3-4, 5-6.

In the event that schools tie for a seed, the IHSA will use the following criteria to break the tie:

- Head to head competition between the tied schools
- Random draw (if more than 2 schools are tied for a seed)
- Coin flip (if 2 schools are tied for a seed and head to head competition can't break the tie)

Schools will be able to access all the seeds made by other schools assigned to their seeding meeting prior to the seeds being posted on-line through the IHSA website. Tournament assignments will then be posted by the end of the week during which seeding occurs.

Therefore the online seeding process is:

- Coaches complete the *Season Summary Form*
- Coaches review all the *Season Summary Forms* from teams assigned to their sectional complex/or regional level
- Coaches seed teams
- Coaches review all seeds submitted
- IHSA reviews seeds
- Seeds posted online
- Final pairings posted online

## **Boys' Volleyball Online Seeding**

Coaches, part of this seeding process is conducted through the IHSA School Center. Please see your athletic director for your school's password. The other part is conducted through the boy's volleyball webpage which is open to the general public. ([www.ihsa.org](http://www.ihsa.org) click on boy's volleyball)

Coaches, here is the basic process for completing the online seeding:

1. Coaches go online (to their school center) and complete their season summary sheet.
2. Coaches go online (to their school center) and view everyone's season summary sheet
3. Coaches seed the teams in their tournament
4. IHSA posts all seeds on the boys' volleyball web page
5. Final pairings are posted on the boys' volleyball web page.  
(Coaches and fans should double check these pairings later on before their contest as times have a tendency to change while our managers work through graduation conflicts)

### **Actual Deadlines for Online Seeding**

#### **Now – Monday Morning, May 6th (STEP ONE)**

During this time the Season Summary Sheets are available to coaches through the IHSA School Center. They must be completed no later than 8:00 am on Wednesday, May 6th.

#### **9:00 am – Monday, May 6th to 12:01 pm -- Tuesday, May 7th (STEPS TWO AND THREE)**

Beginning at 9:00 am on Monday, May 6th coaches will have a day and a half to review the Season Summary and also seed teams. Therefore coaches should study the Season Sheets of the teams assigned to their tournament and prepare their seeds. Once the coach is confident in the seeds, s/he can then go to the school center and place the seeds online. Coaches will have up to 12:01pm on Monday, May 7th to review the season summary sheets and seed the teams.

#### **12:02 – 4:13 pm -- Tuesday, May 7th**

For the remaining part of Tuesday, the IHSA will review all seeds

#### **4:14 pm -- May 7th (STEP FOUR)**

At the end of the day on Tuesday, the IHSA will post all the seeds on the boys' volleyball website.

#### **1:00 pm -- May 8th (STEP FIVE)**

On Wednesday afternoon, IHSA will post the boys' volleyball pairings.

## V. Schools are Required to Submit State Final Program Information Online

Dear Coach or Athletic Director:

As your team gets close to qualifying for the state final tournament, you will be required to complete the State Final Program Information form online. This form provides the IHSA with most of the information (everything except statistics) printed in the state final souvenir program. You are required to provide this information once you have qualified for the Sectional tournament.

The link to the State Final Program Information form is located in the IHSA Schools Center, a password-protected area of the IHSA Web site.

To log in the Schools Center, go to the main IHSA Web page ([www.ihsa.org](http://www.ihsa.org)) and click on the Schools Center link. Then use your School ID and password (obtainable from your A.D. or principal) to log in. On the main menu of the Schools Center, look for the "Sport & Activity Tracker" area. Find Boys Volleyball and follow the row across until you find a link labeled "State Final Information" in the column labeled "Required Data Form". Click on the link and follow the instructions to fill out the required pages.

The information you will provide online includes administration, coaching staff, coaching history, season record, and roster.

*(If you experience any problems, please call the IHSA Office and ask for Linda Muxfeld)*

### IMPORTANT REMINDER

Your team picture, administration pictures (superintendent, principal, athletic director, head coach), and cutlines need to be emailed to [lmuxfeld@ihsa.org](mailto:lmuxfeld@ihsa.org) **no later than Saturday, May 30.** Your State Final Information Form needs to be entered online **no later than Saturday, May 30.**

If your school qualifies for the State Final Boys Volleyball Tournament, **you are required to complete the IHSA Up-to-Date Statistics form and fax (309-663-7479) it to the IHSA Office immediately following your sectional.**

Thank you for your cooperation.



# INSTRUCTIONS FOR EMAILING PICTURES

Your team picture, administration pictures (superintendent, principal, athletic director, and head coach), and cutlines (identification of each person in the picture) are needed for the program.

1. Submit electronically through e-mail **no later than Saturday, May 30** following these directions:
  - A. DIGITAL PHOTOGRAPHS. We greatly prefer digital photographs over scans.
    - 1) Select the highest resolution possible for your camera.
    - 2) Make sure you take the photo in a well-lit area without any dark shadows.
    - 3) Get as close as you can to the subject, filling the entire frame. For an individual photo, focus on the head and torso only.
    - 4) Try one photo with flash and one without flash to see which gives you the best result.
    - 5) When taking photos of baseball and softball teams outdoors, beware of the shadow cast by the bill of the cap, which often makes faces unrecognizable. If caps are worn, try not to take the picture when the sun is high in the sky.
  - B. SCANNED PHOTOGRAPHS. If you must scan a photo, and you are not sure what “resolution” and “pixels” mean, please talk to someone on your technical staff.
    - 1) Scan the photograph at a high resolution. The resolution required for printed photographs is much higher than that used on a computer screen.
    - 2) For team photos, your scan should be at least 2,000 pixels (dots) wide – much wider than your computer screen.
    - 3) For individual photos, your scan should be at least 500 dots wide.
2. Give your photograph a file name that indicates exactly what it is. For example: “Aledo Principal” or “Aledo Football Team”.
3. Save the file with a .JPEG (.JPG) or .TIF extension
4. Email to.... [lmuxfeld@ihsa.org](mailto:lmuxfeld@ihsa.org) *In the subject area of the email, please indicate what the email includes; example Aledo Principal or Aledo Football Team.*
5. Cutlines (identification of each person in the picture) need to be emailed with picture and saved as a word document attachment.

# ScoreZone Reporting Procedures for 2008-09

Managers: Please read the following page carefully. If you have any questions, please call Scott Johnson at the IHSA Office (309-663-6377).

## How to Submit ScoreZone Final Scores

1. Log on to the IHSA Schools Center using your 4-digit school ID and password ([www.ihsa.org](http://www.ihsa.org)).
2. Look for the "Tournament Management" chart. Click on the "ScoreZone" link. You will be shown a list of state series contests hosted by your school.
3. Find the game you want and click on "Edit".
4. Fill out the score and other appropriate information and click the button labeled "FINAL" to submit.

Please note: Your score must be submitted online. It will appear on the ScoreZone page moments after you submit it.

Score is NOT final      **FINAL Score**      Your update will appear in the IHSA ScoreZone area within 60 seconds.

A sample of the page in the IHSA Schools Center where you will submit Volleyball scores.

## It is the responsibility of each tournament manager to:

- Submit the final score of each contest you host.
- Submit the final score as soon as possible after the conclusion of each contest.

***For more information, check out the ScoreZone page at [www.ihsa.org/scores](http://www.ihsa.org/scores)***

### ***Interactive ScoreZone means live updates!***

Submitting scores online means being able to submit scores during the contest. Imagine being able to track scores from dozens of hot games around the state — as they happen. The technology is here. All we need now is your help.

### ***How to Submit "Live Updates"***

1. Log on to the IHSA Schools Center and find the contest you want to report (as outlined above).
2. Submit the score and the status of the contest (the inning, or the time remaining in the quarter or the half).
3. Submit the score as often as you like (including, of course, the final score).

Think it's a great idea, but need help? Remember, you can give the ScoreZone password to a trusted student or adult. The ScoreZone password gives access only to the ScoreZone area of the Schools Center. Live updates can be posted from the site of the contest, or even from home while listening to the radio.

No obligation: You are not required to submit "live updates" — but you just might want to!

## VII. OFFICIAL BALL DISTRIBUTION

### Required Use of the Wilson Volleyball

The Wilson ball is required to be used in all girls and boys state series volleyball games. There can be no substitution of a ball manufactured by another company, nor can a different brand of a Wilson ball be substituted.

#### Wilson Reaction Ball (Model H7700XWHI i-cor High Performance Volleyball)

**Sectional Managers:** You will receive two Wilson volleyballs. The winning school of the sectional will receive the game ball following the tournament.

**Regional Managers:** You will receive two Wilson volleyballs. The winning school of the regional will receive the game ball following the tournament.



# 2009 Time Schedule

## IHSA Boys Volleyball State Finals

### Friday and Saturday, June 5-6, 2009

8:00 - 3:00      Tournament Inquiries    Competing schools that have questions may call Steve Lacni, State Final Manager at Hoffman Estates High School -- (847) 755-5770.

#### Friday - Session One

11:00 am.      Officials meeting / Officials and line judges meet with IHSA and Official Coordinator

11:45 a.m.      Pass Gate Open - Earliest time for participating team members and team personnel

11:45 am.      Bench Officials report

11:45 a.m.      Sportsmanship Committee meets with IHSA at Scorer's Bench

12:00 noon      Doors open and tickets go on sale for Session 1 to the general public.

12:15 pm.      **Captains and head coaches for Match 1 will meet with officials for pre-match conference and coin toss.**

12:30 pm.      **Team hosts escort Match 1 teams from practice gym to playing court.**  
**Match 1 Referees and Line Judges report for duty.**  
Team rosters and line-ups for Match 1 submitted to Official Scorer by coaches.

12:35 pm.      Match 1 pre-match warm-ups begin (4-4-4-4)

12:51 pm.      Welcome by Announcer  
Introduction of **complete tournament squads** with starting line-ups given last for Match 1.  
National Anthem  
Introduction of Match 1 officials

1:00 pm.      Starting time for Quarterfinal Match 1  
During Match 1      General announcements by Announcer  
After Match 1      Team hosts for Match 1 teams escort teams back to locker rooms.  
Captains and head coaches for Match 2 will meet with officials for pre-match conference and coin toss after game 1 of Match 1.

1:30 pm.      **Team hosts escort Match 2 teams from practice gym to playing court.**  
**Match 2 Referees and Line Judges report for duty.**  
Team rosters and line-ups for Match 2 submitted to Official Scorer by coaches.

1:35 pm.      Match 2 pre-match warm-ups begin (4-4-4-4)

1:51 pm.      Introduction of **complete tournament squads** with starting line-ups given last for Match 2.  
Introduction of Match 2 officials

2:00 pm.      Starting time for Quarterfinal Match 2  
During Match 2      General announcements by Announcer  
After Match 2      Team hosts for Match 2 teams escort teams back to locker rooms.  
Announce starting time for Session 2  
Announce which teams will be playing in Matches 3 and 4.

#### Friday- Session Two

3:35 pm.      Pass Gate open to teams for Session 2

3:50 pm.      Doors open and tickets go on sale for Session 2 to the general public.

4:05 pm.      Captains and head coaches for Match 3 will meet with officials for pre-match conference and coin toss.

4:20 pm.      Team hosts escort Match 3 teams from practice gym to playing court.  
Match 3 Referees and Line Judges report for duty.

4:25 pm.      Team roster and line-up for Match 3 submitted to Official Scorer by coaches.  
Match 3 pre-match warm-ups begin (4-4-4-4)

4:41 pm.      Welcome by Announcer  
Introduction of **complete tournament squads** with starting line-ups given last for Match 3.  
National Anthem  
Introduction of Match 3 Referee and Line Judges

5:00 pm.      Starting time for Quarterfinal Match 3  
During Match 3      General announcements by Announcer  
After Match 3      Team hosts for Match 3 teams escort teams back to locker rooms.  
Captains and head coaches for Match 4 will meet with officials for pre-match conference and coin toss after completion of game 1 of Match 3.

5:30 pm.      Team hosts escort Match 4 teams from practice gym to playing court.  
Match 4 Referees and Line Judges report for duty.

5:35 pm.      Team rosters and line-ups for Match 4 submitted to Official Scorer by coaches.  
Match 4 pre-match warm-ups begin (4-4-4-4)

5:51 pm.      Introduction of **complete tournament squads** with starting line-ups given last for Match 4.  
Introduction of Match 4 officials

6:00 pm.      Starting time for Quarterfinal Match 4  
During Match 4      General announcements by Announcer  
After Match 4      Team hosts for Match 4 teams escort teams back to locker rooms.  
Announce starting time for Session 3  
Announce which teams will be playing in Semifinal Matches 5 and 6.  
Sportsmanship Committee meets with IHSA at Scorer's Bench

## Saturday– Session Three

8:45 am.	Pass gate open to teams.
9:00 am.	Doors open and tickets go on sale for Session 3 to the general public.
9:15 am.	Captains and head coaches for Match 5 will meet with officials for pre-match conference and coin toss.
9:30 am.	Team hosts escort Match 5 teams from practice gym to playing court. Match 5 Referees and Line Judges report for duty. Team rosters and line-ups for Match 5 submitted to Official Scorer by coaches.
9:35 am.	Match 5 pre-match warm-ups begin (4-4-4-4)
9:51 am.	Welcome by Announcer Introduction of complete tournament squads with starting line-ups given last for Match 5. National Anthem Introduction of Match 5 official
10:00 am.	Starting time for Semifinal Match 5 Team hosts for Match 5 teams escort teams back to locker rooms. Captains and head coaches for Match 6 will meet with officials for pre-match conference and coin toss following the end of game 1 of match 5.
10:30 am.	Team hosts escort Match 6 teams from practice gym to playing court. Match 6 Referees and Line Judges report for duty. Team rosters and line-ups for Match 6 submitted to Official Scorer by coaches.
10:35 am.	Match 6 pre-match warm-ups begin (4-4-4-4)
10:53 am.	Introduction of complete tournament squads with starting line-ups given last for Match 6. Introduction of Match 6 Referees and line judges.
11:00 am.	Starting time for Semifinal Match 6 After Match 6 Team hosts for Match 6 immediately escort teams back to locker rooms. Coaches' Round Table Announce starting time for Session 4 Announce which teams will be playing in Match 7 and 8.

## Saturday – Session Four Consolation and Championship

2:45 pm.	Pass gate open to teams.
3:00 pm.	Doors open and tickets go on sale for Session 4 to the general public.
3:15 pm.	Captains and head coaches for Match 7 will meet with Referee and line judges for pre-match conference and coin toss.
3:30 pm.	Team hosts escort Match 7 teams from locker rooms to playing court. Match 7 Referee and Line Judges report for duty. Team rosters and line-ups for Match 7 submitted to Official Scorer by coaches.
3:35 pm.	Match 7 pre-match warm-ups begin (4-4-4-4)
3:53 pm.	Welcome by Announcer Introduction of complete tournament squads with starting line-ups given last for Match 7. National Anthem Introduction of Match 7 officials
4:00 pm.	Starting time for Consolation Match 7 During Match 7 general announcements made by Announcer.
	Awards Ceremony  Awards ceremony for the Consolation Match will take place immediately following the match. Team hosts help line up teams immediately following match. Team hosts for Consolation Match 7 teams escort teams back to locker rooms. Announce starting time for Championship Match 8 at scheduled time (25 minutes following recognition). Captains and head coaches for Match 8 meet with officials for pre-match conference and coin toss after game 1 of match 7.
4:37 pm.	Team hosts escort Match 8 teams for Championship Match from practice gym to playing court. Match 8 Referee and Line Judges report for duty Team rosters and line-ups for Match 8 submitted to Official Scorer by coaches.
4:42 pm.	Match 8 pre-match warm-ups begin. (4-4-4-4).
5:00 pm.	Introduction of complete tournament squads with starting line-ups given last for Match 8, Championship. Introduction of Match 8 officials and line judges
5:15 pm.	Starting time for Championship Match 8  Awards Ceremony  Awards ceremony for the Championship Match will take place immediately following the match. Team hosts help line up teams immediately following match.



Fax: 309-663-7479  
[shinrichsen@ihsa.org](mailto:shinrichsen@ihsa.org)

## 2008-09 IHSA Boys Coaches Roundtable Opinionnaire

**Registration:** Any boys' volleyball coach interested in attending the IHSA Coaches Roundtable at the boys' volleyball state finals must register with the IHSA. Once registered the IHSA will post the names of those registered coaches on the boys' volleyball webpage. Registered coaches should enter through the Pass Gate after session 3 on Saturday. The meeting will take place between sessions 3 and 4 on Saturday at Hoffman Estates High School.

**How to Register:** Any boys' volleyball coach interested in attending the meeting should register by email to Linda Muxfeld, assistant to Susan Hinrichsen at [lmuxfeld@ihsa.org](mailto:lmuxfeld@ihsa.org) indicating your attendance.

**State Final:** Coaches are asked to double check the website for their names and contact the IHSA if there are corrections or additions that need to be made.

### AGENDA ITEMS

1. NFHS Major Rule Changes for 2009-10 year
2. IHSA State Series Satisfaction Questions
3. Future IHSA/NFHS Changes



## Boys Volleyball Media Information



• [www.ihsa.org](http://www.ihsa.org) • [mtroha@ihsa.org](mailto:mtroha@ihsa.org) • Phone: 309-663-6377 • Fax: 309-663-7479 •

### Accepted Media Passes:

- **IHSA General Media Pass:** (This pass was sent to select media outlets at the beginning of the school term.) Holders of this pass must have proper company identification and a valid drivers license.
- **Boys Volleyball Media Passes:** Requests must be submitted to the IHSA Office via fax or email, **no later than 3 p.m., Wednesday prior to the state final** to be considered. Contact Matt Troha ([mtroha@ihsa.org](mailto:mtroha@ihsa.org)) for more information.
- **School Media Passes:** Press passes will be issued upon request from the school Principal or Athletic Director. A maximum of 3 press passes will be issued to students at the member school whose team has qualified for the state finals.

**Media parking:** Unreserved parking

### Radio Originations:

Broadcast Applications (can be downloaded from the IHSA web site) & payments are due to the IHSA Office, **no later than noon, Wednesday prior to the state final**. Fees must be paid prior to the State Final Tournament. MasterCard and Visa are acceptable forms of payment. Please enter your CC information in the lower right corner of the Broadcast Application.

Originating Radio stations will receive 2 press passes for the game they are covering as part of their origination fee. Passes will be distributed at the Pass Gate, southwest corner, lower level of Redbird Area, Normal. Media must have proper company identification and a valid drivers license to pick up credentials. Passes will not be issued at Will Call without payment in advance.

Each station approved to originate or accept feed agrees to incorporate a minimum of one (1) public service spot announcement (s) concerning the IHSA and its activities into the broadcast of each game in each and all State Series activities for which it has been approved. A station however, may incorporate as many of these public service spot announcements as it desires during each game broadcast, and it also may incorporate them into its general programming routine. Public Service Announcements can be found in the Media Center on the IHSA website.

If you would like to purchase a phone line from the IHSA, there will be a \$75 fee. Please note on the Broadcast Application that you will be using and IHSA phone line and include the fee with your broadcast payment.

### Photographer:

#### Photographers at Courtside:

- Media photographers will be permitted to take photos from designated photo area in upper concourse.
- Some photographers may wish to sit at the press table and take their pictures if space is available.
- No photographers will be permitted access to the area in front of the team benches except to briefly shoot coach action and jubilation shots during time outs. They are required to remain seated during "live ball" situations.
- Electronic flash equipment is permitted on the floor while shooting the pregame warm-ups, post match as the teams leave the floor, during the awards ceremonies and in the press interview room.

### Awards Area:

- During the award ceremonies, photographers may shoot from outside the awards ceremony staging court.

### Press Row:

In order for competing teams to have a larger area to play on, working press have been moved to tables located in the bleachers behind the team benches. Please restrict your activities to the working press areas. This specifically prohibits going to the team benches or on the playing floor.

### Press Room

Persons with proper media passes may use the pressroom located in the band room. A media liaison will help the press with fax and phone access. Following a match, copies of the statistics will be placed in the pressroom.

### Interviews

Following a match teams will be escorted to the pressroom by their hosts. The winning team's head coach and players will be interviewed first and the other team will be escorted to a waiting area for a 10 minute cooling off period. The non winning team's head coach and players will be interviewed after the winning team has been escorted back to their locker room. Coaches will be advised that following the formal press conference, the news media may want a one-on-one interview with one or more members of their team.

### Printed Material

State final programs are printed by the IHSA with team stats and information. Media will be provided programs at no charge. Quantities of programs are limited.

# **HOFFMAN ESTATES HIGH SCHOOL ATHLETIC TRAINING ROOM**

1100 West Higgins Road  
Hoffman Estates, IL 60195

Phone: 847-755-5790  
Fax: 847-755-5773  
Email: ebacon@211.org

Dear Athletic Trainer:

On behalf of Hoffman Estates High School, we welcome you to the IHSA State Boys' Volleyball Tournament. Congratulations on your team's success.

The Athletic Training Staff (Certified and Illinois Licensed) at Hoffman Estates High School will be present at all matches of the state tournament. Two staff members will be available on the floor during warm-up and competition sessions as well as one staff member will be present in the Athletic Training Room. The Athletic Training Room is located off the North West corner of the main gym floor.

The Athletic Training Room will be open for pre-game, and post-game treatments, taping, and other first-aid services for any of your athletes. Should your athlete require ultrasound or electric muscle stimulation, a physician-signed prescription is needed. In the event your athlete needs to be transported to a hospital, the Hoffman Estates Fire Department Paramedics primary hospital is St. Alexius Medical Center approximately 2.5 miles West on Higgins Road (1555 Barrington Road; Hoffman Estates, IL 60169).

Hoffman Estates High School will provide water, Gatorade, and cups for every match along with ice bags for your team's use on the bench. Feel free to bring along any of your supplies. We will do everything we can to accommodate your needs during this IHSA State event.

If any member of your staff has questions or concerns regarding an athlete's health care, please contact us at (847) 755-5790.

Sincerely,

***Rick Bacon, ATC***

Rick Bacon, ATC  
Athletic Trainer

**Request To Purchase Duplicate Illinois High School Association State Series Awards**

Please fax this completed form to Cheryl Mitchell @ 309-663-7479. A final order form containing the following information with prices will be faxed to you upon receipt of this form to allow you to finalize your duplicate awards order directly with the awards company.

- ◆ This form is to be used only, if your school is purchasing duplicate awards for the following reasons (check one):

Coop School     
  Dual Campus     
  Lost     
  Broken  
 Team Roster exceeds the number of allowed medallions per the T&C's

<b>Name</b>
<b>School</b>
<b>Address</b>
<b>City, ZIP Code</b>
<b>Phone Number</b>
<b>Fax Number</b>
<b>Quantity</b>
<b>Place</b>
<b>Sport</b>
<b>Level Of Competition (Regional/Sectional/State)</b>
<b>Class 1A, 2A, 3A, 4A (for 4 class sports)</b>
<b>or</b>
<b>A or AA (for two class sports)</b>
<b>Indicate By using T=Team (Plaque)</b>
<b>or</b>
<b>I=Individual (Medal)</b>
<b>Ind. Event (If applicable, ie: Track: Pole Vault, Long Jump, Swimming: Diving, 100-yd. Butterfly, Tennis: Single, Doubles, Wrestling: 102lb., Speech: IE, etc.)</b>

- ◆ Managers requesting duplicate awards for ties at your level of competition must complete and fax the form in the Online Manual for Managers – Do Not Use This Form.