

2011-12

Girls Volleyball

**Manual for
Managers**



I. Table of Contents

I.	Table of Contents	
II.	Terms and Conditions	1-5
III.	Manager Information	
	Manager Cover Letter	6-7
	Playing Schedule	8
	Manager's Safety Information	9
	Do What's Right! Sportsmanship Criteria	10
IV.	Manager Checklists	
	Manager's Checklist	11-12
V.	Playing Rules	
	Libero Tracking Sheet.....	13
	Prevention of Heat Illness Guidelines.....	14
VI.	Seeding Meeting Information	
	Seeding Meeting Information/Rules.....	15-16
VII.	Baden Ball Distribution	
	Official Ball Distribution.....	17
VIII.	ScoreZone Reporting Procedures	
	ScoreZone Reporting Procedures	18
IX.	Award Distribution	
	Regional/Sectional Duplicate Awards Form.....	19
	Awards Delivery Information	20
	Assembly Instructions for Trophies.....	21
X.	Required PA Announcements	
	Required Public Address Announcements	22
XI.	Licensed Vendors	
	Licensed Vendor Information	23
XII.	Miscellaneous Forms	
	Financial Report Forms	24

Revision History



2011-12 IHSA Girls Volleyball State Series Terms and Conditions

In accordance with Section 1.450 of the IHSA Constitution, the Board of Directors has approved the Terms and Conditions governing the 2011-12 IHSA Class 1A, 2A, 3A, and 4A Girls Volleyball Tournament Series.

I. SCHOOL CLASSIFICATION

Competition in the IHSA Girls Volleyball Tournament Series will be determined on an enrollment basis.

A. The classification of a school shall be determined on the basis of its total student enrollment figure reported to the Illinois State Board of Education in its Fall Housing Report on September 30th of the preceding school year. During the 2011-10 school term, the following sports and activities shall operate under this system: boys' baseball, boys' basketball, girls' basketball, girls' softball, and girls' volleyball.

B. For classification purposes, the total student enrollments for one-year high schools, two-year high schools, three-year high schools and high schools which enroll boys only or girls only shall be calculated as follows:

1. For one-year high schools, the total student enrollment figure reported shall be quadrupled.

2. For two-year high schools, the total student enrollment figure reported shall be doubled.

3. For three-year high schools, one-third of the total student enrollment figure shall be added to the total student enrollment figure reported.

4. For schools, which enroll boys only or girls only, the total student enrollment figure reported shall be doubled.

C. A multiplier of 1.65 will be added to all non-boundaried schools.

D. Schools participating in sports and activities operating under the four-class system shall be classified in girls volleyball as follows:

1. Schools with enrollments of **273** and below will be Class 1A.

2. Schools with enrollments above **274-654** will be Class 2A.

3. Schools with enrollments above **655-1608** will be Class 3A.

4. Schools with enrollments above **1609 and over** will be Class 4A.

II. DATES AND SITES

A. Regionals: Class 1A-4A regionals shall be played on Monday, Tuesday, Wednesday, and Thursday, October 24, 25, 26 and 27, 2011 based on the following schedule:

1. Seven Team Regional: The upper portion of the bracket's preliminary/quarterfinal contests shall be played on Monday, October 24, 2011. The lower portion of the bracket's preliminary/quarterfinal contests shall be played on Tuesday, October 25, 2011. All semifinal contests shall be played on Wednesday, October 26, 2011 with the championship occurring on Thursday, October 27, 2011.

2. Five/Six Team Regional: Preliminary/quarterfinals shall be played on Monday, October 24, 2011 with semifinal contests on Tuesday, October 25, 2011, and the regional championship shall be played on Thursday, October 27, 2011.

3. Four Team Regional: Teams shall play their semifinal matches (matches 1 and 2) on Tuesday, October 25, 2011. The regional championship shall be played on Thursday, October 27, 2011.

B. Class 1A -- 4A Sectionals: Class 1A - 4A Sectionals shall be played on Tuesday and Thursday November 1 and 3, 2011. Semifinal matches shall be played on Tuesday, November 1, 2011 and the Sectional Championship match shall be played on Thursday, November 3, 2011 at the sectional site.

C. Class 1A -- 4A Super-Sectionals: The Super-Sectional matches shall be held on Saturday, November 5, 2011.

D. Class 1A -- 4A State Final: The semifinal and final round matches of the State Final tournaments shall be played on Friday-Saturday, November 11-12, 2011, at Illinois State University in Redbird Arena. The State Final will be hosted by the ISU Department of Athletics.

III. ON-LINE ENTRIES, WITHDRAWAL PROCEDURES, ELIGIBILITY, AFFIRMATIVE ACTION, AND ON-LINE LIST OF PARTICIPANTS

The policy for Original Entry Deadlines, Late Entries, and Late Withdrawals shall be the policies and procedures regarding entry for all IHSA-sponsored sport/activities included in the 2011-12 Entry Policies and Procedures.

A. On-Line Entries: All member schools must enter their school into the state series competition through the IHSA Schools Center on the IHSA Website at (www.ihsa.org). The deadline for entry is September 1st. The 2011-12 Entry Policies and Procedures outlining the online entry procedures for all IHSA-sponsored tournaments can be found in the Schools Center on the IHSA website.

B. Late Entries: Any attempt to enter a sport or activity on-line after the established deadlines will be denied. Schools that wish to enter after the deadline will be considered late. To be considered for late entry, the Principal/Official Representative must contact the IHSA administrator in charge of that sport or activity. The penalty for late entry shall be a payment of \$100.00 for that sport/activity by the school.

C. Breach of Contract By-Law 6.041 (Withdrawal Procedure): To withdraw without penalty, the Principal must notify the IHSA Office, in writing, of the school's withdrawal from the respective sport prior to the seeding meeting date and/or the date the List of Participants is due for that sport.

If a school withdraws after the seeding meeting date but before the first competition, the school will be charged a \$100 penalty and, if applicable, the cost of game officials and the host school guarantee provided for in the Terms & Conditions.

If a school does not officially withdraw prior to the first competition and/or does not show up for the competition, the school will be charged a \$100 penalty, the cost of game officials and the host school guarantee according to the Terms & Conditions for the respective sport.

D. Eligibility: All member schools in good standing may enter one team under the provisions of IHSA By-law 3.054.

E. Affirmative Action: Only girls shall be permitted to participate in the state series except as provided in the IHSA Affirmative Action Policy.

F. On-Line List of Participants: The on-line List of Participants does not apply to team sports.

IV. HOST FINANCIAL ARRANGEMENTS

A. Host School Financial Arrangements:

1. Regional Host: Each host school shall receive \$230.00 per night for hosting the regional and shall be reimbursed the cost of officials and line judges. This fee does not include the seeding meeting allowance, where applicable. In the event of a negative balance, the host shall be reimbursed the entire deficit. If admission is not charged, the host shall forfeit the guarantee.

2. Sectional Host: Each host school shall receive a flat guarantee of \$540.00 for hosting the sectional and shall be reimbursed the cost of officials and line judges. This fee does not include the seeding meeting allowance, where applicable. In the event of a negative balance, the host shall be reimbursed the entire deficit. If admission is not charged, the host shall forfeit the guarantee.

3. Super-Sectional Host: The host school shall pay for all local expenses and issue checks to the game officials and line judges. Each host shall receive a guarantee of \$310.00 and shall be reimbursed the cost of officials. In the event of a negative balance, the host shall be reimbursed the entire deficit. If admission is not charged, the host shall forfeit the guarantee.

B. Season Tickets for Regionals/Sectionals: Local managers of regional and/or sectional tournaments in which two (2) or more sessions are conducted may sell season tickets as well as session tickets. If the local manager exercises this option, season ticket prices will be the same as the single-session price multiplied by the number of sessions. There is no discount price for season tickets.

C. Admission Prices:

1. Preliminary and Regional

Baby in Arms	no charge
Child	\$4.00
High School	\$4.00
Adult	\$4.00

2. Sectional

Baby in Arms	no charge
Child	\$5.00
High School	\$5.00
Adult	\$5.00

3. Super-Sectionals

Baby in Arms	no charge
Child	\$6.00
High School	\$6.00
Adult	\$6.00

4. State Finals

Baby in Arms	no charge
Child	\$8.00
High School	\$8.00
Adult	\$8.00

D. Rights Fees for TV and Radio: See the IHSA web site (www.ihsa.org) for the fees to be charged by Local Managers and/or the IHSA for television and cable broadcasts and radio originations.

V. TOURNAMENT ASSIGNMENTS AND SEEDING MEETINGS

A. Class 1A-4A Assignments for Schools: All Class 1A, 2A, teams and 3A and 4A teams outside the Chicago suburban area, will be assigned directly to one of four regional tournaments. Class 3A and 4A teams in the Chicago suburban area will be assigned to a sectional complex. The sectional complex will utilize true seeds unless conflicts arise from the seeds of the pre-determined hosts. Generally, the Chicago suburban area will be defined as the following counties – Cook, Northern Will, DuPage, Kane, and Lake. The regional’s will utilize true seeds for the determining their regional bracket.

B. Tournament Series: The successive tournament series shall be designated respectively as regional, sectional, super-sectional and state final. The IHSA Office will select all regional, sectional and super-sectional host sites. All schools including the Chicago Public Schools entered in the state series will be assigned to a site based on geography.

C. Seed Meetings: All seeding meetings shall be conducted on-line through the IHSA School Center. Schools competing in the state series whose teams are assigned to a sectional complex shall seed the teams in their sectional. All schools assigned to a regional shall seed all schools assigned to their regional. Information regarding the on-line seeding process will be made available to participating schools in the IHSA Girls Volleyball Manual for Schools.

D. Season Summary Sheet: Schools entered into the state series will be required to submit a Season Summary Sheet on-line in the IHSA School Center. Failure to do so by the required date and time will result in a school forfeiting its opportunity to participate in the seeding process. **The Season Summary Sheet can be found in the IHSA School Center. Season Summary Sheet is open to coaches by August 29 and will close by 10:00 am on October 5. All Season Summary Sheets will be available to coaches to view and seed teams in their regional/sectional complex by 11:00 am, October 5 to 12:01 pm, October 6.**

E. Pairings: Schools assigned to the regional tournaments will utilize true seeds within their regional for determining the regional bracket.

F. Sectional Pairings for Traditional Format: In the case of traditional regionals, the teams advancing from each regional shall be placed in the sectional tournament bracket based on the luck of the draw.

G. Announcement of Pairings: The Class 1A-4A pairings will be made by the IHSA and posted on the IHSA web site no later than Friday, October 8, 2010.

VI. TOURNAMENT STRUCTURE AND TIME SCHEDULES

A. Tournament Conflicts/Playing Order: No local manager is authorized to change the dates of the matches played as determined by the IHSA Office. Managers shall contact the IHSA Office to resolve time or playing order conflicts.

B. Time Schedules:

1. Regional Time: In a regional tournament that has 3 matches played on one night, the time schedule shall be 5:30 pm, 6:30 pm, and 7:30 pm. In a regional tournament that has 2 matches played on one night, the time schedule is 5:30 pm and 6:30 pm. The Thursday Regional Championship will be played no sooner than 6:00 pm.

2. Sectional Time: Sectional semi-finals shall be played at 6:00 p.m. and 7:00 p.m. The sectional finals shall be played at 7:00 p.m.

3. Super-Sectional Time: Super-sectionals shall be played between the hours of 1:00 p.m. and 7:00 p.m.

4. State Final Time Schedule

Please note ALL State Final match times are estimates. Matches will begin immediately at the conclusion of the previous match.

Session 1 Semi-finals

Match 1, Class 1A	9:00 – 10:00 am
Match 2, Class 1A	10:30 – 11:30 am
Match 3, Class 2A	12:00 – 1:00 pm
Match 4, Class 2A	1:30 – 2:30 pm

Session 2 Semi-finals

Match 5, Class 3A	4:30 – 5:30 pm
Match 6, Class 3A	6:00 – 7:00 pm
Match 7, Class 4A	7:30 – 8:30 pm
Match 8, Class 4A	9:00 – 10:00 pm

Session 3 Consolation and Championships

Match 9, 1A Consolation	9:00 – 10:00 am
Match 10, 1A Championship	10:30 – 11:30 am
Award Ceremony	Immediately after Match 10

Match 11, 2A Consolation	12:25 – 1:25 pm
Match 12, 2A Championship	1:55 – 2:55 pm
Award Ceremony	Immediately after Match 12

Session 4 Consolation and Championships

Match 13, 3A Consolation 4:00-5:00 pm
Match 14, 3A Championship 5:30-6:30 pm
Award Ceremony Immediately after Match 14

Match 15, 4A Consolation 7:25 – 8:25 pm
Match 16, 4A Championship 8:55 – 9:55 pm
Award Ceremony Immediately after Match 16

VII. ADVANCEMENT OF WINNERS

A. Class 1A-4A: The winners of the thirty-two (32) regional tournaments shall advance to eight (8) sectional tournaments consisting of four teams each. The winners of the eight (8) sectional tournaments shall advance to four (4) super-sectional matches consisting of two teams each. The winners of the four (4) super-sectional tournaments shall advance to the state final tournament.

VIII. TOURNAMENT RULES

A. Rules of Play: The current NFHS Volleyball Rules as published by the National Federation of State High School Associations are the official rules for all tournament matches except as stated in these Terms and Conditions or in printed instructions from the IHSA Office.

B. Rally Scoring: By state association adoption, a match will consist of the best 2 (two) out of 3 (three) games. Each game, including the deciding game, will be played to 25 points (no cap).

C. Official Baden Volleyballs: The Baden Perfection Elite VX5E shall be used in the state tournament series. Baden Sports, Inc. shall provide volleyballs for each level of the state series and only Baden volleyballs may be used.

D. Team Roster and Personnel: In each of the tournaments, a participating school shall not have more than fifteen (15) eligible players on the roster, in team uniform playing or warming up. The 15 players listed on the team's roster are eligible to compete in a match. The roster of players may change from match to match in the state series. No more than 22 coaches, players, support personnel may be in the team bench area.

E. Administrative Passes: Each school will receive 3 administrator passes in their Super-Sectional Boxes. These are intended to be used for the superintendent, principal, and athletic director to gain access to the facility and the floor for the awards ceremony. Any misuse of these passes will result in immediate forfeiture of the passes and possible disciplinary action for the member school.

F. Warm-up Time: If a team arrives early, ball handling is permitted on the court prior to the timed warm ups. If both teams are present, each team shall be restricted to their side of the playing court. The warm-up time for each match will be 4-4-4-4 with the visiting team warming up on the entire court for 4 minutes, the second 4 minutes the home team warms up on the entire court; the next 4 minutes the visiting team again takes the court, and the final 4 minutes the home team takes the court. When teams are off the court ball handling is allowed if space allows. If space is limited teams shall be restricted to ball handling behind the end line.

The team listed on the top of the bracket shall be the home team. Teams listed on the bottom of the bracket shall be the visiting team.

G. Assignment of Officials and Line Judges: The R1 and R2 for all tournament series matches including the preliminary match will be assigned by the IHSA Office. Local Tournament Managers will provide two (2) line judges, scorer, libero tracker, and timer for each regional, sectional and super-sectional match.

Line judges must be at least 16 years of age and may not be a member of a school's varsity girls' volleyball team. It is recommended that line judges are adults and wear white short sleeve polo shirts, dark slacks and black or white shoes and socks. Line judges shall not use flags.

IX. TOURNAMENT POLICIES

A. Pre-Sale Tickets:

1. Competing Schools: Schools competing in a State Final Tournament session will have an opportunity to purchase tickets in advance for that Friday's session. Tickets will be picked up from the super-sectional manager which can be sold at the school.

2. Refunds: Under no circumstances shall there be a refund of ticket money for tickets sold in advance for the State Final even when tournament sessions are postponed. Tickets purchased in advance shall be good for the session when it is held.

B. All-Star Teams: No tournament management, game officials, nor anyone serving under the supervision of the Illinois High School Association, may cooperate in any way in the selection of an all-star tournament team for the regional, sectional or super-sectional tournaments.

C. Regional/Sectional/Super-Sectional Pass Gate: Participating schools must complete the IHSA Pass Gate Form for designated school personnel to be admitted free of charge. For a regional/sectional/and super-sectional, teams assigned to regional/sectional complex-

es shall not be given passes to any correlated sectional tournament or super-sectional.

D. State Final Passes: For the state final tournament matches, each super-sectional winner will receive 22 passes for its 15 players and other team personnel for the state final tournament. In addition, a school will be provided 1 athletic training pass for a school that brings a certified athletic trainer. The team bench area shall be restricted to the players and team personnel who have been issued a pass.

E. Bands: The host school is allowed to have a band play before matches and during time outs and intermission. Members of the band may be given free admission. Band instruments shall not be used for cheering purposes. No band other than the one from the host school shall be admitted as an organization unless approved by the IHSA if requested by the local manager. At Redbird Arena and at the state finals, 60 band members in addition to 1 band director will be admitted into the tournament free of charge. Bands will be selected by the IHSA.

F. Signs and Banners: The display of signs, banners, placards or similar items at IHSA state series events is permitted, provided they:

1. Are in good taste and reflect good sportsmanship in their message and use,
2. Reflect identification and encouragement to participants and their school/community,
3. Are not displayed on the field of play in a manner, which interferes with play,
4. Do not obstruct the view of participants or spectators and;
5. Are not safety hazards.

G. Cheerleaders and Mascots: No pompon squads or drill team groups shall perform at any tournaments. Cheerleaders of participating schools are allowed.

H. Damage to Property or Equipment: If contestants or people from any school entered in a state series are found guilty of carelessness or maliciously breaking, damaging or destroying property or equipment belonging to the host school, such school shall be held responsible for costs incurred in replacing or repairing such property or equipment.

I. Practice Sessions for State Series/State Final: In the regional, sectional, and super-sectional, the host school shall not make its gymnasium available to the visiting teams for practice sessions. Teams participating in the State Final tournaments will be permitted to practice in Redbird Arena on the

Thursday prior to the state tournament. Thursday practice schedule at Redbird Arena will mirror the state final playing schedule. In addition, a school may make arrangements to use facilities at an area high school or university during the days of the State Final tournament.

J. Media Requirements:

1. Provide Space:

Space shall be set aside to provide for news media representatives covering the state series whether they are from newspapers, radio stations, commercial television stations and/or cable television stations.

2. Radio and TV Originators:

It is the responsibility of the Local Manager to accept applications, approve requests to originate, collect proper rights fees payments (where required) and make cancellation refunds for television and/or radio play-by-play origination's, according to IHSA Television and/or IHSA Radio Broadcast Policy.

a. Television Rights Fees for all levels of competition below the State Final level shall be paid to the host school and shall become part of the revenue to be shared by the member school(s) and the Association.

b. Radio Broadcast Rights Fees are not required for any level of competition in this series (except State Final). Local Managers shall permit radio play-by-play originations of the competition.

c. Television and/or Radio Stations which do not apply in advance, or which do not pay required rights fees prior to the start of competition in each respective level in this state series shall not be given credentials nor allowed access to the facility to originate. Sponsors of the originations for television and radio shall be only those so stipulated in the respective IHSA Television and Broadcast policies.

3. All media requirements for the State Final tournament shall be handled through the IHSA Office.

4. Local tournament managers shall be responsible for reporting tournament information and results to the IHSA Office and the news media as stipulated in printed instructions received from the IHSA Office.

K. Videotaping by Schools and/or Spectators:

Videotaping will be allowed provided the local managers have a comparable area for both competing schools to videotape. When one school requests the video space, then the local manager shall provide similar space to both competing schools. Non-competing schools and spectators will be allowed to videotape matches in the stands, provided they do not obstruct the view of participants and spectators.

L. Flash Photography:

1. During the match, no flash cameras can be used by spectators.

2. Strobe lighting by the news media can be used if the Manager has conferred with both coaches who give permission.

3. News media photographers are allowed to use electronic flashes. Should the manager and game official agree that the flashes are causing interference with the conduct of the contest, and then they can require the photographer to cease use of the flash.

4. The Manager's decision is final.

M. Tobacco Products: No coach, player or any other person connected with a team shall be permitted to use tobacco products in the competition area, either during practice or while a contest is in progress.

N. Use of Inhalers: A student with asthma may possess and use her medication during an IHSA competition, while under the supervision of school personnel, provided the school meets the outlined procedures of self administration in the Illinois school code.

O. Prayer at IHSA State Series Contest:

Prayer at an IHSA state series contest that takes place over the public address system is **prohibited**.

P. Alcoholic Beverages and IHSA State Series Events:

The possession, distribution, sale and/or consumption of alcoholic beverages are prohibited at the site and on any affiliated property of any IHSA state series contest. State series hosts are required to make all state series contest sites and any affiliated property, including parking lots, fan accommodation areas, and other school or event venue property, alcohol free zones on the date or dates of any IHSA event being held at the site. Violation of this policy by an event host will subject the host to a penalty for violation of IHSA By-law 2.020. Such penalty may include but not necessarily be limited to prohibition against subsequent event hosting assignments. Violation of this policy by a non-hosting member school will subject the school to penalty for violation of IHSA By-law 2.020. Patrons of any IHSA state series contest determined to be in violation of this policy will be removed from the premise, and law enforcement officials will be called as warranted. No ticket refunds will be granted in such cases.

Q. Team Reimbursements: There will be no team reimbursements for teams competing in the regional, sectional or super-sectional tournaments. Each school participating in any regional, sectional or super-sectional tournament match will be responsible to pay all expenses related to the team.

In the State Final tournaments, the participating teams shall be allowed transportation expenses at the rate of five dollars (\$5.00) per mile per team for one round-trip to and from the center where the State Final tournaments will be played. In addition, each team that participates in the State Final tournaments shall receive a flat team expense allowance. A team traveling 0-150 round trip miles to the state final site shall receive a \$750.00 reimbursement. A team traveling 151-300 round trip miles to the state final site shall receive a \$1,850.00 reimbursement. A team traveling over 300 round trip miles to the state final site shall receive a \$2,700.00 reimbursement.

Neither the State Association nor the local tournament management will assume responsibility for any other team expenses of any kind except those expenses specified above. Schools entering the tournament series must be ready to assume responsibility for unusual expenses due to accident, inclement weather, fire, theft or any other extraordinary cause.

R. Housing: Housing will be reserved by the IHSA for the teams participating in the State Final tournament. Schools participating in the State Final tournament will have an opportunity to state whether or not they will use the housing reserved for them by the IHSA Office. If schools elect to use the reserved housing, they must accept the housing assigned by the IHSA Office. If schools do not elect to use the reserved housing, they will be responsible for making their own housing arrangements for the State Final tournament.

S. Artificial Noisemakers: All artificial noise-making devices shall be excluded from the gymnasium. The use of band instruments shall be limited as explained in "E" above. See National Federation Rules Book 1, Section 8.

Tournament managers should not permit spectators to bring megaphones into the gymnasium for cheering purposes. Cheerleaders may use megaphones for cheering purposes.

X. AWARDS

A. Team: The IHSA will furnish a plaque to the winning teams of the regional, sectional, and super-sectional tournaments. Trophies will be presented to the first, second, third and fourth place teams at the state final tournament.

B. Individual: Twenty (24) medallions will be presented to players, coaches and other team members of the first, second, third and fourth place teams at the state tournament. This count includes the Superintendent's medallion, the Principal's medallion, the Athletic Director's medallion, and the Athletic Trainer medallion.

C. Additional Awards: No other trophies or awards of any kind may be presented at the tournaments unless approved by the Board of Directors.

XI. OFFICIALS

A. Appointment and Fees:

1. Regional Fee: In the preliminary, quarterfinal, semifinal and final regional tournaments, each Referee and Umpire shall receive a fee of \$53.50 per match. Line judges shall receive a fee of \$10.00 per match worked.

2. Sectional Fee: In the sectional tournaments, each R1 and R2 appointed by the IHSA shall receive a fee of \$66.50 per match. Line judges shall receive a fee of \$10.00 per match worked.

3. Super-Sectional Fee: In the super-sectional matches, each R1 and R2 shall receive a fee of \$90.50 per match. Line judges shall receive a fee of \$10.00 for the match.

4. State Fee and Lodging: In the state final matches, each appointed R1 and R2 shall receive a flat fee of \$476.00 (\$119.00 per match worked.). Each Line Judge shall receive a flat fee of \$91.00. In addition, each official and line judge who actually incurs an overnight lodging expense and uses the assigned housing shall receive a \$60.00 lodging allowance for each of the three (3) nights lodging upon receipt and approval from the IHSA Administrator.

5. State Final Officials Coordinator: The Class 1A/2A Officials Coordinator shall receive \$125.00 a day. In addition, the coordinator shall receive an overnight lodging expense at the assigned housing of \$60.00 per night for a maximum of three (3) nights upon receipt and approval from the IHSA Administrator. The Class 3A/4A Officials Coordinator shall receive \$125.00 a day. In addition, the coordinator shall receive an overnight lodging expense at the assigned

housing of \$60.00 per night for a maximum of three (3) nights upon receipt and approval from the IHSA Administrator.

B. Mileage Reimbursement Policy: In the state series, to assist officials for out-of-pocket expenses, a voucher system will be used to compensate officials when they actually drive in excess of 70 miles round trip per contest. Payment will be made through the IHSA Office, after completion of the tournament series, at a rate of thirty cents (\$.30) per mile for all mileage in excess of 70 miles round trip. No compensation will be permitted for trips of less than 70 miles round trip per contest.



Girls Volleyball Manager Cover Letter

Steps Needed to Participate in the IHSA Girls' Volleyball State Series

This manual includes pertinent information related to this year's state series. Please read the Terms and Conditions. In some cases depending on your geographic location, your structure will be different than other areas.

School Manual: The school manual will be posted online each year around September 1st. No hard copies will be sent to participating schools. Schools will use the IHSA girls' volleyball website (www.ihsa.org click on girls' volleyball) to access general information and the IHSA Schools Center (password protected) to manage the state series. Coaches should talk to the Athletic Director to get their school's ID and passwords.

Managers Manual: Included on the website is a manual for managers who are hosting a regional, sectional, or super-sectional.

Forms: All school and manager forms are included in the manual.

Entry/Withdrawal: If your school is listed on the assignment sheet, your school is entered into the state series. If your school is not listed, then you are not entered into the state series tournament. After September 1st, to either enter late or withdraw from the tournament, your school's official representative must call the IHSA to enter or send a letter officially withdrawing. There are penalties associated with late entries and withdrawals.

Seeding Process: Refer to this manual for online seeding instructions. All IHSA seeding is now done online. Managers will not conduct a seed meeting.

Regional, Sectional, and Super-Sectional Pass Gate: Refer to the *Volleyball Pass Gate Form* included in this manual to know who will be admitted free into a regional, sectional and/or super-sectional contest. Coaches must complete the form and return it to the tournament manager prior to the start of the event. Do not alter or adjust the form to substitute people not authorized to attend. There is no pass gate for the state final, instead, 22 passes will be provided to competing schools.

Regional Winners: It is imperative for each regional champion to provide the IHSA Office with photographs and state final program information in preparation for the state finals.

Information Needed to Participate in the IHSA Girls Volleyball State Tournament

State Finals: Because the 4 teams from each class advancing to the state finals will play their first match as a semi-final match, all schools will be guaranteed to play on both Friday and Saturday.

Housing: Teams qualifying for the state final will be assigned housing and provided a code to release the rooms to them. Each school has been provided 12 rooms. The codes will be given to the advancing teams immediately after the super-sectionals.

State Final Pre-sale Tickets: Schools advancing to the state finals will receive from the super-sectional manager, pre-sale ticket that can be sold at the school.

State Final Time Schedule: Please note **ALL** State Final Game times are estimates. Games will be played continuously.

State Final Qualifier Information: A link will be posted on the girls' volleyball website to provide final state final information to the teams.

Promotions/Recognitions

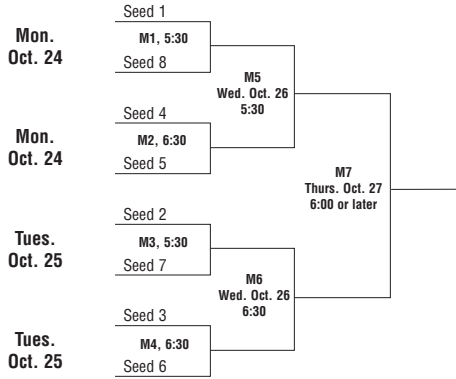
Volley for a Cure: A school may host **one** "Volley for the Cure" contest during the regular season. Officials may wear a pink shirt and teams may wear pink as well. Promotional information will be on the girls' volleyball website.

Captains' Day and Officials' Day: Any volleyball captain or official attending the state final will be recognized on the court on Saturday, along with other recognitions in the hospitality area. More information is included in this manual.

Officials' Assignment: *Assignment of game officials shall be made by the IHSA based on the IHSA officials' rating system. The final assignments will be electronically sent to the host school managers through their Schools Center. They will be posted no later than Friday, October 21, 2011. Line judges are assigned by each local manager and are required. Refer to the Terms & Conditions for information.*

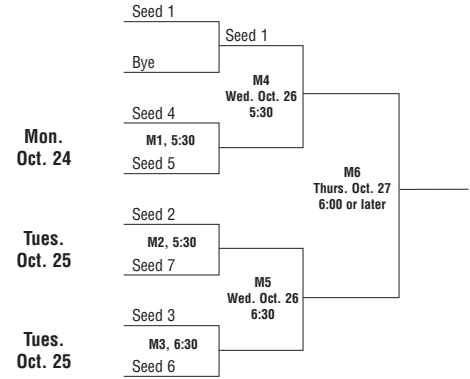
Playing Schedule

8 teams



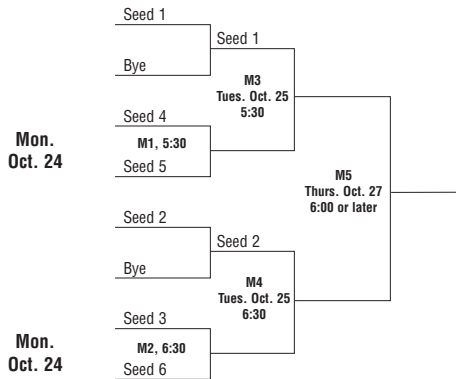
Matches 1, 2 will be played Monday
 Matches 3, 4 will be played Tuesday
 Matches 5, 6 will be played Wednesday
 Match 7 will be played Thursday

7 teams



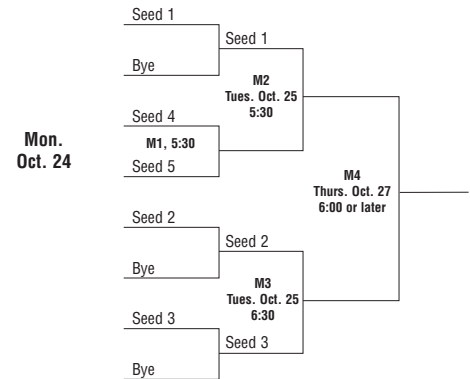
Match 1 will be played Monday
 Matches 2, 3 will be played Tuesday
 Matches 4, 5 will be played Wednesday
 Match 6 will be played Thursday

6 teams



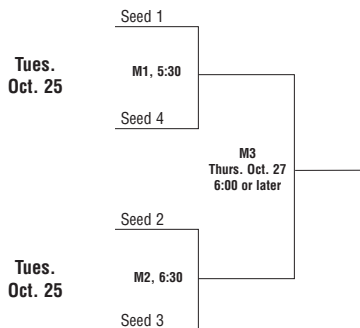
Matches 1, 2 will be played Monday
 Matches 3, 4 will be played Tuesday
 Match 5 will be played Thursday

5 teams



Match 1 will be played Monday
 Matches 2, 3 will be played Tuesday
 Match 4 will be played Thursday

4 teams



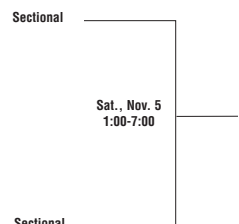
Matches 1, 2 will be played Tuesday
 Match 3 will be played Thursday

Sectionals



Pairings luck of draw

Super-Sectional



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.

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.

MANAGER'S CHECKLIST

IHSA SEEDING MEETING PREPARATION

- Check IHSA web site (www.ihsa.org) for school assignments _____
- Check receipt of team plaques and Baden volleyballs _____
- Remind schools to submit Season Summary Sheet online _____
- Remind schools to view seeds/pairings _____
- Remind schools of IHSA's Pass Gate Form _____

MANAGERS

- Check web site for seeds _____
- Check web site for pairings _____
- Contact schools with final information _____
- Check school site for officials assigned to your contest (2 weeks prior to meet) _____
- Hire line judges _____
- Report results on ScoreZone (Schools Center) _____
- Complete online Financial Report _____

SAFETY

- Enough seats to accommodate fans _____
- All entrances and exits controlled _____
- Plan for teams going in and out of gym and school _____
- Plan for fans going in and out of gym and school _____
- Parking adequate for fans _____
- All handicap and safety areas reserved and not blocked off _____
- Adequate lighting in parking lot _____
- Parking lot patrolled _____
- Check nets and standards _____
- If fans must be seated behind players' benches, monitor carefully. IHSA recommends that the first couple rows be reserved for press, administrators, handicap and/or senior citizens _____
- Talk to officials Re: Sportsmanship _____

SUPERVISORY STAFF

- Hire enough people to cover the event _____
- Train workers and assign specific sections of the gymnasium to workers _____
- Workers are easily identifiable _____
- Key people with walkie-talkies, mobile phones _____
- Athletic trainer available _____

MANAGER'S CHECKLIST (con'td)

PARTICIPANT INFORMATION

- Determine if there are any long standing rivalries of teams playing in your contest _____
- Determine if there are any past incidents between teams _____
- Identify supervisors from the visitors who will be present _____
- Determine if a school mascot or cheerleaders will be brought _____
- Note level of importance of match _____
- Note reputation of the crowd -- yours and theirs _____
- Note reputation of the student body -- your and theirs _____

SPORTS INFORMATION

- Set up area for reporting, making copies and interviews _____
- Photographer Areas identified _____

GAME DAY

- Court and Gymnasium _____
- Baden Volleyballs _____
- Net _____
- Antennae _____
- Standards _____
- Team bench _____
- Scorers' Bench _____
- Home court rules (playable and non-playable areas) _____
- Score books _____
- Libero Tracking Sheets _____
- Stop watch _____
- PA materials _____
- Scoreboard operating _____
- Bleachers and handicap seating identified _____
- Coin for coin toss _____
- Water for teams and officials _____
- Set up for ticket takers and sellers _____
- *Officials:* Determine if officials will be announced _____
- *Officials:* One person assigned to officials to get on and off the court _____
- *Officials:* Let the officials know who is the administrator in charge of the match _____

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	14	14	14	7
---	---------------	---------------	---------------	--------------

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.

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



Seeding Meeting Information

SEEDING 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

Girls' 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 girls' volleyball webpage which is open to the general public. (www.ihsa.org click on girls' 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 girls' volleyball web page
5. Final pairings are posted on the girls' volleyball web page.
(Coaches and fans should double check these pairings later on before their contest for any time or location changes)

Actual Deadlines for Online Seeding

Now – Wednesday Morning, October 5th (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 10:00 am on Wednesday, October 5th.

11:00 am – Wednesday, October 5th to 12:01 pm — Thursday, October 6th (STEPS TWO AND THREE)

Beginning at 11:00 am on Wednesday, 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 Thursday, October 6 to review the season summary sheets and seed the teams.

12:02 – 4:13 pm – Thursday, October 6th

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

4:15 pm – October 6th (STEP FOUR)

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

1:00 pm – October 7th: (STEP FIVE)

On Friday afternoon, IHSA will post the girls' volleyball pairings.

IHSA Official Baden Ball Distribution

The model that will be used is: Perfection Elite VX5E Volleyball

Required Use of Baden Volleyball

The Baden ball is required to be used in all girls' volleyball matches in the state series. There can be no substitutions of a ball manufactured by another company.

In the 2010-11 school year, the NFHS has approved the use of colored volleyballs, **however**, the IHSA has only approved the use of all white volleyballs at all levels.

Regional, Sectional and Super-Sectional Managers: You will receive two Baden volleyballs. The winning school will receive the game ball following the tournament.

U:\Volleyball\Girls Volleyball\School Manual\IHSA Official Baden Ball Distribution



ScoreZone Reporting Procedures for 2011-12

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).
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.

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

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!

2011-2012 IHSA Tournament Manager Duplicate Medal Order Form for Ties

Tournament Site: _____ **Level Of Competition:** ___ Regional ___ Sectional

Sport/Activity: _____ **Gender:** ___ Girls ___ Boys

Print Tournament Manager's Name: _____

Tournament Manager's Phone Number: _____

Classification: ___1A___ 2A ___ 3A ___ 4A ___5A ___6A ___7A ___8A ___Class A ___Class AA ___Unclassified

This form must be used and completed by the **Regional and/or Sectional Manager** to order duplicate medals for participants who earned them at the Regional or Sectional Tournament whose medal needs could not be fulfilled from existing tournament supplies. **Please return unused medals to A & M Products, 575 Elm Place, Princeton, IL 61356.**

Immediately following the **Regional and/or Sectional** tournament, please **fax this order form** to **A & M Products at (815) 879-0400**. The medals will be sent directly from A & M Products to the School listed. Tournament Managers must use this form to place orders. This form can be duplicated, if necessary.

***Event Name** ie-Pole Vault, Discus, Diving, 100-yd. Butterfly, Singles, Doubles, 102 lb., Speech: IE, etc.

◆ **Recipient Town/School (Must supply both):** _____
Name of Recipient: _____ **Place:** _____
I=Individual Medal/Event Name* _____

◆ **Recipient Town/School (Must supply both):** _____
Name of Recipient: _____ **Place:** _____
I=Individual Medal/Event Name* _____

◆ **Recipient Town/School (Must supply both):** _____
Name of Recipient: _____ **Place:** _____
I=Individual Medal/Event Name* _____

◆ **Recipient Town/School (Must supply both):** _____
Name of Recipient: _____ **Place:** _____
I=Individual Medal/Event Name* _____

◆ **Recipient Town/School (Must supply both):** _____
Name of Recipient: _____ **Place:** _____
I=Individual Medal/Event Name* _____





2011-12
Awards Delivery Information

To Managers of All IHSA Tournaments:

In an effort to better serve our tournament sites and the suppliers of our awards, we would like to have you read this bulletin carefully and then do what you can to expedite the instructions:

1. Be advised that at **Regional and Sectional Tournaments**, medals and plaques may be shipped separately and may not arrive at your tournament site on the same day. Please open boxes immediately to check contents, as medals **CAN** be in plaque boxes. **NOTE:** There are no medals given at Regional and/or Sectional Levels in the team sports of baseball, basketball, competitive cheerleading, football, soccer, softball and volleyball, and in the activities of Drama/Group Interpretation and scholastic bowl.

Our awards supplier, A and M Products of Princeton, IL, often ships Regional and/or Sectional medals in the box with the plaque. **PLEASE CHECK THE PLAQUE BOXES CAREFULLY AND DO NOT DISCARD THEM UNTIL YOU HAVE DETERMINED THE MEDALS ARE NOT THERE!!**

At State Final Tournaments, medallions and trophies may be shipped separately and may not arrive at your tournament site on the same day. Please open boxes immediately to check contents, as medallions can be in trophy boxes.

2. Awards will be shipped to the school sites directly from A & M Products via United Parcel Service.
3. Please inform whoever receives your United Parcel deliveries to expect awards to arrive up to two weeks prior to the tournament, and ask them to deliver the packages directly to you when they arrive.
4. It is very likely that some awards (particularly trophies) will arrive in two or more boxes and will need to be assembled. **They may not arrive on the same day, but should be opened as they arrive.**
5. Please check all trophies, plaques, etc., to see that they are in good condition and not damaged in any way. You should note that they are engraved with the proper sport, tournament level, year, etc.

If, after doing all of this, a problem develops, please contact Cheryl Mitchell at the IHSA office at (309) 663-6377.

Thank you very much for your cooperation.

Ron McGraw
Asst. Executive Director

Assembly Instructions for IHSA State Series Trophies

(please use caution when assembling the trophies)

Upon receipt of your Trophies and Awards, please inspect them immediately so replacements can be shipped to you, if you notice a damaged trophy or figurine. If replacements need to be issued, please contact A & M Products at the number below.

We recommend the following for attaching the figures to the IHSA State Trophy:

- Unwrap each figure. If there is a hex nut on the post of the figure remove it. It should not be needed.
- Lay the trophy on its back on a flat surface and remove the hex nut from the rods from underneath the trophy.
- Push the rod through the top of the trophy and remove the ferrule (the hollow threaded tube) from the rod and attach the ferrule to the threaded post of the figure. Screw the ferrule all the way up the threaded post of the figure.
- Screw the rod back onto the ferrule until it is tight.
- Place the rod, with the figure attached, back through the top of the base and through the holes in the bottom of the base.

IMPORTANT - please be careful that the figure(s) is not supporting the weight of the trophy. **Figures can be easily broken.**

DO NOT OVER TIGHTEN THE FIGURE ONTO THE BASE THIS CAUSES THE BOLT TO BE PULLED OUT FROM UNDERNEATH THE FIGURE

Please do not pick up and carry the trophy by the side figures.

The **CHAMPION** and **RUNNER-UP** trophy receive **three** of the bigger #1 figures.

The **THIRD PLACE** and **FOURTH PLACE** trophy receive **one** of the bigger #1 figures for the top. And the **two** smaller #2 figures are the side figures.

If you have any questions please call A & M Products, (815) 875-2667

Required Public Address Announcements

The following announcements are required to be made over your public address system during the volleyball state series competition hosted by your school.

ATTENTION: PA and Bench personnel shall be responsible to remain unbiased and non-partial towards participating teams.

- 1) **Sportsmanship:** Your school is constantly in the “Public Eye”. The school, its athletes and its fans are always being judged by the opposition’s fans, players and by all who come to see your team perform. Make certain your school and its programs are the type that brings praise and admiration. Sports are a vital part of your school’s image....make it a good one.
- 2) **IHSA Web Page:** [www\(dot\)ihsa\(dot\)org](http://www(dot)ihsa(dot)org) is the address for the IHSA Web Page on the Internet. Check it out anytime you want to find out immediately what’s happening with high school activities throughout Illinois. In fact, all the results of the girls’ volleyball state series, including tonight’s match(es), will be there when you get home.
- 3) **Captains’ Day:** Attention volleyball captains and coaches. A special opportunity is being provided you at the IHSA State Volleyball Finals at Redbird Arena. A special recognition will be made on the volleyball court in the Redbird Arena. Captains are a key component to a healthy successful season and IHSA wants to applaud your leadership.
- 4) **Girls’ Sports:** IHSA offers more state championships for girls than any state in the nation. Long a leader in girls’ athletics, the IHSA invites your attendance, not only at state tournaments, but at girls’ events throughout the school year... you’ll enjoy the excitement, the fan support and the quality of play...girls athletics... another IHSA marquee program.
- 5) **IHSA Girls’ State Volleyball Tournament:** The 38th Annual IHSA Girls’ Volleyball State Finals will be held at ISU’s Redbird Arena on Friday and Saturday, November 11-12. High school girls’ volleyball is fun, exciting, unpredictable and affordable. The state final offers top-flight competition, excitement and enthusiasm. Return to your roots and discover a lot of folks select high school girls’ volleyball as their favorite. IHSA Girls’ Volleyball...be where the action is.
- 6) **All-State Academic Team:** All 26 members of the 19th annual Illinois High School Association All-State Academic Team will be honored in April during a recognition banquet at the Double Tree Hotel in Bloomington. The evening becomes a wonderful recognition of America’s future leaders. Call the IHSA for more information about the banquet and how you can become a member of the IHSA Activities Foundation that underwrites the cost of the scholarships and the program. Help to support this outstanding scholarship recognition program.
- 7) **Official Recruitment:** If you are a former athlete...male or female...why not get back in the game? Get in shape, stay in shape, become an IHSA Official. Chances are the game gave you a lot. Now you can give something back to it. Contact your local officials’ association or call the IHSA to get started.
- 8) **Officials’ Day at State:** Officials who worked this year’s girls’ volleyball state series tournaments will be recognized at the state finals on Saturday, November 12. Officials work cooperatively with the IHSA and its member schools contributing to the educational experience of each student-athlete. Officials Day at State...help us recognize the officials who keep the playing environment healthy for all involved.

IHSA Licensed Vendor



• www.ihsa.org • Phone: 309-663-6377 • Fax: 309-663-7479 •

School Information:

Please read the entire Trademark Use and Royalty Policy for full disclosures.

- By virtue of membership, schools are granted a license to use the IHSA Trademarks on or in connection with IHSA State Series Events. Member schools may produce their own programs or merchandise in accordance with the terms of the Trademark Use and Royalty Policy.
- Any writing or merchandise produced in connection with IHSA State Series Events must conspicuously display the IHSA name and at least one logo.
- Member schools contracting with an outside vendor to have programs or merchandise produced in connection with IHSA State Series Events are required to use IHSA licensed vendors.
- Member schools advancing to an IHSA State Final and choosing to have merchandise produced in connection with that event, must use Minerva Sportswear. The IHSA has a contract with this company to be the exclusive IHSA State Final Merchandise Vendor.
- A member school may use any IHSA Licensed Vendor. To see the approved list, visit the IHSA website at <http://www.ihsa.org/Resources/Merchandise/LicensedVendors.aspx>.

Vendor Information:

Please read the entire Trademark Use and Royalty Policy for full disclosures.

- Any printed material or merchandise produced in connection with IHSA State Series Events, must conspicuously display the IHSA name and at least one logo.
- IHSA marks and logos can only be utilized by those who are granted a license by the IHSA.
- Member schools contracting with an outside vendor to have programs or merchandise produced in connection with IHSA State Series Events must use an approved IHSA licensed vendor.
- IHSA licensed vendors can sell licensed material to any IHSA member school.
- IHSA licensed vendors cannot produce merchandise in conjunction with an IHSA State Final. The IHSA has an exclusive State Final Merchandise Vendor contract.
- Licensed publication vendors pay the IHSA a 5% royalty of gross advertising sales, and licensed merchandise vendors pay the IHSA an 8% royalty of gross merchandise sales (based on sale of the finished product) - Royalty Report.
- For unlimited events, vendors can be licensed by the IHSA and utilize the IHSA name and logos for an entire year for a \$500 annual fee; or
- For limited events, vendors can be licensed by the IHSA and can utilize the IHSA name and logos for a single event, up to three events in a year, for \$50 per event or \$100 for three events.

Applying to be an IHSA Licensed Vendor (unlimited events):

1. Submit a completed Licensed Vendor Application for approval;
2. Once approved, sign the IHSA Vendor License Agreement; and
3. Pay the annual licensing fee of \$500.

Applying to be an IHSA Licensed Vendor (limited events):

1. Contact the IHSA office for approval;
2. Once approved, sign the IHSA Limited Use Vendor License Agreement; and
3. Pay the single event fee of \$50 or \$100 for three events.

For additional information regarding Licensing and Royalty, contact Brandi Waters at 309-663-6377 ext. 125, or visit the IHSA website at <http://www.ihsa.org/Resources/Merchandise/LicensedVendors.aspx>.

Royalty Report: [Click link for downloadable pdf of the Royalty Report](#)



Financial Reports Must Be Filed Online

The final phase of your hosting responsibilities is to file a financial report with the IHSA. The financial report forms are available in the password-protected Schools Center area of the IHSA Web site.

Log in to the Schools Center with your school ID and an administrator password. On the main menu of the Schools Center, under the heading "Tournament Management", you will find a link to the financial report. Please fill out the one-page form and press the submit button to file your report.