

2024 CENTRAL DISTRICT SECTIONAL/DISTRICT VOLLEYBALL MANAGER'S CHECKLIST

Tournament Manager, Jill Logan: jill_logan@hboe.org or 614-562-1602
CDAB Board Member, Pam Bosser: p_bosser@lcsschools.net or 740-681-7553

***There shall be no special recognitions (senior night, parent night, statistical achievement.)
before or during Sectional or District matches.***

- _____ 1. Inspect your site facility prior to beginning of the tournament, focusing on safety and compliant equipment and court markings as well as required competition volleyballs.
- _____ 2. Check and secure equipment necessary to operate tournament:
 - _____ Regulation net and standards (with padding)
 - _____ Net antennas
 - _____ First referee's stand (with proper padding)
 - _____ Court with proper court markings/lines
 - _____ Visible scoreboard (test functionality well in advance of first match)
 - _____ Competition Game Ball(s) – Super Touch Molten IV58L-BKSV-OH (have at least one extra game ball on hand)
 - _____ Scorebook or VolleyWrite (Scorebook as a back-up)
 - _____ Warm-up volleyballs
- _____ 3. Secure the necessary match workers.
 - _____ Ticket scanner and device
 - _____ Official scorer and timekeeper
 - _____ Announcer
 - _____ Trainer
 - _____ Libero Tracker (provided by home team, non-paid)
 - _____ Security (if needed)
 - _____ Custodian (if needed)
- _____ 4. Check brackets and teams assigned to your site. Confirm with visiting teams.
- _____ 5. Officials- You will receive officials names through Dragonfly. Confirm your officials once you have contact information. CDAB WILL PAY officials.
- _____ 6. Secure a public address system and any other items that might be necessary for the introductions. It is recommended that ALL players for both teams be introduced, not just starters.
- _____ 7. Secure a *stretching area* to be used by the teams. Teams are not allowed on the playing court with or without volleyballs until the conclusion of pre-match meeting with coaches and captains. ***Please provide warm-up volleyballs.***
- _____ 8. Warm-up period for pre-match is 20 minutes if teams arrive timely:
 - 2 minutes – both teams ball handling on their side of the net
 - 6 minutes – the team serving first has the entire court
 - 6 minutes – the team receiving first has the entire court
 - 3 minutes – the serving team has the whole court

- 3 minutes – the receiving team has the whole court
- If the warm-up is delayed/shortened due to late arrival of a team or teams, follow the Guidance for OHSAA Sectional and District Volleyball Tournaments and utilize a shortened warm-up of no less than 15 minutes.

- _____ 9. Team benches must be established no closer than ten feet from the court
- _____ 10. Admission: Online - Students, \$5.00; Adults, \$8.00. Cash at site \$10 per person
- _____ 11. The financial report form can be found on the CDAB.org website. Complete and email the complete form to CDAB treasurer Jim Hayes (jhayes@ohssa.org) within 7 days of the event.
- _____ 12. All Sectional/District volleyball sites will receive programs. Selling price is \$2.00. Host site keeps all proceeds.
- _____ 13. It is recommended that there be a concession stand.
- _____ 14. Make provisions to notify the local press of all match results. Also, email or call the Columbus Dispatch (614) 461-5234, sports@dispatch.com as well as email **or text me at jill_logan@hboe.org or 614-562-1602 with the results.** Please include set scores as well as which team won each match.
- _____ 16. If a team fails to appear or not ready to play within 30 minutes of the scheduled starting time of the tournament game, unless special circumstances are determined, the space on the bracket may be declared vacant. A “no contest” shall be declared, and the opposing team shall advance to the next round of competition. Contact Jill Logan or a CDAB Board member Molly Feesler.
- _____ 17. There will be NO practice allowed on a tournament site for any teams involved at the site after the tournament draw, (exception of a host school). If, however, a scrimmage was scheduled prior to the draw, it shall be allowed. The home team is not permitted to warm-up/practice on the tournament playing court within 90 minutes of the scheduled start time for the first match of the playing session.
- _____ 18. If an accident or injury occurs during the tournament, please use your own injury report form to complete and submit to the OHSAA. For a concussion, please complete and submit the OHSAA Concussion Report as directed on the form.