

## CENTRAL DISTRICT SECTIONAL/DISTRICT VOLLEYBALL MANAGER'S CHECKLIST

Tournament Manager, Jill Logan: [jill\\_logan@hboe.org](mailto:jill_logan@hboe.org) or 614-562-1602  
CDAB Board Member, Molly Feesler: [mfeesler@wscloud.org](mailto:mfeesler@wscloud.org) or 614-216-6117

***There shall be no special recognitions (senior night, parent night, statistical achievement.) before or during Sectional or District matches. Please remember to follow all COVID-19 safety protocols***

- \_\_\_\_\_ 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 Arbiter. Confirm your officials once you have contact information and 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. There are to be **15 dressed players** on the bench and during warm-up. Please have someone see that is the case.
- \_\_\_\_\_ 10. Admission for Sectional matches will be \$10.00 for all spectators. No on site ticket purchasing.
- \_\_\_\_\_ 11. HomeTown Ticketing is handling all ticket sales. Link will be provided on CDAB website.
- \_\_\_\_\_ 12. The financial report form can be found on the [CDAB](#) website. Complete and email the complete form to CDAB treasurer Jim Hayes (jhayes@ohssa.org) within 7 days of the event.
- \_\_\_\_\_ 13. All Sectional/District volleyball sites will receive programs. Selling price is \$2.00. Host site keeps all proceeds.
- \_\_\_\_\_ 14. It is recommended that there be a concession stand. Your school receives all of the profit.
- \_\_\_\_\_ 15. Make provisions to notify the local press of all match results. Also, email or call the Columbus Dispatch (614) 461-5234, [sports@dispatch.com](mailto:sports@dispatch.com) *as well as email or text me at [jill\\_logan@hboe.org](mailto: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.