

## REGIONAL VOLLEYBALL TOURNAMENT MANAGER'S CHECKLIST

***There shall be no special recognitions (senior night, parent night, statistical achievement, etc.) before or during Regional semi-final/final matches.***

- \_\_\_\_\_ 1. Inspect your site/facility prior to the beginning of the tournament, focusing on safety and compliant equipment and court markings (using painter's tape to ensure continuous boundary lines, solid attack lines and complete center lines where any gaps through mascots or post covers are taped) as well as at least two required competition volleyballs in good condition.
- \_\_\_\_\_ 2. Check and secure equipment necessary to operate the tournament.
  - \_\_\_\_\_ Regulation net and standards with padding (please have a couple of net "cranks" accessible)
  - \_\_\_\_\_ Net antennas (and back-up antennas)
  - \_\_\_\_\_ First referee stand with proper padding
  - \_\_\_\_\_ Compliant court with proper court markings (see 1 above)
  - \_\_\_\_\_ Visible scoreboard (test functionality well in advance of first match)
  - \_\_\_\_\_ Competition volleyballs (**Molten IV58L-BKSV-OH Super-Touch black, silver & white premium leather volleyball, having at least one extra game ball on hand**)
  - \_\_\_\_\_ Scorebook and Libero Tracking Sheet(s) or VolleyWrite with Scorebook as a back-up)
  - \_\_\_\_\_ Warm-up volleyballs and at least two ball carts in good condition
- \_\_\_\_\_ 3. Secure necessary match workers. See "Financial Report" document.
  - \_\_\_\_\_ Ticket sellers and takers (as needed)
  - \_\_\_\_\_ Official Scorer (may be VolleyWrite Scorer) and Timer/Scoreboard Operator
  - \_\_\_\_\_ Announcer
  - \_\_\_\_\_ Trainer
  - \_\_\_\_\_ Libero Tracker or Spotter if VolleyWrite is used (provided by home team, non-paid)
  - \_\_\_\_\_ Security (if needed)
  - \_\_\_\_\_ Custodian (if needed)
- \_\_\_\_\_ 4. You will receive officials' names through Arbitrator. Once you have officials' contact information, confirm the officials. \_\_\_\_\_ will ensure payment through Arbitersports. Be sure to check the match officials' list for any identified conflicts.
- \_\_\_\_\_ 5. Ensure an operational public address system and any other items necessary for Introductions, and introduce all players for both teams, not just starting players.
- \_\_\_\_\_ 6. Check brackets and teams assigned to your site and ensure appropriate communications are in place for travel/arrival issues.
- \_\_\_\_\_ 7. Secure a stretching area to be used by the teams. Teams are not allowed to warm up on the playing court with or without volleyballs until the conclusion of pre-match meeting with coaches and captains. Volleyballs are permitted in the stretching area. **Please provide warm-up volleyballs.**
- \_\_\_\_\_ 8. Have locker rooms available for the teams and a room for officials to change into their uniforms as well as use for their pre-match/post-match discussions.
- \_\_\_\_\_ 9. Team benches must be established no closer than ten feet from the court. There are to be no more than 15 dressed players on the bench and during warm-ups. Please designate someone to ensure that this requirement is followed.

- \_\_\_\_\_ 10. Warm-up period for pre-match is 20 minutes if teams arrive timely: During the warm-up, the “off team” is not permitted to warm up with volleyballs. If acceptable to the team with exclusive use of the court, the other team may “shag” balls for the team warming up.
- 2 minutes – both teams ball handling on their respective sides of the net
  - 6 minutes – the team serving first has the entire court and playable area
  - 6 minutes – the team receiving first has the entire court and playable area
  - 3 minutes – the serving team has the entire court and playable area
  - 3 minutes – the receiving team has the entire court and playable area
- 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 with no shared serving and equal time for exclusive use of the court.
- \_\_\_\_\_ 11. Admission for Regional matches will be **\$8.00 for adults/students**. Children under the age of 5 will be admitted free for Regional matches.
- \_\_\_\_\_ 12. Ensure you have tickets to sell for admission.
- \_\_\_\_\_ 13. Keep a record of all expenses. Use the OHSAA-approved financial report form. Email the completed form to Haley Dillon at [accounting@ohsaa.org](mailto:accounting@ohsaa.org) within 7 days of the event.
- \_\_\_\_\_ 14. All Regional sites will receive programs. The host site keeps all proceeds from ticket sales.
- \_\_\_\_\_ 15. A concession stand is recommended. The host school receive all profits.
- \_\_\_\_\_ 16. Make provisions to notify the local press of all match results and add the scores to myOHSAA. Also, email Emily Gates ([egates@ohsaa.org](mailto:egates@ohsaa.org)) with the results. Please include set scores and identify which team won each match.
- \_\_\_\_\_ 17. If a team fails to appear or is not ready to play within 30 minutes of the scheduled start time of the match, unless special circumstances are determined, the space on the bracket may declared vacant. A “no contest” shall be declared, and the opposing team shall advance to the next round of competition. Contact Emily Gates at [egates@ohsaa.org](mailto:egates@ohsaa.org) if this occurs.
- \_\_\_\_\_ 18. After the tournament draw, there will be NO practice allowed on a tournament site for any teams involved at the site.
- \_\_\_\_\_ 19. District Tournament Managers are responsible for getting eligibility sheets to Regional Tournament Managers of all teams advancing to the Regional site. Regional Manager are to check rosters to ensure all student-athletes are on the eligibility sheet.
- \_\_\_\_\_ 20. If an accident or injury occurs during the tournament, please complete your own Injury Report Form and submit it to the OHSAA. Please complete and submit the OHSAA Concussion Report as directed on the form as appropriate.

If you have any questions, please contact Emily Gates at the OHSAA for assistance.