



TO: **VHSL VOLLEYBALL REGION CHAMPIONS**
FROM: Joyce Sisson, Assistant Director
Chris Robinson, State Tournament Director
RE: Information for State Semifinal Volleyball Games
DATE: November 6, 2016

CONGRATULATIONS on your Region Championship and thank you for agreeing to host and/or direct a VHSL State Volleyball semifinal match on Tuesday, November 15, 2016. Please read all materials and call me with any questions.

EMAIL, CALL OR TEXT Joyce Sisson (jsisson@vhsl.org, 540-903-2670) immediately following your regional final, to identify the semifinal site and match time. The match site must meet VHSL facility requirements for state competition. All matches will begin at 7:00 PM unless both schools agree to an earlier time.

CONTACT THE OPPOSING SCHOOL and provide them with all administrative and logistical information. You will host the runner-up team from the opposite region. Review site location, game time/date, motel accommodations (if needed) and VHSL policies. This should be done no later than 10:00 a.m. on Monday, November 14.

COMPLETE THE VHSL STATE EVENT CONTRACT and email to jsisson@vhsl.org. Any contracted amount will be adjusted once your actual expenses are known and approved. The VHSL State Event Contract is posted on the VHSL website under Forms/Financial Forms.

HIRE GAME PERSONNEL needed for your game (announcer, scorer, libero tracker, timer, ticket crew, security, certified athletic trainer, etc.). No tournament expenses can be paid from the cash received at the gate. You must follow the League's financial policies. Pay for workers should mirror what is done for a regular season match.

HOSPITALITY COSTS are not authorized.

OFFICIALS for your match will be assigned and will be paid from the VHSL office.

TEAM ADMITTANCE LISTS should be completed by each participating school. The Volleyball Team Admittance List can be found on the Volleyball page of the VHSL website. Only team personnel should be listed on the team admittance list. Team personnel includes uniformed players, coaches, managers, statisticians, etc. It does not include coaches' spouses or children, non-uniformed JV players, videographers or others. Each participating school must email this list to the semifinal host school and to the VHSL State Volleyball Director, Chris Robinson (jcrobinson3@henrico.k12.va.us). Only those individuals listed properly on the signed admittance list will be allowed free admission to the contest. (Owners of VHSL "acceptable passes" will also be admitted with proper proof of identification.)

SPIRIT GROUP ADMITTANCE LISTS should be completed by each school that plans on having cheerleaders, a pep band, or other spirit group at the match. The Spirit Group Admittance List can be found on the VHSL website under "Forms – Entry Forms." Only uniformed cheerleaders or band members with instruments should be listed on the spirit group admittance list. Each school that wishes to bring a spirit group must email this list to the semifinal host school and to the VHSL State Volleyball Director, Chris Robinson (jcrobinson3@henrico.k12.va.us).

INFORMATION FOR WINNING TEAMS and Siegel Center procedures will be posted on the VHSL web site.

TICKETS – You should have received tickets for your semifinal match. If you did not, please use your own ticket stock for semifinal matches. Admission is \$10.00 for state tournament contests. Children six and under are admitted free with a paying adult. Individuals who leave the facility must pay to reenter. No presale tickets have been provided.

SEMIFINAL DIRECTORS may allow teams on the court **one hour prior** to match time. The official 20-minute warm-up will follow the 8-6-6 protocol, that is to say that teams will share the court for 8 minutes; and then each team will have the full court for serving for 6 minutes.

GAME BALL is the Wilson I-COR, red/white/blue volleyball. Three new Wilson I-COR volleyballs were sent to each Region Director (or Region Chairperson, if no director could be identified) for distribution to the region champion school. These volleyballs are for use in the semifinal.

GAME ADMINISTRATION AND CROWD CONTROL –Adequate security must be provided at each site. Plan for larger than normal, highly enthusiastic crowds, **but you must demand appropriate behavior!** Administrators from participating schools must help in ensuring that their school's followers behave appropriately. Particular attention should be paid to the behavior of fans sitting behind or near the opposing team's bench area, as well as to areas in which fans from opposing teams are seated in close proximity to one another. Taunting, baiting, booing of cheerleaders, throat-slashing and other gestures directed at opponents or opponents' fans, and any other behavior intended to ridicule, threaten, intimidate or demean officials, players, coaches, cheerleaders or team followers should not be tolerated. Behaviors often seen in televised college and professional contests are not acceptable. Keep in mind that this is a high school competition intended to provide a framework in which our student athletes learn valuable lessons about ethics, integrity and respect. The price of admission is not an entitlement to behave badly. Spectators are expected to observe the etiquette and traditions of the sport of volleyball. **Insist that everyone – RESPECT THE GAME.**

SPORTSMANSHIP - Each participating school should review “VHSL Sportsmanship Guidelines for State Events (on the website) with their players, coaches and student body prior to your match.

BANNERS -- All banners must be approved by the site director. Banners which block the view of spectators or which are not in the spirit of good sportsmanship shall be prohibited.

BROADCASTS/TELECASTS -- Site directors shall provide space to accommodate a radio broadcast crew if requested. If additional phone lines are needed, it is the responsibility of the requesting radio station to arrange for installation. Broadcast fee to VHSL is \$50 per game per station outlet (radio) paid to the site director prior to hook-up. A complete list of VHSL video and broadcast policies is posted on the VHSL web site.

CONCESSIONS -- Host facility will provide concessions.

NOISEMAKERS – Artificial noisemakers are not permitted.

SOUVENIR PROGRAMS will not be available at semifinal sites. Semifinal directors should, at a minimum, provide a copy of team rosters to spectators in attendance. **The Official VHSL State Tournament Program will be available online – go to the VHSL website and click on “Publications.”**

REPORT MATCH RESULTS to the local media and to the individuals identified below. Additionally, email or text results immediately following the match to mmccall@vhsl.org; jsisson@vhsl.org; and jrobinson3@henrico.k12.va.us . Scores should also be emailed to the Associated Press (see below).

State Director	Chris Robinson	jrobinson3@henrico.k12.va.us	Office: 804-501-3330 Cell: 804-551-0982
VHSL:	Joyce Sisson	jsisson@vhsl.org	Office: 434-977-8475 Cell: 540-903-2670
	Mike McCall	mmccall@vhsl.org	Office: 434-977-8475 Cell: 540-323-1796
Associated Press:		apscores@ap.org	Voice: 800-300-8340 Fax: 888-832-0338

BY MONDAY, NOVEMBER 27, send the following materials to the VHSL office:

- Check for TOTAL PROCEEDS from semifinal game
- VHSL State Director’s Financial Report
- VHSL Ticket Seller’s Report Form
- Unsold Tickets
- Pass Gate Roster Sign-in Sheet
- Game Score Sheets (from the official scorebook)

If you need additional information from me, do not hesitate to call. My phone number at work is 434-977-8475. If you need to reach me over the weekend, call my cell phone – 540-903-2670. Thanks again for all you do!