

CENTRAL DISTRICT SECTIONAL/DISTRICT VOLLEYBALL MANAGER'S CHECKLIST

Checklist

- _____ 1. Secure the necessary match workers. The schedule to follow may be found in the financial report.
 - _____ Ticket sellers and takers (as needed)
 - _____ Official scorer (may be VolleyWrite Scorer) and timer/scoreboard operator
 - _____ Announcer (non-paid)
 - _____ Trainer
 - _____ Libero Tracker (provided by schools, non-paid) or Spotter if VolleyWrite used
 - _____ Security (if needed)
 - _____ Custodian (if needed)
- _____ 2. Check the match officials' list for any conflicts.
- _____ 3. Admission for Sectional matches will be \$6.00 for adults, \$5.00 for students K-12. Admission for District matches will be \$7.00 for adults/students. Children under the age of 6 will be admitted free for both Sectional and District matches.
- _____ 4. Check brackets and teams assigned to your site.
- _____ 5. 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.
- _____ 6. 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 with no shared serving.
- _____ 7. Have locker rooms available for the teams and a room for officials to change in and to use for their pre-match/post-match discussions.
- _____ 8. Team benches must be established no closer than ten feet from the court.
- _____ 9. 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 including continuous boundary lines
 - _____ Visible scoreboard (test board 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)
- _____ 10. Keep a record of all expenses. The forms for the financial report are provided by the Ohio High School Athletic Association. Send financial reports to Mr. Jim Hayes after the conclusion of your tournament.
- _____ 11. All Sectional/District volleyball sites will receive programs.
- _____ 12. Secure a public address system and any other items that might be necessary for the introductions. ALL players for both teams should be introduced, not just starters.
- _____ 13. It is recommended that there be a concession stand. The host school receives all of the profit.
- _____ 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 Jill Logan at

jill logan@hboe.org with the results. Please include which team won each match and the respective set scores.

- _____ 15. If a team fails to appear or is not ready to play within 30 minutes of the scheduled start time of the tournament match, 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.
- _____ 16. There will be NO practice allowed on a tournament site for any teams involved at the site after the tournament draw with the exception of a host school). However, if 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 one hour of the scheduled start time for the first match of the playing session.
- _____ 17. Volleyballs may be used in stretching area.
- _____ 18. Sectional Tournament Managers are responsible for getting eligibility sheets of all teams advancing to the next round to the District Managers.
- _____ 19. Sectional/District Managers are responsible for checking roster forms to ensure all of the appropriate student-athletes are on the eligibility sheet.
- _____ 20. It is expected that the site facility will ensure a site review prior to the beginning of the tournament, focusing on safety and compliant equipment as well as the proper court markings as well as the OHSAA-approved competition volleyballs.
- _____ 21. If an accident or injury occurs during the tournament, please complete your own injury report form and submit to the OHSAA. Please complete and submit the OHSAA Concussion Report as directed on the form if a concussion occurs.
- _____ 22. Sectional and District sites will receive the names of the referees from Brenda Murray prior to the start of your match(es). Tournament Coordinator Jill Logan is responsible for overseeing assignment of referees and line judges for both Sectional and District matches, working with the CDAB’s contracted assigners, Lucas Tuggle and Michael Chandler, Serve It Up Officiating.
- _____ 23. There shall be no special recognitions (senior night, parent night, etc.) before or during Sectional or District matches.

If you have any questions or need assistance, please call Tournament Manager Jill Logan at 614-562-1602 or contact her by email at [jill logan@hboe.org](mailto:jill.logan@hboe.org).