

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 and timekeeper
 - _____ Announcer (non-paid)
 - _____ Trainer
 - _____ Libero Tracker (provided by schools, non-paid)
 - _____ 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 courtIf 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.
- _____ 7. Have locker rooms available for the teams and a room for officials to change into 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
 - _____ 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)
- _____ 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. It is recommended that ALL players for both teams be introduced, not just starters.
- _____ 13. It is recommended that there be a concession stand. Your 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 Brenda Murray at bmurray@ohsaa.org with the results. Please include set scores as well as which team won each match.

- _____ 15. 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 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, (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 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 advancing teams to District Managers.
- _____ 19. Sectional/District Managers are responsible for checking the roster forms to ensure the student-athletes are on the eligibility sheet.
- _____ 20. 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.
- _____ 21. If an accident or injury occurs during the tournament, please have 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.
- _____ 22. Sectional and District sites will receive the names of the referees from Brenda Murray prior to the start of your match(es). Wayne Roller will handle coordination of hiring line judges for Sectional matches while Bob Mehl will assume this role for District matches.
- _____ 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 Bob Mehl at 614-886-1637 or contact him by email at bobmehl@gmail.com.