

CENTRAL DISTRICT SECTIONAL/DISTRICT VOLLEYBALL MANAGER'S CHECKLIST

There shall be no special recognitions (senior night, parent night, statistical achievement.) before or during Sectional or District matches.

- _____ 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)
- _____ 3. Secure the necessary match workers.
 - _____ 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)
- _____ 4. Check brackets and teams assigned to your site. Confirm with visiting team.
- _____ 5. Sectional and District sites will receive the names of the officials prior to the start of your match(es). Confirm your officials once you have contact information
- _____ 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. Volleyballs are permitted in the stretching area.
- _____ 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 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.
- _____ 9. 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
- _____ 10. Team benches must be established no closer than ten feet from the court.

- _____ 11. 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
- _____ 12. Use tickets provided by the CDAB.
- _____ 13. The financial report form can be found on the CDAB.org website. Complete and email the complete form to CDAB treasurer Jim Hayes (jhayes@cdab.org) within 7 days of the event.
- _____ 14. All Sectional/District volleyball sites will receive programs. Selling price is \$2.00. Host site keeps all proceeds.
- _____ 15. It is recommended that there be a concession stand. Your school receives all of the profit.
- _____ 16. 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.
- _____ 17. 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. Contact Jill Logan or a CDAB Board member Beth Hill.
- _____ 18. 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..
- _____ 19. 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.

If you have any questions or need assistance, please call Tournament Manager Jill Logan at 614-562-1602 or contact him by email at jill_logan@hboe.org.