

## Regional Organizers Information (Volleyball) (2020)

1. **ORGANIZERS (BEFORE THE MEETING)**
  - A. The Fax/E-mail Seeding Process may be used no matter what the size of your regional. If the Fax/E-mail Seeding process is not used – a traditional seeding meeting will be held.
  - B. Being the organizer does not mean you host the tournament. It only means your school is responsible for scheduling and hosting the meeting/or using the Fax-E-mail Seeding Process.
  - C. Regional meeting attendance or participation is mandatory and is for the purpose of allowing the schools involved to have a voice/vote in setting up the regional tournament. Report absentees to our office. The penalty for failure to be represented at the regional organizational meetings (in any/all sports) is probation for 1 year. By Law Article XV – Sec. 2 – a & b.
  - D. Notify all schools in your regional well in advance of the Seeding Meeting or use of the Fax/E-mail Seeding Process. Be sure they are clear on the time and location of the meeting and or the Fax/E-mail Seeding Process deadlines.
  - E. If a Seeding Meeting is held each school should have a representative present, but doesn't have to be their coach. If the Fax/E-mail Seeding Process is used – all schools must participate in the process.
  - F. Vote on every decision made in setting up the tournament. Tie vote - vote again. still tied - coin flip. (If flipping coin using the Fax/E-Mail Process – the organizer should hold the flip in their administrative office with a witness)
  - G. The Regional Trophy should arrive at your school prior to the meeting date. The Rawlings VB202 (Red/White/Blue) is the volleyball that will be used in the state series. 2 volleyballs per regional will be delivered to the regional organizers school. If the trophy or balls fail to arrive – contact my office.
  
2. **AT THE MEETING OR DURING THE FAX/E-MAIL PROCESS (March 4)**
  - A. Decisions are made by vote during the regional meeting and are final, providing they are in accordance with the SIJHSAA By Laws and any additional SIJHSAA regulations supplied by our office. (sites, ratings, officials, dates, & times)
  - B. If a school is not represented at the meeting, include their team in the regional but, they have no vote or say in any decisions made during the meeting. Report this school to me for failure to participate or appear at your regional organizational meeting
  - C. Decide where your regional will be held. Some consideration should be taken into account concerning adequate site facilities. (regulation court, ceiling height, seating, concessions, restrooms, etc..) If a school is scheduled to host and their gym doesn't meet acceptable specifications - look at the option of that school hosting at their local high school.
  - D. Collect the eligibility sheets from each team and give them to the regional host. Eligibility sheets may be altered up to the school's first game of the regional.
  - E. Schedule your regional within the window of dates given for it. Don't schedule your regional final on the last day of the window. Leave that date for inclement weather situations. Remember that March 21 is the SIJHSAA State Bowling Tournament. Many schools will be participating and some regionals may need to schedule around this date. (Regional Window – March 17-24)
  - F. Let each school representative talk about their respective team. (Criteria for seeding Head to Head Competition, Strength of Schedule, and Record) \*\*If having a meeting - I highly recommend that each school representative bring a copy of the schedule of the results of their team to share with other schools. (Date, Team, Site, & Score)
  - G. Vote on your seedings. Brackets may be found on the SIJHSAA Website under Forms and Documents to use for your meeting. (You can't vote for your own team – only the other teams entered in the regional)
  - H. Distribute Trophy to the regional host

- I. **Regional Admissions:** Students \$2 (8<sup>th</sup> grade and down) and Adults \$3 (9<sup>th</sup> grade and up)    **State Admissions:** Students \$2 (8<sup>th</sup> grade and down) and Adults \$5 (9<sup>th</sup> grade and up)  
 \*\*No other passes accepted except for members of the SIJHSAA Steering Committee and Board of Control.  
 (Give the regional host the SIJHSAA Financial Form)
- J. Remind the regional host of the Officials Pay Schedule. 2 Official Crews will be used at the regional level. They **must be IHSA Licensed** for that sport.  
 (Officials pay: 1 match \$40 / 2 matches \$65 / 3 matches \$90 / 4 matches \$120 in a night)  
 \*Ask schools if there are any officials that they don't want. **MAKE SURE ALL SCHOOLS AGREE ON THE OFFICIALS HIRED!**  
 \*Try to hire officials that have no connection with the schools participating.  
 \*The Financial Form has the officials pay schedule on it.

3. **AFTER THE MEETING OR FAX/E-MAIL PROCESS**

- A. **Posting Seeds and Brackets on SIJHSAA Website:** The regional organizer will be responsible for the posting of the regional seeds and brackets (sites, dates, times) on the SIJHSAA Website. Each regional organizers school has a user id and password that will give them access to areas of the SIJHSAA Website where this can be completed. Instructions on how to list your regional seeds and brackets is on the SIJHSAA Website. ([www.sijhsaa.com/administrative/forms and documents](http://www.sijhsaa.com/administrative/forms_and_documents))  
 \*This should be completed by noon the day following your regional meeting.  
 \*If you have problems posting the seeds and brackets, contact:  
     Geff Pursell (SIJHSAA Computer Tech)  
     [geff@americana.com](mailto:geff@americana.com) (e-mail)  
     618-267-9009 (cell)
- B. Distribute information about your regional to the local media.

**\*THE FOLLOWING FORMS CAN BE FOUND ON THE SIJHSAA WEBSITE:**

([www.sijhsaa.com/administrative/forms and documents](http://www.sijhsaa.com/administrative/forms_and_documents))

- Regional Organizers Information Sheet
- Regional Host Information Sheet
- SIJHSAA By Laws
- Rawlings Advertisements (for programs)
- Rawlings PA Announcement (PA announcement (1) time per game)
- Rawlings Ball Model Numbers
- Regional Financial Report Form 19-20
- Blank Brackets
- Eligibility Sheets
- Regional Groupings/State Tournament Pairings (Latest News Section)
- NFHS Rule Changes 19-20
- Unsportsmanlike Conduct Form
- SIJHSAA By Law Article IV-Sec. 7-Noisemakers, shakers, etc...
- SIJHSAA Exceptions to NFHS Rules
- Libero Tracker Sheet
- Instructions for online Regional Seed/Bracket Reporting