

# Volleyball Manual

## 2010-2011

# MSHSAA

Missouri State High School Activities Association

# MISSOURI STATE HIGH SCHOOL ACTIVITIES ASSOCIATION

1 N. Keene St.  
P. O. BOX 1328  
Columbia, MO 65205  
Telephone: (573) 875-4880 - Fax: (573) 875-1450  
Email: email@mshsaa.org - Web site: www.mshsaa.org

## EXECUTIVE STAFF

Dr. Kerwin Urhahn, Executive Director  
Stacy Schroeder, Associate Executive Director  
Harvey Richards, Associate Executive Director  
**\*Davine Davis, Assistant Executive Director**  
Kevin Garner, Assistant Executive Director  
Tim Thompson, Assistant Executive Director  
Greg Stahl, Assistant Executive Director  
Jason West, Communications Director  
Craig Long, Chief Financial Officer  
Janie Barck, Administrative Assistant

\* Indicates MSHSAA contact person for volleyball

## TABLE OF CONTENTS

ADVISORY COMMITTEE .....	PAGE 2
PURPOSE AND PHILOSOPHY .....	PAGE 3
SECTION 1: REGULAR SEASON .....	PAGE 3
SECTION 2: CRITERIA FOR POST-SEASON .....	PAGE 5
SECTION 3: DISTRICT ENTRY PROCEDURE .....	PAGE 8
SECTION 4: CHAMPIONSHIP SERIES .....	PAGE 10
APPENDIX A: CONCUSSION EDUCATION AND MANAGEMENT PROTOCOL .....	PAGE 13
APPENDIX B: SECTIONAL TOURNAMENT BRACKET .....	PAGE 15
APPENDIX C: SAMPLE BRACKETS.....	PAGE 16
APPENDIX D: BOARD POLICY ON PLAYER LIMITATIONS.....	PAGE 18
APPENDIX E: SITE SELECTION PROCESS .....	PAGE 19
INDEX.....	PAGE 21

**PLEASE NOTE:** New wording has been underlined,  
and areas of emphasis are in **bold** text.

**Release**  
**8-9-10**

VOLLEYBALL ADVISORY COMMITTEE

**SOUTH CENTRAL DISTRICT (2014)**

Jamie Ridenhour  
Bourbon HS  
Phone: (573) 732 -5615

**SOUTHWEST DISTRICT (2011)**

Tammy Miller  
Logan-Rogersville HS  
Phone: (417) 753-2813

**NORTHEAST DISTRICT (2012)**

Stephanie Whitehead  
Fulton HS  
Phone: (573) 642-6806

**CENTRAL DISTRICT (2013)**

John Cruil  
Lincoln HS  
Phone: (660) 547-3514

**EX-OFFICIO MEMBER**

President of MHSVCA  
David Harris  
Helias HS  
Phone: (573) 635-6139

*All terms expire in July of year indicated*

**KANSAS CITY DISTRICT (2014)**

Kathy Grusing  
Blue Springs High School  
Phone: (816) 229-3459

**SOUTHEAST DISTRICT (2011)**

Kris VanDeven  
Dexter High School  
Phone: (573) 614-1031

**NORTHWEST DISTRICT (2012)**

Kayla Schoonover  
Mound City HS  
Phone: (660) 442-5429

**ST. LOUIS DISTRICT (2013)**

Carrie Steele  
Parkway South HS  
Phone: (314) 415-7700

**EX-OFFICIO MEMBER**

State Tournament  
Officials Coord.  
Cathy Viets  
Mora, MO  
Phone: (573) 377-2787

## PURPOSE AND PHILOSOPHY

- A. **PURPOSE OF MANUAL:** This manual has been prepared to provide a better understanding of the administration of MSHSAA sponsored events. It will serve as a guide to the participating schools and will provide for greater commentary on incidental information included in the MSHSAA Journal. The regulations in this manual shall be considered official unless the schools are notified in a Special Bulletin of any changes.
- B. **PHILOSOPHY OF INTERSCHOLASTIC ACTIVITIES:** Interscholastic activities are intended to supplement the secondary curricular program. These activities can provide the student with educational experiences and learning outcomes that contribute toward the development of good citizenship. This can be accomplished only when the emphasis is placed upon teaching "through school activities." Interscholastic activities can be justified only when this is its primary philosophy and purpose.
- C. **PURPOSE OF DISTRICT AND STATE CONTESTS:** There are two primary purposes that justify and cause district and state events to be desirable. Those purposes are to provide opportunities to demonstrate before the public the best knowledge, skills, and emotional patterns taught through a particular sport, and to evaluate and compare the best knowledge, skills and emotional patterns among schools. Unless these purposes are primary, district and state athletic contests cannot be completely justified.

It is the desire of the MSHSAA Board of Directors that these events be both fun and educational. It is extremely important that players, coaches, and the school community make every effort to enhance, and keep in proper perspective, the educational values of these events. Competition merely for "competition's sake" cannot be justified. Only when competition contributes toward worthwhile educational goals can it be considered sufficiently important to be included in the school program.

- D. **SUPERVISION OF COMPETITORS AND FANS:** MSHSAA By-Laws hold a school responsible, both at home and away, for the conduct of its competitors, students, coaches, and fans. Coaches are required to supervise their players. A coach's respect for others and school property is necessary in order to instill this respect in players. Students staying overnight in hotels or motels in conjunction with any interscholastic athletic contest should be well chaperoned. The good conduct of students will leave a good impression of the entire school.

A school also should inform its players, students, coaches and fans of the role contest officials play in education through athletics. When informing these people of this, the difference in the purpose of high school and professional sports should be emphasized. Lack of respect for officials should not be tolerated. Booming of officials leads to booming of coaches and players. This has no place in high school athletics. Athletic administrators are urged to develop a program through any and all communication techniques available to insure that spectators understand that high school athletics are an educational endeavor as opposed to the games being an end in themselves.

## SECTION 1: REGULAR SEASON

- A. **GAME RULES:** The current National Federation Volleyball Rules Book shall govern all competition except where modified by the MSHSAA. MSHSAA By-Law 311 and Board policies regarding all tournaments shall be followed by volleyball tournament managers.
- B. **REGULAR SEASON WARM-UP PROCEDURE:** The Board has approved a statewide regular season warm-up procedure in volleyball which is consistent with the district and state series warm-up procedure of seventeen minutes, in order to insure a more safe and consistent procedure throughout the state. Neither individual schools nor conferences may reduce warm-up time prior to the match; however, the five-minute shared stretching and ball-handling portion of the warm-up may take place in another appropriate area of the facility prior to teams taking the competition court for the remainder of the pre-match warm-up. [Note: The regular season, district and state series warm-up is : 17 minutes, consisting of 5 minutes of shared stretching and ball handling followed immediately by the 12-minute warm-up (6-6: Receiving Team full court, which includes serving. Serving Team full court, which includes serving). The clock and countdown shall not begin until the conclusion of the pre-match conference.

- C. **VOLLEYBALL CLOCK PROTOCOL AND COUNTDOWN:** The following clock protocol for volleyball matches is to be implemented for consistency during warm-ups.

**Time on Scoreboard**

18:00	Start clock at the conclusion of the shard pre-match conference; 5 minutes shared stretching/ball handling Receiving Team and Servicing Team.
13:00	Sound Horn - 6 minutes (full court) Receiving Team
7:00	Sound Horn - 6 minutes (full court) Serving Team
1:00	Sound Horn - clear court, prepare for announcement of team line-up; National Anthem (if performed) etc.

D. **LINE JUDGES:**

1. It is recommended that adults be used as line judges during regular season play, and that this position be considered game personnel, along with the official scorer, libero tracker, scoreboard operator, etc.
2. MSHSAA Registered officials are to be used as line judges at sectionals and the state tournament matches and at other matches when possible.

- E. **JUNIOR HIGH COMPETITION:** All National Federation volleyball game rules shall apply to the **competition**. However, schools with prior mutual agreement, may lower the net to 7 feet to accommodate this age group.

- F. **GOOD SPORTSMANSHIP** is an integral part of school activities. Coaches, players and fans should display only those actions which reflect the highest ideals of sportsmanship in the athletic program at all times. Any type of cheering, yelling, and other similar actions which are done in a fashion to disconcert or be derogatory toward the opposing team or a specific opponent at the point play is occurring is considered inappropriate. Cheering, yelling and other support should be in a positive nature toward the school team and not done to taunt or disconcert opponents.

- G. **UNSPORTSMANLIKE CONDUCT:** The Board of Directors is vested with the power to suspend schools from membership for the unsportsmanlike conduct of teams, coaches, students or fans. Each school is responsible for the conduct of its teams, coaches, students and fans at matches both at home and away.

1. The Board may delegate to the Executive Director power to take immediate action when a situation demands such. The party or parties concerned shall have the privilege of requesting a hearing before the Board of Directors at its next regularly scheduled meeting for a review of the case and the action taken by the MSHSAA Office.
2. The Board of Directors may, at its discretion, substitute a fine not to exceed the sum of \$25.00 for each offense in lieu of suspension from the Association or to take any action that it deems advisable that does not exceed the maximum penalty of 365 days suspension from the Association.

- H. **REMOVAL OF TEAM FROM MATCH:** Any school whose coach removes a team from play in protest may be required to appear before the Board at its next meeting to show reason why the school shall not be suspended.

- I. **SANCTIONING:** Anytime a MSHSAA member school competes in a tournament, by definition, with an out-of-state school(s) or in any event co-sponsored by any party other than a MSHSAA member school (i.e. a university, theme park, shoe company, etc.), a sanction form must be on file in the MSHSAA office at least thirty (30) calendar days prior to the event. It is the event host's responsibility to obtain sanction; however, each participating MSHSAA member school shall take responsibility to verify that the sponsor has sanctioned the event prior to participation. (Also see MSHSAA By-Law 311)

- J. **VOLLEYBALL TOURNAMENTS:** For interscholastic volleyball tournaments which involve pool play, each pool shall be limited to five teams. Abbreviated play may only be utilized pool play. Abbreviated pool play matches do not count towards the tournament match limitations. No team in the tournament shall compete in more than **six** regulation matches in the tournament.

K. **APPROVED FORMATS OF ABBREVIATED POOL PLAY:**

1. 2 sets rally scored (no third set) (choice of points, win by two)
  2. 2 out of 3 sets rally scored (choice points, third set must be abbreviated, win by two)
- NOTE 1: Point caps are allowable under any of the above forms of abbreviated pool play.

- L. **MSHSAA PROTEST PROCEDURE:** The Board of Directors has adopted the following Policy to address protests. The Board acknowledges that mistakes are made by game officials in judgment and even sometimes in misapplication of game rules. However, the decisions rendered by game officials at the game site are to be final and any further process other than the one outlined below would not truly serve a useful purpose in the overall scope of high school athletics.
1. Within the guidelines of each individual sport rule code, the head coach must request a review of an official's application of a rule through appropriate channels.
  2. If after the review is complete and the coach still believes there has been a misapplication of a rule by a contest official(s), he/she shall then file a formal verbal protest with the game officials who will then notify the opposing coach immediately. A coach may not protest a decision of judgment.
  3. After this notification, the head coach will then be allowed approximately ten minutes to use his/her National Federation Rules Book, National Federation Case Book, MSHSAA Rules Meeting Announcement and/or MSHSAA Sport Manual to locate and show the game official(s) the appropriate rule reference and misapplication of the game rule. If the head coach does not have his/her personal copies of the above mentioned materials at the game site or the specific rule reference(s) or case book play(s) cannot be located within the maximum allowable ten minutes, the protest shall automatically be disallowed and the game shall continue from the point of interruption. If a rule reference(s) or case book play(s) is found that indicates a misapplication of a rule has occurred, the official's decision shall be corrected at that time before any further action occurs, and the game shall be resumed from the point of interruption after the correction. When appropriate, the game officials may assist the head coach in locating appropriate rule and case book references.
  4. All protests shall be resolved at the contest site before any further game action occurs.
  5. Protests that are not filed in a timely manner by that sport rule code shall be automatically disallowed.
  6. The MSHSAA Board of Directors and/or Staff shall not review contest protests.

## SECTION 2: CRITERIA FOR POST-SEASON

- A. **MSHSAA BY-LAW PROVISIONS:** In order to enter students in the MSHSAA State Volleyball Championships Series, the following provisions must be met:
1. A school must have employed a volleyball coach and offered instruction in volleyball as provided in MSHSAA By-Law 120.
  2. A school must meet all provisions of MSHSAA By-Law 312 concerning the number of matches which must be scheduled.
  3. In part, By-Law 312 indicates "No individual student shall be entered who has not represented her school in interscholastic competition in that sport during the season." In volleyball, as all sports, if a player is to be entered in the district tournament she shall have played in at least one regular season contest PRIOR to the district tournament.
- B. **CLASSIFICATION:** The district, sectional and state volleyball tournaments will be administered under a two-year (2010-11 and 2011-12) classification. Based upon the total number of schools participating in the sport, schools shall be divided equally into four classes: Class 1, 2, 3 and 4. Lowest enrollment schools shall be Class 1 with the highest enrollment schools being Class 4. (Enrollment is based upon grades 9-12) **NOTE:** Due to the two-year classification assignments, no change in classes shall be made during the middle of the two-year assignments.
- C. **DISTRICT ASSIGNMENTS:** District assignments, listing host sites and local managers will be published on the MSHSAA website early in the season.

- D. **SPORTS REGISTRATION FEE:** Schools which submitted the Tournament Registration Fee for volleyball have been assigned to a District Volleyball Tournament. Athletic By-Laws will be eligible to enter a girls district volleyball tournament.
- E. **SPORTS SEASON:** Only those schools participating in the fall girls volleyball season, as outlined in MSHSAA
- F. **GAME BALL:** The official game ball for districts and the state tournament series for 2010-11, 2011-12 and 2012-13 is the Baden VX5EC Perfection 15-0 in **red/white/blue**. A game ball will be shipped to all sites from the MSHSAA Office.
- G. **DISTRICT TOURNAMENT:** The tournament series consists of sixteen district tournaments in each class scheduled to be played during the week of October 25-28. All District tournaments will end Thursday, October 28, 2010.

### SECTION 3: DISTRICT ENTRY PROCEDURES

- A. **PARTICIPATION IN DISTRICT TOURNAMENT:** Any team scheduled to play in the district tournament that does not appear as scheduled is subject to a forfeit and shall be responsible for paying the scheduled officials' fees.

- B. **ENTRY PROCEDURES:**

1. All school/team district entries shall be submitted on-line for the MSHSAA District and State Tournament Series. District entry forms will no longer be accepted via fax or e-mail. The online guide for accomplishing this entry procedure can be found on the MSHSAA website by following these steps:
  - a. Log on to your school page as the Athletic Director/Coach
  - b. Under "Sports and Activities" select the link "District Entries"
  - c. Click on "Girls—Volleyball"
  - d. Complete the screens as listed.

Be sure to complete your Official Recommendations, District Eligibility Roster, Season Record and Pass Lists by the indicated individual deadlines listed on the MSHSAA website..

All eligible players shall be listed on the roster at the time of the beginning of each tournament (the District Tournament is one tournament and the Sectional/State combination is a second single tournament). No new players may be added to the roster once the team has participated in the respective tournament.

Example: A coach may add a player to the roster at the completion of the District tournament prior to participating in the Sectional match. Once sectional match begins no further additions would be allowed.

2. **TOURNAMENT ROSTER:** Maximum number of players appearing on the team roster is 14.
3. **OFFICIALS RECOMMENDATIONS:** All coaches are to complete the District Volleyball Officials Recommendation Form, available on the MSHSAA website under the "District Entries" link. The form must be submitted online no later than 4:00 p.m. on Monday of Week number 13 (Sept. 27, 2010).
4. **DISTRICT ELIGIBILITY ROSTER AND SEASON RECORD:** This information shall be submitted online by 4:00 p.m. on Monday, October 11 or five calendar days prior to the district seed meeting date to draw the district tournament bracket. Failure on the part of the school and/or head coach to complete this process could result in the elimination of the school from the MSHSAA district and/or state championship series.
5. **PASS LIST:** The District pass list shall be completed online by 4:00 p.m. on Monday, October 18th.
6. **SIDELINE CHEERLEADERS:** Varsity sideline cheerleaders in uniform from each school that have been listed on the pass list shall be admitted free at each session in which their team participates. All cheerleaders must arrive as a group with their coach for admittance; coach's name must be listed on the pass list.
7. **LATE ENTRIES:** Managers are allowed to accept late entries until the time of the meeting to draw the district tournament bracket commences. A late entry penalty fee of \$50 shall be assessed for late entries. No entries will be accepted after the meeting to draw the District tournament bracket begins. The district manager shall notify the MSHSAA regarding any late entries for the tournament.

8. **ADDITIONS/SUBSTITUTIONS:**

- a. Prior to Districts: The school may substitute, prior to their first match in districts, any athlete from its eligibility list to replace one listed on the roster section of the **District Volleyball Entry and Information Form**. Substitutions after their first set begins may be made only in case of illness verified by a physician. Any player who is thus replaced may not return to competition in the district tournament, but may return to competition during the sectional and/or state tournament provided her name has been added to the team roster prior to the first set of the state series tournament (see below). No additions may be made to the team roster after it is submitted for the district tournament, even if the number of names listed is less than the maximum of 14.
- b. After Districts but Prior to Sectionals: A school may substitute or add to the team roster which was submitted for district play, prior to the start of the first match of the state tournament (sectional semi-finals). **Any additions or substitutions shall be made in writing to the MSHSAA office and the sectional manager**. No additions or substitutions can be made after the first match of the state tournament. Additions may only be made until the maximum roster limit of 14 is reached.

9. **ACCURACY:** The Missouri State High School Activities Association strives to publish errorless Championship programs for all of its events. Since a majority of the information contained in the Championship programs is submitted by coaches of qualifying schools, it is imperative that the MSHSAA office receive correctly-spelled names, accurate classifications and complete records, results and statistics of participants and teams from the coaches. The MSHSAA Board of Directors has approved a fine process for all incomplete or illegible submissions for MSHSAA Championship programs. Schools that do not submit their program information forms to the MSHSAA in a timely, legible, complete and accurate manner will be fined \$25 per offense. In activities that require the electronic submission of program information faxed or mailed copies of this information will not be accepted. Electronic reports must be submitted by the appropriate due date in the format and style included with the report instructions. It is the responsibility of the school to verify that the MSHSAA has received its program information, team photo and any other required information by the appropriate deadline.

- C. **ROSTER AND BENCH PERSONNEL:** During the district and state series, only 14 players may be listed on the roster. These 14 players, team coaches and two managers shall be permitted to sit on the team bench.

#### SECTION 4: CHAMPIONSHIP SERIES

A. **DISTRICT TOURNAMENT FORMAT:**

1. **SCORING FORMAT:** The scoring format to be used for 2010-11 district and state series competition will be: two out of three sets rally scored to 25 points, with no point caps.
2. **SINGLE ELIMINATION:** Tournaments will be conducted as single elimination. There will be no third place matches at districts.
3. **BEST TWO-OUT-OF-THREE:** Tournament play shall consist of a best two-out-of-three regulation – set match and a match shall end when one team has won two sets.
4. **WARM-UP:** For district tournaments, the time between matches shall be a maximum of 17 minutes, consisting of 5 minutes shared stretching and ball handling followed immediately by the 12-minute warm-up (6-6: Receiving team, Serving team, serving time has been included in the six minute warm-up). The clock and countdown shall not begin until the conclusion of the pre-match conference. The District Tournament Committee may lengthen this time allowance only if conditions warrant.
  - a. The 5-minute stretching and ball-handling period should start as soon as the court is available.
  - b. Each team is entitled to one half of the court for the 5 minute stretching and ball-handling period.
  - c. Each team will get the full court for six minutes to warm-up.
  - d. The team that will receive first will warm-up (full-court) first.
  - e. The serving team will warm-up (full-court) during the second six minutes.
  - f. The six minute warm-up for each team includes serving.
  - g. Back-to-back matches: See number 7 below.
  - h. If space permits, teams shall be allowed to warm-up during the match prior in a designated area of the

host school's facility.

5. WARM-UP BALLS: Unless notified otherwise by the district and sectional managers, individual schools shall be responsible for providing their own volleyballs for warm-ups.
6. HOME TEAM: The top team on the bracket shall be the home team. The bottom team on the bracket shall be the visiting team and shall call the toss for serve.
7. MATCHES IN A DAY: Unless some unusual scheduling problems arise, a team shall not be required to play more than two matches in one day.
8. BREAK BEFORE FINALS: When district semifinal and final matches are being played on the same date the two teams from the top half of the bracket shall play the first match, the two teams from the bottom half of the bracket shall play the second semi-final match. Following the second semi-final match, both coaches shall meet with host administration to determine the length of the intermission period. There shall be an intermission of thirty minutes between the second and third matches in addition to the 6-6 warm-up, unless participating coaches mutually agree to a lesser time. Host administration may need a period of time (to be included within the thirty minute intermission) for court cleaning, etc.; however, following this maintenance period (if necessary) each team may use only their half of the court for stretching and ball-handling. The full court may not be used by either team until the pre-match warm-up period begins.
9. MAXIMUM PARTICIPANTS: A maximum of 14 players may be on the roster and in uniform for tournament matches. Boys shall not play in the district, sectional, or state matches of the girls volleyball series.
10. PRACTICE: Visiting schools participating in the district or sectional rounds will not be allowed to practice at the tournament site prior to the start of the tournament.
11. MUSIC: Prerecorded music at the district and state series tournaments shall not be played by the individual schools in the playing/practice areas, but the host school may provide music for all schools if approved by the tournament committee.
12. DISTRICT WINNERS: Each team that qualifies for sectional play will be provided a packet of instructions by the district tournament manager. Please note the sectional hosting format has changed this year. Refer to Section 4-C for additional wording and information. The sectional tournament manager may have additional instructions to give competing schools upon arrival. If there is a change in the team roster, the change shall be updated on the MSHSAA web site and provided to the tournament manager in advance of the tournament. (Changes must adhere to the substitution policy.)
13. AWARDS: Plaques will be awarded to the first and second place teams in each district tournament. Trophies will be presented to the first, second, third and fourth place teams in the state tournament along with individual medals for 14 players, the head coach, and the assistant coach.
14. SPECTATOR RESTRICTIONS: It is recommended that these guidelines be enforced during the regular season also.
  - a. Drums, musical instruments, and mechanical noisemakers are prohibited at all MSHSAA district, sectional and state volleyball tournaments.
  - b. Megaphones may be used by sideline cheerleaders only to direct instructions to their pep squad and/or fans, not as noisemakers. School bands may be approved by the committee if play is for the mutual entertainment of fans and does not favor any participating team.
  - c. Because of problems resulting from the school display of banners and posters, all such banners and posters are prohibited at all MSHSAA volleyball tournaments with the exception of the school's official banner. The practice of tearing paper for use as confetti, the tearing down of an opposing school's banner, balloons, etc., shall be prevented by the school administrators or their representatives in charge of students from the school.
  - d. Participating schools are responsible for eliminating pranks and/or any activity involving destruction such as stomping bleachers, removing signs, etc. and/or theft of game equipment and materials. Any such acts shall be considered gross acts of unsportsmanlike conduct and fall under By-Law 810.
  - e. Administrators of participating schools shall aid in the supervision of students attending district tournament matches. Faculty supervisors shall be responsible for actively supervising the conduct of

their students and shall work closely with the tournament manager. Administrators should be asked to wear identifying badges so the tournament manager will be able to communicate with them.

- f. Spectators, players, coaches, etc. are not permitted to play music during the tournaments on site. Any music being played shall be provided by the host school and should be agreed upon by the tournament committee.

15. CONTINUOUS STANDING: The district tournament committee shall establish specific guidelines regarding student cheer and spirit groups. The committee shall create these guidelines with a primary focus on sportsmanship and respect for other schools and spectators. The guidelines shall also consider the seating needs of the host facility. If the establishment of designated student seating sections is recommended by the tournament committee, the following criteria shall be enforced:

- a. At least one empty row must serve as a buffer between the floor and the student sections.
- b. The student sections shall be specifically marked and separated (such as by rope, pennants or other barrier) from the general spectator seating areas.
- c. The student sections shall be cleared out at the conclusion of each game for use by the schools playing the next contest. If a school is playing back-to-back games with its boys and girls teams, that school may remain in its section for both contests, as long as remaining in that section does not conflict with criteria 4 below.
- d. In the interest of sportsmanship and positive behavior, the student sections for competing teams shall not be adjacent to each other, directly behind either goal or directly behind the bench of the opposing team.
- e. The student sections shall be placed in locations that minimize the obstruction of other patrons when the students stand in unison.
- f. Sportsmanlike behavior is expected at all times from the student section.
- g. An administrator with the responsibility of supervising students should be present at all contests involving that particular school and be present throughout the contest in the vicinity of the student section or in an area designated by the host site administrator.
- h. An administrator from each participating school, the host site administrator and a representative of the game officials shall meet prior to game time to reiterate the site's guidelines for student cheer and spirit groups, discuss the sportsmanship goals of the contest, and confirm the physical location of the school administrators during the contest.

B. **SECTIONAL TOURNAMENT FORMAT:** Matches will be held at **four** sites in each class on Saturday, October 30, 2010 (See bracket in Appendix B). **Time Schedule and Pairings and host sites for Sectional Tournaments are provided below. Teams that finish first in their district will advance to the sectional tournament.**

**ATTENTION—HOST SITES:** Beginning this year the sectional tournament will be hosted by one of the 4 district winners assigned to that sectional.

<u>Site</u>	<u>Match-Up</u>	<u>Time</u>	<u>Host site</u>
Sectional #1	District 1 vs. 4	3:00 p.m.	<b><u>Winner of District 1</u></b>
	District 2 vs. 3	4:30 p.m.	
Sectional #2	District 5 vs. 8	3:00 p.m.	<b><u>Winner of District 5</u></b>
	District 6 vs. 7	4:30 p.m.	
Sectional #3	District 9 vs. 12	3:00 p.m.	<b><u>Winner of District 9</u></b>
	District 10 vs. 11	4:30 p.m.	
Sectional #4	District 13 vs. 16	3:00 p.m.	<b><u>Winner of District 13</u></b>
	District 14 vs. 15	4:30 p.m.	

BREAK BEFORE FINAL: Following the second semi-final match, both coaches shall meet with host administration to determine the length of the intermission period. There shall be an intermission of thirty minutes between the second and third matches in addition to the 6-6 warm-up, **unless** participating coaches mutually agree to a lesser time. Host administration may need a period of time (to be included **within** the thirty minute intermission) for court cleaning, etc.; however, following this maintenance period (if necessary) each team may use only their half of the court for stretching and ball-handling. The full court may not be used by either team until the pre-match warm-up period begins.

C. **STATE TOURNAMENT:** Four teams from each class will advance to the state tournament to be held at the Municipal Auditorium in Kansas City and will take place on Friday and Saturday, November 5-6, 2010.

1. **STATE TOURNAMENT TIME SCHEDULE AND PAIRINGS:** Please note that matches may start later than the time listed below depending on play.

**Friday, November 5, 2010**

<u>Time</u>	<u>Class</u>	<u>Court 1</u>	<u>Court 2</u>
8:57 a.m.	National Anthem		
9:00 a.m.	Class 1	2 vs. 3	1 vs. 4
10:00 a.m.	Class 2	2 vs. 3	1 vs. 4
11:00 a.m.	Class 1	1 vs. 3	4 vs. 2
2:00 noon	Class 2	1 vs. 3	4 vs. 2
1:00 p.m.	Class 1	3 vs. 4	1 vs. 2
2:00 p.m.	Class 2	3 vs. 4	1 vs. 2
3:57 p.m.	National Anthem		
4:00 p.m.	Class 3	2 vs. 3	1 vs. 4
5:00 p.m.	Class 4	2 vs. 3	1 vs. 4
6:00 p.m.	Class 3	1 vs. 3	4 vs. 2
7:00 p.m.	Class 4	1 vs. 3	4 vs. 2
8:00 p.m.	Class 3	3 vs. 4	1 vs. 2
9:00 p.m.	Class 4	3 vs. 4	1 vs. 2

**Saturday, November 6, 2010**

<u>Time</u>	<u>Class</u>	<u>Location</u>	<u>Match</u>
8:57 a.m.	National Anthem		
9:00 a.m.	Class 1	Court 1	Third Place
10:30 a.m.	Class 2	Court 1	Third Place
12:00 noon	Class 1	Court 1	Championship
1:30 p.m.	Class 2	Court 1	Championship
3:57 p.m.	National Anthem		
4:00 p.m.	Class 3	Court 1	Championship
5:30 p.m.	Class 4	Court 1	Championship
7:00 p.m.	Class 3	Court 1	Third Place
8:30 p.m.	Class 4	Court 1	Third Place

2. **ROUND ROBIN SEMIFINAL ROUNDS (FRIDAY):** The semifinal round of the state tournament will consist of three rounds of two-set matches to determine the teams that qualify to play in the championship match. Each of the four sectional winners will play 6 sets (two vs. each team) in the semifinal round. Placement into the final bracket will be determined by the won/loss records.
3. **ROUND ROBIN SEMIFINAL TIE-BREAKING PROCEDURES:** In the event that a tie should occur the appropriate procedure (1, 2 or 3) listed below shall be followed to resolve the tie.
- a. Breaking a win/loss record tie within the final match(es) (i.e. tie between seeds 1 and 2 OR tie between seeds 3 and 4) Use procedures 1a-1d in order; stop after the step that breaks the tie:
    - i. Head to head competition
    - ii. Point differential for sets between those two teams only
    - iii. Total point differential for those two teams
    - iv. Random draw or coin toss
  - b. Breaking a three-way win/loss record tie (i.e. tie between seed 1, 2, and 3 OR tie between 2, 3, and 4): Total point differential is used to determine seed #1 in the first example or seed #4 in the second example if possible; that team is then moved onto the final bracket (as seed 1 or seed 4, respectively). If two tied teams remain (seeds 2 and 3), move to procedure 3 to break this tie. If there is a three-way tie in total point differential or if there is a two-way tie in total point differential for seeds 1 and 2 or 3 and 4, three 25-point sets will be played to break the tie, after which the win/loss records (out of 2) will be considered first. If a tie still remains, then step 2 will be started again.
  - c. Breaking a win/loss record tie to determine the second team to play in a final match (Championship or

Third Place) (i.e. tie between seeds 2 and 3 only) Use procedures 3a-3b in order; stop after the step that breaks the tie:

- i. Head to head competition
- ii. If the two teams split during pool play, then a tie still remains and one 25-point set will be played. Neither point differential between the two teams nor total point differential will be considered.

EXAMPLE:            Round I            Round II            Round III  
 (2-Set Match)        A vs B            A vs C            A vs D  
                               D vs C            B vs D            C vs B

Team	Team A	Team B	Team C	Team D	w	L	Total Point Differential	Place
Team A	X	25-23 25-17 +10	25-19 25-20 +11	15-25 28-30 -12	4	2	+9	2 (step 3a)
Team B	23-25 17-25 -10	X	21-25 21-25 -8	12-25 18-25 -20	0	6	-38	4
Team C	19-25 20-25 -11	25-21 25-21 +8	X	26-24 26-24 +4	4	2	+1	3 (step 3a)
Team D	25-15 20-28 +12	25-12 25-18 +20	24-26 24-26 -4	X	4	2	+28	1 (step 2)

4. **COACHES MEETING:** Head coaches of qualifying schools are **required** to attend the state coaches meeting on Thursday, November 4, 2010 in the Municipal Auditorium. See the sectional winners packet for more information.
5. **FINALS MATCHES (SATURDAY):** Regulation final matches (2 out of 3) will be played for third place matches and championship matches on Saturday.
6. **ONE-DAY FORMAT IF NEEDED:** In case of an emergency which prevents a two-day state volleyball tournament, the pool-play standings of a one-day format will be used to determine the top four places.

APPENDIX A:  
CONCUSSION EDUCATION AND MANAGEMENT PROTOCOL

**Education**

Concussions are common in sports. The Missouri State High School Activities Association (MSHSAA) believes that education of coaches, officials, athletes, and their parents or guardians are key to safely returning a student athlete to play. Appropriate immediate care after a suspected concussion, and follow up incorporating a multi-disciplinary team that includes the coach, parent or guardian, athlete's physician, team physician and athletic trainer (if available), and school representatives, also are important for the proper management of a sport-related concussion.

Each school district will receive educational materials for coaches, athletes, parents, and school officials, required forms for student athlete participation and parent/guardian consent, and recommended medical clearance forms for return to play

Annually, MSHSAA member school districts will ensure that every coach, student athlete, and parents or guardians of a student athlete completes a concussion and head injury information sheet and returns it to the school district prior to the student athlete's participation in practice or competition. Officials will receive training from their parent organization. Each official's organization will require annual concussion training and maintain a signed head

injury information sheet for each official.

**Recognition and evaluation of the athlete with a concussion**

1. Recognition of the signs and symptoms of a concussion is important. Every member of the team-athlete, teammates, coaches, parents or guardians, officials, athletic trainers, and team physicians have a duty to report a suspected concussion. Not all school districts have medical personnel available to cover every practice and competition; therefore, the coach is the person in the best position to protect the player and must be aware that not all student athletes will be forthcoming about their injury.
2. An official shall not be responsible for making the diagnosis of a concussion. The official can assist coaches and medical staff by recognizing signs and symptoms of a concussion and informing the coach and medical staff of their concerns.
3. **The coach, (Certified Athletic Trainer) ATC, or physician on site should evaluate the athlete in a systemic fashion :**
  - a. Assess for airway, breathing, and circulation (basic CPR assessment)
  - b. Assess for concussion
    - i. Any unconscious athlete should be assumed to have a severe head and/or neck injury and should have their cervical spine immobilized until a determination can be made that the cervical spine has not been injured. If no medical professional can make the assessment, the athlete should be transported to an appropriate emergency care facility.
    - ii. A conscious athlete with no neck pain can be further evaluated on the sideline.
4. An athlete experiencing ANY of the signs/symptoms of a concussion should be immediately removed from play. Signs/Symptoms of a concussion include :

<b>PHYSICAL</b>	<b>COGNITIVE</b>	<b>EMOTIONAL</b>
Headache	Feeling mentally "foggy"	Irritability
Nausea/Vomiting	Feeling slowed down	Sadness
Dazed/Stunned	Difficulty concentrating	More emotional
Balance problems	Difficulty remembering	Nervousness
Visual problems	Forgetful of recent information	
Fatigue	Confused about recent events	
Sensitivity to light	Answers questions slowly	
Sensitivity to noise	Repeats questions	

5. Evaluation
  - a. Following any first aid management, the medical team, or coach in the absence of medical personnel, should assess the athlete to determine the presence or absence of a concussion. The SCAT (Sideline Concussion Assessment Tool) and SCAT2 are effective assessment tools that are readily available and can assist with the assessment.
  - b. The athlete should be monitored for worsening or change in signs and symptoms over the next 24 hours. Instructions should be given to the parent or guardian as to signs and symptoms that may require further or more emergent evaluation.
6. Management of a concussion and return to play
  - a. An athlete determined to have a concussion or have concussion-like symptoms will be removed from practice or competition and is not allowed to return to practice or competition that same day.
  - b. If an athlete displays concussion-like signs or symptoms, the athlete should be assumed to have a concussion until further medical evaluation can occur. "WHEN IN DOUBT, SIT THEM OUT!"
  - c. Written clearance from a physician (MD or DO), Advanced Nurse Practitioner in written collaborative practice with a physician, Certified Physician Assistant in written collaborative practice with a physician, or Certified Athletic Trainer in written supervision of a physician, must be provided prior to return to play.

- d. Following a concussion, the athlete should have both physical and cognitive rest until symptoms have resolved.
- e. An athlete must be asymptomatic at rest and with exertion prior to return to play
- f. A graduated return to play protocol has been outlined by the Third International Concussion in Sport Group Statement (2008, Zurich), is recommended by the NFHS ([nfhs.org](http://nfhs.org)), and may be used to guide return to play following medical clearance.

## APPENDIX B: SECTIONAL TOURNAMENT BRACKET

Sectional Semi's      Sectional Finals      State Qualifiers

### District #1 Winner



See Section 4 for the sectional and State Championship schedule.

The State Tournament will be held at the Municipal Auditorium in Kansas City.

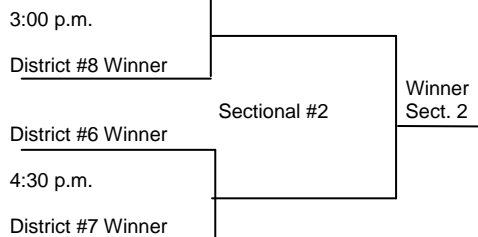
See Section 4 for information concerning the round-robin format of the State Tournament Semi-final round.

### District #13 Winner



Sectional Hosts and Sites:  
Winners of Districts 1, 5, 9 and 13 will be the site and host of the sectional tournament.

### District #5 Winner

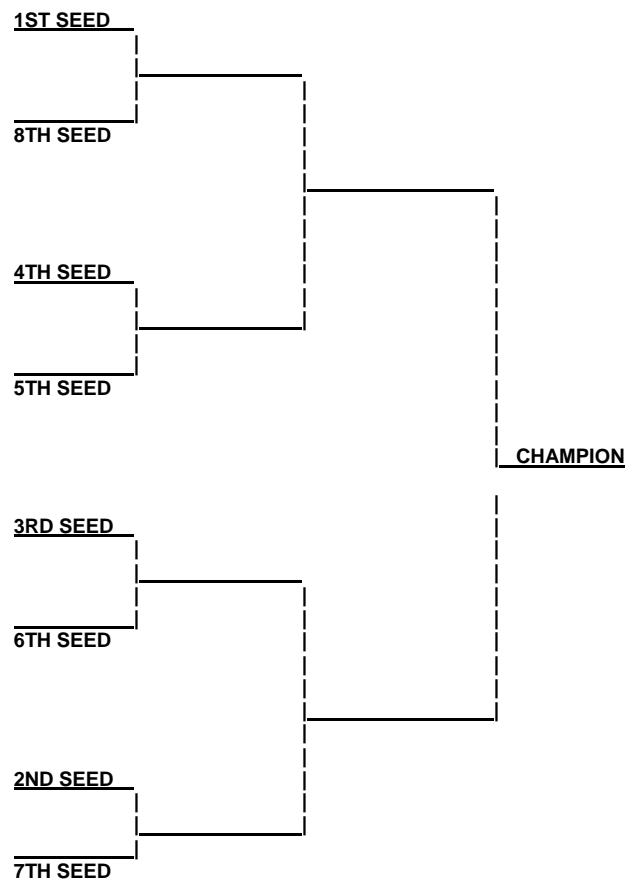


### District #9 Winner



## APPENDIX C: SAMPLE BRACKETS

**SAMPLE 8-TEAM BRACKET**  
(To be used in districts of 8 or less teams)



**APPENDIX C: SAMPLE 16-TEAM BRACKET**  
 (To be used in districts of 9 or more teams)



**APPENDIX D: BOARD POLICY ON PLAYER LIMITATIONS**  
 (TO VIEW THE ENTIRE DOCUMENT REFER TO THE VOLLEYBALL LINK ON THE MSHSAA WEB SITE.)

Example Grid: For dual competition on one calendar date against the same school during regular season.

**LEGAL COMBINATIONS** for matches and nights that ALL levels are playing **2-out-of-3**:

# of JV sets played	# of Varsity sets played	Legal?
2	0	Yes
0	2	Yes
3	0	Yes
0	3	Yes
2	1	Yes
1	2	Yes
1 FR and 1 JV	1	Yes
3	1	Yes

**ILLEGAL / NOT ALLOWABLE** for matches and nights that ALL levels are playing **2-out-of-3**:

# of JV sets played	# of Varsity sets played	Legal?
1	3	<b>NO</b>
2	2	<b>NO</b>

**LEGAL COMBINATIONS** for matches and nights when the VARSITY LEVEL ONLY is playing **3-out-of-5**:

# of JV sets played 2 of 3 format	# of Varsity sets played 3 of 5 format	Legal?
Any 2 of 3 legal combination is still legal for 3 of 5.		Yes
2 (full match)	2 (partial match)	Yes
3 (full match)	2 (partial match)	Yes
1 (partial match)	3 (full match)	Yes
1 (partial match)	4 (full match)	Yes
0	4 (full match)	Yes
0	5 (full match)	Yes

**ILLEGAL / NOT ALLOWABLE** for matches and nights when the VARSITY LEVEL ONLY is playing **3-out-of-5**:

# of JV sets played 2 of 3 format	# of Varsity sets played 3 of 5 format	Legal?
1 FR and 1 JV	3 (too many levels)	NO
1 FR and 1 JV	2 (too many levels)	NO
2 (full match)	3 (full match)	NO

## APPENDIX E: SITE SELECTION PROCESS

DISTRICT HOST SELECTION PROCESS: The following procedure was developed in response to a 1996 MSHSAA Questionnaire item to which schools responded that they strongly favored selecting their district host sites (specific deadline dates will be released by season in other MSHSAA publications and announcements):

### A. GENERAL CRITERIA

1. Assignments of schools to specific districts shall be established by MSHSAA staff at the beginning of each two-year classification period. These assignments will remain constant unless it becomes necessary to modify assignments as determined by the MSHSAA staff.
2. The MSHSAA staff shall select one Athletic Administrator or Principal per district to serve as the chairperson who shall coordinate the site selection process for each activity.
3. The chairpersons will be contacted and confirmed via fax by the MSHSAA staff.
4. Each chairperson will receive by fax the list of schools assigned to his/her specific district.
5. Each chairperson will contact all athletic directors of schools assigned to the specific district and arrange for a meeting (telephone conference call, fax ballot, etc.) to select the host site(s). The MSHSAA shall incur no expense in conjunction with this meeting.
6. The request shall be to select the host site(s) for both years of the two-year classification cycle in most sports. The host site may be the same school for both years or a different school each year. Some activities have school participation levels that fluctuate too much to have the host site assignment made for two years. Those activities will be indicated in the sports specific information provided by the MSHSAA staff.
7. Specific criteria shall be established and published in each MSHSAA activity manual. The chairperson and school representatives shall follow this specific criteria to determine a specific course of action to be followed to select the district host site(s).
8. The district chairperson shall contact the MSHSAA office, via fax, by the established deadline and indicate the selected host site(s) and manager's information for the two-year classification period (unless otherwise indicated in the specific activity criteria).
9. The MSHSAA Board of Directors shall review the submitted host sites for any necessary adjustments and final approval. The Board and MSHSAA staff shall select the host site when a district committee is unable to reach agreement or the Board determines a suggested site is unacceptable due to site restraints. A neutral site may only be used, provided there is prior approval from the MSHSAA, due to confirmation of inadequate facilities at the assigned district schools or unusual circumstances. The neutral site shall be at no additional expense to the MSHSAA.
10. Following final Board of Directors' approval, district assignments shall be printed indicating host sites and further advancement procedures including regional, sectional, quarterfinal, and/or final sites selected by the MSHSAA staff and Board of Directors.
11. All assignments and host sites (including advancement procedures) shall be distributed to all participating schools and the media. All assignments shall be released to the schools at the same time.
12. The District managers' packets shall then be forwarded to each district manager in the appropriate time frame to properly administer the event.

B. MSHSAA Specific Criteria for Volleyball Districts:

1. Facility/Sight must be located within the boundaries of the State of Missouri, as per Board policy.
2. Seating capacity shall be adequate to accommodate anticipated attendance.
3. The site facility(s) must be in compliance with Title III of the Americans with Disabilities Act as a place of public accommodation.
4. Adequate off-street parking available for the seating capacity of the facility - required.
5. Adequate concessions available for spectators - required.
6. Adequate team locker rooms and private dressing facilities for match officials are preferred.

## INDEX

- A** Abbreviated pool play, p. 4  
Advisory committee, p. 2  
Awards (district), p. 8
- B** Balls, p. 5, 6  
Board Policy on Player Limitations, p. 18  
By-Law provisions, p. 8  
Brackets, p. 15, 16, 17
- C** Championship schedule, p. 10  
Championship schedule (one-day format), p. 12  
Cheerleader admittance, p. 7  
Classification, p. 5  
Clock protocol & countdown, p. 4  
Coaches meeting, p. 12  
Concussion education and management, p. 13
- D** District assignments, p. 10  
District tournaments, p. 10
- E** Eligibility roster, p. 9  
Entries, p. 8  
Entries (late), p. 9
- F** Final matches, p. 12
- G** Game rules, p. 3
- H** Home team, p. 6
- J** Junior high competition, p. 4, 5
- L** Line judges, p. 4, 5
- M** Match procedure, p. 4  
Matches in a day, p. 6  
Music, p. 6
- O** Officials recommendations, p. 9
- P** Pairings (state), p. 10  
Participation in district, p. 5  
Participation criteria (post season), 5  
Passes, p. 7  
Pass list, p. 9  
Player limitations (Board policy), p. 18  
Practice, p. 6  
Protest procedure, p. 5
- R** Restrictions, p. 7  
Removal of team from match, p. 4  
Roster & bench personnel, p. 8  
Roster (tournament roster), p. 9  
Round robin semifinal rounds, p. 11
- S** Sanctioning, p. 4  
Scoring format, p. 10  
Season, p. 5  
Season record, p. 9  
Sectional tournaments (see Section 4-D), p. 10  
Site selection process, p. 19  
Sports registration fee, p. 8  
Sportsmanship, p. 4  
Standing, p. 7  
State tournament, p. 10  
State tournament schedule (see Section 4-f), p. 10  
Student sections (see Section 3-H), p. 7-8  
Substitutions (see Section 3-6), p. 9  
Supervision of fans, p. 3
- T** Tie-breaking procedures (see Section 4-H), p. 11  
Tournament format, p. 6  
Tournament roster, p. 9
- W** Warm-up procedures (regular season), p. 3  
Warm-up procedures (district), p. 6  
Winners (district), p. 8