

2025 WIAA VOLLEYBALL TOURNAMENT PROCEDURES

OFFICIALS

A. Contracted WIAA Officials

1. Officials have been informed of the dates they will be contracted and who their officiating partner will be. Once the tournament brackets are completed after the Seeding Meetings, officials will be assigned to a site by the WIAA.
2. Official assignments can be found at www.wiaawi.org > located under Sports, Girls or Boys Volleyball, Tournament, and Officials Assignments. Officials will be listed using their Officials Number. Please use "Officials Quick Lookup" to obtain their phone numbers, etc.
3. It is the responsibility of each tournament manager to call and send contracts to their assigned officials IMMEDIATELY. The WIAA will not send contracts to officials.
4. If an official informs you that he/she cannot work your match(s), notify Melissa Gehring <mgehring@wiaawi.org> at the WIAA immediately. The WIAA will find a replacement official(s) who is not working that date(s) from the same geographical area. The WIAA will then contact the other official and you as tournament manager with the name of the replacement.

B. Fees and Expenses: Officials

1. WIAA will be paying officials this year - please report on the financial form (WIAA official's number & exact mileage that should be paid to each official).
2. Officials are to be paid per match (Regional)/\$90 per match (Sectional)/\$100.
3. Officials are to be paid 55¢ per mile (round trip) for travel.

4. If possible officials shall travel together with mileage paid to one official. If officials choose to travel separately, the mileage for the longest trip may be split between the officials.

C. Miscellaneous

1. Family members or other individuals accompanying officials to a tournament must pay the full admission price.
2. Please have a designated individual ready to escort the officials to their dressing area and attend to any of their other needs.

TOURNAMENT ADMINISTRATION

A. Format

1. Regionals
 - a. Girls – Schools are assigned to:
 - 1). Division 1 – Schools will be assigned to one of eight groups with regional competition on Thursday and Saturday, October 23 and 25.
 - 2). Divisions 2, 3, 4 and 5 – Schools will be assigned to one of 16 groups with regional competition on Tuesday, Thursday, and Saturday, October 21, 23, and 25.
 - b. Boys – Schools are assigned to one of eight groups with regional competition on Friday, October 24.
2. Each grouping will be seeded by the coaches in that group.
 - a. Girls – Sectional half-brackets are assigned and posted on the WIAA website for all divisions. (Schools in Divisions 2, 3, 4 and 5 vote on the format of their tournament bracket (sectional half-bracket or regional grouping).

- b. Girls – In Divisions 2, 3, 4 and 5 the highest seeded teams will host through sectional semifinals unless their venue does not have appropriate facilities or seating. Note: In sectionals which voted to break into smaller regional groupings, the WIAA will assign predetermined sites for sectional semifinals.
- c. Boys – The higher seeded team will host all rounds of the tournament that do not have a predetermined site unless their venue does not have appropriate facilities or seating.
- d. The final decision for hosting all tournament matches rests with the WIAA. If a host school does not have an appropriate facility to accommodate a tournament match or seat the anticipated crowd, the WIAA will move the match to a site they deem appropriate.

3. Sectionals

- a. Girls – Winners of regionals will participate in one of eight Division 1 or one of four each in Divisions 2, 3, 4 and 5 sectionals on Thursday and Saturday, October 30 and November 1.

Sectional championship matches for girls will be held at predetermined sites. In Division 1, sectional semifinal sites are also pre-determined.

- b. Boys – Winners of regionals will participate in one of eight sectionals on Tuesday, October 28 and Thursday, October 30. Sectional championship matches for boys will be held at predetermined sites.

- 4. All tournament matches must be played on the date indicated in the evening at 7 p.m., unless special permission is granted by the WIAA.
- 5. All sectionals (semifinals - Divisions 2, 3, 4, 5 and championships - all) must be played in the evening at 7 p.m. Division 1 semifinal matches must be played at 5 p.m. and 7 p.m. This means matches may be played as double headers. The 5 p.m. match will feature the top half of the bracket and the 7 p.m. match will be the lower half of the bracket.

Note 1: For Division 1, Sectional 1 only, if all four schools are in agreement, the sectional semifinals may be played at two different sites. The WIAA will select both sites.

Note 2: When possible, the WIAA will schedule sectional final double headers with the boys final match at 4:30 p.m. and the girls final match at 7 p.m.

6. Competition will consist of one match per evening.
7. The format will be straight elimination consisting of one three-out-of-five set rally scored match. The fourth and/or fifth sets of a match are not played, unless necessary to determine the match winner.
8. Teams will not be allowed to use an intermission between sets 2 and 3.

B. Personnel

Please secure competent adult personnel to serve as line judges, scorers, timers, etc.

1. Line Judges
 - a. The host school must provide two adult line judges. Exception: A WIAA licensed student official would be allowed to line judge."
 - b. The use of WIAA licensed officials as line judges is highly recommended.
 - c. The line judges must be dressed in either black and white striped shirts or white, blue, or dark gray polo shirts, plus black shorts or slacks. Both line judges must wear the same color of shirt.
 - d. Line judges are to be paid \$50 per match.
 - e. Line judges shall use flags.
2. Scorer
 - a. The host school must provide an adult official scorer.
 - b. Each competing school must be allowed one scorer to be seated at the official scoring table.
3. Timer/Scoreboard Operator
 - a. The host school must provide an adult timer/scoreboard operator.

4. Libero Tracker

- a. The host school must provide an adult libero tracker.
- b. Libero tracker must be seated at the scorer's table.
- c. It is acceptable for the timer/scoreboard operator to also be the libero tracker.

C. Warm-ups

1. Pre-match warm-ups shall consist of 20 minutes.
2. Schools should not be on the floor for ball handling prior to the designated 20-minute warm-up period.
3. The clock must be stopped and the horn sounded after each of the below defined segments.
 - a. 6 minutes - both teams on the court doing ball drills, but no net play.
 - b. 7 minutes - home team on court alone.
 - c. 7 minutes - visiting team on court alone.
 - d. National Anthem - teams lined up on the sideline in front of their bench.
 - e. 1 minute - team huddle in bench area.
 - f. Teams report to baseline.
 - g. Introduction of starters from the baseline.
 - h. Teams will then follow the defined National Federation prematch protocol.
4. Recorded and/or live music during warm-ups is permissible.

D. Forfeit

1. If a team has not arrived at the tournament site ready to play at the announced time, it will forfeit its initial set in that tournament.
2. The team will be allowed 20 minutes before it must play or forfeit the second set, and then an additional 20 minutes before it must play or forfeit the third set of the match.

3. Special arrangements should be made for any team which encounters problems en route, provided they notify the tournament manager.

E. Class Interrupted/Terminated

1. If due to infectious/communicable diseases, refer to WIAA Bylaws, Article II, Section 6-A of WIAA Senior High Handbook.

F. Medical Coverage

1. It is recommended that a physician or properly trained personnel (ATC, EMS, etc.) be present or available and required that you have an established emergency response plan in place. The site must have access to an AED.
2. If you do have medical coverage, that individual will determine whether an athlete may continue play. He/she may consult with another physician and/or the coach, but his/her decision will be final.

G. Home Team

1. Schools are listed alphabetically according to their official school name in the WIAA Directory of Member High Schools. The higher seeded team will be considered the home team. When seeds are tied at pre-determined sites, the **FIRST** school alphabetically will be considered the home school.

H. Team Roster

1. The maximum number of participants for any tournament game is 18. Each participating school will be allowed a maximum of 18 players in uniform for each tournament match. Rosters may change from one tournament match to the next.

Noncompliance with this regulation, once competition has begun, shall be regarded as flagrant, unsportsmanlike conduct on the part of the head coach resulting in his/her

immediate ejection (leave premises) when brought to the attention of the game officials.

2. If no other coach or faculty member of that school is present to supervise the team, the match shall be forfeited and the team disqualified from further participation in the tournament series.
3. A school is expected to provide the manager at each tournament site, by a date designated by the manager, a list of its participants for purposes of publicity, programs, etc.
4. Athletes who are ineligible during the WIAA tournament (for any reason) may not appear in uniform, participate in warm-ups, and may not participate in the awards ceremony at the WIAA tournament.

I. Game Balls

Girls - Molten IV58L-3-HS Super Touch and Boys - Molten V58L-3-HS Pro Touch. It is required that the official State Tournament ball be used throughout the WIAA tournament series.

J. Team Benches

1. A maximum of 22 bench personnel, which includes a maximum of 18 eligible players and additional people such as coaches, manager(s), statistician(s), principal, athletic director, etc., shall be permitted to occupy the team bench.
2. Teams will switch benches for each set UNLESS it is agreed upon at the pre-match conference to maintain the same bench for the duration of the match.
3. Host schools whose team is playing should pre-select their team bench.

K. Practice Session

1. Host schools are not permitted to allow participating schools to practice at their facilities prior to their tournament.
2. Schools hosting a tournament at a facility other than their school (i.e., college/university, high school with a larger gymnasium, etc.) are not permitted to practice at that facility.

L. Filming

1. Tournament managers must determine if they will make special space available for schools to film their match. If allowed, it is very important that equal space be made available for both teams.
2. Spectators are allowed to use hand held cameras from their seats. Tripods and power cables are not allowed.
3. Tripod cameras/lpads are not allowed in playable area.

M. Neutral Atmosphere

1. Announcements made over the public address system should pertain only to the tournament being conducted. The sportsmanship statement provided below must be read over the PA prior to the start of the match.

WIAA Sportsmanship Statement

" _____, and the WIAA require good sportsmanship at education-based sporting events. Attendance at interscholastic activities is a privilege with the expectation to exhibit positive and respectful behavior. For the enjoyment and respect of all in attendance, your cooperation in demonstrating the high ideals of sportsmanship is expected and greatly appreciated."

2. The WIAA expects schools hosting a tournament, even though their school might be involved, to provide a neutral atmosphere.

3. Tournament managers please make sure your tournament announcer, band director, etc., are aware of the tournament responsibilities and necessary/appropriate tournament behavior.
4. Sales or giveaways of spirit items (megaphones, towels, t-shirts, posters, etc.) should not be conducted within one hour of the scheduled starting time of the match.

N. Banners and Signs

1. For indoor events, temporary banners are allowed, with some restrictions. Banners and signs must be hand held and stationary. These banners may NOT have offensive language, be used to disrupt players or officials, interfere with spectators' view, used in an inappropriate manner or be carried around the facility during an event. Banners of the host school are allowed, such as those hanging in a gymnasium depicting conference schools, sportsmanship themes, current team member recognition or with welcoming messages. At outdoor tournament events, banners may be displayed and/or hung with the approval of the tournament manager.
2. Pom poms and pennants for spectators, cheerleaders and dance squads are allowed, even if attached to wooden/plastic sticks. "Homer hankies," towels, "hands" with "No. 1 fingers" are permitted, but are subject to the following restrictions: (a) They may contain no printing except school name, team nickname and/or school mascot; (b) Tournament and meet managers have the authority to prohibit items if they are deemed to cause crowd control problems.

O. Prohibited Activities

Lotteries, drawings, raffles, or contests are prohibited at WIAA tournament events.

P. Program

1. Schools assigned to your tournament are expected to provide you, by a date you designate, a list of its participants for purposes of publicity, programs, etc.

2. Include in your program the names of the band director, cheerleader coach, dance coach, and school song, etc.
3. The sportsmanship statement provided below must be printed in the program:

WIAA Sportsmanship Statement

" _____, and the WIAA require good sportsmanship at education-based sporting events. Attendance at interscholastic activities is a privilege with the expectation to exhibit positive and respectful behavior. For the enjoyment and respect of all in attendance, your cooperation in demonstrating the high ideals of sportsmanship is expected and greatly appreciated."

Q. Use of WIAA Logo on Apparel, Licensing Policy

The WIAA logo, acronym, and any variations are registered trademarks. Member schools are permitted and encouraged to use the logos in any print application they wish. For apparel such as T-shirts, or any merchandise items that bears the WIAA logo, the actual manufacturer must become a licensed vendor and is subject to a nominal royalty fee based on the wholesale price. Schools should have their suppliers, screen printers, etc., contact the WIAA in order to become properly licensed vendors in accordance with the WIAA licensing and royalty policies. Tournament managers having questions should contact Todd Clark (tclark@wiaawi.org) at the WIAA.

R. WIAA Tournament UAV Policy

The Board of Control has approved a policy for Unmanned Aerial Vehicles or drones at outdoor WIAA State Tournament Series events. UAVs are prohibited at all WIAA indoor tournaments. Drone operation requires a Remote Pilot Command license. Operators must also receive written consent from the WIAA executive office at least 24 hours in advance, as well as approval of the host facility event management. The complete policy for UAVs is located on page 52 of the Senior High Handbook.

S. All sites must have an Emergency Action Plan that is detailed in a Pre-Event Emergency Planning Meeting. This meeting should include reference to:

1. Emergency Personnel
2. Emergency Communication
3. Emergency Equipment
4. Roles of First Responder
5. Venue Directions with a Map
6. [Emergency Action Plan Checklist](#) for Non-Medical Emergencies

TOURNAMENT FINANCES

A. Admission Policies

Free admissions will be provided only for:

1. Teams which are playing at a given site on a given date.
2. A party of 22 including players, coaches, managers, etc.
3. Eight cheerleaders. Additional cheerleaders are allowed, but must buy tickets.
4. A maximum of 8 individuals designated by the participating schools. It is expected that staff members from that pool will be available for any assistance associated with contest management. Whether a program is a stand-alone or part of a multi-school co-op, a maximum of eight individuals will be provided free admission. The same allotment may be applied to host schools which are not playing in the tournament.
5. Game officials, scorers, timers, ticket takers and sellers, ushers and concessionaires, along with the tournament manager and person designated as their assistants shall be admitted without charge, but must be properly identified by means of a shirt, sweater, vest, badge, etc. Workers are entitled to free admission only if working, and they shall not be provided an additional ticket for a companion. Provisions should be made for working members of press, radio, and television.
6. No other persons from any school or any community (including the host school and community) shall be provided complimentary admissions. If the host school wishes to

permit its usual complimentary ticket contingent to see the match at no cost, the host school must purchase tickets for these individuals.

7. Free admissions permissible under (1 - 4) above are not transferable.
8. Free admissions shall not be given to (a) members of a band or (b) persons involved in pre-match or between game entertainment, except the host school's band may be admitted free if it performs.

B. Finances

1. Please review the Volleyball Tournament Finances Sections of the WIAA Fall Edition of Season Regulations, Regional on page 64-65 and Sectional on page 65-66.
2. A Financial Form (Volleyball Tournament Reimbursement Form) with instructions is available on the WIAA AD Resources web page. A host school will not receive any allowances or reimbursements unless form is completed and returned to the WIAA office within two weeks of the conclusion of the tournament.
3. Tournament managers having questions regarding tournament finances should contact Kassie Mortimer at the WIAA <kmortimer@wiaawi.org>.

C. Ticket Allocations

1. Host schools must furnish their own ticket supplies.
2. The quantity and quality of seats allocated to each participating school must be equal.
3. Tournament managers must allow, in fact should encourage, participating schools to have an advance sale in their community. Managers are authorized to indicate to schools requesting a full allotment of tickets that they are obligated to either pay for such tickets or return them by a designated time.

4. Ticket Prices

a. Regional

- (1) Child/Student/Adult - \$6
- (2) Host schools may sell, if their facilities permit, a \$1 ticket for children under 6 years of age, if accompanied by a parent/guardian.

b. Sectional

- (1) Children/Student/Adult - \$7
- (2) Sectional semifinal double header (Division 1) Children/Student/Adult - \$7 (2 matches)
- (3) Sectional final girls/boys double header Children/Student/Adult - \$7 (2 matches)
- (4) Host schools may sell, if their facilities permit, a \$1 ticket for children under 6 years of age, if accompanied by a parent/guardian.

SUPPORT GROUPS

A. Bands

1. Competing schools must be allowed to bring a band.
2. Bands may use amplifying devices with permission from meet managers.
2. Free admissions should not be given to members of a band except the host school's band if it performs.

B. Cheerleaders

1. A maximum of eight cheerleaders are allowed free admission.
2. Additional cheerleaders are allowed, but must buy tickets.

3. For reasons of safety, the following provisions apply to all levels of WIAA tournament competition:
 - a. Minitramps, springboards, or any other rebounding devices or related pieces of equipment are prohibited.
 - b. All legal pyramids or mounts are limited to two persons high. The top person must be in direct contact with the base(s) who is in direct contact with the floor or ground.
 - c. Member schools are reminded to review their copies of the National Federation Spirit Rules Book.
4. Tournament managers must decide if they will allow cheerleaders to have break-through hoops.

C. Conduct of Spectators

Please inform fans of these rules/regulations:

1. Laser Pointers are prohibited at all WIAA tournaments. Any individual using a laser pointer will be immediately ejected and will not be allowed to re-enter.
2. All types of noisemakers (stadium horns, cow bells, etc.) as well as projectiles are prohibited. Thunder sticks will not be allowed.
3. Antics involving throwing paper airplanes, coins, toilet paper, miniature balls, etc., will subject a violator to ejection.
4. Paper confetti is prohibited.
5. Personal music amplification devices are prohibited.
6. Bands may use amplifying devices with permission from meet managers.
7. Other items as balloons, bubble machines, etc., that can create crowd control concerns or excessive messes are prohibited.

D. Spectator Conduct Statement

The Wisconsin Interscholastic Athletic Association objects to the use of activities, materials, logos, apparel, mascots or gestures that are profane, vulgar, insulting or offensive to others. The membership disapproves of any form of taunting or expression that is intended or designed to embarrass, ridicule, disrespect or demean others under any circumstances including on the basis of race, religion, gender, or national origin.

POST TOURNAMENT

A. Awards

Will be sent directly from our supplier, ESCO to the highest seeded teams in the grouping:

1. Regionals:
 - a. Plaques awarded all championship teams (girls only).
 - b. There are no individual regional awards (medals).
 - c. In the event that the higher seeded team is eliminated, please make sure to send the Championship regional plaque home with the winning team so that it can be presented to the Championship team at the Regional Final match.
2. Sectionals:
 - a. Plaques awarded all championship teams.
 - b. Plaques awarded all runner-up teams (boys only).
 - c. Medals to members (18) of championship and runner-up teams.
3. Open your awards package immediately upon receipt and check for damage.
4. If the plaque is damaged, please keep the original packing, carton, and contents intact and call the WIAA office.

5. Extra medals - To order additional medals online from our jeweler ESCO. Access their website <<http://wiaa.escoinc.com>> ESCO "WIAA Award & Gift Store" and choose "extra" medals. The medals are offered in "Plain" for quick turn around and also "Engraved" for those that want/need the copy on the back.

B. Reporting Results

Primary responsibility for reporting results to the WIAA rests with the host school.

Please submit the score of the match(es) you are hosting by using our online Half-Time Score Center site on the WIAA website (link below). You must be logged in to find it.

<http://halftime.wiaawi.org/CustomApps/Tournaments/ScoreEntry/ScoreEntry.aspx>

C. Meet Conduct

You, as the manager, are the WIAA's official directly in charge of your tournament. The behavior of contestants, coaches, students, officials, and fans comes under your responsibility and jurisdiction. We are confident of your ability to conduct this tournament for the WIAA. You should notify Melissa Gehring at the WIAA immediately of any special problems which occur before, during, or after your tournament match < mgehring@wiaawi.org >.

THANK YOU

The WIAA again wishes to thank you and your school for your time and effort. If you have any additional questions, please do not hesitate to contact Melissa Gehring at the WIAA <mgehring@wiaawi.org>.