

# HOSTING VOLLEYBALL EVENTS



**PLANNING+  
ORGANIZING+  
COORDINATING+  
COMMUNICATION +  
PREPARATION +  
TEAMWORK =  
QUALITY EVENTS**

Every athletic event should be well organized and efficiently managed. We must not forget that athletic events are provided to offer educational experiences to support those found in the classroom.

Well-managed athletic events are not the result of accident. Attending well in advance to all details pertaining to a home event is evidence of efficient administration and of good planning.

Good event management will often go unnoticed by those attending an athletic event. Poor event management will always be observed. Proactive administrators are prepared for all situations.

By working together, it is possible to provide a positive experience for all involved.

## SECURE ALL CONTEST OFFICIALS

Each volleyball match is administered by 7 Officials:

### Primary Officials

- First Referee (R1)
- Second Referee (R2)

### Assistant Officials -

- Score keeper
- Timer/Clock Operator
- Libero Tracker
- Line Judges (2-preferably adults)

## PRE-SEASON: TRAIN ALL ASSISTANT OFFICIALS

**(NOTE: Job Descriptions on-line)**

- Score keepers
- Timers/Clock Operators
- Libero Tracker
- Line Judges (preferably adults)

## COMMUNICATION WITH PRIMARY OFFICIALS

### Prior to the Event

- Email/call officials 1 week prior to event
- Confirm event location, where to park, entrance to use
- Confirm number of matches to work
- Explain match fees & method of payment
- Give officials a phone number they can call in case of an emergency
- If possible, let officials know who they will be working with



### Upon Arrival

- Greet officials
- Identify the person(s) who will assist with sportsmanship issues during the event
- Inform officials of any special activities during event
- Introduce officials to pertinent workers
- Ask about any additional needs
- Provide bottle of water
- Inform officials of blood clean-up kit

### After Event

- Check with officials about any unusual situations you need to be aware of
- Clarify questions about match fee. Checks should be issued prior to the event
- Thank officials for their time and efforts on behalf of all schools

## MATCH SET-UP & EQUIPMENT

**(NOTE: Court Diagram,  
Rules 2 & 3 located on-line)**

- Check all court lines (2" –Court Diagram)
- Standards & Nets (Rule 2)
- Antennas
- Officials Stand
- Padding (Net Poles and Officials Stand)
- Team Chairs/Bench (Rule 3)
- Score table, 3 chairs
- Score board controls (extension cord?)
- Score sheets, pencils
- Libero tracking sheets, pencils
- Practice Balls
- Game Ball(s)

### IMPORTANT ON-LINE INFO @

[www.kshsaa.org](http://www.kshsaa.org)

(activities/athletic/volleyball/announcements)

## SPECIAL PRE & POST MATCH DETAILS

- Secure visiting & home team rosters
- Prepare printed programs
- Arrange for playing of National Anthem
- Organize for player introductions
- Secure PA system & Announcer
- If tournament, obtain trophies, medals & arrange for presentation
- Contact school newspaper and local media to cover event
- In absence of media coverage, prepare & provide event statistics for post-event newspaper article

## PREPARATIONS FOR GUEST TEAMS

- Confirm schedule with visiting schools in advance of arrival (i.e., order of play, etc.)
- Request form TRA from visitor teams
- Provide locker room for visitors
- Provide visitors with info regarding any special activities at event (i.e., sr. night)

## ADDITIONAL EVENT DETAILS, WORKERS

- Secure ticket takers (provide start up \$)
- Arrange for concessions
- Consider additional event supervision
- Visit with custodian – post-event clean – up, unexpected challenges during event



## Q/A REGARDING CONTEST & OFFICIALS

1. Q: Can the score keeper also serve as the libero tracker ?  
A: NO. The libero tracker must serve solely as a tracker. They will sit at the score table next to the score keeper.
2. Q: Is it important to train the score keeper and libero tracker in their duties?  
A: YES. These individuals are vital to the flow of a match. They must fully understand their duties and know how to perform them.
3. Q: Are line judges really that important?  
A: YES. They provide valuable assistance to the referee and umpire throughout the match. It is important that they be trained in their duties in advance of the event.
4. Q: Why is it important for the AD or a designated school supervisor to be present during a volleyball event?  
A: Per NFHS Rules, if a sportsmanship challenge develops, in the absence of the AD, etc., the school coach will become event management and must handle the challenge (while coaching)



**QUESTIONS?**  
Contact Cheryl Gleason  
cegleason@kshsaa.org

# HOSTING HIGH SCHOOL VOLLEYBALL EVENTS



## A HELPFUL GUIDE FOR KSHSAA MEMBER SCHOOLS

Kansas State High School Activities Association  
601 SW Commerce Place  
Topeka, KS 66615  
785/273-5329  
www.kshsaa.org