



**FHSAA<sup>TM</sup>**

**2003-04**

***Girls Volleyball***

***Manual***

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*General Regulations & Policies*

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*State Series Terms & Conditions*

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August 2003

*2003-04 FHSAA Girls Volleyball Manual*

Publisher: Robert W. Hughes, Commissioner  
Editor: Jack E. Watford, Director of Communications  
Contributing Editor: Paul K. McLaughlin, Director of Athletics

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# 100. General Regulations & Policies

Contact: Paul McLaughlin, Administrator for Girls Volleyball, Ext. 250  
(paulm@fhsaa.org)

In accordance with Article 9 of the Bylaws, the following general regulations, policies and procedures governing the FHSAA Girls Volleyball Program have been approved by the Board of Directors. They apply to all regular season contests as well as the FHSAA State Series unless otherwise modified or superseded by the terms and conditions approved for the state series. Substantive changes for the 2003-04 school year are shaded.

*[The FHSAA utilizes a standardized calendar in which the weeks of the year are numbered. This ensures consistent dates from year to year. Week 1 begins with the first Sunday in July. Thanksgiving always falls in Week 21.]*

*[The forms referenced in this manual are provided in the 2003-04 FHSAA Forms Book, a copy of which has been provided to all member schools, and on FHSAA.org as downloadable PDF and/or Word documents.]*

## 101. Important Dates

*Monday, August 11 (Week 6)* – First practice date.

*Tuesday, August 26-30 (Week 8)* – Preseason classic tournaments and jamborees.

*Monday, September 1 (Week 9)* – First regular season competition date.

*Saturday, October 18 (Week 15)* – Last date for district match; last date on which a student may transfer and represent a school in the 2003 FHSAA State Girls Volleyball Series.

*Monday, October 20 (Week 16)* – 2003 FHSAA State Girls Volleyball Series Official Entry List(s) must be submitted to district tournament manager; district tournament seeding information must be reported to district coordinator.

*Saturday, October 25 (Week 16)* – Last regular season competition date.

*Monday-Friday, October 27-31 (Week 17)* – District tournaments.

*Tuesday, November 4 (Week 18)* – Regional tournament quarterfinal matches.

*Wednesday, November 5 (Week 18)* – Regional tournament quarterfinal match winners must submit FHSAA Girls Volleyball Finals team data form and photo to FHSAA Office.

*Saturday, November 8 (Week 18)* – Regional tournament semifinal and final matches.

*Monday, November 10 (Week 19)* – FHSAA Girls Volleyball Finals participants must submit up-to-date team statistics form to FHSAA Office.

*Thursday, November 13-15 (Week 19)* – FHSAA Girls Volleyball Finals state championship tournament.

*Tuesday, December 2 (Week 22)* – FHSAA Girls Volleyball Advisory Committee meeting.

## 102. Eligibility of Student-Athletes

**102.01** Only student-athletes eligible under Bylaw 11, as well as guidelines, regulations, policies and procedures governing student eligibility that have been adopted by the Board of Directors, may represent member schools in interscholastic competition. In accordance with Bylaw 11.13.1, member schools are required to certify the eligibility of their student-athletes before they participate and to withhold ineligible student-athletes from all interscholastic competition. See FHSAA.org for FHSAA student-eligibility guidelines.

**102.02** If an ineligible student-athlete is accidentally or intentionally permitted to participate in an interscholastic contest, forfeit of the contest and honors shall be automatic and mandatory.

## 103. Season and Contest Limitations

**103.01 Practice.** First practice date is Monday of Week 6 (Aug. 11, 2003). Last

practice date is Saturday of Week 19 (Nov. 15, 2003).

No practice session of any kind may be held on a Sunday.

**103.02 Contests.** First regular season contest date is Monday of Week 9 (Sept. 1, 2003). Last regular season contest date is Saturday of Week 16 (Oct. 25, 2003).

(1) Maximum number of regular season contests – 25, inclusive of all matches played in regular season tournaments.

(2) The following combination of matches in a school week are permissible:

- Four (4) dual team matches; or
- Two (2) tri-matches; or
- Two (2) dual team matches and one (1) tri-match; or
- Two (2) dual team matches and one (1) tournament.

Not more than one of the dual team matches, tri-matches or tournament matches may cause a loss of time from school. Regardless of the combination used, the maximum number of matches that may be played in a week is seven (7).

(3) No contest of any kind may be held on a Sunday except under emergency conditions in tournaments or meets that are approved by the Commissioner or the Board of Directors.

**103.03 Opponents.** Member schools shall compete only against schools that are full or affiliate members of the FHSAA, or out-of-state schools that are members of associations that regulate interscholastic athletic competition within their respective states. Out-of-state schools, however, must have eligibility guidelines comparable to those of the FHSAA, and must have an established season of competition in the sport that is concurrent with that of the FHSAA. Competition with out-of-state schools, in some cases, may require the approval of the NFHS. See FHSAA.org for NFHS regulations on interstate and international competitions.

**103.04 Contracts.** The “Contract for Interscholastic Athletic Contest” (Form AT1) is required for all regular season contests.

Practice games, exhibition games, non-contract games and scrimmage games with other schools, groups, alumni or league teams are strictly prohibited. All such games or sessions shall be on an intra-squad basis. Non-squad members shall not participate in any team practice, match or contest.

**103.05 Student-Athletes.** Maximum number of regular season contests – 25, inclusive of all matches played on the varsity and sub-varsity levels, or in regular season tournaments.

A student who participates as a member of a varsity team shall not participate as a member of a sub-varsity team, or vice versa, until the day following such participation.

## 104. Invitational Tournaments

**104.01** All invitational tournaments (conference, county, league, etc.) must have the approval of the FHSAA Office. The “Application for Approval of Multi-School Athletic Event” (Form AT2) must be submitted not less than 30 days in advance of the first day of the tournament to avoid a late fee of \$50. Approval is not required for regular season contests involving three or more schools, such as tri-meets/matches and quad-meets/matches, in the sports of cross country, golf, swimming & diving, volleyball and weightlifting.

**104.02** There is no limit on the number of regular season tournaments in which a team may participate. Each and every match played by a team in a tournament, however, shall count toward the team’s maximum limit of 25 matches.

**104.03** Regular season tournaments:

- (1) May have a maximum field of 16 teams;
- (2) May have single elimination, double elimination, round robin or pool play for-

mats; and

(3) Must begin and end within the same one week (Monday-Saturday) unless held during a holiday period;

**104.04** No member school may participate in a tournament match that begins earlier than 3 p.m. on a school day. This provision may be waived by the Commissioner to accommodate tournaments held as part of the FHSAA Girls Volleyball Playoffs.

**104.05** No junior varsity, junior high or other sub-varsity team may participate in a tournament involving a varsity team. Junior varsity, junior high and other sub-varsity tournaments, if held, must be held as separate events.

**104.06** Application fees shall be assessed the school/organization making application to hold an invitational tournament based on the number of participating teams according to the following schedule:

- 4 or less teams – \$100.00
- 5 to 8 teams – \$250.00
- 9 or more teams – \$500.00

The FHSAA **shall not** receive any percentage of the receipts, and the host school/organization **shall not** be required to file a financial report form with the FHSAA Office.

**104.07** Certain invitational tournaments involving out-of-state schools may require the approval of the National Federation of State High School Associations (NFHS). See FHSAA.org for NFHS regulations on interstate and international competitions.

## **105. Preseason Classics, Jamborees**

**105.01** Preseason classic tournaments and jamborees must have the approval of the FHSAA Office. The “Application for Approval of Multi-School Athletic Event” (Form AT2) must be submitted not less than 30 days in advance of the first day of the event to avoid a late fee of \$50.

**105.02** A team may participate in either a preseason classic or jamboree, but not both.

**105.03** All NFHS Volleyball Rules shall apply to preseason classic tournaments and jamborees.

**105.04** A fee of \$100.00 shall be assessed the school/organization making application for each preseason classic tournament or jamboree. The FHSAA **shall not** receive any percentage of the receipts, and the host school/organization **shall not** be required to file a financial report form with the FHSAA Office.

### **105.05 Preseason Classics.**

- (1) Must be held on Tuesday through Saturday of Week 8 (Aug. 26-30, 2003).
- (2) Must be hosted by a member school.
- (3) Shall not be counted toward a participating team’s win-loss record, team statistics or player statistics; no official FHSAA or NFHS records may include results of preseason classic tournaments.

- (4) Limited to a field of four teams; each team may play a maximum of two matches.

### **105.06 Preseason Jamborees.**

- (1) Must be held prior to the first regular season match of each participating team.
- (2) Must include four or more teams; each team may play a maximum of two games (not matches), each game against a different opponent.

## **106. Rules of Competition**

**106.01 Playing Rules.** NFHS Volleyball Rules, as modified by the FHSAA, are the official playing rules for all volleyball matches.

- (1) The following modifications to those rules have been adopted by the Board of

Directors.

• **1-2-1.** The FHSAA has adopted rally scoring for the 2003-04 school year (see s. 106.02 below).

- **1-4-2.** The head coach shall represent each school.
- **4-2.** All player uniform shirts must be tucked in during play.
- **12-2-2, 7, 8.** Card System for Misconduct (see s. 106.05).

(1) The following modifications to NFHS Rules **HAVE NOT** been adopted by the FHSAA Board of Directors:

- **5-2-1 Note.** Officials uniform.
- **9-1-2 Note.** Teams may remain on same bench throughout match.

**106.02 Scoring.** All matches shall utilize rally scoring as follows:

(1) **Varsity matches (regular season and state series).** Best 3-of-5 games; each game shall be to 25 points with the exception of the fifth game, if necessary, which shall be to 15 points. A game must be won by a two-point margin with no cap.

(2) **Sub-varsity matches (junior varsity, freshman, middle school, etc.).** Best 2-of-3 games; each game shall be to 25 points with the exception of the third game, if necessary, which shall be to 15 points. A game must be won by a two-point margin with no cap.

(3) **Invitational tournaments.** Best 2-of-3 games; each game shall be to 25 points with the exception of the third game, if necessary, which shall be to 15 points. A game must be won by a two-point margin with no cap. The host school, however, may request to play best 3-of-5 games in its tournament.

**106.03 Athletic Uniforms.** Commercial advertising, with the exception of the manufacturer's logo as permitted by NFHS rules, is prohibited on all athletic uniforms.

**106.04 Taping of Fingers and Hands.** Taping, at a minimum, is permitted on individual finger(s) and/or across the palm of the hand. It may not be excessive, give an advantage to a player, have any special surface, or include hard objects, plastic or splints around the fingers. No more than two fingers may be taped together at any time. "Skids" are permitted, but no other wrap around the hand or across the palm may be used.

**106.05 Card System for Misconduct.** Administration of the Card System for Misconduct in all contests must be administered according to NFHS Rule 12, specifically, Section 2, Articles 2, 7 and 8, with the following exceptions:

In accordance with FHSAA regulations regarding unsportsmanlike conduct, penalties for unsportsmanlike conduct will be assigned in the following fashion:

(1) **Players, substitutes, team attendants.**

First minor offense – yellow card

Second minor offense – second yellow card, player disqualified (but not ejected) for the remainder of the match, point awarded to opponent.

Single serious/flagrant offense – red card, player disqualified (ejected) from contest for unsportsmanlike conduct, point awarded to opponent. See Section 107 for additional penalties.

(2) **Coaches.**

First offense – yellow card

Second offense or single serious/flagrant offense – red card, coach disqualified (ejected from contest and removed from facility) for unsportsmanlike conduct, point awarded to opponent. See Section 107 for additional penalties.

**106.06 Suspended Contest.** A suspended contest shall be resumed from the point of interruption. Otherwise, NFHS Rules regarding the resumption of suspended contests will apply.

**106.07 Protests.** Protests of interscholastic contests shall not be allowed. The

decision of the officials shall be final. The outcome (i.e. winners and losers) of all interscholastic contests are final, and cannot be reversed, except where the rules of the sport permit or in the case where a winner must forfeit its victory or points.

**106.08 Prematch Warmup.** A 25-minute warm-up period (10-6-6-3) shall precede all matches as follows:

- First 10 minutes – Both teams on their respective sides of the net practicing ball-handling, with no volleyballs going over the net;
- Next six minutes – Visiting team practices on the full court; the home team may practice ball-handling outside of the six-foot area from the volleyball court sideline on a side court area with volleyballs if the facility permits (this provision does not apply to auxiliary gyms);
- Next six minutes – Home team practices on the full court; the visiting team may practice ball-handling outside of the six-foot area from the volleyball court sideline on a side court area with volleyballs if the facility permits (this provision does not apply to auxiliary gyms);
- Last three minutes – Both teams on the playing court practicing serving over the net and receiving (opponent's serves only).

Prior to the match officials arrival on the court for the required officials-coaches-captains meeting 30 minutes before the start of the match, teams may warm up on the court with volleyballs. Ball handling and warmup by both teams on their respective sides of the net will be permitted provided no balls go over the net and the court is ready and supervised by the host.

## **107. Sportsmanship and Unsportsmanlike Conduct**

**107.01 Sportsmanship.** Student-athletes, coaches, administrators, spectators and all other persons connected directly or indirectly with a member school, as well as contest officials, shall adhere to the principles of good sportsmanship and the ethics of competition before, during and after all contests in which they participate and/or attend.

Each participating school shall be held strictly accountable for unsportsmanlike conduct on the part of its competitors, coaches and spectators.

If contestants or people from any school are found guilty of carelessness or maliciously breaking, damaging or destroying property or equipment belonging to the host school or host organization, such school will be held responsible for costs incurred in replacing or repairing such property or equipment.

**107.02 Disqualification (ejection) for general unsportsmanlike conduct or flagrant foul.**

(1) **Student-Athlete.** Suspended from competition for remainder of contest and all contests on all levels for the following seven days, but not less than the next two regularly scheduled contests (one contest in boys football); if last contest of season, suspension is served in the next sport in which the student-athlete participates; beginning with fourth such ejection in a sport, program in that sport is placed on administrative probation and school is assessed a \$100 fine per occurrence in that sport.

(2) **Coach.** Suspended from competition for remainder of contest and all contests on all levels for the following seven days, but not less than the next two regularly scheduled contests (one contest in boys football); if last contest of season, suspension is served in the next sport in which the individual coaches; school is assessed a minimum fine of \$100 per occurrence.

**107.03 Disqualification (ejection) for gross unsportsmanlike conduct (Bylaw 11.11.2), or second or subsequent act of general unsportsmanlike conduct or flagrant foul.**

(1) **Student-Athlete.** Suspended from competition for remainder of contest and all contests on all levels for up to a period of six weeks; if last contest of season, suspension is served in the next sport in which the student-athlete participates; beginning with second such ejection in any sport, school is assessed a \$250 fine per occurrence.

(2) **Coach.** Suspended from competition for remainder of contest and all contests on levels for up to a period of six weeks; if last contest of season, suspension is served in the next sport in which the individual coaches; school is assessed a minimum fine of \$100 per occurrence.

#### **107.04 Restrictions on Disqualified Coach.**

(1) Must immediately leave the competition area to a place where he/she is not visible to student-athletes, officials, spectators or other coaches and where he/she cannot see the competition itself.

(2) Must not have any further contact with or give instruction to student-athletes or other members of his/her staff for the remainder of the contest; including halftime intermission; breaks between quarters, periods or innings; and post-contest activities.

(3) Shall not attend any subsequent contest from which he/she has been suspended in any capacity; shall not be present at the site; and shall not accompany his/her team to the site of the contest.

**107.05 Enforcement.** It is the responsibility of local school authorities to ensure this policy is enforced. When an ineligible student-athlete is allowed to participate, forfeiture of the contest is mandatory. When a coach is allowed to coach in a contest from which he/she has been suspended, the school shall face additional penalties. When a coach is disqualified (ejected) from a contest and no other authorized school personnel are present to take charge of the student-athletes, the contest shall be forfeited. Contest officials, or host schools for contests in sports in which there are no registered officials, must report acts of unsportsmanlike conduct to the FHSAA Office using Form AT6 or iFHSAA.

**107.06 Additional Penalties.** In addition to the standard monetary penalty of \$100 for the disqualification (ejection) of a coach, a school may be assessed additional minimum fines for unsportsmanlike conduct by the coach or other school personnel as follows:

- Use of profanity or gutter language – \$150.00
- Continuing to give instruction to student-athletes or other members of the coaching staff after having been disqualified from a contest – \$150.00
- Pursuit of officials following a contest – \$150.00
- Refusal to leave the court, playing field or team area following disqualification – \$100.00
- Physical contact with an official – \$250.00
- Removal of a team or individual from an athletic contest prior to its normal conclusion – \$250.00

**107.07 Public Criticism of Officials.** No coach or other school employee may publicly criticize or berate an official prior to, during or following a contest. Professional ethics require that coaches and other school employees use proper channels to report their complaints about officials rather than airing them publicly. A minimum fine of \$50 shall be assessed a school whose coach or other employees are in violation of this provision.

**107.08 Crowd Control.** The home school administration is responsible for the control of spectators during a contest. The presence of uniformed officers is recommended. The officials assigned to work a contest are responsible for the conduct of the contest itself. In the event, however, a spectator or group of spectators interferes with the conduct of a contest or causes an official to become distracted through continual, unrelenting verbal abuse, the official should immediately stop the action and report the spectator or group of spectators to the home school administration or the nearest uniformed security officer and ask that they be restrained or removed from the facility. If the home school administration or uniformed security officer is unwilling or unable to comply and the official does not believe the contest can be safely continued, the official must declare the contest ended at that point. Under no circumstance should an official ever confront, challenge, rebuke or threaten a spectator, or make gestures of any kind toward a spectator before, during or after

a contest.

### **107.09 Banned Substances.**

(1) The use of alcohol, tobacco or tobacco-like products by student-athletes, coaches and officials is prohibited during any interscholastic athletic contest and in the vicinity of the playing field or court. A student-athlete in violation of this policy is guilty of gross unsportsmanlike conduct, will be disqualified from the contest and shall be suspended from subsequent contests in accordance with the provisions of s. 107.03(1). The official must report any violation of this policy by either a student-athlete or coach to the FHSAA Office. Violation of this policy by a student-athlete or coach shall subject the school to a monetary penalty. Violation of this policy by an official shall subject the official to a monetary penalty or suspension or both. For violations of this policy, a minimum fine of \$100.00 shall be assessed.

(2) The use of anabolic steroids or other performance-enhancing drugs by a student-athlete is not permissible and is considered to be an act of gross unsportsmanlike conduct. A student-athlete discovered to be using such substances shall be ineligible to compete in any interscholastic contest until such time as medical evidence can be presented that the student's system is free of those substances.

## **108. Cheerleader Guidelines**

**108.01** Cheerleaders are prohibited from building pyramids higher than two tiers during any routine in practice or during a performance in conjunction with an interscholastic contest. Host school management is responsible for the enforcement of this regulation during regular season contests. Local tournament managers are responsible for the enforcement of this regulation during state series contests.

**108.02** Cheerleaders must remain in their seats along the sidelines at all times when the ball is live or a match is in progress. Officials are responsible for the enforcement of this regulation. First offense – warning; second and subsequent offense – technical foul in basketball, awarding of point against violating school in volleyball and wrestling.

## **109. Filming, Videotaping Contests**

**109.01** A visiting school may film, videotape or photograph its team's or contestants' performance in a contest when permission is secured from and arrangements are made with the host school principal. Videographers and their equipment must be positioned so that they do not block the view of any spectator. No representative of a school that is not participating in a contest may film, videotape or photograph all or any part of the contest unless permission to do so is granted by the principal of each school that is participating in the contest.

**109.02** Any school violating this policy is guilty of unsportsmanlike conduct and shall be subject to reprimand and the assessment of a financial penalty by the FHSAA.

## **110. Officials**

**110.01 Registered Officials.** All member schools must use FHSAA registered contest officials in volleyball matches in which they participate. The crew for regular season matches must consist of two officials (referee and umpire). However, the use of four officials (referee, umpire and two line judges) by the host school is optional. The decisions of the contest officials shall be final. No protests shall be allowed.

Guidelines, regulations, policies and procedures governing the FHSAA contest officials program are published in the 2003-04 FHSAA Officials Guidebook, a copy of which has been provided to each member school. That publication also is available for download as

a PDF document on FHSAA.org.

**110.02 Fees.** The maximum fees a member school may pay officials for a regular season contest are:

- Jamboree – Negotiable; local officials associations are encouraged to volunteer their services for jamborees
- Best 3-of-5 varsity match – Referee \$34.00; Umpire \$34.00; Line judge (if paid) \$21.00
- Best 2-of-3 sub-varsity match – Referee \$20.00; Umpire \$20.00; Line judge (if paid) \$9.00

Fifty (50) cents per mile one way, one vehicle, is the maximum mileage rate that may be charged by a local officials association.

**110.03 Schools' Responsibilities to Officials.** The Board of Directors has charged member schools with the following responsibilities relative to FHSAA officials when serving as host for an athletic contest to which officials are assigned.

(1) An authorized representative of the host school should greet the officials upon their arrival.

(2) The host school should provide a private, secure place for the officials to park.

(3) The host school should provide a secure dressing facility which affords privacy.

(4) The host school should provide the officials access to private shower facilities with hot water whenever possible.

(5) The host school should provide the officials with refreshments during the halftime intermission, following the conclusion of the contest and other appropriate times.

(6) The host school must provide pregame, halftime and postgame security for the officials. A school official or principal's designee must escort the officials to and from the playing field or court to prevent harassment.

(7) The host school principal or game administrator must indicate to the referee or umpire-in-chief his/her seat location should a situation develop where assistance is needed during the contest.

(8) Coaches must not enter the officials dressing facility while the officials are in attendance except when requested by the officials.

# 200. State Series

## Terms & Conditions

Contact: Paul McLaughlin, Administrator for Girls Volleyball, Ext. 250  
(paulm@fhsaa.org)

In accordance with Article 9.8.0 of the FHSAA Bylaws, the following Terms and Conditions governing the 2003 FHSAA State Girls Volleyball Series have been approved by the FHSAA Board of Directors. Paul McLaughlin, administrator for girls volleyball, shall be the state series director.

### 201. Team Entries

#### 201.01 Eligibility.

(1) Participation in the state series is voluntary and open to any full member senior high school varsity team provided:

(a) The school sponsors a varsity sports program in a minimum of any two (2) sanctioned sports in each of the three sports seasons (fall, winter and spring);

(b) The school successfully sponsors a varsity girls volleyball program in the previous school year (i.e., schedules and completes a minimum of four varsity-level matches);

(c) The school's varsity team competes in a minimum of four (4) regular season varsity contests or the necessary district contests, whichever is greater, during the current season; and

(d) The school files a commitment to participate in the state series with the FHSAA Office by the specified deadline.

(2) A school shall enter only one (1) team.

(3) A new member school shall not be eligible to enter a team into the state series in its initial year of membership. A continuing member school that is starting a new program or resuming a previously discontinued program shall not be eligible to enter a team into the state series until the school successfully sponsors a varsity program for a minimum of one school year. These provisions shall not apply to newly opening traditional public high schools that join the Association in their initial two years of existence.

#### 201.02 Commitment to Participate.

(1) A member school that elects to participate in the state series must file with the FHSAA Office a commitment to participate by the specified deadline. This commitment to participate is a binding agreement between the member school and the Association, and obligates the school to participate in accordance with and abide by all guidelines, regulations, policies and procedures for the state series.

(2) A school that does not commit to participate in the state series by the specified deadline may be permitted to participate without penalty if its written request for entry is received before the state series assignments are released. Once the state series assignments are released, the following provisions will apply:

(a) If the school requests entry prior to the district scheduling meeting, the school will be assigned and assessed a \$100 administrative fee.

(b) If the school requests entry after the district scheduling meeting, the school will be assigned and assessed a \$100 administrative fee. If, however, the school is not able to successfully schedule the necessary contests with every other district member, the school will not be eligible to participate in the district tournament.

(3) A school that commits to participate in the state series may be released from its commitment without penalty if written notice of its withdrawal is received in the FHSAA

Office before the state series assignments are released. Once the state series assignments are released, the following provisions will apply:

(a) If the school notifies the FHSAA Office in writing of its withdrawal prior to or on the date for filing the official entry list, the school will be released and assessed a \$100 administrative fee.

(b) If the school notifies the FHSAA Office in writing of its withdrawal after the date for filing the official entry list, or fails to notify the FHSAA Office in writing and does not appear for the district tournament/meet, the school, at a minimum, will be assessed a \$250 fine and its program placed on administrative probation unless the reason stated for such failure to participate is ruled sufficient by the Commissioner or the Board of Directors.

## **202. Student-Athlete Entries**

### **202.01 Eligibility.**

(1) To represent a member school in the state series, a student-athlete:

(a) Must be eligible under Bylaw 11 and applicable administrative guidelines, regulations, policies and procedures.

(b) Must participate in a minimum of four (4) interscholastic contests in the sport during the regular season.

(c) Must be enrolled in and in regular attendance at the school for which it will participate prior to Saturday, Oct. 18, 2003.

(d) Must be submitted to the district tournament/meet host on the school's official entry list.

(2) Girls only may participate in the FHSAA State Girls Volleyball Series. Girls volleyball teams that have boys as members are not eligible to participate in the FHSAA State Girls Volleyball Series.

### **202.02 Official Entry List.**

(1) Each participating school must submit by fax to its district tournament manager a "2003 FHSAA State Girls Volleyball Series Official Entry List" (Form VB1 or iFHSAA) on which is listed the name of each student-athlete who will represent the school in the state series. The official entry list:

(a) Must be filed by 5 p.m. Monday, Oct. 20, 2003 (late filing fee is \$50, increases to \$100 if not received by district tournament manager by 5 p.m. Friday, Oct. 24, 2003).

(b) May contain the names of up to 18 student-athletes of whom any 15 may participate. All student-athletes listed must have been previously reported to the FHSAA Office on an "Annual Eligibility Report" (Form EL1 or iFHSAA).

(c) Must be signed by the principal, FHSAA representative and head coach.

(d) Cannot be e-mailed

(2) A school whose official entry list is not received by the time of its team's first match in the district tournament may be permitted to participate only with the approval of the FHSAA Office; however, that school shall be assessed a minimum financial penalty of \$250. This penalty will increase if it is later determined that a student-athlete(s) representing the school was ineligible to do so. The district tournament manager shall not permit a school for which he/she has no official entry list to participate in the district tournament without the approval of the FHSAA Office.

(3) Additions or changes to an official entry list once submitted to the district tournament manager may be made only by completing and faxing the "Notice of Addition/Change to State Series Entry List" (Form AT8) and the original entry list to the attention of Dorothy Brunson, Director of Member Services, in the FHSAA Office at (352) 373-1528. The following provisions will apply:

(a) No fee will be assessed for additions/changes made prior to the official entry list

submission deadline. Thereafter, an administrative fee of \$50 per addition or change will be assessed. The fee(s) will appear on the school's next monthly statement.

(b) Requests for additions or changes are permissible until the time of a school's first match in the district tournament (but not during the district tournament), between the district tournament and a school's first match in the regional tournament (but not during the regional tournament) and between the regional tournament and a school's first match in the state tournament (but not during the state tournament).

(c) A student-athlete whose name was not originally submitted on the official entry list is not eligible to participate in the district tournament until the addition of his/her name is approved by the FHSAA Office.

(4) The district tournament manager shall forward to the FHSAA Office the official entry lists for all schools participating in the district tournament within 10 business days of the conclusion of the district tournament.

## 203. School Classification

The classification of each school participating in the state series is determined on the basis of student population in the ninth through 12th grades as reported to the FHSAA Office in October 2002. Student populations for schools that do not have all four grades are adjusted in accordance with policy. Student populations for schools that enroll girls only are doubled for classification purposes. There are six classifications as follows:

- Class 6A – schools with populations of 2,414 or more students;
- Class 5A – schools with populations of 1,843 to 2,413 students;
- Class 4A – schools with populations of 1,330 to 1,842 students;
- Class 3A – schools with populations of 536 to 1,329 students;
- Class 2A – schools with populations of 209 to 535 students; and
- Class 1A – schools with populations of 208 or less students.

Classification assignments are available on [FHSAA.org](http://FHSAA.org).

## 204. Districts

**204.01 Assignment.** Participating schools are geographically assigned to one of 16 district complexes in their respective classifications (see [FHSAA.org](http://FHSAA.org)). A tournament shall be conducted in each district complex at the conclusion of the regular season to determine the two teams that shall represent the district complex in the remainder of the state series.

**204.02 District Coordinator.** One school in each district complex has been designated as the district coordinator (see state series assignments on [FHSAA.org](http://FHSAA.org)). The FHSAA representative or his/her designee at the district coordinator school shall be responsible for hosting, conducting and reporting to the FHSAA Office results of the district scheduling/tournament planning meeting. The district coordinator is responsible for all aspects of the district tournament, including the seeding of teams, until the date of the tournament at which time the district tournament manager will assume responsibility for the event.

**204.03 District Meeting.** Each district coordinator was required to conduct a district meeting on Monday, March 24, 2003 to schedule mandatory district matches and plan the district tournament for the 2003-04 and 2004-05 school years. Attendance by the FHSAA representative of each district member school was mandatory. During this meeting, district members were to:

(1) Determine whether district members would schedule and play one or two matches against each other for district tournament seeding purposes.

(2) Schedule the necessary district matches against each other; and

(3) Determine a site and make arrangements for the district tournament, including the

selection of officials.

(4) A similar meeting will be held on March 22, 2004 to schedule mandatory district games and plan the district tournament for the 2004-05 school year. The following agenda must be followed:

- (a) Review FHSAA rules, policies, terms and conditions governing the state series, including the FHSAA Licensing and Merchandising Policy.
- (b) Schedule all mandatory games between district opponents within the permissible dates. All district games must be scheduled during this meeting. If a school does not have the appropriate representative present at the meeting, the district coordinator shall schedule the district games for that school.
- (c) Select host school, site and determine schedule or tournament games and number of sessions for the district tournament. (Note: An actual host school must be selected at this meeting and may be subsequently changed only with the permission of the FHSAA Office. Designating the No. 1 seed, etc., when determined, as the host school is not permitted.)
- (d) Review the seeding and bracketing provisions.
- (e) Determine team awards to be ordered.
- (f) Select and make arrangements for purchase of soccer balls.
- (g) Determine number of passes to be allowed participating teams.
- (h) Select officials and submit recommended list to FHSAA Office by deadline.
- (i) Select official timer and scorer and set their compensation.
- (j) Determine financial arrangements. See Section 206.
- (k) Determine allocation of tickets to participating schools on an equitable basis if seating is limited.
- (l) Determine the amount of compensation, not to exceed \$50, to be paid to the tournament manager.

(5) The FHSAA Office will mail each district coordinator a form on which to record the decisions made during the district meeting. The report form should be completed and returned to the FHSAA Office immediately after the meeting is concluded. A copy of the report form as well as the minutes of the meeting should be mailed to each school in the district.

**204.04 District Schedule.** Each participating school shall schedule and play one or two regular season matches (as determined in the district meeting) with every other district member to be eligible to participate in the district tournament. The results of the district matches shall be used to determine seeding for the district tournament.

(1) The decision to play a one-match district schedule, rather than two, must be by majority vote of representatives present at the district meeting. If a majority cannot agree to play a one-match schedule, then a two-match schedule shall be played.

(a) If a district votes to play a one-match district schedule and two district opponents elect to play each other more than once, then the results of the first scheduled match only will count toward district seeding.

(2) All district matches must be scheduled and played not later than Saturday, Oct. 18, 2003. If a scheduled district match is postponed due to inclement weather or other unforeseen and unavoidable situations and can only be played after the Oct. 18, 2003 deadline, the FHSAA Office may grant permission for the match to be played after the deadline and counted. This exception, however, will be granted only if the match was originally scheduled to be played prior to the deadline.

## **205. Tournament Structure and Time Schedules**

**205.01 Tournament Series.** The successive tournament series shall be designated respectively as district, regional and FHSAA Finals (see FHSAA.org for sample bracket).

### **205.02 District Tournaments.**

(1) **Dates, Time Schedule and Site.**

(a) Dates. Week 17 (Oct. 27-31, 2003)

(b) Time Schedule. The championship match shall be played on either Thursday, Oct. 30 or Friday, Oct. 31. Otherwise, each district will determine the time schedule for its tournament at the district meeting.

(c) Site. Each district will determine a site for its tournament at the district meeting.

(2) **Seeding**. The following guidelines shall be used to seed a district tournament:

(a) The team with the most district victories shall be seeded No. 1; the second most district victories seeded No. 2, etc. In the event two or more teams are unable to play the required district matches due to reasons acceptable to the FHSAA Office, all teams in that district shall be seeded according to the percentage of district matches won.

(b) Two Teams Tied. When two teams are tied for a seed, the following procedure shall be used (in the following order until the tie is broken):

1. Won-loss results of head-to-head competition between the two teams;
2. Won-loss record of the two teams versus the highest-seeded team (and proceeding through the lowest seeded team, if necessary);
3. Number of victories on the road in district matches;
4. Number of victories at home in district matches;
5. Overall winning percentage (all matches, including tournaments but excluding jamborees and classics, through Oct. 18, 2003); and
6. Coin toss by the District Leader.

(c) Three (or more) Teams Tied. When three or more teams are tied for a seed, the following procedure shall be used (in the following order until the tie is broken):

1. Total won-loss record of matches played among the tied teams;
2. Won-loss record of the tied teams versus the highest-seeded team (and proceeding through the lowest seeded team, if necessary);
3. Number of victories on the road in district matches;
4. Number of victories at home in district matches;
5. Overall winning percentage (all matches, including tournaments but excluding jamborees and classics, through Oct. 18, 2003); and
6. Draw by the District Leader.

Once the three-or-more-way tie has been reduced to two schools, the two-school tie-breaker formula shall be used.

(3) **Bracketing**. A single-elimination, standard progression bracket shall be used. The Nos. 1, 4, 5, 8, 9, 12, 13 and 16 seeds shall be placed in the upper half of the bracket and the Nos. 2, 3, 6, 7, 10, 11, 14 and 15 seeds shall be placed in the lower half of the bracket. Byes, if any, shall be awarded to the higher seeded teams. The team on the top line of the bracket in each match shall be designated the home team for that match.

(4) **Seeding Reports**. Each school in the district shall report by phone to the district coordinator its final district win-loss record not later than 10 a.m. Monday, Oct. 20, 2003. Only matches played prior to this date may reported. The district coordinator shall seed the schools, place the schools on the bracket according to their seed, and assign match dates and times in accordance with the provisions herein and the arrangements agreed upon at the district meeting. A copy of the finalized bracket shall then be faxed by the district coordinator to all schools in the district as well as to the FHSAA Office.

### **205.03 Regional Tournaments.**

(1) **Complexes**. Competition will be conducted in four regional complexes in each classification. Districts 1-4 will comprise the Region 1 complex, Districts 5-8 the Region 2 complex, Districts 9-12 the Region 3 complex, and Districts 13-16 the Region 4 complex. One tournament will be conducted in each regional complex.

(2) **Dates and Time Schedule**. Regional tournaments shall be played during Week 18 on the following dates:

- Quarterfinals – Tuesday, Nov. 4, 2003; and
- Semifinals and Championship – Saturday, Nov. 8, 2003.

Times for regional quarterfinals on Tuesday, Nov. 4, must be 7 p.m. local time. Exceptions must be approved by the FHSAA Office. Match times for semifinal and final matches on Saturday, Nov. 8 shall be 2 p.m. and 4 p.m. for semifinals, and 7 p.m. for finals. The host school shall play the 4 p.m. semifinal match.

(3) **Bracketing and Sites.** One of the competing schools shall serve as the host school for Regional Tournament quarterfinal, semifinal and championship matches. The host school shall be designated by the FHSAA as follows:

(a) In the quarterfinals, the champion of odd-numbered districts will host the runners-up from their neighboring even-numbered districts, and vice versa.

(b) In the semifinals and finals, the following rotation shall be used to determine the host school of a one-day, four-team tournament in each regional:

2003 – Line 3 of semifinal bracket;

2004 – Line 4 of semifinal bracket;

2005 – Line 1 of semifinal bracket; and

2006 – Line 2 of semifinal bracket.

The facility used must have a minimum spectator seating capacity of 300 persons. If, in any one of the four regions, a host school's facility does not meet this requirement, the host school – at its own expense – may secure an alternate facility that does meet the requirement. Otherwise, that school will forfeit its opportunity to host the tournament and the next school in the rotation will be designated the host, subject to the same facility requirements. Should this occur, the order of rotation shall not be adjusted the following year.

(c) In both the semifinal matches and the championship match in all classifications, the team on the top line of the bracket shall be the home team.

(d) Determination of a host school using this criteria is not absolute. In all cases, the FHSAA Office reserves the right to select an alternate site.

### **205.04 FHSAA Finals.**

(1) **Dates and Site.** The FHSAA Girls Volleyball Finals state tournament shall be played on Thursday, Friday and Saturday of Week 19 (Nov. 13-15, 2003) at The Lakeland Center. Paul McLaughlin, FHSAA administrator for girls volleyball, will be the Tournament Director.

(2) **Schedule.** The following schedule shall be used:

<b>Thursday, Nov. 13</b>	<b>Friday, Nov. 14</b>	<b>Saturday, Nov. 15</b>
<b>Classes 1A, 3A, 5A</b>	<b>Classes 2A, 4A, 6A</b>	<b>All Classes</b>
<b>Session 1, 10 a.m.</b>	<b>Session 4, 10 a.m.</b>	<b>Session 7, 10 a.m.</b>
Semifinal Match 1	Semifinal Match 1	Class 1A final
Semifinal Match 2	Semifinal Match 2	Class 3A final
<b>Session 2, 2:30 p.m.</b>	<b>Session 5, 2:30 p.m.</b>	<b>Session 8, 2:30 p.m.</b>
Semifinal Match 1	Semifinal Match 1	Class 5A final
Semifinal Match 2	Semifinal Match 2	Class 2A final
<b>Session 3, 7 p.m.</b>	<b>Session 6, 7 p.m.</b>	<b>Session 9, 7 p.m.</b>
Semifinal Match 1	Semifinal Match 1	Class 4A final
Semifinal Match 2	Semifinal Match 2	Class 6A final

The second match in each semifinal session will begin 30 minutes following the conclusion of the previous match. The second match in each championship session will begin 30 minutes following the conclusion of the awards ceremony for the previous match. Check FHSAA.org for specific match times.

(3) **Bracketing.** In establishing the competitive rotation of the bracket, Regions 2, 3 and 4 rotate clockwise against the stationary Region 1. The rotation for the next three years is as follows:

- 2003-04 – Region 1 vs. Region 3; Region 2 vs. Region 4
- 2004-05 – Region 1 vs. Region 4; Region 2 vs. Region 3
- 2005-06 – Region 1 vs. Region 2; Region 3 vs. Region 4

(4) **Home Team.** The Region 1 Champion and the Region 2 Champion shall be the home team in each semifinal match in each classification. The school on the top line of the bracket shall be the home team for the state championship match in each classification.

(5) **Coaches' Meeting.** A pre-tournament meeting of head coaches will be held Wednesday, Nov. 12, at 5:30 p.m. for Class 1A, 3A and 5A teams and Thursday, Nov. 13, at 5:30 p.m. for Class 2A, 4A and 6A schools. These meetings will be held in a room to be determined at the tournament venue. The head coach of each participating team is required to attend the appropriate meeting. Packets containing floor passes and other tournament information will be distributed at this meeting.

### **205.05 Advancement of Winners.**

(1) **District to Regional.** The champion and runner-up from each of the 16 district tournaments shall advance to one of the four regional tournaments in each classification to which they are assigned.

(2) **Regional to FHSAA Finals.** The champion from each of the four regional tournaments in each classification shall advance to the FHSAA Finals.

**205.06 Local Management.** The FHSAA representative of the host school will be the local manager for the state series event that his/her school is hosting. He/she will be responsible for making the necessary preparations to host the event and for the filing of necessary reports to the FHSAA Office upon conclusion of the event.

The local manager of a state series event is required to report to the FHSAA the arrangements for the event(s) his/her school will host not later than 9 a.m. EST on the day following the completion of events in the previous round; as well as the score(s) of the contest(s) in the event that his/her school hosted upon its conclusion and the updated win-loss records of participating teams.

Reports may be made online via iFHSAA, by e-mail to “vbgcores@fhsaa.org”, by completing and faxing Form AT9 to (352) 372-9086, or by calling (352) 372-9551 and following the instructions of the automated attendant. All required information must be provided regardless of the manner in which the report is filed.

## **206. Financial Terms**

### **206.01 District Tournaments.**

(1) **Admission.** \$5.00 per session.

(2) **Division of Receipts.** The host school shall retain 55 percent of the gross gate receipts from which it shall pay all expenses related to the event; 30 percent shall be divided evenly among the visiting school(s); and 15 percent shall be paid to the FHSAA.

By unanimous vote of those representatives present at the district meeting the terms of s. 206.01(2) may be set aside and the net profit, less the 15 percent share due the FHSAA, or net loss greater than \$250 incurred by a district tournament, pro-rated among participating schools. If the vote is not unanimous, the terms of s. 206.01(2) must be followed.

### **206.02 Regional Tournaments.**

(1) **Admission.** \$6.00 per day.

(2) **Division of Receipts.** The host school shall retain 55 percent of the gross gate receipts from which it shall pay all expenses related to the event; 30 percent shall be paid to, or divided evenly among, the visiting school(s); and 15 percent shall be paid to the FHSAA.

### **206.03 FHSAA Finals.**

(1) **Admission.** \$7.00 per session.

(2) **Division of Receipts.** When net profits after expenses allow, the FHSAA will pay each school an amount based upon its mileage from the tournament center as follows:

- 0-300 miles round trip – \$1,000.00 flat rate, plus \$1.00 per mile;
- 301-600 miles round trip – \$1,500.00 flat rate, plus \$1.00 per mile; and
- 601 or more miles round trip – \$2,000.00 flat rate, plus \$1.00 per mile.

When net profits after expenses do not allow for the payment of the above schedule, participating teams will divide 50 percent of the net profit in mileage and 50 percent of the net profit on a share-per-games-played basis. In such cases, the FHSAA will not retain any share of the net profit. At no time will participating schools be paid reimbursement for expenses when the FHSAA Finals does not show a net profit after expenses.

#### **206.04 Financial Policies.**

(1) Admission prices as stated shall be charged by the host school for the state series events for which it serves as host **unless waived in writing by the Associate Commissioner for Athletic Operations in advance of the event.**

(2) Numbered tickets shall be sold, must be torn in half by ticket takers so that they cannot be resold, and must be accounted for in the ticket manifest section of the financial report form that is to be completed and submitted to the FHSAA Office. The local manager must furnish the tickets to be sold for admission to the state series event which his/her school serves as host.

(3) If a state series event on the district or regional level shows a net profit of \$250 or less, the host school shall retain the net profit and no percentage shall be paid to the visiting school(s) or the FHSAA.

(4) The net profit is determined by subtracting total expenditures from the gross gate receipts on the financial report form.

(5) If a state series event on the district or regional level shows a net loss on the financial report form, the FHSAA shall compensate the host school up to \$250 for the loss, subject to the following provisions:

(a) The host school must charge the full admission price established;

(b) The host school must sell numbered tickets and account for all tickets sold in the ticket manifest section of the financial report form, as stipulated;

(c) The host school must file a financial report form for the meet within 21 calendar days of the completion of the meet as stipulated;

(d) The host school must submit with the financial report form the “FHSAA State Series Contest Pass Gate Sign-In Form(s)” (Form AT10) as stipulated; and

(e) The host school must be in compliance with all policies for the event.

(6) Compensation for expenses of schools competing in a state series is not guaranteed. Each participating school will be responsible to pay any and all expenses related to its team. Neither the FHSAA nor the host school/organization will assume responsibility for any participating school expenses of any kind.

(7) The appropriate “FHSAA State Series Financial Report Form” (Forms FN3 & FN4) must be submitted by the host school so that it is received in the FHSAA Office, as well as by all participating schools, within 21 calendar days of the completion of the event. Payment of profit shares due participating schools and the FHSAA must be included with the report. Failure to file a financial report within the 21-day period, will result in the forfeiture of any reimbursement to which the host school is entitled. If this report is not received in the FHSAA Office within 30 calendar days, a late filing fee of \$50 will be assessed. See FHSAA.org for “Guidelines on Filing of Financial Reports and Payment of Revenue Shares.”

## **207. Tournament Regulations**

### **207.01 Squads.**

(1) **Player Limit.** Each participating school shall be allowed a maximum of 15 players in uniform for each tournament match. Uniformed players, coaches and team managers will be admitted to tournament matches free of charge.

(2) **FHSAA Finals.** The number of floor passes for participating teams shall not exceed the number of uniformed players plus seven to be used by coaches, managers, statisticians, trainers, medical personnel, administrators, etc.

**207.02 Prematch Warmup and Procedures.** The following prematch time schedule shall be followed in all state series matches:

**First Match of Session**

25:00 on game clock (33:00 before match time) – Teams begin warmup, both teams on their respective sides of the net practicing ball-handling, with no balls going over net (10 minutes).

15:00 on game clock – Visiting team begins warmup on full court (6 minutes).

9:00 on game clock – Home team begins warmup on full court (6 minutes).

3:00 on game clock – Both teams on their respective sides of the net serving to opponents and receiving opponents' serves (3 minutes).

0:00 on game clock – Players for both teams line up on the endlines in front of their respective benches.

(-1:00) – National Anthem.

(-3:00) – Introduction of teams. As player's name is called she steps forward then back into line. Visiting team non-starters, then starters. Home team non-starters, then starters. Head coaches; visitor followed by home; they shake hands in front of table. Introduction of officials.

(-7:00) – Referee whistles for the team handshake at net; players return to their respective benches.

(-8:00) – Starters for both teams take court; match begins.

**Second and Subsequent Match(es) of Session**

25:00 on game clock (31:00 before match time) – Teams begin warmup, both teams on their respective sides of the net practicing ball-handling, with no balls going over net (10 minutes).

15:00 on game clock – Visiting team begins warmup on full court (6 minutes).

9:00 on game clock – Home team begins warmup on full court (6 minutes).

3:00 on game clock – Both teams on their respective sides of the net serving to opponents and receiving opponents' serves (3 minutes).

0:00 on game clock – Players for both teams line up on the endlines in front of their respective benches.

(-1:00) – Introduction of teams. As player's name is called she steps forward then back into line. Visiting team non-starters, then starters. Home team non-starters, then starters. Head coaches; visitor followed by home; they shake hands in front of table. Introduction of officials.

(-5:00) – Referee whistles for the team handshake at net; players return to their respective benches.

(-6:00) – Starters for both teams take court; match begins.

No participating team, other than the host school's team, shall be permitted onto a tournament floor for practice during the week of the district or regional tournaments. Teams that advance to the FHSAA Finals shall not be allowed practice time on the competition court at The Lakeland Center other than the 25-minute pre-match warm-up.

**207.03 Official Ball.**

(1) **District Tournaments, Regional Tournament Games.** The host school will supply legal match volleyballs which must be approved by the match referees.

(2) **FHSAA Finals.** The Spalding Top-Flite TF4000 NCAA volleyball shall be the official ball of the FHSAA Girls Volleyball Finals. The use of this ball will be mandatory in each match of the FHSAA Finals. Spalding and the FHSAA will provide the actual balls to be used both in competition and prematch warmups.

**207.04 Bands.** Bands will not be permitted to play at matches in the state series.

**207.05 Cheerleaders.** Cheerleaders in uniform, along with their adult sponsors, will be admitted free of charge to state series events (i.e., contests or sessions) in which their school's team participates. The number of cheerleaders permitted will be the same as the number who cheered during varsity contests during the regular season.

**207.06 Noisemakers.** All mechanical noisemaking devices, as well as any noisemakers of any kind that simulate a game whistle, are prohibited in the state series.

**207.07 Failure to Appear.** In the event a team fails to appear at the state series event site to play at the scheduled time for its contest, the contest shall be declared forfeited to the team's opponent, and that team shall advance to the next round. In this event, the FHSAA Office must be notified immediately. If a team's arrival is delayed due to mechanical problems or inclement weather, every reasonable effort must be made by the local manager in consultation with the FHSAA Office to make adjustments, if possible, in the starting time of the contest to accommodate the absent team.

**207.08 Team Data Form and Photo.** The FHSAA Office will produce the official souvenir program for the FHSAA Finals and will retain all proceeds from its sale. Schools that advance beyond the regional tournament quarterfinals must submit to the FHSAA Office by e-mail not later than 9 a.m. EST Wednesday, Nov. 5, 2003 a completed "2003 FHSAA Girls Volleyball Finals Team Data Form for Official Souvenir Program & Press Booklet", along with a photograph of the team for publication in the official souvenir program. The team data form must be downloaded from the FHSAA web site ([www.fhsaa.org](http://www.fhsaa.org)), completed in a computer and transmitted electronically via e-mail to "program@fhsaa.org". The digital team photo also must be transmitted as an e-mail attachment to the same e-mail address. The team photo should be saved in a TIFF format. Photos sent in a JPEG format, however, will be accepted provided they have a resolution of at least 150 dpi (300 dpi preferred). Each school that does not meet the 9 a.m. EST Wednesday, Nov. 5, 2003 deadline shall be assessed a \$50 late fee. If the school advances to the FHSAA Finals and the materials are not received by the FHSAA Office's publication deadline, the school shall be assessed additional fines up to \$300.

**207.09 Up-to-Date Statistics.** The 24 schools whose teams advance to the FHSAA Finals must report up-to-date cumulative statistics through the regional tournament championship match by submitting to the FHSAA Office the "2003 FHSAA Girls Volleyball Finals Up-to-Date Team Statistics" form not later than noon EST Monday, Nov. 10, 2003. The up-to-date statistics form must be downloaded from the FHSAA web site ([www.fhsaa.org](http://www.fhsaa.org)), completed in a computer and transmitted electronically via e-mail to "program@fhsaa.org". Each qualifying school that does not meet the noon EST Monday, Nov. 10, 2003 deadline shall be assessed a \$100 fine.

## **208. State Series Policies**

**208.01 Administration and Management.** As specified in Bylaw 4.1.4, all state series shall be conducted in accordance with the policies established by the Board of Directors and shall be under the direction and supervision of the FHSAA Office.

**208.02 Enforcement of Rules & Policies.** Participating schools shall adhere to all regulations and policies governing the state series.

The determination of the host school for each event shall be conditioned in part on the school's willingness to comply with and enforce regulations and policies governing the event. This includes financial terms, as well as licensing and merchandising policies. A school that does not comply with and enforce such regulations and policies shall forfeit its opportunity to serve as host.

**208.03 Neutrality.** It is the responsibility of the host school to ensure that an atmosphere of neutrality is maintained in all state series events. Such events are not "home

contests” for the host schools. Special festivities held as part of, or in conjunction with, regular season home contests (i.e., pregame activities designed to rally support for the home team, such as light shows, or give special recognition to members of the home team) are not permitted during the state series.

**208.04 Forfeitures and Vacations of Brackets, Standings.** Individuals or teams that are eliminated from state series competition by defeat by individuals or teams that later are ordered to forfeit their victory, place and/or points, are not reinstated and do not advance in the state series competition from which they were eliminated by defeat.

If championships or other placements in state series competitions are ordered vacated by individuals or teams, other individuals or teams neither advance to those placements nor receive awards for those placements.

**208.05 Passes.** FHSAA State Series Passes, FHSAA Lifetime Passes, FHSAA Student SID Identification Cards and legitimate news media credentials ONLY will be honored at state series events. All individuals who gain admittance to a state series event using a pass must record their name, signature and type of pass used on the “FHSAA State Series Contest Pass Gate Sign-In Log” (Form AT10). This pass log must be submitted to the FHSAA Office with the financial report.

**208.06 Signs and/or Banners.** The display of signs, banners, placards or similar items at matches in the state series is permitted, provided:

- (1) They are in good taste and reflect good sportsmanship in their message and use;
- (2) They reflect identification and encouragement to participants and their school or community, and make no reference to the opposing team, its school, players or community;
- (3) They are not displayed on the court, or in a manner which interferes with play;
- (4) They do not obstruct the view of participants or spectators; and
- (5) They are not safety hazards.

**208.07 Licensing and Merchandising.** The FHSAA owns or controls all rights and interests in its name, logos, trademarks and service marks, whether registered or unregistered, including the official event logo for all FHSAA Finals events. The sale of items bearing any of these marks by a member school or organization without the written consent of the FHSAA is prohibited.

The FHSAA retains the exclusive right to produce and sell souvenir products (apparel and otherwise) at all games, tournaments and meets held as part of the state series; host schools/organizations are required to sell items provided by the official FHSAA event souvenir merchandiser.

The official FHSAA event souvenir merchandiser is Team IP Sportswear, Inc., of Port St. Lucie. Team IP may be reached by phone at (877) 821-8643. Team IP has been awarded exclusive souvenir merchandising rights to all state series events on the district, regional and FHSAA Finals levels in all sports. A host school/organization that desires to sell souvenir merchandise at a state series event must purchase such merchandise from Team IP. No other vendor shall be permitted to produce such merchandise. Team IP shall have the right to go on-property and sell souvenir merchandise at the site of any state series event. The host school/organization of a state series event shall grant Team IP access to its property for the event.

The host school/organization of a state series event may be permitted to sell generic merchandise unrelated to the event (i.e., apparel and other merchandise bearing the host school/organization’s mark), provided such merchandise has been made available for sale on a consistent basis throughout the year and has not been produced specifically for sale at the state series event.

**208.08 Souvenir Programs.** All host schools of district tournaments/meets and regional tournaments/meets that produce an official program must display on the program cover both the appropriate FHSAA sport logo and sportsmanship logo, which may be downloaded from FHSAA.org. If the program cover is preprinted, the logos must be displayed prominently inside or on the team roster inserts.

**208.09 Public-Address Announcer.** The public-address announcer shall be considered a bench official for all state series events. He/she shall maintain complete neutrality at all times and, as such, shall not be a “cheerleader” for any team. The announcer will follow the FHSAA script for promotional announcements, player introductions and awards ceremonies. Other announcements are limited to:

- Those of an emergency nature (e.g., paging a doctor, lost child or parent, etc.);
- Those of a “practical” nature (e.g., announcing that a driver has left his/her vehicle lights on); and
- Announcements that FHSAA souvenir merchandise, souvenir programs and concessions are on sale in the facility.

During the contest, the announcer:

- Should recognize players about to attempt a play (e.g., coming up to in baseball, punting, kicking or receiving a punt or kick in football, serving in volleyball, etc.);
- Should recognize player(s) making a play (e.g., “Basket by Jones” in basketball, “Smith on the kill” in volleyball, etc.);
- Should report a penalty as signaled by the referee;
- Should report substitutions and timeouts;
- Must not call the “play-by-play” or provide “color commentary” as if he/she were announcing for a radio or television broadcast;
- Must not make any comment that would offer either competing team an unfair advantage in the contest; and
- Must not make any comment critical of any school, team, player, coach or official; or any other comment that has the potential to incite unsportsmanlike conduct on the part of any individual.

The announcer should be certain of the accuracy of his/her statements before making them. When in doubt, the announcer should remain silent.

**208.10 Public-Address Announcements.** Announcements promoting the FHSAA and its interscholastic programs must be read over the public-address system, if available, prior to and during all contests in the state series. See the “Promotions and Programs” page on FHSAA.org for the appropriate script.

**208.11 All-Tournament/Meet Teams.** No employee of the FHSAA nor the local manager may influence in any way the selection of any all-tournament/meet team, including the selection of a most valuable player or other “player of the game.”

**208.12 Uniformed Security.** The local manager for a state series event is responsible for providing appropriate uniformed security at the event that his/her school is hosting.

## **209. Media Policies**

### **209.01 Admission and Seating.**

(1) **District and Regional Tournaments.** Media representatives covering a state series event must be admitted free of charge upon presentation of proper news media identification. Space must be set aside to provide for news media representatives whether they be from newspapers, radio stations, commercial television stations and/or cable television stations.

(2) **FHSAA Finals.** News media representatives planning to cover the FHSAA Finals

state championship tournament must secure credentials as instructed by the FHSAA Office, according to the FHSAA Policy on Media Credentials. Requests for credentials should be submitted to the FHSAA Office not later than 5 p.m. EST Monday, Nov. 11, 2003. Only those representatives requesting credentials by the deadline will be guaranteed seating and informational materials at the tournament.

**209.02 Media Rights.** The FHSAA owns all media rights to its state series events, including rights to radio broadcasts, telecasts, cablecasts, webcasts, audio and film/video rights, and commercial photography. Radio broadcasts, telecasts, cablecasts and webcasts of state series events are governed by the FHSAA Broadcast Policy. Such broadcasts, telecasts, cablecasts and webcasts must be approved by the FHSAA Office. The following provisions shall apply.

(1) The “Application for Media Rights to FHSAA State Series Event” (Form AT11) to the FHSAA Office by 3 p.m. EST on the business day preceding the event to be broadcast, telecast, or cablecast to avoid a \$25.00 late filing fee.

(2) Radio broadcast rights fees are \$50.00 per event. Tape-delay telecast and cablecast rights fees are \$250.00 per event. Rights fees for live telecasts and cablecasts shall be negotiated at the discretion of the FHSAA. The FHSAA Office shall invoice the outlet to which rights are granted. Rights fees must be paid by company check made payable to “FHSAA” and mailed directly to the FHSAA Office within 30 days of receipt of the invoice. Outlets that fail to make payment of rights fees by the deadline shall be assessed a \$25.00 late fee and may be denied rights to broadcast, telecast or cablecast future contests.

(3) The FHSAA Radio Network owns exclusive rights to the radio broadcast of all FHSAA Finals state championship events. Sunshine Network owns exclusive rights to the telecast and cablecast of all FHSAA Finals state championship events. iHigh Inc. owns exclusive rights to the webcast of all state series events.

(4) Approval of radio broadcasts, telecasts and cablecasts of state series contests by the FHSAA Office are final. The FHSAA Office shall fax to the host school a copy of the approved media rights agreement. A host school shall not permit the radio broadcast, telecast or cablecast of a state series contest that has not been approved by the FHSAA Office.

### **209.03 Post-Competition Procedures.**

(1) **District and Regional Tournaments.** The host school should cooperate with news media representatives in providing them access to a work area and telephone following a state series contest so that they can file their reports on the contest. The head coach of each competing team is required to cooperate with the news media by participating in interviews as quickly as possible following the conclusion of the contest and providing contest statistics/results if available. Participation by athletes in interviews is voluntary and at the discretion of the head coach.

(2) **FHSAA Finals.** The host site must designate a room or area secluded from the general public for a post-contest press conference involving the head coach and up to three (3) players from each team participating in the just-concluded contest. Participation by the head coach in the press conference is mandatory. Participation by athletes is voluntary and at the discretion of the head coach. Both the head coach and athletes may agree to supplemental one-on-one interviews, at their discretion, following their press conference. News media representatives must remain off the field/court and no interviews may take place during the awards ceremony following the championship contest.

### **209.04 Restrictions.**

(1) **Access to Locker/Dressing Rooms.** The FHSAA operates under a closed locker-room policy at all FHSAA Finals state championship events. At no time will news media

representatives be granted access to lockerrooms or dressing rooms at any state championship event. Team boxes, team benches, team huddles and dugouts are considered extensions of locker/dressing rooms.

(2) **Access to Competition Area.** Media representatives are not permitted in the competition area (i.e., within the field of play, on the playing court, etc.) at any time during a state series contest until the competition has concluded and a winner has been determined. Photographers shall honor photographer lines and designated areas when marked.

## **210. Awards**

### **210.01 Team Awards.**

(1) **District Tournaments.** Trophies are available for awarding to the champion and runner-up teams, and may be purchased from the FHSAA's authorized vendor by the host school or district as an expense of the tournament as determined by those school representatives present at the district meeting, or individually by the champion and runner-up schools. There shall be no other team awards presented by outside organizations or individuals.

(2) **Regional Tournaments.** Trophies are available for purchase by the champion and runner-up schools from the FHSAA's authorized vendor. There shall be no other team awards presented by outside organizations or individuals.

(3) **FHSAA Finals.** Trophies will be awarded to the champion and runner-up in each class in the FHSAA Finals. There shall be no other team awards presented by outside organizations or individuals.

(4) **FHSAA Authorized Vendor.** Trophies must be ordered from The Trophy Shop in Gainesville by calling (352) 372-8551. The vendor should also be contacted if problems are experienced in receiving trophies on time and in good condition.

### **210.02 Individual Awards.**

(1) **District and Regional Tournaments.** No individual awards will be given at District or Regional Tournaments.

(2) **FHSAA Finals.** Medallions will be presented to members of the champion and runner-up teams at the FHSAA Finals. A total of 22 medallions will be ordered for presentation to teams in the championship match. Schools may purchase additional medallions by contacting the FHSAA Office. There shall be no other awards presented to any individual by any organization or individual at the FHSAA Finals.

## **211. Officials**

### **211.01 Assignment.**

(1) **District Tournaments.** Official crews for each district tournament shall be selected at the district meeting. A crew of at least two officials (referee and umpire) shall be assigned to each match. Districts may agree to assign four officials (referee, umpire and two line judges) to each match. The district coordinator shall contract with the appropriate local officials association for those officials selected by the district. The decisions of the officials shall be final. No protests shall be allowed.

(2) **Regional Tournaments.** Official crews for regional tournament matches shall be assigned by the FHSAA Office. A crew of four officials (referee, umpire and two line judges) shall be assigned to each match. The decisions of the officials shall be final. No protests shall be allowed.

(3) **FHSAA Finals.** Officials for the FHSAA Finals shall be assigned by the FHSAA Office. A crew of four officials (referee, umpire and two line judges) shall be assigned to each match. The decisions of the officials shall be final. No protests shall be allowed.

### **211.02 Payment.**

(1) **District Tournaments.** The host school for each district tournament shall be responsible for paying match officials from the total revenue of the tournament according to the financial terms stipulated in s. 206.01(2). Checks in payment of officials' fees and expenses must be issued to the local officials association to which the officials belong.

(2) **Regional Tournaments.** The host school for each regional tournament or match shall be responsible for paying match officials from the total revenue of the tournament or match according to the financial terms stipulated in s. 206.02(2). Checks in payment of officials' fees and expenses must be issued to the local officials association to which the officials belong. The FHSAA Office shall notify each host school in advance of the total amount of fees due and the name of the local officials association to which the check is to be issued.

(3) **FHSAA Finals.** The FHSAA Office shall be responsible for paying match officials assigned to work the FHSAA Finals.

### **211.03 Fees.**

(1) The fees to be paid officials for matches in the state series are as follows:

- District Tournament Matches – \$37.00 referee; \$37.00 umpire; \$24.00 per line judge
- Regional Tournament Matches – \$40.00 referee; \$40.00 umpire; \$24.00 per line judge
- FHSAA Finals – \$45.00 referee; \$45.00 umpire; \$27.00 per line judge

(2) Fifty (50) cents per mile one way, one vehicle, is the maximum mileage rate.

**211.04 Dressing Facilities.** The host school for each regional tournament match shall provide contest officials with a secure and adequate dressing room (one each for mixed gender crews) with properly operating bathroom facilities including showers with warm water at the site of the contest. If the site does not have such facilities, the host school shall obtain and provide at its expense an appropriate hotel/motel room(s) reasonably close to the site. The host school is required to complete dressing room arrangements and have the information available to the head referee at least 24 hours prior to the scheduled starting time of the contest.

# **Notes**

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**Vice President:** Dave Horner, Athletic Director, Forest HS (Ocala)



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