



Wisconsin Independent Volleyball League

MEET HOSTING CHECKLIST

What follows is an outline of issues hosts need to address when hosting a Wisconsin Independent Volleyball League meet. This is not intended to be a complete list of every task that needs to be performed, nor should it be viewed as a substitute for reading and digesting the complete set of League Rules. Treat it as a timeline checklist to assist hosts in preparing properly and not missing any key issues.

Well in Advance of Meet

- 1) Reserve the court space for each meet. Check periodically in advance of the meet to make certain no conflicts with the space have developed, like late-planned WIAA events, school concerts, etc.
- 2) Identify early who will be used as referees. Contact them and reserve their time. The later this is done, the more difficult it will be to get the best people.
- 3) Hosts must have a plan in place about getting emergency medical technicians and hospital transportation in case of a serious injury, so that they can be accessed quickly.

The Week Leading up to the Meet

- 1) Send referees the game rules and encourage them to read this section before the meet.
- 2) Prepare meet summary results board.
- 3) A host should talk to its school administration about making sure the gym floor is clean before the start of the meet. Dirty floors are slippery and dangerous and reflect poorly on the host school and community.

The Day of the Event

- 1) Have the front door and gym doors open at least 45 minutes before the scheduled time of the first match. Teams travelling longer distances usually allow extra time and often arrive early. Have an admissions taker at the door by that time so revenue isn't lost.
- 2) Hosts need game balls at each scorer's table, fully-inflated. Regulation WIAA balls will be used at the 8th, 7th and 6th grade levels. In the 5th/4th grade division, the "lite," "volley-lite," "first-touch," or "starter" ball will be used.

3) At each scorer's table, hosts will need the following items:

- A clearly visible scoreboard or flip chart.
- A copy of the game rules – encourage referees to read if they haven't already – or re-read if they have the time.
- A scorebook and several sharpened pencils or mechanical pencils.
- Quarter for the coin toss.

4) Make certain that the "Meet Director's" name is posted on the "Meet Results Summary." It's always a nice touch to have that person introduce himself/herself to each coach before their first game so the coaches know who to go to if they have a question or problem.

5) Mark service line for 4th/5th and 6th grade meets. The 7th and 8th grades will use the WIAA's 30-foot serving line. The serving line will be set at 24 feet for 4th/5th and 6th grade meets.

6) There may be minor injuries. Try to have an ice supply (most hosts do so at the concession stand) with some plastic baggies for those teams not traveling with ice.

7) All officials must be in black bottoms and white tops.

During the Meet

1) If there is a serious injury and EMTs or an ambulance are called, the player's parent(s), if there, should be found immediately. If not present, ask the player's coach for the signed copy of the "Consent for Medical Treatment" from that player's parents to give to the emergency personnel.

2) Post scores promptly on the Meet Results Summary.

3) If a visiting team violates the Rules by bringing in food and liquid (unless it's liquid to be consumed by the team during the games), a host needs to make sure they file a written complaint (by email or fax). Whether or not the coach of that team is confronted during the meet is up to each host.

4) Don't forget that the host must report the exact scores of all games by 10:00 a.m. the next Monday (and, preferably, even earlier). Make sure that whoever is reporting these scores takes home with him/her the Meet Results Summary (or, in the alternative, the scorebooks).