

# CIF STATE VOLLEYBALL CHAMPIONSHIPS HANDBOOK



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**Visit our web site at: [www.cifstate.org](http://www.cifstate.org)**

This handbook covers policies and procedures  
for the administration of the CIF State Volleyball Championships.

TO: ALL ADMINISTRATORS, COACHES AND ATHLETES

FROM: MARIE M. ISHIDA, CIF EXECUTIVE DIRECTOR

DATE: DECEMBER 2011

RE: EXPECTATIONS FOR SCHOOLS, COACHES AND STUDENT-ATHLETES  
IN PURSUING VICTORY WITH HONOR<sup>sm</sup>

Congratulations on advancing to the CIF State Volleyball playoffs! This is an achievement that deserves to be celebrated! Along with this achievement come additional responsibilities, as the spotlight of high school athletics will focus on your school. Many individuals throughout the state will perhaps get their first and only impression of your school and community by the actions and behaviors that your team and community will display in the next two weeks.

The CIF is committed to the principles of Pursuing Victory With Honor<sup>sm</sup>. As a condition of membership in the CIF, your school has agreed to abide by these principles both in the letter and the spirit of the rule. The principles are about fair play and respect in all that you do on the court and the sportsmanship spectators display in the stands. The CIF has high behavioral expectations as part of your participation in the CIF State Volleyball playoffs and all schools are required to have team and coaches meetings with their respective school principals to review these expectations.

During the CIF State Volleyball Championship playoffs please remember that as a student-athlete and coach, you are role models to the fans in attendance. Show them the best that you can be and the best in sport by Pursuing Victory With Honor<sup>sm</sup>.

We hope all schools will enjoy the best this educational athletic experience has to offer.

*Trustworthiness—Respect—Responsibility—Fairness—Caring—Citizenship*

# TABLE OF CONTENTS

## IMPORTANT INFORMATION

|   | <i>Page</i> |
|---|-------------|
| Tournament Directors .....                          | 5           |
| General Playoff Information and Time Schedule ..... | 5           |
| Checklist for ADs/Coaches.....                      | 6-7         |

## GENERAL INFORMATION

|   | <i>Page</i> |
|---|-------------|
| State Championship Divisional Placement of Schools..... | 8           |
| Entries (Seeding Procedures).....                       | 8           |
| Reporting of Records.....                               | 9           |
| Seeding Meeting Dates.....                              | 9           |
| Common Reimbursement Policy .....                       | 10-11       |

## PRELIMINARY ROUNDS AND REGIONAL CHAMPIONSHIPS

|  | <i>Page</i> |
|--|-------------|
| Admissions Procedures.....                                   | 12-13       |
| Passes Honored.....  | 13          |
| Announcer .....  | 13          |
| Appearance/Behavior .....                                    | 13          |
| Ball/NFHS Rules .....  | 13          |
| Coin Toss.....   | 13          |
| Game Management Expenses .....                               | 14          |
| Home School Responsibility.....                              | 14          |
| Mechanical Noisemakers.....                                  | 14          |
| Officials .....  | 14          |
| Posters/Banners.....   | 14          |
| Sites and Times of Competition .....                         | 14          |
| Squad Size.....  | 14          |
| Timed Warm-Up Procedures/Introduction of Teams .....         | 15          |
| Tournament Format .....                                      | 15          |
| Videotape/Schools .....                                      | 15          |
| Northern and Southern California Finals Additional Info..... | 16          |

## STATE CHAMPIONSHIP FINALS

|                            | <i>Page</i> |
|----------------------------|-------------|
| Time Schedule .....        | 17          |
| Admission Procedures ..... | 17-18       |
| Passes Honored.....        | 18          |
| Appearance/Behavior .....  | 18          |
| Ball/NFHS Rules .....      | 19          |
| Championship Site .....    | 19          |
| Coin Toss.....             | 19          |

## STATE CHAMPIONSHIP FINALS (cont)

|                                      | <i>Page</i> |
|--------------------------------------|-------------|
| Introduction of Teams .....          | 19          |
| Lineups.....                         | 19          |
| Management .....                     | 20          |
| Mechanical Noisemakers.....          | 20          |
| Media.....                           | 20          |
| Posters/Banners.....                 | 20          |
| Practice at the Tournament Site..... | 20          |
| Souvenir Programs .....              | 20          |
| Squad Size .....                     | 20          |
| Sportsmanship Meeting.....           | 20          |
| Team Awards .....                    | 21          |
| Team Bench .....                     | 21          |
| Team Mementos .....                  | 21          |
| Athletic Trainer.....                | 21          |
| Parking.....                         | 21          |

## APPENDICES

|  | <i>Page</i> |
|--|-------------|
| Announcer Script .....                                 | 23          |
| Public Address Announcements (CIF Sponsors).....       | 24          |
| Communicable Disease Procedure .....                   | 25          |
| Headquarters Hotel .....                               | 26          |
| Directions to Concordia University Irvine .....        | 27          |
| Sportsmanship Meeting (Pre-game Outline).....          | 28          |
| Game Management Report Form .....                      | 29          |
| Statement of Travel and Expenses .....                 | 30          |
| *School Confidential Contact Info .....                | 31          |
| *Team Roster/Pass List .....                           | 32          |
| *Season Summary Sheets (3 pages).....                  | 33-35       |
| *Facilities Specification Form.....                    | 36          |
| Band Complimentary Admission List.....                 | 37          |
| Cheer & Song Leaders Complimentary Admission List..... | 38          |

\*All 6 pages must be completed and returned to your Section Commissioner prior to November 20, 2011.

# *Tournament Directors*

## *Northern California*

**Chris Hansen, Leland High School**

6677 Camden Ave

San Jose, CA 95120

WORK: (408) 535-6290 x 261

CELL: (408) 391-1654

FAX: (408) 927-6448

[Chris\\_hansen@sjusd.org](mailto:Chris_hansen@sjusd.org)

## *Southern California and State*

**Janet Berardi, Kennedy High School**

8281 Walker St.

La Palma, CA 90623

CELL: (714) 916-4880

FAX: 714) 220-4106

[janberardi@aol.com](mailto:janberardi@aol.com)

## **GENERAL PLAYOFF INFORMATION AND TIME SCHEDULE**

The CIF State Volleyball Championships are under the direct responsibility of the State CIF Office, which will have final authority and responsibility for the championships. Tournament Directors under the direction of the State CIF shall coordinate and facilitate the administration of the CIF State Championships.

| <u>Round</u>                  | <u>Date</u>                        | <u>Location</u>    | <u>Times</u>  |
|-------------------------------|------------------------------------|--------------------|---------------|
| <b>I (if necessary)</b>       | <b>Monday, November 21, 2011</b>   | <b>Host School</b> | <b>7:00pm</b> |
| <b>II</b>                     | <b>Tuesday, November 22, 2011</b>  | <b>Host School</b> | <b>7:00pm</b> |
| <b>III</b>                    | <b>Saturday, November 26, 2011</b> | <b>Host School</b> | <b>7:00pm</b> |
| <b>Regional Championships</b> | <b>Tuesday, November 29, 2011</b>  | <b>Host School</b> | <b>7:00pm</b> |

Rounds I, II, III and Regional Championships will be conducted between the following participating CIF Sections.

NORTHERN: Central Coast, North Coast, Northern, Oakland, San Francisco and Sac-Joaquin

SOUTHERN: Central, Los Angeles, Southern and San Diego

**State Championships: Saturday, December 3, 2011 @ Concordia University Irvine**

### Game Time

**10:00 a.m.**

**12:00 p.m.**

**2:00 p.m.**

**5:00 p.m.**

**7:00 p.m.**

### Division

**Division V**

**Division IV**

**Division III**

**Division II**

**Division I**

**Note:** Competitors will not leave school on the day preceding the competition prior to the close of the school day unless travel requires two days. If travel requirements warrant, schools may petition to their section CIF office for the additional day. Violation of this regulation may result in disqualification.

# CHECKLIST FOR ATHLETIC DIRECTORS/COACHES

## Preliminary Rounds @ home sites – Nov. 21, 22, 26 & 29, 2011

✍ Email team photo and roster to [justin@sectionsports.com](mailto:justin@sectionsports.com). Use roster on page 30 as a format guide when submitting electronic roster for use in the program. List in subject line of email: School Name and Division.

✍ Return the following forms to your Section Commissioner: School Contact Information Sheet, Team Roster, Season Summary Sheets and Facilities Specification form (6 pages total)–  
Due to your CIF Section Office prior to November 20th.

✍ Sunday, November 20th Northern and Southern Seeding Meeting. Coaches will be phoned/emailed by a CIF representative should their team advance. All draws will be posted on the State CIF web site ([www.cifstate.org](http://www.cifstate.org)) by 5 p.m. on Sunday, November 20th.

✍ Make arrangements for a **Reserved Court** in event of home game in all Rounds – November 21, 22, 26, & 29. Make all necessary travel arrangements.

✍ Hire Announcer. Make sure the announcer follows the script and reads the promos.

✍ **CIF will arrange for officials.** You should receive a call from the assignor no later than the morning of the match.

✍ *Call in ALL game results to the State CIF Office (916) 239-4477. The CIF will post these results on its web site so please call in immediately following the completion of the match.*

## Northern & Southern Regional Championships @ home sites – Nov. 29, 2011

✍ Host schools will receive an announcer's script and awards on Tuesday, November 29<sup>th</sup>. These items will be shipped overnight to your school on Monday morning. Some locations may not receive them until later in the day on Tuesday (around 5:00pm). Please make sure your office staff knows to alert you when they arrive.

✍ Hire Announcer. Make sure the announcer follows the script and reads the promos.

✍ **CIF will arrange for officials.** You should receive a call from the assignor no later than the morning of the match.

✍ Prepare for regional awards ceremony, including organizing presenter(s), receipt of awards, scripts, and the name of your presenter. School principal or designee will present awards.

✍ *Call in ALL game results to the State CIF Office (916) 239-4477. The CIF will post these results on its web site so please call in immediately following the completion of the match.*

✍ Return Game Management Report Form and/or Official Statement of Travel and Expense to State CIF office - due within 10 days after contest.

# CHECKLIST FOR ATHLETIC DIRECTORS/COACHES

## *CIF State Finals – Concordia University Irvine*

- ✍ Arrange for reserved rooms for members of team party with Jade Chin at State CIF for the **Headquarters Hotel, Irvine Marriott 18000 Von Karman Avenue, Irvine, CA 92612. (These reserved rooms can only be arranged through Jade Chin at 916-239-4477 at the State CIF Office) Do not call the hotel directly.**
  
- ✍ **Reminder** - each team is asked to bring a small memento for team exchange purposes prior to the Championship Match.
  
- ✍ Arrange for a school administrator, head coach, and team captain(s) to be present at the Sportsmanship meeting 1 hour prior to game time.
  
- ✍ Arrange for 3 school administrators or designees to be present prior to and after your match to help with supervision.
  
- ✍ If your Cheer Squad or Band will be attending, their advisor needs to fill out the appropriate pass list and have the school principal sign the form. The advisor will present the pass list at the gate for admission. All members must be present at that time for free admission. Remind them that Cheer squads must be in uniform and band members must have their band instrument with them.
  
- ✍ **Save all receipts for allowable expenses for attachment to *Statement of Travel and Expense*.**
  
- ✍ **Return Official Statement of Travel and Expense to State CIF within 10 days after contest.**

# ENTRY AND SEEDING INFORMATION

## STATE CHAMPIONSHIP DIVISIONAL PLACEMENT OF SCHOOLS

Each Section will determine the divisional placement for its schools who qualify for the state volleyball championships and is required to submit the placement of schools into the five divisions to the State CIF Office no later than October 1. CIF-member schools will be required to participate in the division that has been established by their respective Section. Sections may use their own established criteria to determine placement of teams in the five divisions based on the following guidelines:

|               |   |
|---------------|---|
| Division I    | As determined by Section                                      |
| Division II   | As determined by Section                                      |
| Division III  | As determined by Section                                      |
| Division IV * | As determined by Section, but enrollment may not exceed 1,250 |
| Division V *  | As determined by Section, but enrollment may not exceed 500   |

(Revised May 2008 Federated Council)

**Note: Grades 9-12 are utilized for CBEDS enrollment.**

**Single Gender Schools - The enrollment for single gender schools shall be doubled in grades 9-12 to gain a total figure for the single gender school.**

## ENTRIES – Seeding Procedures

The CIF State Volleyball Championships will be conducted using eight-team brackets in both the north and south in each of the five divisions. If necessary, out-brackets will be utilized to develop brackets.

Division I North - The Sac-Joaquin, North Coast, and Central Coast Sections shall receive one automatic entry. San Francisco and Oakland Sections shall receive one automatic entry **per tournament (in one division only) and must declare which division by the October 1 deadline**. Adjustments will be made in the selection of non-champions, depending on which division Oakland and San Francisco teams are entered. All sections are eligible to submit at-large entries should openings exist in the draw.

Division I South - The Central, San Diego, and Los Angeles City Sections shall receive one automatic entry and Southern Section shall receive four automatic entries. At-large berths, if any, shall be open to teams from Los Angeles, Central, and San Diego only.

Division II-V North - The Sac-Joaquin, North Coast, Northern and Central Coast Sections shall forward two entries in Division II through V. San Francisco and Oakland Sections shall receive one automatic entry **per tournament (in one division only) and must declare which division by the October 1 deadline**. Adjustments will be made in the selection of non-champions depending on which division Oakland and San Francisco teams are entered. All sections are eligible to submit at-large entries should openings exist in the draw.

Division II-V South - The CIF Central, Los Angeles, and San Diego Sections shall receive one automatic entry and the Southern Section will receive four automatic entries. If the Los Angeles Section does not have an entry in a division then the Central and San Diego shall receive two automatic entries and the Southern Section shall receive four automatic entries. At-large berths, if any, shall be open to teams from the Central, San Diego, and Los Angeles Sections only.

## **REPORTING OF RECORDS/CONSIDERATIONS FOR SEEDING PURPOSES**

Teams overall records will be taken into consideration for seeding purposes, along with strength of schedule, head-to-head competition, and geography (travel considerations). Whenever possible schools from the same section will not meet in the 1st round. *Overall records will consist only of matches that were played as the best two out of three (2 of 3) or three out of five (3 of 5) possible games.* Matches will not count in the overall record when a team won two games (or three) in a row, but would not have played a third (or fifth) even if the teams split. Pool play will not count in the record UNLESS it meets the above criteria.

- 1) For all invitational tournaments, coaches MUST use rally scoring to 25, 2 of 3 or 3 of 5 for varsity and sub-varsity tournament regulation.
- 2) For all invitational tournaments, pool play must be played rally scoring to 25, although they do not have to play 2 of 3 or 3 of 5.

## **SEEDING MEETING DATES**

- Sunday, November 20, 2011 at CIF State Office, Sacramento at 9:00 a.m.**
- Sunday, November 20, 2011 at Kennedy High School, La Palma at 10:00 a.m.**

# REIMBURSEMENT POLICY

## VOLLEYBALL CIF REGIONAL AND CIF STATE CHAMPIONSHIPS

The CIF's reimbursement policy is based on three factors: safety, consistency, and an attempt by the CIF to defray some of the costs associated with participation in these championship events.

### Safety

The most important factor is the safety of student-athletes, their coaches and administrators who travel to CIF-sponsored regional and state championship events. A team that travels a great distance to participate in an evening contest may request an overnight stay if they are unable to safely return to their school site. 150 miles (one way) is the arbitrary distance beyond which a team qualifies for an overnight stay. Some schools may choose to return home after an evening event, even if they are more than 150 miles from the game site, because they feel it is safe to do so. Teams who travel more than 150 miles one-way to a game but play at a time that safely allows them to travel to and from the game site on the same day will not be granted overnight approval. In some cases it is possible to request reimbursement, even if the one-way miles are less than 150, if the safety of student-athletes is of concern.

### Consistency

80 teams will participate in regional and state championships in volleyball this year. The CIF has one policy governing these 80 schools, not individual policies for each school. The CIF recognizes that all participating schools are governed by different district policies, different travel needs and geographic issues. The CIF policy is flexible enough to account/allow for some of those differences. For example, 150 freeway miles are not the same as 150 mountain miles. **HOWEVER, prior approval must be obtained through the tournament director.**

## REIMBURSEMENT EXPENSES

The CIF reimbursement policy is designed to help defray many of the major costs associated with participation in the volleyball championships. It is not designed to totally reimburse all schools for all costs. Schools are reimbursed at the rate approved by the State Federated Council, which is comprised of representatives of all ten sections.

### Traveling Party

Reimbursable expenses for the traveling party for volleyball teams will be limited to 15 student-athletes and 2 adults. Schools may take additional personnel at their own expense.

### Mileage

Please consult the Official Statement of Travel and Expense form in the appendices to find the appropriate ground/air mileage rate for your school. CSAA, Mapquest, etc. computations will be used to determine mileage figures. The CIF will not reimburse for rental vehicles or mileage for rental vehicles for teams choosing the air travel option.

### Lodging (Prior Approval from Tournament Director Required)

Teams traveling more than 150 miles, one way, to a contest, who receive advance approval, may elect to spend the night at the headquarters hotel. No team will be allowed more than one night's lodging. If granted approval by the Tournament Director, please consult the Travel and Expense form to determine your school's lodging allowance. Additional rooms are the financial responsibility of the school.

**Meals (Prior Approval from Tournament Director Required)**

Please consult the Travel and Expense form to see if your school qualifies for a Meal Allowance(s). If you have any questions, please contact the Tournament Director.

Schools must complete the Statement of Travel and Expense within 10 working days of the contest to qualify for reimbursement expenses. The policy outlined above is in effect for all CIF all rounds of the CIF Regional playoffs and the CIF State championships.

**FINANCIAL ACCOUNTING**

**Report Due Dates** - All financial reports and checks are due within 10 days of the contests. These forms must be completed and returned within the 10-day period.

**Ticket Sales**

In the preliminary rounds I, II, III and Regional Finals the host school will provide the tickets. The CIF does not supply tickets. There are no pre-sale tickets.

The host school must fill out the Game Management Form. This form must be sent to the State CIF Office **within 10 working days of the contest**. A net profit check, including all revenues derived from the game after approved expenses, should be made out to the California Interscholastic Federation.

Traveling teams shall completely fill out the Statement of Travel and Expense and send to the State CIF **within 10 working days of the contest**.

Please send all financial reports and checks in ONE package/envelope to:

**CIF State Office**  
**Attention: Bobbi Madsen**  
**4658 Duckhorn Drive**  
**Sacramento, CA 95834**  
**(916) 239-4477 phone**  
**(916) 239-4478 fax**  
**[bmadsen@cifstate.org](mailto:bmadsen@cifstate.org)**

# Preliminary Rounds & Regional Championships

## ADMISSIONS PROCEDURES

The visiting school's athletic director shall contact the hosting school's athletic director to coordinate pre-game planning, including supervision and gate lists.

\*Remember State Championship procedures may differ from your Section's procedures.

## ADMISSION (NO PRE-SALE)

*The designated Home school will provide their own tickets for all preliminary rounds and the Regional Finals.*

The following ticket prices will be in effect for the Preliminary Rounds and the Regional Championships:

**November 21, 22, 26 & 29, 2011**

|   |               |
|---|---------------|
| <b>General Admission .....</b>  | <b>\$9.00</b> |
| <b>Student, children (5+yrs.) and senior citizens (65+yrs.) .....</b> | <b>\$5.00</b> |
| <b>(Students must present a valid ASB Card)</b>                       |               |

## ADMINISTRATIVE SUPERVISION

Each school principal will provide a minimum of three school administrators or designees to help supervise their respective students and spectators. These individuals will have free admission.

Preliminary Rounds: The visiting school will provide, in writing, to the home school the names of these three individuals.

**May be included on the Player Roster/Pass List form.**

## COACHES AND PLAYERS

Each participating team will receive **20 complimentary admissions** for all championship matches to include team members, coaches, manager, statistician, and trainer or other support personnel. Names for all 20 will be included on the Team Roster/Pass List and provided to the opposing team prior to arrival. Teams with more than 20 will need to purchase the extra tickets. All others, including bus drivers, and non-varsity players must purchase tickets and enter the contest through the regular ticket access doors.

**\*Note: Only 15 awards will be given to each team at both the Regional Finals and the State Championships.**

## CHEER AND SONG LEADERS IN UNIFORM

Each school will be allotted up to **9 complimentary admissions** for cheer and song leaders, plus 1 advisor (mandatory). Please bring the pass list (appendix) with the 10 names signed by the Principal. Advisors will be responsible for the decorum of this group. Electronic equipment and noisemakers, such as air horns, bells, drums, sirens, blow horns, thunder sticks, etc. will not be allowed. Only cheerleaders in uniforms may use megaphones.

\*Only positive banners and spirit signs may be displayed at State CIF contests.

## DRILL TEAMS AND BUS DRIVERS

Drill teams and bus drivers **must purchase tickets** and will be admitted through regular ticket access doors.

## PEP BANDS

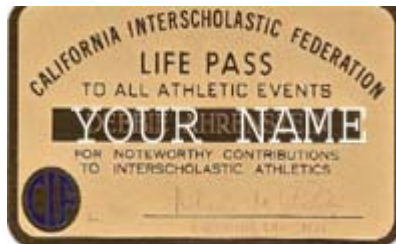
Pep bands will be limited to **12 complimentary admissions** plus 1 band director (mandatory). Please bring the pass list (appendix) included with the 13 names signed by the Principal. The pep band will be seated in each school's designated rooting section. The band may play before and after the match, during time-outs, and between games of the match. At no time may a band play during the match. Under no circumstances may band instruments be used for cheering purposes. Electronic amplification is prohibited.

## PASSES HONORED FOR PRELIMINARY ROUNDS & REGIONAL CHAMPIONSHIPS

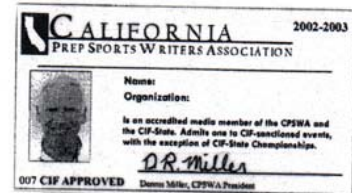
### CIF COURTESY CARD/CIF LIFE PASS/ CA PREP WRITERS ASSOC.



*Yellow/Blue*



*Gold*



*White*

Note: \*No CIF section, faculty or student passes will be honored at the gate for admission.

## ANNOUNCER

The announcer will be a responsible adult who can set the tone of the match by calling the fans' attention to the following points of reference. 1) CIF State Volleyball Championships are conducted under the strictest code of good sportsmanship; 2) the game officials are neutral persons who represent the CIF, and who have been selected because of their demonstrated ability, and 3) rooters are encouraged to support their team but are requested to refrain from booing the opponents or the officials (see **appendix for announcer script**).

## APPEARANCE/BEHAVIOR

All coaches and bench personnel are expected to behave and dress in attire appropriate to a state championship event. Inappropriate attire includes, but is not be limited to, bare feet, flip flops, sweats and any other attire unbecoming a championship event.

**Note: The wearing of sweat suits, tee shirts, or any other clothing representing any organization, corporation, business, college or university is strictly prohibited.**

## BALL/NFHS RULES

The official volleyball for all contests in the CIF State Volleyball Championships shall be the Spalding TF 5000 Gold. One volleyball for use during the first, second, third rounds and regional finals will automatically be distributed to qualifiers at the conclusion of CIF Section championship matches. Schools will be required to bring their issued Spalding TF 5000 Gold volleyball to every regional match.

All matches will be played under the 2011-2012 National Federation Volleyball Rules with California modifications, adopted in the State CIF Constitution or this handbook.

## COIN TOSS

The officials will hold a coin toss prior to the match to determine choice of serving or receiving. Designated home team automatically receives choice of side.

### **GAME MANAGEMENT EXPENSES**

All host schools are given a blanket amount for the basic expenses of hosting a volleyball contest keeping in mind that this is one match, not several as during the regular season (see Game Management Report Form in appendices). These expenses include the site director, announcer, school supervision and security, custodians, scoreboard, scorer, libero tracker, ticket sellers and ticket takers. It is up to game management to determine the appropriate amount to pay each individual.

### **HOME SCHOOL RESPONSIBILITY**

The CIF State Volleyball Championships in Round I, II, III, and the Regional Finals will be under the immediate supervision of the designated home school.

The Northern and Southern Tournament Directors are responsible for overseeing school site management of these preliminary rounds to include: (1) approval of home site facility, (2) assignment of qualified officials, (3) administrative guidance and decisions relevant to all questions pertaining to the conduct of the competition. **In addition, home and traveling schools will be responsible for designating an on-site administrator. Both individuals must check in with officials. Lastly, please call the CIF State Office at (916) 239-4477 immediately following the match to report scores.**

### **MECHANICAL NOISEMAKERS**

No mechanical noisemakers (horns, bells, victory bells, sirens, chimes, thunder sticks, whistles, musical instruments, other than those in the band, used in a musical rendition etc.) will be permitted inside the gymnasium at any championship CIF volleyball match. Cheering devices, such as wooden blocks or similar objects will be prohibited. Only uniformed cheerleaders for the purpose of directing and controlling rooting sections may use megaphones. **The improper use of any of the above listed devices by supporters of teams will subject that team to possible forfeiture of the match.**

### **OFFICIALS**

Officials will be assigned by the Tournament Assignor for all State CIF playoff matches. Names of the officials shall be called or faxed to the host school. If you have not received the names by 12 noon, contact your Regional Tournament Director. Home schools are to pay match personnel their allotted fees. The State CIF will be responsible for reimbursing match officials for all other allowable expenses, i.e. mileage.

### **POSTERS/BANNERS**

Only positive booster or spirit signs, posters, etc. will be used at the site of CIF contests. No reference to opponents, either directly or indirectly, will be made except in a positive manner.

### **SITES AND TIMES OF COMPETITION**

**ROUNDS I, II, III, and the Regional Finals** - in the North and South will be conducted by the designated "home" school. All site preparation, management personnel, and service personnel (gate, scorers, ticket seller, concessions, as well as tickets) will be provided by the designated home school. Game time is 7:00 p.m. School personnel hired by site management shall receive monetary reimbursement commensurate with standard fees paid during the regular season (see Game Management Report Form in Appendices).

### **SQUAD SIZE**

Travel expenses, awards, and player admission passes will be limited to 15 players. A team, which has competed during the regular season with more than 15 players, may, at its own expense, attend with excess players with the understanding that certain inconveniences may be encountered with the physical setting of the gymnasium.

## **TIMED WARM –UP PROCEDURES/INTRODUCTION OF TEAMS**

Officials will conduct the warm –up and introduction procedures. The first 16-minute period will be shared court. Warm-ups will continue with two 6-minute periods for each team alone, with the initial 6-minute period going to the team serving first. **No shared serving. Written line-ups are due immediately following the end of the second 6-minute period of court time.**

## **WARM-UP TIMELINES**

|                                 |            |
|---------------------------------|------------|
| Shared court time               | 16 minutes |
| Serving Team Court Time         | 6 minutes  |
| Receiving Team Court Time       | 6 minutes  |
| Introductions and Announcements |            |

At the conclusion of the warm-ups, teams will line-up on their own end line for introductions. When introduced, each player will step forward from the end line and then return to the end line. Visiting teams will be introduced first, followed by the home team (see appendix for announcer script).

## **TOURNAMENT FORMAT**

An eight-team bracket will be used in each division.

### **SINGLE ELIMINATION**

The championship rounds in all divisions will be single elimination, three out of five game matches utilizing rally scoring.

**Games 1-4 will be played to 25 points**

**Game 5, if necessary, will be played to 15 points**

***Note: Should entry conditions warrant and an expansion of the draw is necessary, Round I shall be scheduled for Monday, November 21st in any or all of the divisions as needed.***

## **VIDEOTAPE/SCHOOLS**

Filming or taping of any CIF Volleyball Tournament match for personal or non-commercial use is permitted.

# NORTHERN AND SOUTHERN CALIFORNIA REGIONAL FINALS ADDITIONAL INFORMATION

## AWARDS (NORTHERN AND SOUTHERN CALIFORNIA REGIONAL FINALS)

CIF regulations provide 15 medals for members of the runner-up and regional champion team in Division I, II, III, IV and V.

Additional individual medals above the 15 allotted per team can be ordered and purchased, at the schools' expense, by contacting the CIF State Office at (916) 239-4477.

## AWARDS CEREMONY/PROTOCOL FOR SCHOOLS HOSTING REGIONAL FINALS – November 29, 2011

The following protocol is to be followed if your school is host to the **November 29, 2011, Northern or Southern California Regional Volleyball Championship Finals:**

### 1. Awards Presenters

The principal or designee will present awards for the regional finals on Nov. 29, 2011

### 2. Awards Script

Will be mailed with awards.

### 3. Delivery of Awards

The CIF will ship awards to the host school site care of the athletic director's office.

Enclosed with the shipment will be a copy of the awards script, which must be used in order that both teams may be appropriately recognized. Awards will consist of medals (15 per team) for the champion and runner up teams, along with plaques (1 per team) for both the champion and runner up teams.

**\*Note: Some locations may not receive their awards until as late as 5:00pm on Tuesday.**

### 4. Official Title of the Event

Please remind your PA announcer that the event is titled: **CIF Northern or Southern California Regional Volleyball Championships Presented by Farmers.**

### 5. Calling in results

Call the CIF State Office at (916) 239-4477. The CIF will post the results. Please call in immediately following the match.

**CIF STATE VOLLEYBALL CHAMPIONSHIP FINALS**  
**@ Concordia University Irvine**  
**1530 Concordia West**  
**Irvine, 92612**

Doors open at 9:30 a.m.

| <u>Game Time</u> | <u>Division</u> |
|------------------|-----------------|
| 10:00 a.m.       | Division V      |
| 12:00 p.m.       | Division IV     |
| 2:00 p.m.        | Division III    |
| 5:00 p.m.        | Division II     |
| 7:00 p.m.        | Division I      |

\*Note: Awards presentation will follow immediately at the conclusion of each Division.

**ADMISSION PROCEDURES**

**TICKET PRICES**

Pre-event admission tickets will be available for purchase on-line through Ticket Leap (approximately two weeks prior to the event), please visit the CIF State website ([www.cifstate.org](http://www.cifstate.org)) for the link to this service. The following ticket prices will be in effect for the championship finals at Concordia University Irvine:

**Saturday, December 3, 2011**

|   |         |
|---|---------|
| General Admission.....  | \$12.00 |
| Student, children (5+yrs), and senior citizens (65+yrs) ..... | \$8.00  |

(Students must present a valid ASB Card)

**ADMINISTRATIVE SUPERVISION**

Each school principal will provide a minimum of three school administrators or faculty members to help supervise their respective students and spectators. These individuals will have free admission.

Each school will receive three (3) "School Supervisor" badges/ribbons to be worn during the tournament. These individuals should arrive at least thirty (30) minutes prior to their scheduled match and actively assist in monitoring the conduct of their rooting sections. Prior to the end of the last game, supervisors are asked to move onto the floor in front of their rooting section to assist with post game supervision.

NOTE: At least one administrator must be in attendance at the sportsmanship meeting one (1) hour prior to game time.

## COACHES AND PLAYERS

Each participating team will receive **20 complimentary admissions** for all championship matches to include team members, coaches, manager, statistician, and trainer or other support personnel. Teams with more than 20 will need to purchase the extra tickets. All others, including bus drivers, and non-varsity players must purchase tickets and enter the contest through the regular ticket access doors.

\*Note: Only 15 awards will be given to each team at the State Championships.

## CHEER AND SONG LEADERS IN UNIFORM

Each school will be allotted up to **9 complimentary admissions** for cheer and song leaders in uniform, plus **1 advisor** (mandatory). Please bring the pass list (appendices) with the 10 names signed by the Principal. Advisors will be responsible for the decorum of this group. Electronic equipment and noisemakers, such as air horns, bells, drums, sirens, blow horns, thunder sticks etc. will not be allowed. Only cheerleaders in uniforms may use megaphones.

\*Only positive banners and spirit signs may be displayed at State CIF contests.

## DRILL TEAMS AND BUS DRIVERS

Drill teams and bus drivers **must purchase tickets** and will be admitted through regular ticket lines.

## PEP BANDS

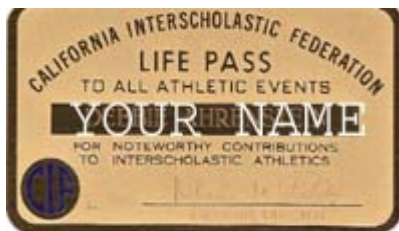
Pep bands will be limited to **12 complimentary admissions** plus 1 band director (mandatory). Please bring the pass list (appendices) with the 13 names signed by the Principal. The pep band will be seated in each school's designated rooting section. The band may play before and after the match, during time-outs, and between games of the match. At no time may a band play during the match. Under no circumstances may band instruments be used for cheering purposes. Electronic amplification is prohibited.

## PASSES HONORED FOR STATE CHAMPIONSHIPS

### CIF COURTESY CARD/CIF LIFE PASS



*Yellow/Blue*



*Gold*

**Note:** Event staff is instructed to honor the gold metal CIF State Life Pass and the 2011-2012 CIF Courtesy Card. They should be presented at the gate for admission.

\*No CIF section, faculty or student passes will be honored at the gate for admission.

## APPEARANCE/BEHAVIOR

All coaches and bench personnel are expected to behave and dress in attire appropriate to a state championship event. Inappropriate attire includes, but is not be limited to, bare feet, flip flops, sweats and any other attire unbecoming a championship event.

**Note: The wearing of sweat suits, tee shirts, or any other clothing representing any organization, corporation, business, college or university is strictly prohibited.**

**BALL/NFHS RULES**

The official volleyball for all contests in the CIF Volleyball Championships shall be the Spalding TF 5000 NCAA Gold. One volleyball for use during the first, second and regional finals will automatically be distributed to qualifiers at the conclusion of CIF Section championship matches. Schools will be required to bring their issued Spalding TF 5000 NCAA Gold volleyball to every regional match.

**CIF will provide warm-up volleyballs and cart for your use during warm-ups. DO NOT BRING YOUR OWN.**

All matches will be played under the 2011-2012 National Federation Volleyball Rules with California modifications, adopted in the State CIF Constitution or this handbook.

**CHAMPIONSHIP SITE**

The finals will be conducted at Concordia University Irvine (see Appendix)

**COIN TOSS**

Officials will hold a coin toss immediately after the sportsmanship meeting and prior to the match to determine choice of whether to serve or to receive. Designated home team automatically receives choice of side.

**INTRODUCTION OF TEAMS**

At the conclusion of the first 16 minutes of warm-ups, teams and officials will gather at a designated site and prepare for the march-in. The march-in order will be the visiting team first followed by officials and linespersons, and then the home team. Teams will line-up on their own end line for introductions. Introductions will follow the same order as the march-in. When introduced, each player will step forward from the end line and then return to the end line.

At the conclusion of all introductions, the captains of each team will approach the net to shake hands and exchange a small memento from their schools, followed immediately by their teammates.

The last 12 minutes of warm-up will immediately follow the March –In/Introduction ceremony.

**WARM-UP TIMELINES NOTE: (Warm-up space is limited)**

**CIF will provide balls and a cart for warm-ups**

- Shared court time .....16 minutes
- March – In/Introductions
- Serving Team Court Time .....6 minutes
- Receiving Team Court Time .....6 minutes
- Announcements .....2 minutes

**LINEUPS**

Coaches will use the State Volleyball Championship Lineup form (see Appendices) and will submit their rosters to the scorer at least 10 minutes prior to match time. In each succeeding game, if the starting lineup is changed, the coach will submit the lineup to the scorer at least two minutes before the start of the game.

**Note: Rosters must be submitted to scorers at least 10 minutes prior to warm-ups.**

**Written line-ups are due immediately following the end of the second six-minute period of court time.**

## **MANAGEMENT**

The CIF State Volleyball Championships are under the direct responsibility of the CIF State Office. The Tournament Director under the direction of the State CIF shall coordinate and facilitate the administration of the State Tournament. Each team will be provided with a Team Greeter. Coaches and players must follow the direction of their team greeter.

## **MECHANICAL NOISEMAKERS**

No mechanical noisemakers (horns, bells, victory bells, sirens, chimes, thunder sticks, whistles, musical instruments, other than those in the band, used in a musical rendition etc.) will be permitted inside the gymnasium at any CIF championship volleyball match. Cheering devices, such as wooden blocks or similar objects will be prohibited. Only uniformed cheerleaders for the purpose of directing and controlling rooting sections will use megaphones. **The improper use of any of the above listed devices by supporters of teams will subject that team to possible forfeiture of the match.**

## **MEDIA**

Members of the media must request event credentials from Rebecca Brutlag, Media Relations Officer at the State CIF Office by noon on November 29, 2011. Credential applications are available online only at [www.cifstate.org](http://www.cifstate.org) under the "Media Center" link.

**Section Passes and California Prep Sports Writer Passes are NOT ACCEPTED at the CIF State Volleyball Championship finals at Concordia University Irvine.**

## **POSTERS/BANNERS**

Only positive booster or spirit signs, posters, etc. will be used at the site of CIF contests. No reference to opponents, either directly or indirectly, will be made except in a positive manner.

## **PRACTICE AT THE TOURNAMENT SITE**

Teams participating in the CIF State Volleyball Championships will not be permitted to practice at the tournament site prior to or during the tournament. Teams will not be allowed onto the court until the teams from the previous match have completely left the gym. Even if the gym is clear, teams will not be allowed onto the gym floor more than 30 minutes prior to their scheduled start time.

## **SOUVENIR PROGRAMS**

Programs will be available for download at [www.cifstate.org](http://www.cifstate.org) under the volleyball home page.

## **SQUAD SIZE**

Travel expenses, awards, and player admission passes will be limited to 15 players. A team, which has competed during the regular season with more than 15 players, may, at its own expense, attend with extra players with the understanding that certain inconveniences may be encountered with the physical setting of Concordia University Irvine (20 total chairs).

## **SPORTSMANSHIP MEETING**

One hour prior to the scheduled match time a school administrator from each school, head coach(s), team captain(s), referee 1, referee 2, and cheer/spirit captain(s) will be responsible to attend a sportsmanship meeting (coin toss will be held immediately following the meeting).

## **TEAM AWARDS**

### **ALL CHAMPIONSHIP HONORS/MVP TROPHIES**

By committee selection, a total of five players will be selected (one of which will be an MVP). Sportsmanship and court behavior will be one of the criteria in the selection process.

### **CERTIFICATES**

Certificates will be available online for schools to print out for all participants and coaches. To access these certificates please visit: <http://cifstate.org/index.php/state-championships-/volleyball-girls/325-volleyball-information-forms>

### **MEDALS**

CIF regulations provide 15 medals for members of the championship and runner-up teams in Divisions I, II, III, IV and V. Additional individual medals above the 15 allotted per team can be ordered and purchased, at the participant's expense, by contacting the State Office at 916-239-4477.

### **PURSuing VICTORY WITH HONOR AWARD**

A committee may select up to two Sportsmanship/Citizenship Award winners per match. Winners will be announced and awarded with a medal along with the All-Championship and MVP awards at the conclusion of each match.

### **TEAM AWARDS**

A trophy will be awarded to each first and second place team in Divisions I, II, III, IV and V.

### **TEAM BENCH**

Teams will be seated as determined by the coin toss. Teams shall occupy the bench located on the side of the net adjacent to their playing area throughout the match. Only the coach, team manager, statistician, trainer, and players will be allowed on the team bench during the match. **Teams are limited to 20. The CIF will supply 20 chairs for your team. Please do not ask for exceptions.**

### **TEAM MEMENTOS**

Tournament management has asked that each team bring a small gift for exchange purposes prior to the competition at the state finals. Please make plans for such an exchange should your team qualify for this competition.

### **ATHLETIC TRAINER**

An athletic trainer will be in attendance during the championship finals. Please bring your own taping supplies.

### **PARKING**

Parking will be in the Main Parking Lot located at the west end of campus. Enter off of Ridgeline Drive to East Concordia and follow the cones. There will be a \$5 charge per car. (See Map)

**2011**

**VOLLEYBALL HANDBOOK  
APPENDICES**

# ANNOUNCER SCRIPT

## **GOOD EVENING!**

The California Interscholastic Federation and \_\_\_\_\_ High School would like to welcome you to the \_\_\_\_\_ round of the 2011 CIF (NORTHERN OR SOUTHERN) CALIFORNIA STATE VOLLEYBALL CHAMPIONSHIP presented by Farmers.

The CIF would like to thank you for showing your support of our student-athletes by attending this match tonight. We are proud of our competitors who have advanced through league and section play to represent their school in this tournament.

We remind players, coaches and spectators that these matches are conducted with the highest expectation of fair play and good sportsmanship. Please cooperate in making this contest exemplary and in the finest tradition of interscholastic athletics. We also remind you that the officials here tonight are hard-working men and women, who have been selected on the basis of their expertise, fairness and integrity. Please treat them with the respect they deserve.

Thank you for your cooperation and support!

## **PLAYING IN OUR MATCH THIS EVENING WILL BE:**

**THE HOME TEAM IS** \_\_\_\_\_ High School, the \_\_\_\_\_ Section Champion/Runner-up.

The (team name) \_\_\_\_\_ are coached by \_\_\_\_\_ and earned a berth in this tournament by virtue of an overall record of \_\_\_\_\_ wins and \_\_\_\_\_ losses.

**THE VISITING TEAM IS** \_\_\_\_\_ High School, the \_\_\_\_\_ Section Champion/Runner-up

The (team name) \_\_\_\_\_ are coached by \_\_\_\_\_ and boast an overall record of \_\_\_\_\_ wins and \_\_\_\_\_ losses.

## **We will now begin introducing the participants in this match.**

The officials for this evening's match are: REFEREE 1: \_\_\_\_\_

REFEREE 2: \_\_\_\_\_

LINESPERSON: \_\_\_\_\_ and \_\_\_\_\_

First introducing the **VISITING TEAM**, \_\_\_\_\_ High School

NOW introducing the non-starting players: INTRODUCTIONS  
and finally the starting line-up for the (team name) INTRODUCTIONS

The (team name/or school) are coached by: \_\_\_\_\_

AND NOW THIS EVENING'S **HOME TEAM**, \_\_\_\_\_ High School

NOW introducing the non-starting players: INTRODUCTIONS  
and finally the starting line-up for the (team name) INTRODUCTIONS  
The (team name/or school) are coached by: \_\_\_\_\_

## 2011-2012 CIF STATEWIDE PARTNER READS

EACH OF THE FOLLOWING SPONSOR ANNOUNCEMENTS MUST BE READ AS INDICATED DURING EACH CIF STATE PLAYOFF COMPETITION:

### CIF CORPORATE PARTNERS:

*"Our student-athletes enjoy the opportunity to participate in CIF Championships thanks, in large part, to the generosity of our family of CIF corporate partners. **Please remember to support our corporate partners in appreciation of THEIR SUPPORT of our student-athletes.**"*

### FARMERS : (Read each of the 4 announcements at least once per event)

**Farmers 1:** *"The CIF would like to thank **Farmers Insurance** for its support of high school athletics through their Statewide Presentation of ALL CIF Championship events....Insurance you need at a price you can afford...Nobody has more discounts than Farmers Insurance....Call 1-800-FARMERS for your local agent."*

**Farmers 2:** *"Life's full of surprises....but **Farmers Insurance** can help get things back to normal. Call **1-800-FARMERS** for a **Farmers** agent near you....**FARMERS gets you back where you belong!**"*

**Farmers 3:** *"You've got big plans...that's where **we** come in! **Farmers** can help you prepare for whatever comes next. Call **1-800-FARMERS** for a **Farmers Insurance and Financial Services Agent** near you!"*

**Farmers 4:** *"The CIF would like to thank **Farmers Insurance** for its support of high school athletics through their Statewide Presentation of ALL CIF Championship events....Insurance you need at a price you can afford...Nobody has more discounts than Farmers Insurance....Call 1-800-FARMERS for your local agent."*

### SPORTS AUTHORITY: (Read at least three times per event)

*"Attention game fans! Sports Authority is the official Sporting Goods Retailer of the CIF. Be sure to visit your local Sports Authority Store to gear up on the best brands at the right price. Sports Authority – Your CIF Game Authority!"*

### MAXPREPS : (Read at least once per event)

MaxPreps is a proud sponsor and official photographer of the California Interscholastic Federation. View and purchase high quality action photos from today's event by visiting [www.MaxPreps.com](http://www.MaxPreps.com). Visit MaxPreps.com now on your mobile phone for access to scores, rosters, schedules, leader boards and more! MaxPreps.com, America's source for high school sports.

### CCPOA : (Read at least once per event)

*"The California Correctional Peace Officers Association is a CIF Statewide Contributing Partner...CCPOA with 30,000 members and their families...supporting a brighter today and tomorrow for California's student-athletes."*

### CALIFORNIA ARMY NATIONAL GUARD : (Read at least once per event)

*"Supporting Partner of CIF Regional & State Championships.....Always Ready...Always there....The California Army National Guard!"*

### KBC SPORTS : (Read at least once per event)

*"Audio broadcasts of the CIF State Championship Finals will be broadcast live on the internet at [www.kbcsports.com](http://www.kbcsports.com)"*

### SPALDING (read TWICE during each match):

*"Spalding is an official partner of the CIF Volleyball Championships. The official ball of the CIF Regional and State Volleyball Championships is the Spalding TF 5000"*

### SPORTS IMPORTS (read ONCE during each match):

*"Sports Imports is proud to be the official Volleyball Net System of the CIF State Volleyball Championships"*

## **COMMUNICABLE DISEASE PROCEDURES**

While the risk of one athlete infecting another with HIV/AIDS during competition is close to non-existent, there is a remote risk that other blood-borne infectious diseases can be transmitted. For example, Hepatitis B can be present in blood as well as in other body fluids. Procedures for reducing the potential for transmission of these infectious agents should include, but not be limited to, the following:

1. The bleeding must be stopped, the open wound covered and if there is an excessive amount of blood on the uniform it must be changed before the athlete may participate.
2. Routine use of gloves or other precautions to prevent skin and mucous membrane exposure when contact with blood or other body fluids is anticipated.
3. Immediately wash hands and other skin surfaces if contaminated (in contact) with blood or other body fluids. Wash hands immediately after removing gloves.
4. Clean all contaminated surfaces and equipment with an appropriate disinfectant before competition resumes.
5. Practice proper disposal procedures to prevent injuries caused by needles, scalpels and sharp instruments or devices.
6. Although saliva has not been implicated in HIV transmission, to minimize the need emergency mouth-to-mouth resuscitation, mouthpieces, resuscitation bags, or other ventilation devices should be available for use.
7. Athletic trainers/coaches with bleeding or oozing skin conditions should refrain from all direct athletic care until the condition resolves.
8. Contaminated towels should be properly disposed of/disinfected.
9. Follow acceptable guidelines in the immediate control of bleeding and when handling dressings, mouth guards and other articles containing body fluids.

### **SPECIFIC SPORT RULE FOR VOLLEYBALL**

**When it is detected that a player is bleeding, has an open wound or has a uniform with an excessive amount of blood on it, the game shall be stopped at the earliest possible time. The player shall be removed from the game for proper treatment.**

# **Headquarters Hotel**

**Irvine Marriott  
18000 Von Karman Avenue  
Irvine, CA 92612  
(949) 553-0100**

**The link below provides additional information about the headquarters hotel. Rooms reserved for teams can only be arranged by calling Jade Chin at the CIF State Office (916-239-4477).**

**Do not call the hotel directly.**

**<http://www.marriott.com/hotels/travel/laxir-irvine-marriott/>**



# CONCORDIA UNIVERSITY

1530 Concordia West, Irvine, CA 92612  
www.cui.edu



### Campus Key
















(see back for more detail)

- 1 - Gate House 2
- 2 - Chi Beta Offices
- 3 - Chi Alpha Offices
- 4 - Administration
- 5 - Founders Hall
- 6 - Grimm Hall North
- 7 - Grimm Hall South
- 8 - Library, Arts & Theater
- 9 - CU Center
- 10 - Performing Arts Annex
- 11 - Hallerberg Center
- 12 - Bookstore
- 13 - Ctr. Student Leadership Development
- 14 - Gym
- 15 - Student Union
- 16 - Lower Quad
- 17 - Upper Quad
- 18 - Chi Rho
- 19 - Chi Sigma
- 20 - Gate House 1
- 21 - Good Shepherd Chapel

# Sportsmanship Meeting

## Pre-game Outline

**Attendees:** Participating schools' principal/administrator, head coach, team captain(s); referee 1 and referee 2, Tournament Director and CIF representative(s).

- 1). Welcome and Congratulations!
- 2). Operational Items – (State Finals)
  - a). Location of school administrators during the match
  - b). Procession/March-In
    -  Captain carries school sign
    -  Players enter single file -- shortest to tallest
    -  Officials follow first team, followed by second team
    -  National Anthem
    -  Introductions
    -  After team and player introductions -- gift exchange at net
  - c). Warm-up Procedure
    -  Shared court (16 minutes)  
Procession/March-In
    -  Serving team alone (6 minutes)
    -  Receiving team alone (6 minutes)
    -  No shared serving (written line-ups are due immediately following the end of the second 6-minute period of court time)
  - d). Post-Match awards ceremony
    -  PVH and All Championship Awards
    -  Runners-up Awards
    -  Championship Team Awards
    -  Runners-up to Post-match press conference/interviews
    -  Championship Team to photographer
- 3). Principals/Administrators
  - a). Duties/responsibilities
  - b). Crowd control
  - c). Give names of awards presenters at Sportsmanship Meeting
- 4). Head coaches
  - a). Congratulations - On behalf of CIF, thank you for your service to your student-athletes and your school.
  - b). Expectations - bench decorum
  - c). Turn in PVH recommendation at Sportsmanship Meeting
- 5). Team captains
  - a). Congratulations
  - b). Leadership role
  - c). Reminder...team represents school, families, community, league, Section and CIF
  - d). Expectations - player demeanor on the court and on the bench
  - e). During the match, only positive verbal exchanges are expected
  - f). Please do any uniform changes off court/bench clean up after match
- 6). Referee 1 and Referee 2
  - a). Congratulations
  - b). CIF expectations - This match will be officiated no differently than any other high school volleyball match (i.e. championship matches should not be decided by a yellow or red card...cut them some slack, it's a championship match.)
- 7). Closing Remarks Remember -- **Only one team will emerge as champions today...but everyone involved in this match has an opportunity to act like a champion. Good luck!!!!**

**THIS FORM SHOULD NOW BE FILLED OUT ONLINE  
AND CAN BE ACCESSED AT:**

<http://cifstate.org/index.php/state-championships-/volleyball-girls/325-volleyball-information-forms>



## GAME MANAGEMENT REPORT FORM

Return this form to the CIF State Office within 10 days of the contest

**For Office Use  
Only**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Host: \_\_\_\_\_ Visiting School: \_\_\_\_\_  
School Address: \_\_\_\_\_ City: \_\_\_\_\_ ZIP: \_\_\_\_\_

**Division:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Site of Contest \_\_\_\_\_

**PART I BOX OFFICE SALES** = \$ \_\_\_\_\_

(Transfer the total amount collected from the Box Office Control Sheet)

**GROSS INCOME** = \$ \_\_\_\_\_

### PART II EXPENSES

#### A. Basic Expenses

This amount is for the basic expenses for game management. These include the site director, announcer, school security, custodians, scorer, libero tracker, ticket sellers, and ticket takers.

**A. Basic Allowance** = \$ 200.00

**B. Site Rental** = \$ \_\_\_\_\_  
(Advance approval of tournament director required)

**C. Special Security Expenses** = \$ \_\_\_\_\_  
(Advance approval of tournament director required)

**D. Officials**

Referee 1 - \$70.00 Referee 2 - \$65.00 Linesperson (2) - \$30.00 = \$ 195.00

**TOTAL EXPENSES (A + B + C + D)** = \$ \_\_\_\_\_

**PART III NET INCOME** = \$ \_\_\_\_\_

(subtract Part II-Expenses from Gross Income)

**Type into this form, save and print, and then mail this and the following to the  
State CIF Office, 4658 Duckhorn Drive; Sacramento, CA 95834:**

1. Net income check (Part II) made payable to the California Interscholastic Federation
2. Ticket Control Sheet (Provided by home site)

Submitted By: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Please Print

Signature

Phone Number

**THIS FORM SHOULD NOW BE FILLED OUT ONLINE  
AND CAN BE ACCESSED AT:**

<http://cifstate.org/index.php/state-championships-/volleyball-girls/325-volleyball-information-forms>



**OFFICIAL STATEMENT OF TRAVEL AND EXPENSE-  
CIF REGIONAL/STATE VOLLEYBALL  
(Please complete a separate form for each travel day)**

Please type into this form and fill out completely. There are two ways to submit this form:

- 1) Fill out this form on the computer. Save and print the completed form, and mail to the address below with the original receipts.
- 2) Fill out this form on the computer. Save the form and scan your receipts, and email both to [bmadsen@cifstate.org](mailto:bmadsen@cifstate.org).

School Name: \_\_\_\_\_ Game Site: \_\_\_\_\_

Division: \_\_\_\_\_ Date: \_\_\_\_\_

**Note:** If your team did not travel more than 150 miles one-way and you were not granted prior approval by the tournament director to file for hotel and/or meal reimbursement, please complete Parts I, II, and V only. If your team traveled more than 150 miles one-way and you received prior approval from the tournament director for hotel and meal reimbursement, please complete the entire form.

**Part I: Official Traveling Party** (up to 15 student-athletes and 2 adults) = \_\_\_\_\_ in travel party

**Part II: Ground/Air Travel (choose one of following three options; RT = round trip)**

If traveling by van: \_\_\_\_\_ RT miles @ \$1.25/mile for one van = \$ \_\_\_\_\_

If traveling by bus between 1-399 miles one-way: \_\_\_\_\_ RT miles @ \$1.50/mile for one bus = \$ \_\_\_\_\_

If traveling by bus/air 400+ miles one-way: \_\_\_\_\_ RT miles @ \$2.25/mile for one bus/air = \$ \_\_\_\_\_

**Part III: Lodging Allowance (if traveling over 150 miles one-way/prior approval required – one night limit)**

# in travel party (from Part I) \_\_\_\_\_ ÷ 2 = \_\_\_\_\_ rooms (round-up if needed) @ \$89.00/rm. = \$ \_\_\_\_\_

**\*\*Max. of 9 rooms for travel party of 17 (Please include the original hotel receipt)\*\***

**Part IV: Meal Allowance (if traveling over 150 miles one-way, choose one of three options below)/prior approval required**

Teams traveling 151-300 miles one-way **without hotel stay:**

# in travel party (from Part I) \_\_\_\_\_ @ \$12.00 = \$ \_\_\_\_\_

Teams traveling 151-300 miles one-way **with approved hotel stay:**

# in travel party (from Part I) \_\_\_\_\_ @ \$20.00 = \$ \_\_\_\_\_

Teams traveling 301+ miles one-way **with approved hotel stay:**

# in travel party (from Part I) \_\_\_\_\_ @ \$30.00 = \$ \_\_\_\_\_

**Part V: Total Reimbursement Requested: Part II + Part III + Part IV** = \$ \_\_\_\_\_

Submitted by: \_\_\_\_\_ (please print)

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Approved by School Principal: \_\_\_\_\_

**MAIL TO:  
STATE CIF OFFICE  
4658 DUCKHORN DRIVE  
SACRAMENTO, CA 95834  
ATTN: Bobbi Madsen**

**\*\*\*RETURN THIS FORM TO THE CIF OFFICE NO LATER THAN 10 DAYS AFTER YOUR LAST MATCH\*\*\***

**THIS FORM SHOULD NOW BE FILLED OUT ONLINE  
AND CAN BE ACCESSED AT:**

<http://cifstate.org/index.php/state-championships-/volleyball-girls/325-volleyball-information-forms>

**CIF STATE VOLLEYBALL CHAMPIONSHPS**

**School Confidential Contact Info**

**\*\*PLEASE TYPE\*\***

(Required for entry, seeding and at-large)

Page 1 of 6

**CIF Section** \_\_\_\_\_ **Division (circle):** I II III IV V

**SCHOOL NAME** \_\_\_\_\_ **LEAGUE** \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

School Phone: ( ) \_\_\_\_\_ School Fax: ( ) \_\_\_\_\_

Mascot \_\_\_\_\_ (Colors) \_\_\_\_\_

**Principal:** \_\_\_\_\_ Work Phone: ( ) \_\_\_\_\_

Home Phone: ( ) \_\_\_\_\_ Cell Phone: ( ) \_\_\_\_\_

Email \_\_\_\_\_

**Athletic Director:** \_\_\_\_\_ Work Phone: ( ) \_\_\_\_\_

Athletic Phone: ( ) \_\_\_\_\_ Athletic Fax: ( ) \_\_\_\_\_

Home Phone: ( ) \_\_\_\_\_ Cell Phone: ( ) \_\_\_\_\_

Email \_\_\_\_\_

**Head Coach** : \_\_\_\_\_ Work Phone: ( ) \_\_\_\_\_

Home Phone: ( ) \_\_\_\_\_ Cell Phone: ( ) \_\_\_\_\_

Email \_\_\_\_\_

After the Seeding Meeting on Sunday, November 20, 2011, the following person should be contacted:

Please call \_\_\_\_\_ at ( ) \_\_\_\_\_ or email \_\_\_\_\_

\_\_\_\_\_ Our school will not be in session on Monday, November 21, 2011.

\_\_\_\_\_ We do not play Home Matches at our site.

If we receive a Home Match it will be played at \_\_\_\_\_

**THIS FORM SHOULD NOW BE FILLED OUT ONLINE  
AND CAN BE ACCESSED AT:**

<http://cifstate.org/index.php/state-championships-volleyball-girls/325-volleyball-information-forms>

**CIF STATE VOLLEYBALL CHAMPIONSHIPS  
TEAM ROSTER/PASS LIST**

(Required for entry, seeding and at-large)

Page 2 of 6

Pass List for all rounds including State Championships

SCHOOL NAME \_\_\_\_\_ Division (circle): I II III IV V

| NO. | FIRST NAME, LAST NAME | HT.   | YR.   | POSITION |
|-----|-----------------------|-------|-------|----------|
| 1.  | _____                 | _____ | _____ | _____    |
| 2.  | _____                 | _____ | _____ | _____    |
| 3.  | _____                 | _____ | _____ | _____    |
| 4.  | _____                 | _____ | _____ | _____    |
| 5.  | _____                 | _____ | _____ | _____    |
| 6.  | _____                 | _____ | _____ | _____    |
| 7.  | _____                 | _____ | _____ | _____    |
| 8.  | _____                 | _____ | _____ | _____    |
| 9.  | _____                 | _____ | _____ | _____    |
| 10. | _____                 | _____ | _____ | _____    |
| 11. | _____                 | _____ | _____ | _____    |
| 12. | _____                 | _____ | _____ | _____    |
| 13. | _____                 | _____ | _____ | _____    |
| 14. | _____                 | _____ | _____ | _____    |
| 15. | _____                 | _____ | _____ | _____    |

**WHO ARE YOUR BEST PLAYERS AND WHY?**

Provide any information here of special interests, i.e., outstanding players, honors received, team records, coaching records, statistics, etc. \_\_\_\_\_

**THE FOLLOWING INDIVIDUALS ARE PART OF OUR 20 COMPLIMENTARY ADMISSIONS:**

|              |                   |              |               |
|--------------|-------------------|--------------|---------------|
| <b>NAME:</b> | <b>TITLE:</b>     | <b>NAME:</b> | <b>TITLE:</b> |
| _____        | <b>HEAD COACH</b> | _____        | _____         |
| _____        | _____             | _____        | _____         |

Your THREE supervisors are: \_\_\_\_\_

**THIS FORM IS DUE TO YOUR SECTION COMMISSIONER NO LATER THAN YOUR SECTION DEADLINE FOR SECTION PLAY AND PRIOR TO NOVEMBER 20, 2011 FOR CIF STATE TOURNAMENT (NorCal & SoCal)**

\*Provide a copy to opposing school prior to arrival

**THIS FORM SHOULD NOW BE FILLED OUT ONLINE  
AND CAN BE ACCESSED AT:**

<http://cifstate.org/index.php/state-championships-/volleyball-girls/325-volleyball-information-forms>

**CIF STATE VOLLEYBALL SEASON SUMMARY FORM**

(Required for entry, seeding and at-large)

Page 3 of 6

SCHOOL NAME \_\_\_\_\_

Division (circle): I II III IV V

WIN/LOSS RECORD: Overall: \_\_\_\_\_ League: \_\_\_\_\_

Non-Tournament Information:

- \*List Matches in Chronological Order
- \*List all non-tournament matches that consisted of two of three or three of five games against a common opponent, played to twenty-five.
- \*Place an asterisk by all league games.
- \*Do NOT include ANY tournament games or matches here.**

| Date | Results<br>W/L | OPPONENT | SCORES    |           |            |           |  |
|------|----------------|----------|-----------|-----------|------------|-----------|--|
|      |                |          | yours     | -         | opponent's |           |  |
| 1.   | _____          | _____    | ____/____ | ____/____ | ____/____  | ____/____ |  |
| 2.   | _____          | _____    | ____/____ | ____/____ | ____/____  | ____/____ |  |
| 3.   | _____          | _____    | ____/____ | ____/____ | ____/____  | ____/____ |  |
| 4.   | _____          | _____    | ____/____ | ____/____ | ____/____  | ____/____ |  |
| 5.   | _____          | _____    | ____/____ | ____/____ | ____/____  | ____/____ |  |
| 6.   | _____          | _____    | ____/____ | ____/____ | ____/____  | ____/____ |  |
| 7.   | _____          | _____    | ____/____ | ____/____ | ____/____  | ____/____ |  |
| 8.   | _____          | _____    | ____/____ | ____/____ | ____/____  | ____/____ |  |
| 9.   | _____          | _____    | ____/____ | ____/____ | ____/____  | ____/____ |  |
| 10.  | _____          | _____    | ____/____ | ____/____ | ____/____  | ____/____ |  |
| 11.  | _____          | _____    | ____/____ | ____/____ | ____/____  | ____/____ |  |
| 12.  | _____          | _____    | ____/____ | ____/____ | ____/____  | ____/____ |  |
| 13.  | _____          | _____    | ____/____ | ____/____ | ____/____  | ____/____ |  |
| 14.  | _____          | _____    | ____/____ | ____/____ | ____/____  | ____/____ |  |
| 15.  | _____          | _____    | ____/____ | ____/____ | ____/____  | ____/____ |  |
| 16.  | _____          | _____    | ____/____ | ____/____ | ____/____  | ____/____ |  |
| 17.  | _____          | _____    | ____/____ | ____/____ | ____/____  | ____/____ |  |
| 18.  | _____          | _____    | ____/____ | ____/____ | ____/____  | ____/____ |  |
| 19.  | _____          | _____    | ____/____ | ____/____ | ____/____  | ____/____ |  |
| 20.  | _____          | _____    | ____/____ | ____/____ | ____/____  | ____/____ |  |
| 21.  | _____          | _____    | ____/____ | ____/____ | ____/____  | ____/____ |  |

**Coach's statement (\*signature required)**

By my signature below, I attest that the information submitted about our school team is accurate to the best of my knowledge. I further understand that if it is discovered that anyone associated with our school knowingly provided false information herein, that serious, negative consequences will affect our school's athletic program and our participation in the playoffs, per the CIF Fraud Bylaws.

**\*Head Coach Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

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**CIF STATE VOLLEYBALL SEASON SUMMARY FORM**

Page 4 of 6

SCHOOL NAME \_\_\_\_\_

Division (circle): I II III IV V

**Tournament Information**

Please list all participating teams in any tournaments below.  
However, only two out of three or three out of five regulation matches to 25  
should be included in your **overall season record**.

Name of Tournament: \_\_\_\_\_

Name of Tournament: \_\_\_\_\_

Location: \_\_\_\_\_ Date: \_\_\_\_\_

Location: \_\_\_\_\_ Date: \_\_\_\_\_

**Pool Play** (Mark any 2 of 3 or 3/5 matches with \*)  
OPPONENT                      GAME SCORES  
(Indicate win or loss (W/L))

**Pool Play** (Mark any 2 of 3 or 3/5 matches with \*)  
OPPONENT                      GAME SCORES  
(Indicate win or loss (W/L))

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Regulation Match Play** (2/3 or 3/5 matches only)  
OPPONENT                      GAME SCORES  
(Indicate win or loss (W/L))

**Regulation Match Play** (2/3 or 3/5 matches only)  
OPPONENT                      GAME SCORES  
(Indicate win or loss (W/L))

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Tournament Finish** (E.g. Champion, Runner-up, 4<sup>th</sup> place in gold, silver division)

**Tournament Finish** (E.g. Champion, Runner-up, 4<sup>th</sup> place in gold, silver division)

\_\_\_\_\_

\_\_\_\_\_

Name of Tournament: \_\_\_\_\_

Name of Tournament: \_\_\_\_\_

Location: \_\_\_\_\_ Date: \_\_\_\_\_

Location: \_\_\_\_\_ Date: \_\_\_\_\_

**Pool Play** (Mark any 2 of 3 or 3/5 matches with \*)  
OPPONENT                      GAME SCORES  
(Indicate win or loss (W/L))

**Pool Play** (Mark any 2 of 3 or 3/5 matches with \*)  
OPPONENT                      GAME SCORES  
(Indicate win or loss (W/L))

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Regulation Match Play** (2/3 or 3/5 matches only)  
OPPONENT                      GAME SCORES  
(Indicate win or loss (W/L))

**Regulation Match Play** (2/3 or 3/5 matches only)  
OPPONENT                      GAME SCORES  
(Indicate win or loss (W/L))

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Tournament Finish** (E.g. Champion, Runner-up, 4<sup>th</sup> place in gold, silver division)

**Tournament Finish** (E.g. Champion, Runner-up, 4<sup>th</sup> place in gold, silver division)

\_\_\_\_\_

\_\_\_\_\_

**THIS FORM SHOULD NOW BE FILLED OUT ONLINE  
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**CIF STATE VOLLEYBALL SEASON SUMMARY FORM**

(Required for entry, seeding and at-large)

Page 5 of 6

SCHOOL NAME \_\_\_\_\_

DIVISION: I II III IV V

**SECTION RESULTS**

Date: \_\_\_\_\_ Opponent \_\_\_\_\_ Scores \_\_\_\_\_ W \_\_\_ L \_\_\_

Date: \_\_\_\_\_ Opponent \_\_\_\_\_ Scores \_\_\_\_\_ W \_\_\_ L \_\_\_

Date: \_\_\_\_\_ Opponent \_\_\_\_\_ Scores \_\_\_\_\_ W \_\_\_ L \_\_\_

Date: \_\_\_\_\_ Opponent \_\_\_\_\_ Scores \_\_\_\_\_ W \_\_\_ L \_\_\_

**STRENGTH OF SCHEDULE—Record & scores against your strongest 6-8 opponents**

Opponent: \_\_\_\_\_ Scores \_\_\_\_\_ Opponent: \_\_\_\_\_ Scores: \_\_\_\_\_

Opponent: \_\_\_\_\_ Scores \_\_\_\_\_ Opponent: \_\_\_\_\_ Scores: \_\_\_\_\_

Opponent: \_\_\_\_\_ Scores \_\_\_\_\_ Opponent: \_\_\_\_\_ Scores: \_\_\_\_\_

Opponent: \_\_\_\_\_ Scores \_\_\_\_\_ Opponent: \_\_\_\_\_ Scores: \_\_\_\_\_

**CIF: NORCAL / SOCAL AND STATE INFORMATION—**

Record against non-SECTION teams, and/or those in this year's NorCal / SoCal Tournament

Opponent: \_\_\_\_\_ Scores \_\_\_\_\_ Opponent: \_\_\_\_\_ Scores: \_\_\_\_\_

Opponent: \_\_\_\_\_ Scores \_\_\_\_\_ Opponent: \_\_\_\_\_ Scores: \_\_\_\_\_

Opponent: \_\_\_\_\_ Scores \_\_\_\_\_ Opponent: \_\_\_\_\_ Scores: \_\_\_\_\_

**PREVIOUS NORCAL / SOCAL FINISH: (year and finish):**

\_\_\_\_\_

**PREVIOUS STATE CIF FINISH: (year and finish):**

\_\_\_\_\_

**Other relevant information you believe would be helpful in the NorCal/SoCal seeding process:**

If these completed forms are not at the seeding meetings(s) referenced below, your team's participation in the tournament and your seeding may be seriously jeopardized!

**THIS FORM IS DUE TO YOUR SECTION COMMISSIONER:**

- FOR SECTION PLAY: **BEFORE** SECTION DEADLINE
- FOR STATE PLAYOFFS: **BEFORE** SUNDAY, NOVEMBER 20, 2011 FOR CIF STATE TOURNAMENT (NorCal & SoCal)

**THIS FORM SHOULD NOW BE FILLED OUT ONLINE  
AND CAN BE ACCESSED AT:**

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**CIF STATE VOLLEYBALL FACILITY SPECIFICATION FORM**

**\*\*PLEASE TYPE\*\***

(Required for entry, seeding and at-large)

**Page 6 of 6**

NOTE: This form MUST be submitted to your Section Commissioner prior to the regional seeding meeting.

SCHOOL: \_\_\_\_\_ DIVISION: \_\_\_\_\_

I, \_\_\_\_\_ principal of the above school, affirm by my signature below, that as a HOST school for any round game in the 2010 CIF State Volleyball Championships that our site, or site arranged for by our school, meets all the minimum and recommended specifications listed below.

ROUND:      I          II          III          Regional Finals

SITE: \_\_\_\_\_

LOCATION: \_\_\_\_\_

Address of site

\_\_\_\_\_ We do not play on our campus.

If you may need to play at more than one site please fill out a Facility Specification Form for all possible sites.

**MINIMUM AND RECOMMENDED EXPECTATIONS FOR SITES**

1. The volleyball court and equipment must conform with all requirements stated in the National Federation volleyball rules book.
2. Rest room and dressing facilities are available for both teams (before and after the games).
3. There is adequate and safe lighted parking for spectators within a reasonable distance to the facility.
4. There are adequate rest room facilities for spectators.
5. There is a telephone, which is easily accessible in case of emergency.
6. The gymnasium may be secured and admission will be charged for the contest.
7. The gym's bleacher seating capacity exceeds 500.
8. Recommend ceiling height be 30' and clear of any obstructions above the playing surface.
9. Required playing surface must be either hardwood, Tartan or a synthetic floor system.  
If floor system is synthetic please identify
10. The public address system is in working order and will be used for the contest.
11. Required site personnel will be provided.

**ADDITIONAL SITE INFORMATION- SITE DIRECTOR IS RESPONSIBLE TO CALL IN THE MATCH SCORE TO 916-239-4477 IMMEDIATELY FOLLOWING THE MATCH.**

a. Name of Site Director : \_\_\_\_\_ Home Telephone: \_\_\_\_\_  
(responsible to call in match score)

Work Telephone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

b. Please list all costs other than those stated in #1 below if they are requirements for using your school's gymnasium or a facility your school has arranged to use. (Additional costs will be reason for not conducting a CIF contest at your arranged facility).

c. The seating capacity of our gymnasium for volleyball is \_\_\_\_\_ .

(CIF staff use the criteria that one seat equals 18" of bleacher space. Therefore, as an example, bleachers that are 15' long and five rows high will seat approximately 50 spectators.)

Principal's Signature: \_\_\_\_\_ Date: \_\_\_\_\_, 20\_\_

Principal's Home Tel. No. (to be used only in case of emergency) \_\_\_\_\_

**THIS FORM SHOULD NOW BE FILLED OUT ONLINE  
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<http://cifstate.org/index.php/state-championships-/volleyball-girls/325-volleyball-information-forms>

CIF State Volleyball Championships  
December 3, 2011  
Band Complimentary Admission List

**The Band Director or Administrator in Charge must present this list at the main entrance in order to be valid.**  
**All individuals must enter the facility together & bring their instrument.**  
**Late arrivals will need to purchase a ticket.**

School Name: \_\_\_\_\_ Division: \_\_\_\_\_ Band Director: \_\_\_\_\_

Band Members:

| Name:    | Instrument: | Name:     | Instrument: |
|----------|-------------|-----------|-------------|
| 1. _____ | _____       | 7. _____  | _____       |
| 2. _____ | _____       | 8. _____  | _____       |
| 3. _____ | _____       | 9. _____  | _____       |
| 4. _____ | _____       | 10. _____ | _____       |
| 5. _____ | _____       | 11. _____ | _____       |
| 6. _____ | _____       | 12. _____ | _____       |

Pep bands will be limited to 13 complimentary admissions, including the director. The pep band will be seated in each school's designated rooting section. The band may play before and after the match and between games of the match. At no time may a band play during the match. Under no circumstances may band instruments be used for cheering purposes. Electronic amplification is prohibited.

**Mechanical Noisemakers:**

No mechanical noisemakers (thunder sticks, whistles, horns, bells, victory bells, sirens, chimes, musical instruments, other than those in the band, used in a musical rendition, etc.) will be permitted inside the gymnasium at any championship CIF volleyball match. Cheering devices, such as wooden blocks or similar objects will be prohibited. Only uniformed cheerleaders for the purpose of directing and controlling rooting sections will use megaphones. (Megaphones and instruments are not to be banged on the floor or bleachers).

**The improper use of any of the above listed devices by supporters of teams will subject that team to possible forfeiture of the match.**

**We have read and understand the above rules and agree to be responsible for the conduct of our students' behavior at the State Championships.**

Band Director's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Principal's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**THIS FORM SHOULD NOW BE FILLED OUT ONLINE**

**AND CAN BE ACCESSED AT:**

<http://cifstate.org/index.php/state-championships-/volleyball-girls/325-volleyball-information-forms>

CIF State Volleyball Championships  
December 3, 2011  
Cheer & Song Leaders Complimentary Admission List

**The Cheer & Song Advisor or Administrator in Charge must present this list at the main entrance in order to be valid. All individuals must be in uniform & enter the facility together. Late arrivals will need to purchase a ticket.**

School Name: \_\_\_\_\_ Division: \_\_\_\_\_ Advisor: \_\_\_\_\_

Cheer & Song Leaders

Name:

Name:

1. \_\_\_\_\_

6. \_\_\_\_\_

2. \_\_\_\_\_

7. \_\_\_\_\_

3. \_\_\_\_\_

8. \_\_\_\_\_

4. \_\_\_\_\_

9. \_\_\_\_\_

5. \_\_\_\_\_

Each school will be allotted up to 10 complimentary admissions for cheer and song leaders, including the advisor. Advisors will be responsible for the decorum of this group with respect to crowd, sportsmanship, etc.

**Mechanical Noisemakers:**

No mechanical noisemakers (thunder sticks, whistles, horns, bells, victory bells, sirens, chimes, musical instruments, other than those in the band, used in a musical rendition, etc.) will be permitted inside the gymnasium at any championship CIF volleyball match. Cheering devices, such as wooden blocks or similar objects will be prohibited. Only uniformed cheerleaders for the purpose of directing and controlling rooting sections will use megaphones. (Megaphones and instruments are not to be banged on the floor or bleachers).

**The improper use of any of the above listed devices by supporters of teams will subject that team to possible forfeiture of the match.**

**We have read and understand the above rules and agree to be responsible for the conduct of our students' behavior at the State Championships.**

Cheer & Song Advisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Principal's Signature: \_\_\_\_\_ Date: \_\_\_\_\_