

WISCONSIN INDEPENDENT VOLLEYBALL LEAGUE
LEAGUE CHAMPIONSHIP TOURNAMENT
HOST CHECKLIST

Referees Information:

- ☐ Referees should be given a complete copy of the WIVL Rules prior to tournament.
- ☐ Referees should wear light colored tops with black bottoms.
- ☐ Referees should have whistles that are in good working condition and a quarter for the coin toss.

WIVL Will Supply The Following Items For LCT:

- Scoring summary boards.
- Score table folders (scoring sheets, libero tracking (for 8th and 7th grades), rules, standings).
- Admission signs.
- Admission tickets.
- Coach pass tickets (two tickets per team in a clearly marked envelope to be given out at the admission desk).
- Court identification signs.
- Welcome/enter here signs.

Before the Meet Starts:

- ☐ Host should clearly mark all entrance doors.
- ☐ 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.
- ☐ Hosts need one quality game ball at each scorer's table, fully-inflated. In the 5th/4th grade division, the "lite," "volley-lite," "first-touch," or "starter" ball will be used. If both teams involved in a given 5th/4th grade match want to use a regulation ball (i.e., not a "lite," "volley-lite," "first touch," or "starter" ball) they can do so, but only if both coaches agree of their own free will (i.e., one coach doesn't badger the other coach into doing so). If the opposing 5th/4th grade head coaches in a given match disagree on which ball should be used, the "lite," "volley-lite," "first touch" or "starter" ball will be used.
- ☐ Hosts need to thoroughly familiarize themselves with the tie breaker rules.

- ☐ Clearly mark the service line for the 6th grade and 4th/5th grade teams (24 feet). The playing surface is not shortened just because the serving line is moved up.
- ☐ At each scorer's table, besides a fully-functioning clock, hosts also need several sharpened pencils or mechanical pencils.

During the Meet:

- ☐ Post scores promptly on the schedule placards. Write the exact score next to the team name in each match-up on the placards. It's critical that hosts post the exact score of each match. If a host is using playing surfaces in two different buildings, make sure there is a means of quickly getting scores from matches in one building to the next, so that coaches, etc. in both buildings know what's going on elsewhere. Hosts must use a pencil when posting results. Almost everyone makes a mistake and ink or Sharpie marks are extremely difficult to correct.
- ☐ Scores must also be communicated to any co-hosts through-out the day (the League will supply contact numbers). This is especially important for pool play matches. Tracie or Terri will be available to determine opponents in the play-off rounds (after pool play.)
- ☐ Make sure the awards are at the scorer's table on a timely basis for distribution.

After the Meet:

- ☐ Don't forget that the host must report the exact scores of all matches by 10:00 a.m. the next Monday, May 20 (and, preferably, even earlier).