Championship
Operations
Packet
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Welcome Letter

Congratulations on advancing to the New York State Public High School Athletic Association Boys Volleyball Championships. The tournament committee has worked very hard to make this state championship competition the best experience possible for your student-athletes and fans. We hope to provide them with an experience that will be enjoyable and one that creates positive memories. Please make sure that all of your players and fans are aware of the Sportsmanship Policy.

This Championship Operations Packet is designed to assist in your trip to the Capital Center in Albany, NY. For additional information please contact your sectional chairperson or myself.

As in the past the tournament teams will have teams involved in divisional pool play with rounds of 2 game pool play for the semifinals with the top two teams in each division advancing to the finals.

More information can be found within this packet.

Good luck to all participating teams!

John Coletta
Boys Volleyball State Coordinator
Coach/Section Coordinator Checklist

☐ Submit Roster & Team Photo by using instructions included in this packet by November 12.
☐ Submit Hotel Reservation Form by November 19.
☐ Complete and submit banquet form by November 19.
☐ Hotel Check in on November 22
☐ Coaches meeting will take place on November 22
Tournament Information

Championship Dates
Finals (Pool Play) – Saturday, November 23, 2019

Championship Sites
Albany Capital Center
55 Eagle Street
Albany, NY 12207

Admission & Ticket Sales
Admission is $10 cash at the gate. Tickets are general admission. Bus drivers with proper ID will be admitted to regionals, semifinals and finals free of charge. There are no discounts for senior citizens or students. Children age 5 and under are free. Only NYSPHSAA passes will be honored at the championship site. No Section Lifetime, Service or other passed will be accepted. Regional ticket prices are determined by the host section.

Advance Sale
$8 online (plus service fee) at www.gofan.co/nysphsaa

CP Sportswear – Official NYSPHSAA Merchandiser
CP Sportswear, NYSPHSAA Official Merchandiser, will be selling T-shirts, championship programs, and other products at the throughout the tournament. Use the following link to access Championship merchandise: http://shop.cpsportswearonline.com/default.asp

Submitting Team Roster/Photo
Section coordinators/schools/coaches must follow the roster/photo submission procedure to ensure their roster/photo appears in the program. This should have been completed at the beginning of the season. However, if not, it needs to be complete at the completion of Section Finals.

Rosters/photos should only be submitted via MaxPreps website. Instructions are below:

1. After you sign into maxpreps.com with your email and password, hover over the "head and shoulder" icon in the upper righthand corner to access your admin account. Click on your team admin under "Admin Accounts."
2. Once you go to your team page you can upload your roster by clicking “Roster” in the horizontal menu bar.
3. From the Roster page, you have a few options to update your roster: a. You may "Import" a roster b. To add individual athletes, select “+Athlete” c. You may also email your roster (Word or Excel file) to rosters@maxpreps.com and MaxPreps team will load them in three to five business days.
4. To load your team photo, go back to your team admin homepage by clicking “HOME” in the horizontal menu bar.
   a. Then click on “Photo” in the “Mascot & Team Photo” section in the lower right-hand section of the admin homepage.
**Transportation**

Transportation expenses at the rate of $1.35 per mile, per grid chart, for competing NYSPHSAA member schools will be paid by NYSPHSAA upon submission of a State Voucher by the participating Section Treasurer, directly to NYSPHSAA, 8 Airport Park Boulevard, Latham, New York 12110, Attn: Assistant Director.

- Regionals: All on-site expenses will be paid by the treasurer of the host section. All profit or loss at this level will be the responsibility of the competing sections.
- Semifinals and finals: All on-site expenses will be paid by NYSPHSAA after submission of approved vouchers. Travel vouchers are available at nysphsaa.org.

**Team Bus Parking**

Teams staying overnight are expected to walk from the hotel. Busses will remain parked in their assigned spots at the hotel until the completion of tournament. If a team is traveling in the day of, busses can park at the Albany Capital Center loading dock.

**Spectator Parking**

- Times Union Center Parking Garage, located at 100 Beaver Street, Albany
- Renaissance Albany Parking Garage, located at 49 Howard Street, Albany
- Empire State Plaza Visitor Parking Lot, located at S Mall Arterial, V Lot.
- Additional Parking Information available at www.parkalbany.com
- Map: https://drive.google.com/file/d/0B5qXCROA4VZ4cjlMSFY1aVdNS0U/view

**School Gate Lists/ID Badges**

ID badges will be provided for participants, coaches and support staff. *Fifteen participants and six team personnel* (coaches, statisticians, managers, etc.) will comprise the traveling squad and will be admitted to the tournament site. Bus drivers are provided entrance free to the facility with proper ID.

Each championship team is required to submit a School Gate List (attached) to the NYSPHSAA office two days prior to the championship event. Athletic Directors and school administrators should be listed on the School Gate List. Keep in mind, this list ONLY provides entry into the facility. It does NOT provide floor access.
Athletic Directors should submit the School Gate List to Kristen Jadin at the NYSPHSAA office by **Thursday, November 21.** Individuals listed on the School Gate List must check in at a ticket sales gate for admittance to the tournament.

**Adults are not permitted to wear athlete badges. If it is determined they are, the badge will be confiscated and they will be removed from the game site.**

**Team Entrance to Facility**
Teams and bench personnel will be able to use their admittance badge to enter the arena.

**Bus Parking**
Bus parking will be available at the hotel. If teams are staying overnight, then teams are expected to walk over from the hotel (5-minute walk). If a team does not stay overnight, bus parking will be available at the Capital Center loading dock.

**Concessions**
Concessions will be available throughout the day at the Capital Center.

**Press**
Chris Watson, NYSPHSAA Director of Communications, will accept media credential requests at the tournament. The Director of Communications must be satisfied that the request for a credential is made by a bona fide member of the working press (daily/weekly newspaper, broadcast/community television station, and/or broadcast radio station). Bona fide members of the working press must contact Chris (cwatson@nysphsaa.org) prior to **Thursday, November 21 at NOON** to assure a credential(s) will be available for them and that seating arrangements can be provided. ALL MEDIA REQUESTS will be reviewed prior to the tournament.

Any requests for radio coverage of the state quarterfinals, semifinals or championship game must be handled through the NYSPHSAA office one week prior to the contest. For radio contracts, visit nysphsaa.org and click on Media to download a tournament contract. Print and complete the contract and then fax (518-690-0775) or email to Chris Watson, Director of Communications, at cwatson@nysphsaa.org. He will approve all radio requests and forward an approved contract back to you with site information. The radio broadcasting fee is $250 per contest for semifinals and finals. A radio broadcasting agreement must be completed for EACH game. For any questions, contact Chris at 518-690-0771.

**Broadcasting/Streaming**
The NFHS Network has exclusive rights to stream NYSPHSAA Regional and Championship events. No other streamed broadcast of a NYSPHSAA Regional and/or Championship event will be permitted.

Spectrum (Charter Communications) has exclusive rights to televise NYSPHSAA Regional and Championship events. No other televised broadcast of a NYSPHSAA Regional and/or Championship event will be permitted.
Schools who wish to have a school photographer or videographer attend a NYSPHSAA Regional or Championships, must contact Chris Watson, NYSPHSAA Director of Communications. Videotaping, for instructional purposes only, by the two schools playing in each contest will be permitted with approval by the NYSPHSAA office. Such permission must be obtained at least three days prior to the contest.

Awards
For NYSPHSAA championships, champion, finalist and semifinalist plaques will be awarded to teams in both divisions, plus individual medals to members of the champion and finalist teams. Only 15 individual awards are authorized for each team. Each state champion team will also receive 15 champion T-shirts. Awards will be presented at the conclusion of the final match in each class. Teams are to remain on the floor for the presentation of awards. If you have more than 15 athletes, a blank award will be handed out and will be collected at the conclusion of all photo opportunities. You may order additional awards & t-shirts with a form from the NYSPHSAA office.

Sportsmanship Award
One student-athlete from each team during the opening ceremony will be selected to receive a Sportsmanship Award and receive a T-shirt. The award will be given based on the sportsmanship policy with input from the State Committee and Officials. The promotion of sportsmanship is a priority for the New York State Public High School Athletic Association. Student-athletes, coaches and fans are encouraged to give your best and be a great sport!

Hotel Accommodations (Participants & Fans)
The Hilton Hotel will be the host hotel. Blocks of rooms have been held aside for participating schools. All reservations should be made by November 19. The hotel is located less than a mile from the Albany Capital Center.

Hilton Hotel – Albany ($141/night)
40 Lodge Street
Albany, NY 12207
518-462-6611

The following information is needed to make reservations. Coaches or Athletic Directors should call the hotel directly and provide the following:

1. Team name, Section, & Division
2. Room List (attached)
3. Date & approximate time of arrival
4. Tax-exempt form

Team Supervision
We urge all players to conduct themselves in a sportsmanlike manner consistent with the principles of NYSPHSAA athletic participation. Each individual spending the night in a tournament hotel shall be responsible for any vandalism done to the room, including theft. Coaches are specifically responsible for the conduct of their respective teams during all phases of the Tournament, including all nonplaying time as well as travel to and from the tournaments.
Championship Banquet
A banquet will be held for the players and their coaches on Friday, November 22 at the Albany Capital Center. The dinner will begin 6pm and conclude at 8pm. The cost of the dinner will be $20 per person paid in cash or check made payable to NYSPHSAA (paid for by home school or booster). You may pay at the door that evening (with a check). Reservations must be made by 10am on Tuesday, November 19 using the attached form. The menu is listed below:

- Chicken Parmesan
- Pasta
- Salad
- Bread/rolls
- Ravioli (vegetarian choice)
- Chocolate Flourless Cake
- Coke products

Players are asked to dress appropriately for this banquet. One player or coach will introduce their school and teammates. Each coach is responsible for what each speaker says and the supervision of the team at this event. Only players, coaches, staff and administration are invited. This is the start of our tournament. Please make sure your athletes are dressed appropriately. We do not encourage jeans or t-shirts.

Coaches Meeting
A MANDATORY COACHES MEETING WILL BE HELD IMMEDIATELY FOLLOWING THE BANQUET.

Officials
Individual Sections have nominated the officials who will work the tournament. The NYS Volleyball Officials Association will coordinate the assignment of all officials at the State Tournament. Whenever possible, no official will be assigned as 1st or 2nd official to a match involving any team served by the local board of officials. An official may work a match involving a team from their Section, as long as that official does not cover the team’s regular season contests. Lines people will be rated officials provided by Section 2.

Tournament Volleyball
The Spalding TF-VB5 is the official ball of the NYSPHSAA State Tournament.

Tie-Break Procedure
If there is a tie, both teams would play in a tie-breaking game.
- In the event that the two teams who tied for second were playing against one another for the last pool pay game they would immediately play the third game to 25 pts. This would eliminate the warm up time of starting a new match.
- If at the end of pool play the tie took place between two teams and one of them was the bye (off team) a full warm up time would be given.

If there is a three-way tie.
1. Point differential shall be used to determine first place team.
2. One 25-point tie breaker game used to determine 2nd place team advancing.
Protest
A Protest may be lodged by coach or captain. A Coach signs protest documents.
• If not the final point of a set, must be lodged prior to next service.
• If final point of a set, must be lodged within 60 seconds.
• If final point of a match, must be lodged before referees leave playing area.

Regional Tournament
Division 1

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<th>Time</th>
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<td>1 vs 2</td>
<td>7pm</td>
<td>Suffern HS (1)</td>
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<tr>
<td>Nov 16th</td>
<td>1/2 vs 3</td>
<td>7pm</td>
<td>Fayetteville-Manlius HS (3)</td>
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<tr>
<td>(B) Nov 16th</td>
<td>5 vs 6</td>
<td>3pm</td>
<td>Midlakes HS (5)</td>
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<tr>
<td>(C) Nov 19th</td>
<td>8 vs 11</td>
<td>8pm</td>
<td>Farmingdale State (8)</td>
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Division 2

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<td>5pm</td>
<td>Suffern HS (1)</td>
</tr>
<tr>
<td>Nov 16th</td>
<td>1/2 vs 3</td>
<td>5pm</td>
<td>Fayetteville-Manlius HS (3)</td>
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<tr>
<td>(F) Nov 16th</td>
<td>5 vs 6</td>
<td>1pm</td>
<td>Midlakes HS (5)</td>
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<td>(G) Nov 19th</td>
<td>8 vs 11</td>
<td>6pm</td>
<td>Farmingdale State (8)</td>
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Championship Format
The Opening ceremony will start at 9:15am. Teams may enter the site at 8am. Warm-ups for first match will begin immediately following the Opening Ceremony. The finals for both D1 and D2 will begin at 3pm.

Pool Play Information
The NYSPHSAA Boys Volleyball Championship Tournament will use Pool Play for the Semifinal competition in both divisions:
1. There will be six (6) rounds of pool- play
2. Each round will consist of two (2) twenty –five rally games.

9:15am Opening Ceremonies

10:00am D1 (Court 1) D2 (Court 2)
A-B     F-G
B-C     E-G
A-C     F-E

3:00pm D1 Finals D2 Finals
Banquet Form

Please email the following information to John Coletta at jccoletta@gmail.com by Tuesday, November 19 at 10am.

School Name ___________________________________________  

Section _________

School Colors ____________________________________________

Division _________

# attending the Banquet _________

Name of the player representative __________________________

Food allergies ____________________________________________

Method of Payment ________________________________________
Hotel Rooming List Form
Hilton – Albany

Contact Person: Kristina Gagnon & Peter Sequeira
Phone #: 1 (518) 427-3038
Fax: 1 (518) 462-8192
Email: kristina.gagnon@hilton.com & Peter.Sequeira2@Hilton.com

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<tr>
<td>Coaches Name</td>
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*Please indicate if you want the food, phone and movie service turned off in the room. Also make sure you include your bus driver in on the room.
NYSPHSAA Championship

School Gate List

This list is for TEAM SPORTS during the State Semifinals & Finals ONLY. For information regarding Regional events, contact the HOST Section.

School: _______________________________________

Championship Event: _______________________________________

Championship Date: _______________________________________

Championship Site: _______________________________________

Please write down the number of players and team personnel your school will be bringing to the Championship event. Please note that each sport has a maximum number of players and team personnel allotted for each school. These individuals will receive credentials to gain access to the facility. Please keep in mind, credentials, awards, and champion t-shirts will be provided only for the maximum number allowed.

# of Student-Athletes: __________  # of Team Personnel: __________

This list below is designated for school administration and appropriate school personnel. The list is limited to a maximum of 8 individuals and is exclusive of the participating student-athletes and team personnel. This list ONLY provides entrance into the facility. It DOES NOT provide field/floor access. If your school wishes to have more than 8, NYSPHSAA will bill the school for the additional individuals. Team photographers and videographers should contact Chris Watson (cwatson@nysphsaa.org) for a media credential PRIOR TO THE EVENT. They do NOT need to be listed below. This list should be faxed to the NYSPHSAA office (518-690-0775) or sent via email to Kristen Jadin at kjadin@nysphsaa.org two days prior to the championship event. Please type or print names and titles below.

For admission staff only:

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<th>Name</th>
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NYSPHSAA Staff Approval: ________________________________ Date: ____________

(signature)