2019-20
Sports Committee Handbook
and
Guidelines

Approved: June, 2019
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**Sports Committee**

**Policy and Guidelines**

**VISAA Vision Statement:**
🌟 The Virginia Independent Schools Athletic Association (VISAA) will develop a nationally recognized community of student-athletes with unparalleled competitive opportunities for participation and development of character.

**VISAA Mission Statement:**
🌟 The VISAA will provide accredited member schools the resources and competitive environment in education-based programs that establish a foundation for excellence based on integrity, sportsmanship and leadership.

The Director of Sports Committees will oversee the individual sports committees. Specific duties include:
- Develop specific checklist for committee chairs on tournament responsibilities
- Be sure committees have communicated with MSP Design Group concerning the sale of t-shirts at championship events and provided teams rosters
- Be sure committees have communicated with NFHS Network concerning live streaming of championships
- Be sure polls, tournament information and results, and All State Teams are posted on the website
- Schedule at least two meetings a year with chairs of sports committees (December and end of the school year)
- Report at each Executive Committee meeting on the activities of the different committees
- Coordinate with committee sports chairs the deadlines for asking for approval of the Executive Committee for changes in tournament format
- Work with Executive Director to determine dates and sites of championship events at least a year in advance of tournaments so that document can be publicized and sent to membership
- Post championship calendar on the website
- Update website yearly with Sports Committee Handbook, Sports Committee Directory, AD and Head of School Contact Information, etc.

A member of the VISAA Executive Committee will serve as the liaison between the sports committee and the Director of Sports Committees. The Executive Committee liaison will:
- Attend all committee meetings either in person or electronically and report to the Director of Sports Committees and Executive Director
- Assist committee in planning a budget for the tournament that will operate in the black
- Verify the placement of polls on the VISAA website
- Work with the committee on moving toward consistency with policies outlined in the Sports Committee Handbook & Guidelines
- Offer assistance as the committee makes long range plans for the growth of the sport and tournament

VISAA strongly believes that all sports committees should be operating with the same policy and procedures. Therefore, it has developed the following procedures that will be the official document for administering the selection and conduct of all VISAA Sports Committees.
Committee Structure:
Each Committee shall have written criteria for committee membership. Considerations:

- The committee chair must be a full-time employee of a VISAA member school.
- A vacancy in the committee chair position will be filled by the Executive Director. The Executive Director will consider recommendations from the outgoing committee chair, committee members, and Director of Sports Committees in making the final decision and naming a new committee chair.
- It is recommended that each committee have an assistant chair that understands all procedures.
- It is recommended that committee members include coaches, Athletic Directors and members who serve in a school administrative function.
- It is recommended that each committee have representation from the different regions and divisions of the state and as many conferences as possible.
- Vacancies on a committee should be filled by the schools (conference/region) that the individual represented. Nominations should be gathered from the conference/region schools and then a decision be made.
- Each committee should define and make the information listed below (and any other pertinent information) available to participating schools concerning:
  - Criteria for becoming a committee member
  - Duties and responsibilities of committee members
  - Length of term of a committee member

Committee Responsibilities:

- The Sports Committee Chair (or his/her representative) must attend two scheduled meetings for all chairs during the school year.
- Individual committees should meet at least once during each athletic season to address issues and make recommendations to the Donna Satterwhite who shall bring those recommendations forward to the VISAA Executive Committee.
- Inform the Executive Committee liaison and Donna Satterwhite of all committee meeting dates. The dates should be included in the minutes of all meetings of the committee.
- Copy the Donna Satterwhite and Executive Committee liaison on all communication with member schools and minutes of committee meetings.
- Strongly encourage all schools to post schedules, rosters, and statistics on the MaxPreps web site (www.LAXPower.com for boys’ lacrosse). Scores and game stats should be updated after every game.
- Designate a committee member to update the web page for the sport with current information. The Aaron Gregory and Donna Satterwhite will assist.
- Assign a member to coordinate with the Aaron Gregory and Donna Satterwhite the biweekly or weekly publishing of the polls on the VISAA website Tuesday afternoon or as soon thereafter as possible.
- Assign a committee member to work with Dick Kemper and Aaron Gregory on posting of information on social media.
- Use the established templates for developing weekly polls, tournament brackets and All State Teams to be distributed to the membership and media and posted on the website.
- All communication sent to the membership or media should have the VISAA logo at the top of the page. All communications should use “VISAA” not just “VIS” when referring to the organization.
- Strongly encourage committee members to attend the state semi-finals and final to see the All State nominees play.
- Assign a Tournament Director. The tournament director may receive payment of $225 per day of a two-day final four event.
- Create a tournament program or work with Dick Kemper to see that a printed program is published.
Process for Proposing a Change to Present VISAA Policy:
Suggested procedure for a sports committee to follow when proposing a change for Executive Committee to consider for adoption:

➢ The sports committee should:
  • Survey school personnel (AD’s and administrators, and coaches) playing the sport for their input on the proposed change
  • Bring a written proposal to the Winter/Spring Sports Chairs meeting for discussion
  • Revise the proposal with appropriate changes and send to the Donna Satterwhite
  • Donna Satterwhite will send the written proposal to the Executive Committee two weeks prior to the January/May meeting for consideration.
  • Executive Committee sports subcommittee will discuss the proposal at the January/May meeting and make a recommendation to the full Executive Committee for consideration. (Sports Chair may attend the January/May Executive Committee meeting to answer questions about the proposal.)
  • The Executive Committee will make recommendations to Sports Committee after the January/May meeting. A decision could be made at this time if there are no suggested changes.
  • The Sports Committee will revise and send a final proposal to the Donna Satterwhite by March 1/May 15.
  • Donna Satterwhite will send the written proposal to the Executive Committee two weeks prior to the May meeting for consideration and action to be taken at the May meeting. Sports Chair may attend the May Executive Committee meeting to answer questions about the proposal.

Communication with Participating Schools:
There should be a minimum of three letters sent from the sports chair to participating schools – including all levels of athletic director and coach. The letters will also be posted on the website. The VISAA logo should be displayed on the top of the opening page.

➢ Prior to the beginning of the season. Include information such as:
  • First round/quarterfinal dates – tournament format – times for semifinals and finals for each division should be included
  • Divisional breakdowns
  • Procedure for reporting scores
  • When and how polls will be reported
  • Deadlines for providing pictures and rosters for programs

➢ Prior to the tournament. Include information such as:
  • Tournament guidelines and procedures
  • Admission fees
  • First round/quarterfinal financial form
  • Procedure for nominating for All State Awards – include date when results will be posted
  • Inclement weather information
  • Directions/hotel information

➢ After the tournament. Include information such as:
  • Reporting final results to membership and media and post on website
  • Reporting All State Team and Coach of the Year, etc. to membership and media and post on website
  • State dates and site for the next year’s tournament
  • Ask for suggestions for the future
Additionally, the evening of the seeding meeting athletic directors (and coaches if desired) of school’s receiving bids should be notified by phone with tournament pairings. A follow-up e-mail should be sent to all member schools and the brackets posted on the website.

**Tournament Selections:**
A school may elect not to participate in post season play if the school notifies the state committee of its status prior to the beginning of the season. The school will not be voted in the polls. Players will be eligible for post season honors.

Once a team has qualified for playoff competition, they must fulfill their obligation or have their absence approved by the Executive Committee. A team failing to fulfill a commitment to a tournament berth may be subject to a one-year suspension and may be ineligible for the following year’s tournament. *(from Policies & Procedures Manual)*

If a school uses an ineligible player on their team during the season, the school team will not be eligible for tournament consideration that season and may be ineligible the next year.

Each committee should follow the guidelines listed below for tournament selection if weekly polls are used and a limited number of teams are involved in Championship events:

- Write criteria for weekly poll selections and share with the membership. Information used to determine the polls may include but is not limited to:
  - Win-loss record
  - Head to head results
  - Record against common opponents
  - Strength of schedule
  - Possible use of MaxPreps tournament predictions
- Write criteria for the selection of teams for tournament events and first round pairings and share with membership. Information used to determine schools selected to participate in tournaments and pairings may include but is not limited to:
  - Final poll
  - Results in conference tournament
  - Strength of schedule
  - RRI-Power Ranking Index
  - Team travel
  - Attempting to avoid schools from the same conference playing in 1st round games
- Send to all schools the criteria for hosting tournament 1st round/quarterfinal events. The information should also be posted on the website.
- Tournament selection should not be conducted until the weekend before the tournament begins.
- On the day of the seeding meeting, athletic directors (and coaches if desired) should be notified by phone if receiving a bid to the state tournament. A follow-up e-mail should be sent to all member schools and the brackets posted on the website.
**Tournament Check List – Time Line:**

**Start of the Season:**
- Submit a projected budget for the tournament to Donna Satterwhite (form on page 17)
- Work with Dick Kemper to obtain sponsorships to defray the expenses of the tournament.
- Gather all rosters and team pictures.
- Work on program for tournament. Seek corporate sponsorship to defray cost.
- Confirm the awards order with Chris Trinite at Bunkie Trinite Trophies in Richmond, Virginia. chris.bunkie@globalweb.net

**Two Weeks Prior to the Event:**
- Request tickets for admission from Dick Kemper. Obtain the tickets prior to the end of the season seeding meeting so that regional representatives can take the tickets to the schools hosting championship events.
- Request cash advances or checks to be written prior to the tournament.
- Coordinate with Ticket Spicket the on line selling of admission tickets.
- Coordinate through Donna Satterwhite the selling of tournament t-shirts by MSP Design Group.
- Obtain from MSP Design Group, NFHS Network, Atlantic Union Bank, MaxPreps, Wilson, SEC, Huddle, and Gerflor a copy of the required ads for the tournament program.
- Obtain a VISAA banner and admission fee banner from Dick Kemper to be displayed at the championship events.
- Coordinate with NFHS Network and Dick Kemper the needs for any live streaming of championship events.

**During the Championship Event:**
- Assign a committee member to report all game scores to the media at the end of each day of the event. A list of media is on page 14. Add any additional media resources that are appropriate.
- Assign a committee member to update the website with tournament results each day.
- Assign a committee member to take pictures of the winning team. When possible, include the VISAA banner in the picture. E-mail the pictures to Donna Satterwhite for distribution to sponsors and posting on the front page of the VISAA website.
- Media representatives will need to sign in on the VISAA website for credentials to attend and cover the event.

**Post Championship Event:**
- Starting and ending ticket stubs, gate receipts (in check form), and final financial report for the tournament is to be sent by certified mail (signature for receipt required) to: Michael Dicken, VISAA Treasurer, Veritas School, 3400 Brook Road, Richmond, Va. 23227. A copy of all financial reports should also be sent to Dick Kemper, Executive Director and Donna Satterwhite, Director of Sports Committees.
- All financial reports and gate receipts should be sent or turned in to VISAA within fourteen days of the completion of the event.
- Follow up with 1st round and quarterfinal host schools that ticket stubs, gate receipts and financial reports have been sent to: Michael Dicken, VISAA Treasurer, Veritas School, 3400 Brook Road, Richmond, Va. 23227. A copy of the financial reporting form is located at the end of this document (pages 20-21).
- Post final tournament results on website.
- Post All State and Coach of the Year selections on website and also send to the media.
Approved Expenses:

Approved First Round/Quarterfinal Expenses:
The host school will be responsible for absorbing all expenses involved in hosting first round and quarterfinal games of VISAA championship events. The host school must charge admission to the event and send the income with this form and the monies reporting form on the second page to Michael Dicken, VISAA Treasurer within fourteen days of the event. There will be a $50 penalty for monies and forms not received within fourteen days. After thirty days if monies and forms have still not been received by the VISAA there will be a late fee of $100. The forms are posted on the website and also included in this document on pages 18-19.

Approved Semifinal/Final Expenses:
It should be the goal of all state committees to operate within a budget that allows for the sport to operate in the black. The state committees should seek sponsorships to help defray the expenses of the event. A state committee and host school may deduct the expenses listed below from the gate receipts or send the bills to Michael Dicken.

- Workers will be paid no more than $15 per hour to work the event:
  - Security
  - Housekeeping
  - Gate keepers
  - Clock operators
  - Announcers
- Certified athletic trainers will be paid no more than $30 per hour
- Other legitimate expenses would be on-line registration, timing devices, etc,
- Travel expenses of committee members attending the seeding meeting
- All other expenses must be preapproved by the Executive Director or Director of Sports Committees

All-State Selections:
Each Committee shall follow the guidelines listed below when selecting an All-State Team:

- Write guidelines for All-State selections and send to all schools.
- Guidelines and awards should be the same for both genders in a particular sport.
- A player does not have to make his All Conference team to be nominated for All-State honors (VISAA Policy and Procedures manual).
- Announce All-State teams as close to the end of the season as possible or right after the state tournaments.
- Email First Team All-State teams with correct spelling of players names and schools to Chris Trinite at Bunkie Trinite Trophies, chris.bunkie@globalweb.net. Send Second Team All-State Teams to Dick Kemper. Awards will be sent by UPS to the Athletic Director of each school.
- Post the All-State teams on the dropdown on the VISAA web page www.visaa.org
- Email the All-State teams to the media in each region of the state. A list of media is on page 14. Add additional media resources that are appropriate.
Awards:
Starting with the 2010-2011 school year the VISAA will consolidate all championship plaques and awards. The charts of approved awards are on pages 10 and 11.

- Championship plaques will be 14”x18”.
- Runner-Up plaques will be 12”x15”. There will be no awards for semi-final or quarterfinal losers.
- All-State awards will be 8”x10” plaques for First Team All State (with the exception of swimming).
- All-State awards for Second Team will be certificates.
- All-State awards for swimming will be certificates for the first three finishers in each event.
- Coach of the Year, Outstanding Performers, Player of the Year, and other outstanding performers in whatever category for the sports will be 9”x12” plaques.
- Medals, as designed by VISAA, will be presented to individuals as listed on the awards chart.
VISAA Playoff Guidelines

Playoff dates and times will be set by the sports selection committee with agreement from the VISAA Executive Committee. Sites will be determined when the playoff teams are selected and seeded. In some sports the site will be at the highest seed, and in others neutral sites will be used. In either case there are some basic state requirements for a site to be approved for playoff consideration. Generally, eight team tournaments will be held on Tuesday, Friday and Saturday. Twelve team tournaments will be held on varying schedules that are sport appropriate (generally on Tuesday, Wednesday, Friday and Saturday). Tournament directors, after consultation with the Dick Kemper or Donna Satterwhite, may make changes to scheduled play in the case of unforeseen or extraordinary circumstances, including inclement weather.

If agreed upon by the VISAA schools involved, during the regular season exhibition events may be a part of any VISAA contest. There will be no exhibition events as a part of an end of the season VISAA championship.

In the case of inclement weather that forces a game to be postponed the game should be played the next day to avoid delaying the next round of the tournament. – BOTH schools have to agree on the time and date for rescheduling. If the two schools cannot agree to a time the Sports Committee Chair should be asked to mediate and find a reasonable solution. If the Sport Committee Chair’s school is involved, then Dick Kemper or Donna Satterwhite will mediate. Any deviation of final tournament schedule days must be approved by the Tournament Director and Dick Kemper.

A suspended game will be completed the next day as stated in the appropriate rulebook. Any change to this procedure must be approved by the Dick Kemper or Donna Satterwhite.

Weather Related Policy:
Lightning policy requires that when thunder or flashes of lightning are observed all participants are to seek safety within a proper shelter. No contest shall be continued until 30 minutes of clear weather has been observed. Agreement is required from the officials and each participating school to resume the contest.

Tournament Director Responsibilities:
Each sports committee shall appoint a Tournament Director.

Prior to a VISAA championship the sport chair and tournament director should meet with the representative of the host site to discuss areas of responsibility. This meeting should occur at the host site. The discussion should include responsibilities from tournament setup to post tournament. Below is a general list of items to begin the discussion.

- Pre-tournament setup:
  - Equipment needs
  - Sound system needs
  - Locker room assignments
  - Athletic trainer area

- During the tournament
  - Maintenance – cleaning of courts, dragging/lining of fields
  - Custodial responsibilities – restrooms, bench areas, bleachers
  - Security

- Post tournament
  - Breakdown of equipment
  - Returning “borrowed” tables, etc. to appropriate areas
The VISAA tournament director (or committee representative) must be onsite throughout the tournament. The tournament director should know the host site representative to contact should an issue develop.

The Tournament Director in conjunction with the specific sports committee will be responsible for seeing that the following are secured:

- Securing officials: chain crews, security, field marking and maintenance, and a public-address announcer.
- Producing a tournament program that is commercially done by a vendor approved by the VISAA or the sports committee chair. The sale of programs should cover the cost of production.
- A certified licensed Athletic Trainer must be on site for all tournament games, beginning with the first round.
- Ensuring that tournament awards are delivered to the championship site. VISAA subsidizes all awards for the tournament. These awards are provided by Bunkie Trinite Trophies located in Richmond, Virginia. Contact Chris Trinite, 804-648-2416.
- Providing space and tables for MSP Design Group to sell tournament t-shirts. You may also arrange with MSP Design Group to sell the t-shirts at the event to increase tournament revenue.
- Informing all participating schools, they may not film or videotape any play-off contest in which their team is not actively participating.
- Informing the media well in advance of the scheduled event. Game results should also be reported immediately following all tournament games.
- Distributing all tournament information to the participating schools including directions and lodging information well in advance of the tournament dates.
- Conducting an awards ceremony at the conclusion of the championship event. The appropriate awards for the sport should be presented in a formal ceremony. A public-address system should be used.
- Assigning an individual to take pictures of the championship teams and email them to Donna Satterwhite. When possible, include the VISAA banner in the picture.
- Completing the tournament expense report and submitting the report and monies to the VISAA Treasurer, Michael Dicken within fourteen days after the completion of the event. A copy of the final report should be sent to the Dick Kemper and Donna Satterwhite.

**Host School Facility Requirements:**

- Field must be lighted or the game must be played in the afternoon. (Unless BOTH schools agree to play at another time)
- Stadium or Campus must be conducive to the collection of admissions.
- The host school is responsible for collection of admissions. Double tickets (these can be requested from Dick Kemper) shall be issued for admission. The starting and ending ticket stubs must be placed on the financial statement that is sent to the VISAA. A school that does not charge admission will not be allowed to host a VISAA championship event in that sport the following school year.
- The playing area must be lined, well maintained and meet the requirements of the sports committee.
- Locker room and shower facilities should be available for both teams.
- Seating for spectators should be available and adequate.
- Restroom facilities should be adequate for spectators.
- Adequate locker and shower rooms should be provided for the officials.
- A rented facility, approved by the VISAA, should have the proper specifications for the sport, cost, and support staff availability, locker rooms, parking and seating capacity. A rented facility for a first round/quarterfinal event will be at the expense of the host school, not VISAA.
- Noise makers (horns and drums) are not permissible at inside venues.
Concessions are provided by the host school or contract venue. The host school or rented venue keeps revenue from concession sales.

The host school is responsible for security and crowd control. The visiting school should provide adult supervision for its student spectators. Each VISAA member school is provided five passes that can be used by school personnel for security/supervision.

A sports committee may include more specific facility requirements in its by-laws or informational letter. If any of these criteria are in question, the Executive Director must be contacted. PLEASE REMEMBER – Site approval should be requested and received at least two months in advance of the state tournament.

Facilities Usage Statement:
VISAA supports a community of inclusion that respects the dignity of the individual in the areas of age, gender, religion, ability, socioeconomic status, race, ethnicity, culture, and sexual orientation. The VISAA is committed to operating all events, including those at third party venues, in an atmosphere that is inclusive, supportive and safe for all participants. The VISAA will conduct events that protect student-athlete well-being and safeguard the experience of our students, coaches, fans and campus communities. To that end, every venue must agree to deliver and maintain an environment that is safe, healthy, free of discrimination and solicitation, and respects the dignity of all persons.

Admission:
Understanding that some school facilities or venues are more conducive for the collection of gate receipts than others, the expectation of VISAA is that the host school of all VISAA championship events (beginning with first round games) will make the necessary accommodations to charge admission. Income will be sent to Michael Dicken, Treasurer within fourteen days of the event. Forms for reporting income are posted on the website and on pages 18-19 of this document.

Host schools that do not think they can charge an admissions fee for logistical reasons should contact Dick Kemper, Donna Satterwhite, and chair of the sport at least a week before the seeding meeting for the championship tournament takes place. If the sport does not have a seeding meeting, a school must notify the VISAA a week before the championship event. The VISAA will work with the school on formulating a plan for collecting admission.

A school that does not charge admission will not be allowed to host a VISAA championship event in that sport the following school year.

All spectators over the age of six will be charged admission. Players, cheerleaders, coaches, and families of coaches involved in the contest will be admitted free. The head of school, assistant head of school and athletic directors involved in the contest and their immediate family will be admitted free. Each school will be issued five passes that can be used by school personnel for security/supervision. All other school personnel, faculty, students etc. and spectators must pay admission.

The admission fees will be:
$5.00 – Admission to first round and quarterfinal events
$10.00 – Admission to semi final and final events
$20.00 – Family Rate for first round and quarterfinal events (2 adults plus children)
$30.00 – Family Rate for semi-final and final events (2 adults plus children)

Sportsmanship Statement (to be read at all VISAA championship events):
“The Virginia Independent Schools Athletic Association is committed to establishing and developing healthy environments for competition. We ask all spectators to remember to treat the officials and participating teams with respect. Cheer the strengths and victories of your team and do not denigrate the performance of your opponents, their fans or the officials. We expect that all fans will act in an appropriate manner and respect the opposition and the officials. Failure to do so may result in dismissal from the premises. Your cooperation is greatly appreciated.”
**Website Responsibilities/Management:**
Each sports chair (or the committee representative) shall work with the Aaron Gregory, Webmaster and Donna Satterwhite on the management of the VISAA webpage for their sport.

- Only VISAA related information should be posted on the website.
- Prior to the beginning of the sport season for the current year, all information for the previous year should be archived.
- Information on the website should be up to date. Templates and format described on page 5 should be used to maintain consistency in postings among all sports.
- Basic information that should be included on webpage (when appropriate):
  - Informational letters – preseason, pretournament, and post tournament
  - Weekly polls
  - Tournament brackets
  - All State Teams
  - Tournament qualifying times

Open dates for VISAA schools should be forwarded to the Aaron Gregory to be placed on the “Open Dates” page of website. Mass e-mails from a school to the membership should be discouraged.

Aaron Gregory – Webmaster – agregory.visaa@gmail.com

**Media Contacts:**
Below is a list of media contacts to be used when sending information such as weekly polls, tournament pairings, updates during championships. The list of contacts can be copied and pasted directly into an email.

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sports@dailypress.com; bcates@newsadvance.com; sports@pilotonline.com; virginiapreps@aol.com; jami.frankenberry@pilotonline.com; ekolenich@timesdispatch.com; Robert.anderson@roanoke.com; sports@freelancestar.com; bart@scrimmageplay.com; hss@washpost.com; bkapurdbk@gmail.com; sports@suffolknewsherald.com; sports@nvdaily.com; steve.stewart@tidewaternews.com; sports@registerbee.com; jhart@ap.org; sportsdailyprogress@gmail.com; dfacinoli@sungazette.net; virginiapreps@verizon.net; Jordan.Miles@farmvilleherald.com; tdsports@timesdispatch.com; larry.rubama@pilotonline.com; ryan@scrimmageplay.com; jsacco@dnronline.com; sports@washpost.com; tpearrell@timesdispatch.com; jharvey@dailyprogress.com; jshifflett2@dailyprogress.com; ebrown@newsadvance.com; niqko.marshall@suffolknewsherald.com; Titus.Mohler@FarmvilleHerald.com
coachsupport@maxpreps.com
cthompson@maxpreps.com
```
<table>
<thead>
<tr>
<th></th>
<th>Team Champ</th>
<th>Team RunnerUp</th>
<th>Player Champ</th>
<th>Player RunnerUp</th>
<th>1st Team All State</th>
<th>2nd Team All State</th>
<th>Player Of Year</th>
<th>Coach of Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Baseball</td>
<td>Plaque</td>
<td>Plaque</td>
<td>Medals</td>
<td>Medals</td>
<td>13 Plaq</td>
<td>9 certif.</td>
<td>Y-Plaq</td>
<td>Y-Plaq</td>
</tr>
<tr>
<td>Softball</td>
<td>Plaque</td>
<td>Plaque</td>
<td>Medals</td>
<td>Medals</td>
<td>13 Plaq</td>
<td>9 certif.</td>
<td>Y-Plaq</td>
<td>Y-Plaq</td>
</tr>
<tr>
<td>Hockey</td>
<td>Plaque</td>
<td>Plaque</td>
<td>Medals</td>
<td>Medals</td>
<td>16 Plaq</td>
<td>11 certif.</td>
<td>Y-Plaq</td>
<td>Y-Plaq</td>
</tr>
<tr>
<td>BLax</td>
<td>Plaque</td>
<td>Plaque</td>
<td>Medals</td>
<td>Medals</td>
<td>16 Plaq</td>
<td>11 certif.</td>
<td>Y-Plaq</td>
<td>Y-Plaq</td>
</tr>
<tr>
<td>GLax</td>
<td>Plaque</td>
<td>Plaque</td>
<td>Medals</td>
<td>Medals</td>
<td>17 Plaq</td>
<td>12 certif.</td>
<td>Y-Plaq</td>
<td>Y-Plaq</td>
</tr>
<tr>
<td>B Soccer</td>
<td>Plaque</td>
<td>Plaque</td>
<td>Medals</td>
<td>Medals</td>
<td>16 Plaq</td>
<td>11 certif.</td>
<td>Y-Plaq</td>
<td>Y-Plaq</td>
</tr>
<tr>
<td>G Soccer</td>
<td>Plaque</td>
<td>Plaque</td>
<td>Medals</td>
<td>Medals</td>
<td>16 Plaq</td>
<td>11 certif.</td>
<td>Y-Plaq</td>
<td>Y-Plaq</td>
</tr>
<tr>
<td>B Basketball</td>
<td>Plaque</td>
<td>Plaque</td>
<td>Medals</td>
<td>Medals</td>
<td>8 Plaq</td>
<td>5 certif.</td>
<td>Y-Plaq</td>
<td>Y-Plaq</td>
</tr>
<tr>
<td>G Basketball</td>
<td>Plaque</td>
<td>Plaque</td>
<td>Medals</td>
<td>Medals</td>
<td>8 Plaq</td>
<td>5 certif.</td>
<td>Y-Plaq</td>
<td>Y-Plaq</td>
</tr>
<tr>
<td>Volleyball</td>
<td>Plaque</td>
<td>Plaque</td>
<td>Medals</td>
<td>Medals</td>
<td>9 Plaq</td>
<td>6 certif.</td>
<td>Y-Plaq</td>
<td>Y-Plaq</td>
</tr>
<tr>
<td>G Tennis</td>
<td>Plaque</td>
<td>Plaque</td>
<td>Medals</td>
<td>Medals</td>
<td>9 Plaq</td>
<td>6 certif.</td>
<td>Y-Plaq</td>
<td>Y-Plaq</td>
</tr>
<tr>
<td>B Tennis</td>
<td>Plaque</td>
<td>Plaque</td>
<td>Medals</td>
<td>Medals</td>
<td>9 Plaq</td>
<td>6 certif.</td>
<td>Y-Plaq</td>
<td>Y-Plaq</td>
</tr>
</tbody>
</table>

These awards would be presented to each division.

Player of the Year would be considered the #1 First Team All State selection and would receive the Player of the Year Plaque rather than a 1st Team All State Plaque. This would make the total number of selections for 1st Team All State one number higher than what is listed in the 1st Team All State column.

The numbers listed are the maximum number of awards that can be presented unless there is a tie for the last spot on either the 1st or 2nd Team, in which case an additional award may be added. If there are insufficient nominees for All State, fewer awards may be presented after consulting with the Director of Sports Committees.
<table>
<thead>
<tr>
<th></th>
<th>Team Champ</th>
<th>Team RunnerUp</th>
<th>Player Champ</th>
<th>Player RunnerUp</th>
<th>1st Team All State</th>
<th>2nd Team All State</th>
<th>Player of The Year</th>
<th>Coach Of Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Golf</td>
<td>Plaque</td>
<td>Plaque</td>
<td>Medals</td>
<td>Medals</td>
<td>Top 9-Plaq</td>
<td>6 certif.</td>
<td>Y - Plaq</td>
<td>Y-Plaq</td>
</tr>
<tr>
<td>Wrestling</td>
<td>Plaque</td>
<td>Mid &amp; Sm Sch Plaque</td>
<td>Medals 1-8</td>
<td></td>
<td></td>
<td></td>
<td>Y – Plaq</td>
<td>Y-Plaq</td>
</tr>
<tr>
<td>Swimming (B)</td>
<td>Plaq- Overall &amp; Div II</td>
<td>Plaq- Overall &amp; Div II</td>
<td>Medals 1-8</td>
<td></td>
<td>Certificate top 3-each event</td>
<td></td>
<td>Y - Plaq</td>
<td>Y-Plaq</td>
</tr>
<tr>
<td>Swimming (G)</td>
<td>Plaq- Overall &amp; Div II</td>
<td>Plaq- Overall &amp; Div II</td>
<td>Medals 1-8</td>
<td></td>
<td>Certificate top 3-each event</td>
<td></td>
<td>Y - Plaq</td>
<td>Y-Plaq</td>
</tr>
<tr>
<td>X-Country (B)</td>
<td>Plaque</td>
<td>Plaque</td>
<td>Jeff Cup</td>
<td>Medals 2-20</td>
<td></td>
<td></td>
<td>Y - Plaq</td>
<td>Y-Plaq</td>
</tr>
<tr>
<td>X-Country (G)</td>
<td>Plaque</td>
<td>Plaque</td>
<td>Jeff Cup</td>
<td>Medals 2-20</td>
<td></td>
<td></td>
<td>Y - Plaq</td>
<td>Y-Plaq</td>
</tr>
<tr>
<td>Indoor Track (B)</td>
<td>Plaque</td>
<td>Plaque</td>
<td>Medals 1-3</td>
<td>Ribbons 4-8</td>
<td>Plaq - Best field&amp;runner</td>
<td></td>
<td></td>
<td>Y-Plaq</td>
</tr>
<tr>
<td>Indoor Track (G)</td>
<td>Plaque</td>
<td>Plaque</td>
<td>Medals 1-3</td>
<td>Ribbons 4-8</td>
<td>Plaq - Best field&amp;runner</td>
<td></td>
<td></td>
<td>Y-Plaq</td>
</tr>
<tr>
<td>Outdoor Track (B)</td>
<td>Plaque</td>
<td>Plaque</td>
<td>Medals 1-3</td>
<td>Ribbons 4-8</td>
<td>Plaq - Best field&amp;runner</td>
<td></td>
<td></td>
<td>Y-Plaq</td>
</tr>
<tr>
<td>Outdoor Track (G)</td>
<td>Plaque</td>
<td>Plaque</td>
<td>Medals 1-3</td>
<td>Ribbons 4-8</td>
<td>Plaq - Best field&amp;runner</td>
<td></td>
<td></td>
<td>Y-Plaq</td>
</tr>
</tbody>
</table>
2019-20 TOURNAMENT PROJECTED EXPENSES – SEMIFINALS OR FINALS

SPORT: ________________________________

Date: _______________________________ Site ______________________________________

DISBURSEMENTS:

Meet Officials (If appropriate): -----------------------------------------------

Tournament Director ($225 per day of final four): _____________________________

Facility Rental (Preapproved by Executive Director): ____________________________

Athletic Trainers (Maximum $30 per hour): --------------------------------------

Event Workers (Maximum $15 per hour):
   Clock Operators: -----------------------------------------------
   Scorekeepers: -----------------------------------------------
   PA Announcer: -----------------------------------------------
   Ticket Takers: -----------------------------------------------
   Housekeeping/Maintenance: -----------------------------------------------

Hospitality Room: -----------------------------------------------

Other (Provide detail): -----------------------------------------------

TOTAL ANTICIPATED DISBURSEMENTS: -----------------------------------------------

Submit by September 15 (fall sports) and December 1 (winter and spring sports) to:
Donna M. Satterwhite, CAA, Director of Sports Committees, satterwhitedm@gmail.com,
Dick Kemper, CMAA, Executive Director, rkemperjr@comcast.net and Michael Dicken, Treasurer,
cmdicken@veritasschool.com

Any expenditure expected to exceed the VISAA approved amount must be approved prior to the tournament by the Director Sports Committees and the Executive Director.
2019-20 TOURNAMENT FINANCIAL STATEMENT FORM
1ST ROUND and QUARTERFINAL

The host school will be responsible for absorbing all expenses involved in hosting first round and quarterfinal games of VISAA championship events. The host school must charge admission to the event and send the income with this form and the monies reporting form on the second page to the VISAA within fourteen days of the event. There will be a $50 penalty for monies and forms not received within fourteen days. After thirty days if monies and forms have still not been received by the VISAA there will be a late fee of $100. Failure to charge admission at events or not returning financials forms within deadlines may result in school not hosting in sport for following school year.

SPORT: ________________________________

______________________________ vs. ________________________________

Date: __________________________ Site _________________________________

TOTAL INCOME: ________________________________

Ticket Sales:

Beginning Ticket Number_______ Ending Ticket Number_________ 1st Round _______

Beginning Ticket Number_______ Ending Ticket Number_________ Quarterfinal ______

Signatures of individuals counting the money: ___________________ ______________

Return form and check(s) within fourteen days of the event to:

Michael Dicken, VISAA Treasurer
Veritas School
3400 Brook Road
Richmond, Va. 23227

Send a copy of the form to Donna Satterwhite satterwhitedm@gmail.com and rkemperjr@comcast.net
REPORT FORM FOR CASH AND CHECKS RECEIVED
AT VISAA CHAMPIONSHIP EVENTS:

Starting ticket number: _________
Ending ticket number: _________

(Please attach the starting and ending ticket stub)

<table>
<thead>
<tr>
<th>Bills</th>
<th>#:</th>
<th>Total $:</th>
<th>Checks</th>
<th>#:</th>
<th>Total $:</th>
</tr>
</thead>
<tbody>
<tr>
<td>100’s:</td>
<td></td>
<td></td>
<td>$5.00:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>50’s:</td>
<td></td>
<td></td>
<td>$10.00:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>20’s:</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>10’s:</td>
<td></td>
<td></td>
<td>$20.00:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5’s:</td>
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<td></td>
<td>$25.00:</td>
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</tr>
<tr>
<td>1’s:</td>
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<td></td>
<td>$30.00:</td>
<td></td>
<td></td>
</tr>
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<td>Quarters:</td>
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<td>Pennies</td>
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<tr>
<td>Nickels:</td>
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<td>Other:</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Total:</td>
<td></td>
<td>Total:</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Income To be Sent to VISAA: ____________________________________________

Signatures of individuals counting the money:
________________________________________________________________________

Submit this form with the financial form for the event to:

Michael Dicken, VISAA Treasurer
Veritas School
3400 Brook Road
Richmond, Va. 23227
2019-20 TOURNAMENT FINANCIAL STATEMENT FORM – SEMIFINAL OR FINAL

SPORT: ________________________________

Date: __________________________ Site: __________________________________________

TOTAL INCOME:
Ticket Sales (Send beginning and ending ticket stub numbers with report):
   Beginning Ticket Number: ___________ Ending Ticket Number: ___________ (Semifinals)
   Beginning Ticket Number: ___________ Ending Ticket Number: ___________ (Finals)

DISBURSEMENTS (Taken from gate receipts & place expense in the appropriate column):

<table>
<thead>
<tr>
<th>From Gate</th>
<th>Bill sent to VISAA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meet/Game Officials (if appropriate): ------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>Tournament Director ($225 per day of final four): -------------------------------</td>
<td></td>
</tr>
<tr>
<td>Facility Rental: (Preapproved by Executive Director) ---------------------------</td>
<td></td>
</tr>
<tr>
<td>Athletic Trainers (Maximum $30 per hour): ---------------------------------------</td>
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<tr>
<td>Clock Operators: --------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>Scorekeepers: ---------------------------------------------------------------</td>
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<tr>
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<td></td>
</tr>
<tr>
<td>Ticket Takers: ----------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>Housekeeping/Maintenance: -----------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>Hospitality Room: ----------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>Additional Preapproved Expense: --------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>TOTAL DISBURSEMENTS: --------------------------------------------------------</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>From Gate</th>
<th>Bill Paid by VISAA</th>
</tr>
</thead>
</table>

NET INCOME: ____________________________________________
(This amount should equal the cash/check amount sent to the VISAA)

Signatures of individuals counting the money: ____________________________

Return form and check(s) within fourteen days of the event to:
Michael Dicken, VISAA Treasurer, Veritas School, 3400 Brook Road, Richmond, Va. 23227
Also send a copy of the financial form to Donna Satterwhite satterwhitedm@gmail.com and rkemperjr@comcast.net

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AT VISAA CHAMPIONSHIP EVENTS:

Starting ticket number: __________  Ending ticket number: __________

(Please attach the starting and ending ticket stub)

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</tbody>
</table>

<table>
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<tbody>
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</tr>
<tr>
<td>Nickels:</td>
<td>$50.00:</td>
</tr>
<tr>
<td>Pennies:</td>
<td>Other:</td>
</tr>
</tbody>
</table>

Total: __________  Total: __________

Total Income To be Sent to VISAA: __________________________________________

Signatures of individuals counting the money:
________________________________________________________________________
________________________________________________________________________

Submit this form with the financial form for the event to:

Michael Dicken, VISAA Treasurer
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3400 Brook Road
Richmond, Va. 23227