



Evergreen Region

USA V Evergreen Region **Day Officials Tournament Activity Outline**

Before Tournament:

1. Check in with Tournament Director: inspect facility
 - a. Net height, standards, padding-referee stand, scoreboards, etc.
 - b. Determine ground rules, consult tournament director for precedence
2. Be present at the coaches' meeting
 - a. Review ground rules and *ensure rosters are completed*
 - *If rosters are not completed call: Linda Sue Kildew 509-339-3147*
 - *DO NOT allow any ADULT write ins on rosters!*
 - *Juniors verified to be active in Webpoint can be written onto a roster. The office will bill the team \$25. You do not accept money.*
 - b. Review format of pool play and playoffs
 - c. Establish a Protest Committee according to Tournament Procedures Handbook
 - d. Introduce Observers and go briefly over their duties/expectations.
 - e. Answer questions
 - f. Region policy is NOT to accept registration on-site

During Tournament:

1. You MUST BE IN UNIFORM
2. **Verify Team Rosters** for registration numbers, legal player numbers and completion of **Officiating Clinic** for all the players and coaches, there must be a chaperone on the roster. Neither the Head Coach and Chaperone no longer are required to sign the roster but must be present.
 - a. Document ANY discrepancies on the tournament report form
 - b. If the team does not have certified officials (two referees and one scorekeeper), the Day Official can act as the R1 and the Observer can act as the Scorekeeper. The non-complying team should be charge \$30.00 per match per official every time the team is scheduled to referee. The team shall pay the officials before the match. Document teams without certified officials (the team has NOT attended a ref/score clinic) on the Tournament Report Form and their roster.
 - c. NEW: R1 training will have a column on the roster. All coaches and 18's players that want to officiate will need to have taken the training.
3. Take an active role in time management.

4. After pool play, ensuring proper seeding of teams going into the playoffs.
 - a. The site director should have their own playoff bracket information.
Use your own playoff bracket information as a reference only.
5. During the last round of tournament play and first round of playoffs, conduct feedback of “Observers” on their matches.
6. Referee Championship finals: other playoff matches are optional.

After the Tournament:

1. Mail ALL of the following to the Region office (ASAP)
 - a. Team Rosters
 - b. A list of tournament results (use your own paper)
Lindsay Walters
Evergreen Region Volleyball
PO Box 2844
Spokane WA 99220-2844
2. Scan and email the following items to the Director of Officials:
 - a. Day Official Tournament Report Form
 - b. Completed Rating forms (if applicable):

Pay Scale:

	All Ratings
Day Official	\$200.00
Observer	\$100.00

- Mileage-there is a new mileage grid that can be found on the Evergreen website.
- Day Official fees and mileage are paid on-site by the Tournament Host
- The region pays the Observers. Observers who travel will use the same mileage grid.