



# JUNIOR TOURNAMENT PROCEDURES HANDBOOK

**2018-2019 SEASON  
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## SECTION 1: HOSTING AN EVENT

### Junior Age Groups

Most Evergreen Region sanctioned tournaments are held for U12, U14, U16, and U18 divisions. However, single age groups are defined and available for competition if enough teams want to play in the U13, U15, and U17 divisions.

Before requesting a tournament please ensure you can meet the facility and equipment requirements.

### U12 Tournament Requirements

- Volleyballs used will conform to USAV rule 3.1, so that the weight is 7 to 8 oz (198 to 227g).
- Net height will be 7 feet (2.13 meters).

### Facilities

- **Court Clearance**
- Rule 1.1.1 of the current USAV Domestic Competition Regulations recommends a minimum 2m (6'6") clearance around each court. Therefore, with adjacent courts, the clearance between the two courts should be 4m (13'). Also, the playing surface is free from obstructions to a recommended height of 7m (23') from the playing surface.
- **Equipment/Padding**
- Proper net equipment is essential for safety. The Evergreen Region has established a policy that all net poles and referee stands must be padded to a minimum height of at least 1.7m (5'6") from the floor with at least 1.25 cm (1/2") thick, resilient, shock-absorbing material. This policy includes padding for all connecting hardware for the net systems.
- **Certificate of Insurance**
- Most facilities require a renter/user to provide proof of insurance. The Evergreen Region, through USA Volleyball, provides teams, clubs, and individuals with insurance coverage for sanctioned volleyball activities. There is no cost for this insurance. If a club director has not already submitted information to acquire a certificate of insurance, he/she must do so by contacting the Region Office.

### Tournament Scheduling

The Evergreen Region Junior Program Director, Tournament Coordinator and Region Office will send out an email in August asking for returning Tournament Directors to submit their tournament requests by a designated deadline. Any NEW tournament requests can be submitted after the returning tournament deadline has passed.

The location of the tournament director's meeting at the Annual Club Summit will be announced in advance on the region website and via email.

## Priority of Scheduling Tournaments

The Evergreen Region has established a priority ranking for scheduling tournaments.

Priority order is:

1. Clubs/Tournament Directors requesting the **same dates** for their tournament as it was held in prior years, IF the Tournament Director has followed the procedures outlined in this handbook. This applies to the first tournament per age group request ONLY (additional tournaments for the same age group will be of priority 2 below).
2. New clubs/Tournament Directors wishing to host a tournament
3. Clubs/Tournament Directors requesting a secondary date for a certain age group OR new/different dates than a tournament in a prior year.

All Tournament Directors must be registered and in good standing with the Evergreen Region. Tournament Directors with a history of tournament problems may not be allowed to host tournaments until problem areas are resolved.

## Process to Host a Tournament

1. The Region Office will send out an email stating Tournament Requests are being accepted for returning tournament directors with a deadline for submission before NEW requests will begin being accepted.
2. At the Club Director's Summit, a tentative tournament schedule will be provided.
3. Once your tournament has been scheduled by the Tournament Coordinator, you may officially submit a tournament sanction form and fees to the ERVA office.
4. Required fees (s) must be submitted with the sanction form:
  - a. Payment for the **approval/sanction fee**, which is equivalent to \$5.00 per team (non-refundable). For example, if you want to run a 12-team tournament, your **approval fee** would be \$60.00.
    - i. If you are hosting multiple tournaments ONE CHECK for all the sanction fees is acceptable.
    - ii. On the day of the tournament, if the event has less than the maximum entries allowed the difference in the sanction fee WILL NOT be refunded.
    - iii. If an approval has been granted for additional teams, the additional **sanction fee** MUST BE PAID. If the additional fee is not paid, a \$50.00 sanction will be assessed, and no additional tournament approvals will be granted until the fee has been paid. **Please see 5 in this section.**
5. A sanction fee will be assessed if the below criteria is not met. Clubs will be sent an invoice which will need to be paid within 10 business days. Non-payment will result in a club status of "not in good standing." Receiving a sanction for non-compliance may result in denial of a tournament request the following season.
  - a. the list of entered teams (including their 11-digit codes) is managed properly in AES for the Region Office to use for seeding **AT LEAST 2 WEEKS** prior to your tournament, **and**
  - b. the tournament has been held in accordance with the proper format and guidelines outlined in this handbook, **and**
  - c. tournament results were submitted to the Region Office using 11-digit CODES no later than end of day Monday following your tournament

6. INCREASE IN THE NUMBER OF TEAMS IN AN APPROVED TOURNAMENT IN EACH AGE BRACKET WILL NOT BE ALLOWED UNLESS PRIOR APPROVAL HAS BEEN OBTAINED FROM THE TOURNAMENT COORDINATOR. Once a tournament is approved, the sanction form will be returned by the Region Office to the Tournament Director. This approved sanction form **MUST BE POSTED** at all tournament playing sites.
7. The minimum number of teams for a one-day tournament in one age bracket shall be six (6), unless previously approved otherwise.
8. **APPROVAL TO CANCEL A TOURNAMENT IS REQUIRED BY THE ERVA TOURNAMENT COORDINATOR.** To request a tournament cancellation due to low registration, please contact the Tournament Coordinator and/or ERVA Office directly.
9. All Tournament Directors must notify participating teams a minimum of 5 days before the event if the # of teams in a tournament falls below 6 teams.
10. All Tournament Directors must notify participating teams a minimum of 5 days before the event if age divisions are going to be combined.

## Accepting Entries

Entries can only be accepted **ON** or **AFTER** Tournament Sign-Up Day. Tournament Directors who accept entries without receiving prior approval of their tournament as discussed above will be subject to disciplinary action including, but not limited to:

- the loss of their deposit
- cancellation of their tournament
- suspension from hosting future tournaments.

## Tournament Sign-Up Day

### Before Tournament Sign-Up Day

Prior to tournament sign up you will want to do the following:

1. Login to your AES account, click on your tournament, and double check ALL information is correct (facility address, divisions, cost, etc.).
2. Verify the information entered by the Region Office.
3. Enter any additional information you would like that is not listed.

Please note that if you have just recently sent in your sanction form/fees, your tournament may not show up yet.

### Opening Your Tournament

All tournaments have been set so that the registration open date/time is within the approved date and opening times for each age group by the Region Office. Verify the information has been entered correctly and will open in the appropriate time slot. The times on AES are Eastern Standard Time (3-hour difference from the PST for Tournament sign up day. This prohibits teams from entering tournaments early.

Clubs hosting a tournament may enter their **OWN** teams prior to sign up day by editing the date and time for registration. Date and Time must be **RESET** back to the sign-up date and time frame appropriate for each age group.

To do this, follow these steps:

1. Log in to your AES account.
2. On the top banner select Events.
3. Click on the name of the tournament you wish to adjust.
4. Click the Deadline section.
5. In the *Registration Open Date* field
  - a. Change date to current date to register your OWN teams

- b. Verify it is the DATE of tournament sign up day
6. In the Registration Open Time field, change time
  - a. Change time to current time to register your OWN teams
  - b. Verify it is the TIME of the AGE group sign up time on the sign-up date. EST is 3 hours later than our PST.
7. Scroll down and click the *Update* button.
8. Your tournament is now updated

### During Tournament Sign-Up

During the hour designated for teams to sign up for your tournament, you will need to “manage” your tournament. Teams should know their status within the hour for their age group’s sign-up. The information below will explain how to see which teams are entering your tournaments and how to mark them accepted (Y), waitlisted (W), or not accepted (N).

1. Log in to your AES account.
2. On the top banner select Events
3. To the left of your tournament name, you’ll see some symbols. Click on the picture of the “person.”

Current Events												
		Name	Type	Date	Rstr Cutoff	Location	St	# Tms	Housing	Results	CMS	
1		U14 ERVA Test Tournament #1	Full Day Format	1/1/2014	12/13/2013	ERVA	WA	1				

4. **IMPORTANT:** Click on the column header *Reg. Date*. This will put the teams in the order in which they registered - this is the order in which you **MUST** accept teams.

Teams																
	Club Name	Div. Code	Age	Reg. Date	Amt Due	Amt Paid	Unpaid	Distance	Acc.	Check #	Rovd Date	Notes	Hotel Rooms	Order #	Finish	Delete
1	Cutting Edge	14 Girls	fj4cedge1ev	Cutting Edge 14 Mizuno	11/12/2013 3:59:10 PM			150.00	-1	Pending						

5. **You must accept teams in the order that they registered.**
  - a. If multiple teams from the same age group in one club (i.e. Club ABC 16-1 and Club ABC 16-2) fall within the “accepted” teams, you are required to accept the first 2. It is your choice whether to accept more.
    - i. If registration order for Club ABC is 16-3, 16-2, 16-1, you must accept 16-3 and 16-2 first because they registered first. DO NOT accept based on team rank.
    - ii. If registration order for Club ABC is 16-3, 16-2, 15-1, you must accept all three teams because U15 and U16 are considered separate age divisions.
  - b. **Playing Up:** If a U14 team registers for a U16 tournament, the Tournament Director has the option to accept all teams from the U16 age group FIRST, even if the U14 team registered earlier.
6. As the teams enter, you will mark their status in the column marked **Accepted**. The teams will show PENDING.
  - a. From the drop-down menu, choose either *ACCEPTED*, *WAITLISTED*, *NOT ACCEPTED* OR *DROPPED* if the team has requested to be dropped.
7. Confirm a team’s status by emailing them (see email examples below).
  - a. Let teams know your deadline for entry fees. Remind them that their acceptance is not complete until payment is received. According to the Tournament Procedures Handbook, if an entry fee is

not received within 10 days of entry, the Tournament Director has the right to move the team to the waitlist.

## **EXAMPLE EMAILS**

### **Accepted Email**

Thank you for registering for the (tournament name). Your team (enter team name) has been ACCEPTED into the tournament. Please print off the entry form from AES and remit payment within 10 days. If payment is NOT received within 10 days your team will be DROPPED and we will move on to our WAITLIST. Thank You.

### **Waitlisted Email**

Thank you for registering for the (tournament name). Your team (enter team name) has been placed on our WAITLIST. You will receive an email offering you a position in our tournament if a spot becomes available. Thank You

### **Waitlisted-Offer Email**

Thank You for registering for the (tournament name). Your team (enter team name) is currently on our WAITLIST. We have an opening in our (tournament name) if your team is still interested in participating. Please notify me within 48 hours if you are ACCEPTING this offer to attend (tournament name). Thank You.

### **Dropped Email**

Your team (enter team name) has been DROPPED from our (tournament name) because we have not received payment within the allotted time frame. We will now move to our WAITLISTED teams to offer them a spot. Your team will now be placed on our WAITLIST. Thank You.

### **Payment Received**

We have received and applied (enter team name) payment for our (tournament name). Thank You.

## **Troubleshooting**

If you are having trouble, please contact the ERVA Office ASAP at **(509) 290-5552**.

The ERVA Office Staff will be monitoring AES during Tournament Sign-Up to ensure that teams are accepted in the correct order and that all tournaments are opening during their allotted timeframe.

Please note that AES may be slow because of increased traffic. Unless you receive an email stating that the system is down, please be patient.

## **Tournament Registration Procedures**

The following steps should be followed for entry into a Sanctioned Tournament:

1. The team registers for the tournament via AES.
2. The Tournament Director notifies those teams registered of their status into the tournament. i.e., ACCEPTED, WAITLISTED or NOT ACCEPTED.
3. Teams accepted in tournaments must mail the following to the Tournament Director at the address provided in AES:
  - a. Entry form printed and signed from AES
  - b. Entry fee (a team is NOT officially entered until this is received). If a Tournament Director does not receive payment within ten (10) days of tournament entry, he/she has the right to move your team(s) to the waiting list. If this occurs, the Tournament Director must notify the team(s) by that tenth day.

4. Once paid, the team has made a commitment to play in that tournament. See Refunds for Tournament Entry Fees for more information.

### **Non-Evergreen Region Teams**

USAV Teams from outside the Evergreen Region may enter tournaments. It is the responsibility of the Tournament Director, with the ERVA office assistance, to ensure that those teams are registered with the region they are from, that they meet all ERVA and USAV requirements, and that an entry fee and roster is submitted before the team can enter the tournament.

### **Canadian Teams**

Canadian teams that want to play in Evergreen Region tournaments are also welcomed, except for events that awards bids to the YJOV Championships. For more information on foreign participant requirements and restrictions, please contact the Region Office.

## **Refunds for Tournament Entry Fees**

Once accepted, the team has made a commitment to play in that tournament and the tournament host has made a commitment and reserved a spot in the tournament for that team. The team cannot get a refund unless:

1. The tournament is cancelled
  - a. In the event a tournament is cancelled, entry fee checks shall be returned to the teams **within 3 business days** of the scheduled date for the tournament.
2. The team representative notifies the tournament host that the team cannot participate, the team representative requests the host to find a replacement team, and a replacement team is found and pays the required entry fee
3. The weather is a problem or is questionable; teams must check with the Tournament Director the evening before the event or the morning of the event by phone. If a quorum of teams at that level shows up at the site and the host proceeds with the tournament, it will be at the Tournament Director's discretion to issue a refund. Consistency will be important - if any no-show team receives a refund, then all no-show teams are due a refund.

## **SECTION 2: PRE-TOURNAMENT DUTIES**

### **Publicizing Your Event**

After a tournament has been approved and sanctioned by the Evergreen Region, it will be posted on the Evergreen Region online calendar at [www.evergreenreigon.org/events](http://www.evergreenreigon.org/events) Any other publicizing of tournaments is up to the Tournament Director.

### **Staffing your Event**

#### **Tournament Director**

The Tournament Director is responsible for making sure the tournament format follows the guidelines of this handbook, that teams are properly seeded according to information received from the ERVA office, for coordinating with the Officials Director or designee for Day Official(s), communicating any changes in tournament information, (start times, playing site changes, playing schedules, etc.) and sending the final results to the ERVA office by the Monday following the tournament. **The Tournament Director CANNOT also be the Day Official.**



## Site Manager

The Tournament Director can either act as a site manager or hire a site manager. The duty of the site manager is to administer competition, including posting pool play and playoff results, to make sure that courts are kept on schedule, and to provide security for the facility. They are also responsible for gathering up the results of all playoffs and making sure they are communicated to the Tournament Director. Site Managers must meet the following requirements:

1. Must be non-participating (i.e. site manager cannot also be a coach, chaperone, player, Day Official, etc.)
2. Must be a current USAV member with a current USAV background screen
  - a. A one-day site manager/volunteer membership is available for site managers to any tournaments utilizing individuals not previously registered. This person must also pass a background screening prior to acting in this role.

## Day Official

All Evergreen Region sanctioned tournaments must be staffed with a paid, non-playing, non-coaching, non-site director, Day Official. This Day Official will be assigned by the Evergreen Region Officials Director or designee. The Tournament Director can request that a specific Day Official be assigned; however, the Evergreen Region does not guarantee that the request will be honored.

- **Fees:** \$200.00/day
  - Tournament Director's will login to Arbiter to find assigned Day Officials. An Arbiter tutorial is available online at [www.evergreenregion.org/tournament-directors/](http://www.evergreenregion.org/tournament-directors/)
- **Mileage:** All mileage is roundtrip
  - 50-65 miles- \$25
  - 66-80 miles-\$35
  - 81-95 miles-\$45
  - 96-120 miles-\$55
  - 120 miles and above-\$65
- **Payment:** The Day Official shall be paid immediately following the championship playoffs or earlier if you so choose. Payment **SHALL NOT** be mailed to the Day Official after the event.
- **Staffing Requirements:** One Day Official is required for each tournament. However, more than one Day Official is required in the following circumstances:
  - More than 20 teams at one site
  - More than one age group at one site
  - Remote courts without direct, convenient telephone contact, AND more than two minutes walking distance between sites may require a second Day Official who shall also be paid at the rates noted above.

**Day Officials ARE NOT responsible for any tournament-related duties such as seeding for pool play, or re-seeding during the tournament. This is the responsibility of the Tournament Director and/or site manager.**

## Observers

The Evergreen Region provides Observers for tournaments scheduled through March. The role of the Observer is to provide feedback and comments for the players and coaches on their officiating, reffing, and scorekeeping abilities throughout the tournament. Observers are also responsible for acting as the R1 during a final match in pool play and a first match in bracket play. The Day Official will be responsible for this on-site scheduling. Observers are assigned by the Officials Director or designee and the fees for the observers are paid for by the Evergreen Region. There is no financial obligation from the Tournament Director for the observers assigned to your event.

## Hired Officials

Tournaments may choose to staff their event with Officials for pool play and bracket play. The Officials will be assigned to the tournament by the Evergreen Region Officials Director or designee. The Tournament Director can request specific Officials be assigned; however, the Evergreen Region does not guarantee that the request will be honored.

- **Fees:** \$180.00/day/Official
  - 7-8 matches/day
  - Tournament Director's will login to Arbiter to find assigned Day Officials. An Arbiter tutorial is available online at [www.evergreenregion.org/tournament-directors/](http://www.evergreenregion.org/tournament-directors/)
- **On-site Assignments:** The assigned ERVA Day Official is responsible for on-site assignment of the Officials.
  - Officials will be assigned between 7-8 matches per day.
  - Officials may be assigned other roles besides R1 if it falls within the match limit
    - R2/Line Judge/Scorer
- **Payment:** The Officials shall be paid on-site immediately following their last assigned match or earlier if you so choose. Payment **SHALL NOT** be mailed to the Officials after the event.

Questions regarding Officials and/or Observers shall be directed to Linda Kildew, Director of Officials:  
[lkildew@gmail.com](mailto:lkildew@gmail.com)

## Cancellation of Tournament

In the event you must cancel your tournament, notice must be given to the Evergreen Region Tournament Coordinator, the Evergreen Region Officials Director, the Region Office, and all teams who have entered the tournament at least 72-hours prior to the event, if possible. If inclement weather arises and a 72-hour notice is not feasible, notify all teams and staff via phone call as soon as possible.

Tournament Directors who cancel a tournament without providing adequate notice as discussed above will be subject to disciplinary action up to and including the loss of their deposit and/or suspension from hosting future tournaments.

## Roster/Player Verification

### Junior Tournament Rosters:

- Club Director's will build their own rosters within the Webpoint or AES system as indicated by the Tournament Director.
- Club Directors are responsible for providing valid tournament rosters for their coaches to submit at the coaches meeting for each tournament. Rosters **MUST** be printed using the indicated system (Webpoint or AES) and submitted to the Site Director/Day Official of each tournament. **ELECTRONIC rosters are or rosters from the incorrect roster system will NOT VALID.**
- Members cannot be placed on a roster until all the requirements have been met. Call the Region Office if the Club Director cannot add members to a roster.

- On-Site Roster additions are permissible as follows:
  - Any junior changes to the submitted roster after the published deadline date can be made and processed only at the time of team-check-in at the tournament site.
  - EACH junior addition will be assessed a fee of \$25.00 and shall be accompanied by cash, check or money order at the time of the addition.
  - JUNIOR PLAYER additions must show a current USAV membership within the Webpoint membership database to the Day Official assigned.
  - **NO ADULT ADDITIONS ARE ALLOWED AT ERVA SANCTIONED TOURNAMENTS**
  - If the paperwork is not complete, and/or membership records in Webpoint are not current, all proposed changes and additions will be deemed ineligible.
  - **TEAMS WHO PLAY WITH AN ILLEGAL PLAYER WILL FORFEIT ALL SETS AND MATCHES PLAYED.**

## Seeding of Teams and Arranging Pools

The Evergreen office compiles results from all Evergreen Region sanctioned tournaments and produces a ranking for all teams in the Evergreen Region. If the Tournament Director manages the list of teams in AES, the Evergreen Region Office will provide the seeding and tournament formats (i.e. pools, brackets) the Tuesday prior to the event.

## TOURNAMENT FORMAT

Tournament formats are provided by the Region Office the Tuesday prior to the event. If you would like to use an alternate format, it must be approved in advance.

### Match Protocol

- It is suggested that all Evergreen Region one-day tournaments have a start time of 8:00 am.
- All one-day tournaments must allow each team to play at least eight (8) sets.
- ERVA recommends 25-point sets, best 2 out of 3, 3<sup>rd</sup> set to 15, win by two, no cap.
  - If you elect to use 21-point sets, please start all sets at 4-4. *You may not use 11-point sets.*
- All one-day tournaments must consist of pool play followed by a single elimination playoff. Two-day tournaments can run a double elimination or modified double elimination playoff after pool play.
- Alternative formats must be approved by the Tournament Coordinator.
- All tournament matches should have a scheduled start time. However, matches that can start earlier **DURING THE TOURNAMENT** should do so—keep the tournament running!!
- Forfeit time for set one is the scheduled match time. Set two is forfeited 10 minutes after the forfeiture of the first set.

### Warm-Up Protocol

#### 1st and 2nd rounds of pool play

5 minutes per team on court. If the team wants to serve, they must do so within that time. No shared hitting or serving.

#### All other matches

3 minutes per team on court. If the team wants to serve, they must do so within that time. No shared hitting or serving. *Note: If a match has a team that has not yet played that day, please use the 5-5 warm-up*

## Time Guidelines

The following are estimates from the current USAV DCR. The times include a 6-minute warm-up between matches and 3 minutes between sets. **NO CAP ON ANY SETS!**

- Two 25 Rally Point Sets - 50 Minutes
- Two 21 Rally Point Sets - 45 Minutes
- 2/3 25 Rally Point Sets per Match (15 pt. 3rd set) - 65 minutes
- 2/3 21 Rally Point Sets per Match (15 pt. 3rd set) - 60 minutes
- One 15 Rally Point Set - 20 Minutes
- One 25 Rally Point Set - 26 Minutes
- 3/5 25 Rally Point Sets per Match (15 pt. 5th set) - 105 Minutes

The final match must be scheduled no later than 7:00 p.m. Finals that start after 7:00 p.m. will require an additional payment to the Day Official.

## Pool Play Options

The Evergreen Region allows 3-team pools and 4-team pools for pool play. 5-team pools are not allowed for pool play unless two courts are available for a single 5-team pool AND an approval from the EV Tournament Coordinator is obtained.

## Playoff Options

Playoff brackets will be sent out to the Tournament Directors prior to the tournament by the Region Office. Playoff brackets are available for tournaments with 6-64 teams. These should cover 99% of the tournaments. However, if you require a bracket that is not included, please contact the Tournament Coordinator and one will be developed for you. These brackets assign playoff positions based on a team's placement after pool play. Every bracket is cross-pooled, meaning that teams from the same pool will not play each other until after the first round of playoffs. **NO DEVIATION FROM THE REGION-APPROVED BRACKETS WILL BE ALLOWED WITHOUT PRIOR APPROVAL FROM THE TOURNAMENT COORDINATOR.**

## Tie-Breaking Procedures

The Evergreen Region has adopted the following tie-breaking procedure for pool play ties in all Evergreen Region-sanctioned tournaments. ERVA Regionals will adopt a separate qualifier procedure. **THERE WILL BE NO TIE-BREAKER SETS PLAYED.**

### Three-Way Ties

If 3 or more teams are tied in match record for first or second place in a pool, the ties are broken by applying the following steps, in order, without repeating any step. *Head-to-Head results will not be used at any time in breaking a three-way tie:*

1. Determine each team's set percentage (divide each team's total sets won in the pool by the total sets the team played). The team with the highest set percentage is first.
2. If some or all of the teams have the same set percentage, then determine the point percentage (divide each team's total points scored by the total points scored by all the team's opponents in that pool).
  - a. Of the teams still tied, the team with the highest point percentage has the next highest finish in the pool (finishes either first or second, depending on the outcome of the set percentage).

3. If two or more teams are still tied:
  - a. Coin toss

### Two-Way Ties

If a two-way tie exists, the tie will be broken using the head to head match result.

## SECTION 3: DAY OF EVENT PROCEDURES

### Tournament Director Checklist

#### Pre-Tournament Checklist

- Conduct a site visit/inspection to ensure the facility meets USAV requirements for safety, ceiling height, lighting, court clearances, officiating stands and antennas.
- Sanction the event with the ERVA Region Office (available on region website). (To be sanctioned, the tournament must be approved by the Tournament Coordinator and then complete the tournament sanction form and remit the required sanction/deposit fees to the office.)
- Request a Certificate of Insurance for the facility/facilities by emailing the Region Office.
- Secure USAV certified Day Official through the Regional Official's Assignor. (E-mail lkildew@wsu.edu with event details at least 60 days in advance.)
- Identify and secure a site manager/director for each playing location. Site directors MUST be a member of USAV and background checked. A Site Director/Volunteer membership may be obtained for this purpose. The membership is \$6.00 and background screen \$20.
- Confirm teams 30 days prior to event.
- The Region Office will get your team list from AES.
- The office will check your rosters to see if there is anything that will not allow a team to participate— if you see anything that is incomplete, notify the office.
- The office will also use the team list acquired from AES for seeding...please ensure the team statuses are up to date in AES. All teams with a YES status will be used for seeding.
- Additional Items to Have:
  - ◇ A tournament "Bucket" with the following contents:
    - Pool Play Results Placards (large size for wall) printable from Region formats.
    - Tourney Play Brackets (large size for wall) printable from Region formats.
    - Court Signs (1, 2, 3, 4, Pool A, B, C D) printable from Region formats.
    - Parent/Spectator Code of Conduct Signs for each entrance
    - NO Food or Water Signs (at least 4)
    - Site Notebook (at least to include Region Sanction Form, Coaches Handout, Incident Report Form, Rosters, and Tournament Schedule etc.)
    - Participants Handbook
    - Tournament Procedures Handbook
    - A copy of the USA VB Domestic Competition Regulations
    - Extra Whistles
    - Score Sheets (at least 12 per court - copy a full match on one piece of paper - F2B)
    - Libero Tracking Sheets (at least 12 per court)
    - Line Up Sheets (at least 24 per court)
    - Pencils (some use mechanical so you don't have to sharpen)
    - Extra Lead/Erasers or a sharpener
    - Pens

- Vis-a-Vis Markers (wet erase) if you have laminated pool play results placards
- Permanent Markers
- Masking Tape for your signs
- ◇ Score flip cards – one for each court
- ◇ Pipe Insulating Foam (these are perfect for covering your net ropes between end of net to standard - if you don't have those Velcro sleeves)
- ◇ PRIZES – recommended 1<sup>st</sup> & 2<sup>nd</sup> in Championships and 1<sup>st</sup> in Consolation
- ◇ \*Minimal First Aid Kit (Band-Aids, gauze, gloves) Bags for Ice for injuries (it's winter so you can use snow if you don't have access to the training room)
- ◇ \*Biohazard Container (in a separate rubber-maid container):
  - Bleach (ratio is 1:10 - as in 1 oz. bleach to 10 oz. water - mark that on the spray bottle)
  - Spray bottle
  - Gloves (look for latex free - i.e. Nitrile gloves)
  - Shop Paper towels for cleanup
  - Ziplocs for biohazard waste clean up

## **During Tournament Checklist**

- Post all signs, pool play, spectator code of conduct, only water in the gym, etc.
- Post the sanction form near the tournament desk
- Make sure the nets and playing areas are set up correctly. The Day Official will verify the site is set up correctly but it is your job to make sure it is done before the gym opens.
- Conduct a Coaches/Chaperone meeting 30 minutes prior to tournament start
- Handout a coach's packet with pool play and playoff format and also tournament feedback forms (these should be collected at the end of the tournament and mailed in with the Day Official report)
- Have coaches sign the roster...NO WRITE Ins
- Present rules and policies about the facility
- Introduce the Day Official, observers, and site directors. Allow the Day Official to go over any rules for the facility -Determine the protest committee
- Record all match results and know ERVA approved tie-breaking procedures in case they are required during pool play. This is not the Day Officials job.
- Ensure that play moves along
- Periodically make a sweep of the gym to check restrooms for trash and paper needs, to check areas of the facility (indoor and outdoor) for trash and team camp areas for compliance with food and drink restrictions of the facility. If needed the site director will replace trash bags when they become full or contact the appropriate janitor to do so.
- Document all incidents/accidents on the appropriate forms. Fill out the tournament report form. (Complete all information legibly!)
- Pay the Day Official(s)
- Clean up and tear down courts as play is winding down.

## **Post-Tournament Checklist**

- Submit final standings using 11-digit CODE to the Region Office no later than end of day Monday following your tournament.
- Collect all tournament feedback forms and give to Day Official to be mailed in with their report.
- Tournament Director Report must be sent to the office the week following your tournament.

## Awards

It is recommended that awards be given to the first and second place teams in the Championship Playoff and to the winner of the Consolation Playoff. When awards are given, individual awards should be given instead of team awards. Awards should be based on twelve individual awards per team.

All-tournament teams shall not be selected unless approved by the Tournament Coordinator.

## Equipment

On each court, you will need the following equipment:

1. Net
2. Two antennae
3. Support poles (padded to at least five feet up from the floor)
4. Referee stand (padded up at least five feet from the floor)
5. Scorekeeper table with minimum of three (3) chairs
6. Visible scoreboard
7. Benches/chairs for the teams
8. Scorekeeping equipment

All rules for specific equipment/facility requirements can be found in the current year's Domestic Competition Regulations. These requirements must be met to be in compliance concerning risk management. *NOTE: Tables and chairs are not appropriate referee stands and will not be used.*

## Charts

Large charts for pool play results and playoff brackets should be posted away from the playing areas for participants and spectators to see.

Other signs typically used during the tournament include a pool play schedule, Parent/Spectator Code of Conduct, "No Food or Drink in Gym" signs, and court numbers. All signs, which are available on the Evergreen Region website, should be posted prior to the coaches' meeting. Make sure you have tape and marking pens for all the signs.

## Reference Materials

Tournament Directors should have on site and accessible the current **USAV Domestic Competition Regulations**, the current **Evergreen Region Participants' Handbook**, and the current **Evergreen Region Tournament Procedures Handbook**. In addition, a copy of your approved Tournament Sanction Form must be posted at ALL tournament locations.

## Scorekeeping Equipment

Each court must be provided with an adequate number of regular and deciding set Score sheets, line-up sheets, and Libero tracking sheets for all matches scheduled on the court. You can download these from the Evergreen region website. Also, a supply of pencils, erasers, black pens, and a copy of the pool play schedule should be posted on each scoring table.

## Emergency Gear

A stocked first aid kit should be accessible to all the site managers for the duration of the tournament. All tournaments should have a bodily fluids clean-up kit, ice, and telephone access in case of an emergency. A

phone must be available to call 911. It is also suggested that someone affiliated with the tournament possess a current First Aid/CPA certification.

## Coaches' Meeting

The Tournament Director/site manager must hold a formal coaches' meeting before the tournament begins. The following should occur at this meeting:

1. Signing of rosters. Official rosters must be signed by a head coach
2. Present rules and/or policies about the facility (i.e. "no food", "water only", "no pets", etc.)
3. Introduce the Day Official, observers, & site managers--allow Day Officials to go over the ground rules for all courts.
4. Present the playoff format

## No-Show Procedure

If a registered/entered team(s) fails to show up for the tournament without notice, the **Tournament Director** will take the following actions:

1. Re-arrange the pool(s) involved to assure that each team plays the minimum number of sets (8), and that the playoff
2. Re-arrange the playoff format to reflect the proper number of teams in the tournament (approved playoff formats are available the Region website)
3. Make note of the "no show" in the Tournament Director's report and make sure that the Day Official includes it in his/her report

## Rosters

Rosters must be verified on the day of the tournament at the coaches' meeting. Coaches of all teams must perform the following steps:

1. Cross out any players/coaches/chaperones that will not be in attendance
2. Uniform number changes are allowed
3. Verified junior player additions may be added for a \$25 fee to be paid to tournament host & verified by Day Official
4. Head coach listed must sign the roster

The Day Official will use the **official rosters from the teams** to verify the teams and the players' eligibility.

## Roster Requirements

1. All coaches must be IMPACT/SafeSport certified and ref/score certified
2. Chaperones CANNOT sit on the bench during competition unless they have a current IMPACT/SafeSport certification.
3. The rosters should be posted in a visible location in the playing facility.

## Staying on Time

Please follow these guidelines to help keep the tournament running on time:

1. The officiating team must conduct the coin toss IMMEDIATELY after the preceding match, then start the warm up immediately (Do this BEFORE you meet with your team if you just played!)
2. Be ready to officiate immediately after the preceding match
3. Keep your coin-toss speech brief and to the point
4. Accurately time the warm-ups



Tournament Directors/site managers have the discretion to move matches to alternate courts if both teams AND a refereeing team are available to help make the tournament move along.

## Officiating

### Expectations

Each team will have officiating responsibilities during the tournament. Each team must provide the following during their assigned officiating matches:

1. A coach or rostered adult who has a current R1 certification to referee age groups U14 and under. A player may serve as the R1 for U15 and up age groups if the coach/rostered adult serves as the R2.
2. Registered members who have a current ref/score certification to R2, keep written score, and libero track
  - a. If a Libero is used, there **MUST** be a Libero tracker at the score table
3. Three additional registered members to flip the visual score chart and be line judges

### Penalties

If a team is late for an officiating assignment:

- 2 points for every minute the crew is late to an assignment to a maximum of 25, and the team shall forfeit the first set of its next match. After 30 minutes, the team shall forfeit its entire next match

If a team leaves a tournament without fulfilling its officiating assignment, the CLUB will be sanctioned by the region as follows:

- 1st Offense: loss of first match in its next tournament
- 2nd Offense: \$210 fine (to be paid prior to participation in additional tournaments) AND loss of first match in next tournament
- 3rd Offense: suspension from participation for one year

If a team does not have the required certified officials, the team shall pay \$25.00 per match for the R1 and R2, and \$10 for a scorekeeper.

## Determination of Playoff Teams

Use the brackets included in the tournament workbook sent to the Tournament Director to position the teams for playoffs following pool play. All teams that play in the tournament will advance to the playoffs, either in a championship or consolation bracket.

The tournament brackets ensure that no teams from the same pool will play again until after the first round of the playoffs.

If the format for your tournament IS NOT in the Tournament Procedures Handbook, it **MUST BE APPROVED** by the Tournament Coordinator **PRIOR** to your tournament.

## SECTION 4: POST-TOURNAMENT PROCEDURES

### Tournament Directors

#### Submitting Results

Results must be submitted in excel workbook format via email no later than the Monday following the tournament and must include all teams' 11-digit codes to facilitate the identification of teams. The penalty for tournament results not being submitted in a timely manner may include, but is not limited to, the forfeiture of the \$50.00 deposit and the loss of tournament hosting privileges.

**Tournament Director Tournament Report**

This form must be filled out and emailed, mailed or faxed to the Region Office following your tournament. If this form is not received within 7 days of your tournament, it can result in the forfeiture of your tournament deposit.

**Day Officials****Submitting Rosters**

Official rosters must be mailed, faxed, or emails to the Region Office within 3 business days of the tournament. If faxed or emailed, please keep hard copies on file for the remainder of the season. Please make sure that all rosters have been signed by the head coach.

**Day Official's Report**

The Day Official's Report Form must be mailed, faxed, or emailed to the Officials Director and the Region Office within 3 business days of the tournament