



***TOURNAMENT
HANDBOOK***

Revised August 2009

This handbook draws from the USAV Guidebook and the Official United States Volleyball Rules. The USAV Guidebook and the Official United States Volleyball Domestic Competition Regulations (rule book) appear on the USAV webpage (www.usavolleyball.org).

This Handbook summarizes some information in the USAV Guidebook as well as provides information on policies and procedures required by the Pioneer Region. You are responsible to follow the policies and procedures set forth. Remember that **all sanctioned tournaments in the Pioneer Region must follow USA Volleyball/Pioneer Region guidelines.**

Information, application forms, score sheets, etc. are all found on the Pioneer Region Web Page under “forms”

www.pioneervb.org

Any comments or suggestions should be addressed to:

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OVERVIEW

This booklet contains the guidelines to be followed when hosting sanctioned tournaments in the Pioneer Region. The Pioneer Region must sanction all USA Volleyball Events played in the region. Remember if the event is not sanctioned you do not have USA Volleyball insurance coverage. The Region is available to assist Tournament Directors in the planning of their events.

Only USAV registered teams/members may compete in a sanctioned tournament. Any person who is not a registered member of USA Volleyball is not eligible to participate in a sanctioned tournament and could void all USA Volleyball insurance coverage for the event. Tournament Directors must strictly enforce this rule.

Tournament Directors must be registered members of USAV and have a clear background screening through Pioneer Region/USAV.

All competition sanctioned by the Pioneer Region is governed by the current edition of the USA Volleyball Domestic Competition Regulations (rule book).

Tournament Directors should review any contracts they sign for facilities. If Tournament Directors don't understand any contract language, ESIX (USAV Liability/Insurance Company) will review the contract for them.

All 'forms' may be downloaded from the Pioneer Region website www.pioneervb.org.

GETTING SANCTIONED

The Region is responsible for approving all tournament dates. The Tournament Director must submit an **"Application for Tournament Sanction"** form to the Region. Applications will be accepted beginning August 1st each season. These include tournament or a power league format, both MUST be sanctioned by the Pioneer Region.

The listed "Tournament Contact" will be notified once the tournament is sanctioned. A tournament may not be promoted, prior to sanctioning.

As a member of USA Volleyball you are entitled to have a certificate of insurance for any facility you use for a tournament. If the facility requires one or you would like to have one, you can submit an **Insurance request** form to Ron Kordes (ronkordes@ovvc.com). Please make sure the request form is completely filled out. This is merely a certificate providing evidence that an insurance policy is in effect. If your club uses the facility as a practice site and have a certificate no additional certificate is needed.

Pioneer Region retains the right to withdraw the sanction for any tournament for violation of the rules detailed in this handbook or the USAV Guidebook.

TOURNAMENT PROMOTION

Entry Fees

Recognizing that each tournament has unique expense requirements, the Pioneer Region has not established a standard entry fee. The entry fee should be commensurate with expenses incurred (gym rental, officials, awards, administrative costs).

Power Leagues

Power Leagues abide by the same rules as tournaments – any differences will apply for an exemption to the Pioneer Region office.

Power Leagues may differ from tournaments in that;

1. There is multiple week competition
2. Awards may or may not be given
3. All age groups may be mixed together
4. There are no playoffs

Announcements

Upon sanctioning your event, the Region will add your tournament to the official Pioneer Region Tournament Schedule. This schedule is made available to all Region Club Directors, Out-of-Region Club Directors, upon request, and on our Region's web page.

As a Tournament Director, you should also publicize your tournament, by posting the event information on your club web page. Your Event Information should include:

- 1) Name of event
- 2) Date (s) of Event
- 3) Divisions offered (age, open, club)
- 4) Location – city and site
- 5) Contact person
- 6) Phone number
- 7) Email address of tournament director
- 8) Entry fee
- 9) Last date that entries will be accepted (closing date)

A Tournament Director may also publicize their event to Club Directors in other regions. Contacts for other regions can be found on USAV's web page, <http://www.usavolleyball.org/>.

USAV will only list multi-day, inter-regional events on their web page. If you are having a multi day event and wish to have it listed on the USA Volleyball website email the following information to jnc.schedule@usav.org :

- 1) event dates
- 2) divisions offered
- 3) location – city, state and region, contact person or program
- 4) phone/fax (both if being used)
- 5) email address
- 6) name of event

Closing Date

Your entry deadline should be no less than 10 days preceding the tournament date. The entry deadline may be extended at the discretion of the Tournament Director.

ACCEPTING TEAMS/ROSTERS

You may send out information advertising your tournament when you have confirmation it has been sanctioned. In order to be accepted into your tournament, a team should submit a Complete Entry Form**along with the required entry fee.

Complete Entry Forms must include:

1. Coaches and players names with USAV numbers
2. Uniform numbers
3. 11 digit team code

The team may use a tournament entry roster printed from the USA Volleyball/Pioneer Region registration site

Early in the season, a team is permitted to register without a Team Roster. However, if a Tournament Director accepts such an entry form it will be the **responsibility of the Tournament Director to follow-up and insure that an Official Team Roster is submitted prior to beginning competition. No team may be allowed to begin play until the above mentioned roster requirements are met.

To make rosters additions at the site of the event, Club Directors must provide a roster that lists the additional player(s) or coaches to be added. This will verify their current region membership and verification of age level accuracy.

Note: Teams may enter a tournament without submitting a complete roster. However, the team is responsible to submit the completed roster with all team members, players and coaches, listed prior to participation.

Tournament Directors and/or clubs that allow a team or individuals to participate that are not listed on the Official Roster with a current USAV member number could be sanctioned and fined.

Accepting Teams

Tournament entries in the Pioneer Region are open, on an equal basis, to any properly registered team from any USAV region. All registered teams should be provided with equal opportunity to enter your tournament.

Waivers

The Pioneer Region does allow age waivers for players in the region. Players from other regions are also allowed to play in the Pioneer Region with an approved age waiver from their respective region. However all age waived players, whether members of the Pioneer Region or not, must receive approval of the tournament director to play in said event.

Pre-Tournament Information

Team representatives submitting a tournament entry form should be notified as soon as possible of their acceptance, rejection (if filled) or on a waiting list to a tournament. Accepted teams should have sent to them, either by mail, email or fax and posted on the club website (if available) no later than Wednesday evening prior to the tournament

- 1) Start Time
- 2) Playing site
- 3) Directions to playing sites
- 4) Tournament tie breaking procedures
- 5) Facility rules – No coolers, coolers allowed, no smoking in any facility, etc. and sanctions that can be imposed for violation of these rules

Awards

At a minimum for tournament the following is a suggested awards guideline:

1. First place teams each player and coach gets an individual award (medal, pin, Tee shirt, etc.)
2. Second place team gets a team plaque

TOURNAMENT FORMATS

*Any format that differs from the following
needs to request a waiver from the region office*

All sanctioned competition in the Pioneer Region must use the official rally-scoring format: non-deciding games will be to 25 points, while all deciding games will be to 15 points. In either case, the team that has scored the requisite number of points and has a 2 point advantage (no cap) shall win a game. If necessary, due to a last minute team cancellation, teams may play 3 games to 25 – no cap (coin flip for 3rd game, change sides at 13).

Due to emergency time restraints games could be shortened at the discretion of the tournament director.

Time Allotments

For planning you should allow 1 hour per round for a best of three games match. Warm-up time should be a minimum of 2 - 4 - 4 minutes in between matches. (2 shared, 4 serving team, 4 receiving team) Warm-up time begins immediately after the conclusion of the previous match. 2 minutes extra of shared time could be allowed for warm up prior to a team’s first match of the day. There is NO shared hitting or serving for juniors. The first matches of the day for all teams shall be governed by their scheduled first match starting time of the day. Thereafter, matches may run ahead of schedule. Teams must be ready to play or officiate, when a match is sequentially ready to be played.

Matches should not be scheduled to start after 9:00 p.m. on a Friday or Saturday night (or a night when there is no school the next day), and not after 5:00 p.m. on a Sunday (or any day prior to a school day)

Pool Play Formats

ALL COMPETITION IN THE PIONEER REGION SHOULD BE AT A MINIMUM 2/3 MATCH PLAY with optional 3/5 match play.

Round Robin pool play, followed by playoffs is the recommended format for tournaments hosted in the Region. Tournaments should be scheduled to give each team a minimum of 3 matches for a 1 day event.

Pools can consist of 3, 4 or 5 teams. All 5 team pools should be played on 2 courts if a one day event. Any 5 team pool played on one court in a given day could be shortened matches.

Pool Formats

3 Team Pool			4 Team Pool			5 Team Pool(2 courts)		
Teams	Official	Teams	Official	Teams	Official	Teams	Official	
1 vs 3	2	1 vs 3	2	1 vs 5	3	2 vs 4	3	
2 vs 3	1	2 vs 4	1	1 vs 3	4	2 vs 5	4	
1 vs 2	3	1 vs 4	3	2 vs 3	1	4 vs 5	1	
		2 vs 3	1	break		break		
		3 vs 4	2	3 vs 4	5	1 vs 2	5	
		1 vs 2	4	3 vs 5	2	1 vs 4	2	

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Playoffs

Tournaments should have playoffs to determine a winner. **Teams should not be eliminated from the Gold Championship bracket on points or any other non-competition basis unless all teams are aware prior to play beginning that there will be no playoffs and how all positions for tournament play will be determined. This must be advertised, printed, and all teams aware before play begins.**

Tie Breakers

To determine play-off positions or bracket placement;

Two way ties:

The tie will be determined by the winner of the head to head match in pool play. Even though this may effect advancement to the Gold or Championships rounds, the pool play match result will determine the winner

Three way ties

Only three way ties effecting advancement to the Gold Division will be played off.

All playoff games if needed should be a single game to 15 points (win by 2), rally scored, switch sides at 8 and no point cap.

All other three way ties will be determined by **Game percentage**, if still tied, then **Point differential**

How to figure game % and point differential

1. GAME % (Games won divided by games played);
All pool games are used when determining game percentage.
2. TOTAL POINT DIFFERENTIAL (Total # of points won subtracted from total # of points lost)
All pool games are used when determining point differential
3. COIN FLIP.

THREE WAY TIE - for two teams advancing:

Top team in game percentage (point differential if game % tied) will be awarded the first position. The two remaining teams will play one game for the remaining spot. The top team will referee that game.

THREE WAY TIE - for one team advancing

Teams will be seeded by game percentage (point differential if game % tied)

Top seed will get a bye and ref the first playoff game between the 2nd & 3rd seeded teams.

The winner of that game will play the top seeded team to determine the winner.

Loser of the first playoff game will referee the second playoff game.

SEEDING TEAMS

The Host Tournament Director is responsible for seeding. Tournament results (posted on the web page), strength of participating teams, and requesting current results from participating teams will help your seeding. We recommend you use the SNAKE SEEDING method. You are allowed as many pools as you see fit. Following is an example of a four team / four pool tournament using the SNAKE SEED method.

Pool A		Pool B		Pool C		Pool D
#1	>	#2	>	#3	>	#4
#8	<	#7	<	#6	<	#5
#9	>	#10	>	#11	>	#12
#16	<	#15	<	#14	<	#13

You can use this same method regardless of number of pools or the number of teams in the pool. However you should try to adjust pools so teams from the same area or club are not in the same pool. You may also adjust the pool so teams with a longer travel distance do not play or officiate the first match. Remember teams want to play different competition than they see in their own area.

SITE DIRECTOR RESPONSIBILITIES

The Site Director should not participate as a player, coach or official. A Site Director must be utilized at each sanctioned tournament with the designated responsibility of keeping the tournament on schedule and properly recorded. There may be more than one at each site but someone must always be available to answer any questions that arise. The Site Director is responsible for the on-site management of the event.

First Aid

A Tournament Director should have a plan to provide minimal first aid.

Be sure to realize that you are responsible for providing minimum care should there be an injury during your event. Minimum care would be:

1. Access to a phone to call 911 immediately;
2. Medical kit with general supplies: band aids (various sizes), gauze pads (various sizes), gloves, tape, etc. Teams should also have minimal medical supplies with them.
3. Ice chest/packs or know that you are able to have access to ice; and
4. Incident Report Forms (on web)

Should there be an injury:

The coach should review the player's medical history form for prior injuries or special considerations, as well as, insurance, emergency contact person and the coach should see that the emergency contact is notified whether on site or by phone if deemed necessary.

Completely fill out the Incident Report Form. A copy of this form should be given to the coach and a copy sent to the Pioneer Region contact.

Referees

Certified Referees are required for all Junior matches. Contact the Region Officials Assignor to secure referees for your event. The tournament director may hire their own referees but all must be approved by the region referee chair, by sending (email or fax) a list of referees to be used prior to the tournament. Remember all referees must be certified, members of USA Volleyball and have a cleared background screening if a member of the Pioneer Region.

When contracting referees for an event, the Region Official's Assignor will schedule referees according to grids provided by the Tournament Director.

Be sure to inform the Region Officials Assignor if there are any changes in the number of referees needed for your event ASAP. You are responsible to pay all referees after the event. It is the responsibility of the host Tournament Director to compensate the referees in accordance with the current referee pay scale.

Officials Pay Scale

1 Game to 15 Points	Match 2 / 3 Games	Automatic 3 Games	Match 3 / 5 Games
\$12.00	\$25.00	\$32.00	\$40.00

As a courtesy, referees should be provided with meal(s) and drink on a reasonable basis depending on the number of hours at the venue. This can be accomplished as a voucher system per officials or by a means that helps the facility fulfill this process.

The referee chair will always attempt to use local referees for a tournament but depending on the number of referees needed as well as availability Out of town (approximately 1 1/2 hour drive) referees are to be provided with overnight housing if a 2 + day event.

Referees should be paid within 10 days of any tournament at which they work. Referees not being paid in accordance with this directive should contact the Region Official Assignor. A Tournament Director that fails to pay officials promptly could be called before the Pioneer Region Board. A W-9 tax form should be made available for the referee if you require one for payment.

Work Team Assignments

Teams participating in a tournament must be prepared to provide, one knowledgeable Second Referee, one knowledgeable Scorekeeper, one Libero Tracker and two Line Judges. All teams must fulfill their assigned officiating duties – failure to do so will subject the team to possible point sanctions and/or financial penalty.

A responsible adult must be courtside anytime his/her team is the officiating team for a match. This does not have to be a coach but could be a designated team parent.

TOURNAMENT DAY

Team Codes

The 11 digit Team Codes should be made available to coaches for all teams in the tournament. These may be in the tournament materials, posted at the playing sites, or listed in the published results.

Player Uniforms

The uniform rules can be found in the “USA Volleyball Domestic Competition Regulations” in Chapter 1, under “Equipment”. The Region will allow variations from this rule in emergency situations.

USA Volleyball rules require each player to have a unique number (Rule 4.3.3: The player's jerseys must be numbered 1 through 99. Duplicate numbers are not allowed.)

Site Violations

Tournament event hosts have the right to enforce penalties for violations of facility regulations that may be set by the facility owners or the Tournament Director. The violations may include but not be limited to the following:

No outside food, drink or coolers allowed in or around gym or playing area;

Excessive garbage that is not properly disposed of in accordance to tournament specifications;

Any damage incurred to the facility and/or its property;

Any use of possession of ANY ALCOHOLIC BEVERAGE or ILLEGAL DRUG(S) inside any tournament facility, or on the premises of such facilities. (This violation is also subject to region sanction as listed on the Individual Membership Code of Conduct.)

Fines may be game point(s) or financial penalties. Team Reps must be informed of the fines prior to the start of competition. This should be in pre printed tournament material. It is the Junior Club Director's, Team Rep's or Team Coach's responsibility to inform each person affiliated with his/her team of the facility regulations and the consequences for any violations.

Violations and penalties applied need to be reported to the Region.

Refunds

Once entered into a tournament, a team that withdraws preceding the tournament, is not automatically entitled to a refund of their entry fee, but can request a refund from the host.

Generally, a refund should be made if sufficient notice is given. However, a host Tournament Director is not obligated to refund entry fees **if** additional expenses were incurred in expectation of the withdrawing teams actually competing. The host Tournament Director should not lose money as a result of the withdrawing team's actions. Moreover, host Tournament Directors are permitted to assess up to a 20% administrative fee from any refund granted.

Any Pioneer Region team that withdraws must be reported to the Region in the Tournament Report, being sure to include the date of withdrawal.

Inclement Weather

The decision to cancel your event due to weather is your responsibility.

If you cancel:

1. All team reps, assigned officials, and Officials Assignor **MUST BE** notified of the cancellation. This is a good reason to have an emergency cell phone for a contact number.
2. All teams must be given a full refund if event cancelled
3. Tournament Report Form filed stating why tournament was cancelled.

Equipment

All equipment, including referee stands, used for the tournament must meet USAV technical requirements and must be free of defect. All net standards and the referee stand must be padded in accordance with the current edition of the Official United States Volleyball Rules.

Special attention must be paid to clauses involving and related to floor damage and repair of floor damage. During the 2001-2002 season, the USA Volleyball liability insurance coverage suffered unanticipated and extraordinarily high claims due to damage to wood floors caused by the removal of floor tape. In an effort to eliminate this problem, USA Volleyball and ESIX, the insurance broker for USA Volleyball, urge Tournament Directors to use only floor tape which has a quick release adhesive designed to minimize, if not eliminate, damage to floors caused by other types of tape. To reference this memo, please go to the Pioneer Region website (www.pioneervb.org), click on "forms" and download this memo in its entirety.

Check-in

Upon arriving at a tournament site, coaches/team reps should check in with the Site Director. At this time any changes in tournament format and roster issues should be addressed.

Forfeits

According to USAV rule (commentary) 9.1.2 if a team has insufficient players to begin a match when the match is scheduled, the team defaults the first game. After an interval of 10 minutes, the second game is forfeited.

The scores of the defaulted/ forfeited games shall be recorded as 25-0. The score of a forfeited match shall be recorded as 2-0.

Protest Committee

The committee should consist of the Tournament Director (or Site Director) plus 2 referees (highest rating) not involved in the protest. All protests shall be resolved immediately at the time of the protest.

Expulsion of Coaches and/or Players

Upon expulsion of a coach from a match, the coach must leave the proximity of the effected court. Upon expulsion of a junior player, this player will be allowed to remain court side but not allowed to sit on the bench. If disruptive behavior continues, any Expelled or Disqualified Adult will be required to leave the facility for the remainder of the match. Juniors must always remain in an observed area of the facility.

A team reduced to less than the required number of eligible players due to injury, illness or disqualification shall forfeit the game, with the opponents being given sufficient points to win the game with a 2 point advantage.

TOURNAMENT WRAP-UP

Within one week of the tournament, the host Tournament Director must email/mail/fax "Tournament Results" to the Region designee. This report will include how each team (team name and 11 digit code) finished in your tournament. These tournament results will be forwarded to the Webmaster to be listed on the Pioneer Region website. The results will be used for ranking and seeding purposes.

Your report should also include information on any problems encountered with teams or individuals during the tournament. This includes, but is not limited to, late notice of withdrawal from the tournament, missed officiating assignments, failure of a team to play scheduled matches, individual actions affecting eligibility, violations of the code of conduct and any other pertinent information.

Tournament Site Regulation Violations & Sanctions

The following sanctions could be levied against teams violating tournament protocols:

\$100 fine can be assessed if a team fails to fulfill their end of the day officiating duties.

\$100 fine can be assessed if a team leaves before playing all scheduled matches.

Fines are payable to the Pioneer Region

TOURNAMENT TIPS

Arrive at site 60 to 90 minutes prior to event start time.

Items you will need:

1. Pens
2. Pencils
3. Magic markers
4. Paper clips
5. Scotch tape
6. First aid kit
7. Score sheets
8. Libero tracking sheets
9. Lineup sheets
10. Game Balls
11. Score Boards
12. Rule book
13. Awards

Score sheets, lineup sheets, libero tracking sheets may be downloaded from the Pioneer Region web page.

Tournament Day

- Post pool play results recording grid(s)
- Post tournament schedule(s)
- Post play off results recording grids
- Check for score tables chairs (minimum of 3 at table) and team benches
- Place tournament binder/folder or score keep materials on tables. You can make up the night before a small binder/folder and place scoresheets/libero tracking sheets/line up sheets in it for the day. Be sure to have extras available.
- Game Ball: (Have at least one extra per facility) **Give the court game ball to each official as they check in. REMIND THE OFFICIALS THAT THEY ARE RESPONSIBLE FOR THE GAME BALL THROUGHOUT THE TOURNAMENT and UPON COMPLETION OF PLAY, WHERE THE GAME BALL IS TO BE RETURNED.**

Event Management

- GET PLAY STARTED – check to see that the referee is on their court 20 minutes prior to start of play
- KEEP PLAY MOVING – while the referee is ultimately responsible to see that the court keeps moving be available to assist as the need arises – ex: looking for a missing playing or refereeing team.
- Check on the status of trash cans, eating areas, team benches – have trash cans available in close proximity to the court benches
- Monitor team behavior in the facility
- GET SCORE SHEETS AS MATCHES FINISH – notify the referee that you will pick up the scoresheets or where they are to be delivered after each match is completed
- CHECK FOR ACCURACY– referees are to sign and check all scoresheets for accuracy but before you post double check to see they are correct
- POST RESULTS ON GRIDS – site directors need to have a grid posted in a central location of the facility for posting results
- SAVE ALL SCORE SHEETS – till end of the tournament
- Have a phone contact list for those involved in your event, Emergency contact person, etc.
- Referee issues – if there are any referee issues you need to contact the referee chair