

INTRODUCTION TO JUNIOR TOURNAMENT DIRECTOR'S HANDBOOK

The Carolina Region is always looking for safe, well-maintained gyms in which camps, tournaments and clinics can be conducted for its members. These sites may be a public or private school, a YMCA, a Park & Recreation Center, a college or other indoor location.

The purpose of obtaining these sites is to benefit the members of the Carolina Region in some manner and to further the purpose for which the Region has been organized, namely, the promotion of the sport of volleyball.

The Tournament Director assumes responsibility for conduct of the tournament, enforcement of the rules of the facility, posting and reporting results, purchase of awards and cost of conducting the tournament. The Region, through USA Volleyball (USAV), provides liability, health and accident insurance coverage for REGISTERED participants, REGISTERED hosts and the facility. The Region determines the tournament format, collects tournament entry fees, contacts teams in the tournament concerning information regarding tournaments and retains a sanction fee for each entered team.

This handbook covers the conduct of the most popular of all sanctioned events, the tournament, and is part of the sanction contract. These guidelines help the tournament director organize the tournament and it spells out the tournament director's responsibilities.

The members of the Carolina Region (through its Board of Directors) and USA Volleyball (through the Regional Commissioner and the printed GUIDE) establish these tournament guidelines. The Tournament Director may make application for a waiver of specific rules and/or regulations by completing the designated portion of the Tournament Sanction Request Form. Complete details of the requested waiver are to be written on the form prior to issuance of a sanction to conduct the tournament. In no event is the Tournament Director to deviate from these guidelines without the express permission from the Executive Director or the applicable Junior Representative. All participants in a tournament have the right to examine the sanction document to verify compliance.

This Junior Tournament Director's Handbook supersedes all previously published Tournament Director's Handbooks in the Carolina Region. If there is a conflict between this handbook and another USAV or Carolina Region publication, this handbook is to be followed and the discrepancies forwarded to the Region Office.

TOURNAMENT SANCTION PROCESS

Carolina Region Junior Volleyball tournament scheduling will begin in conjunction with the Carolina Region Board of Directors summer retreat. All requests for tournament dates and divisions should be made to the Region Office beginning September 1st for the following season. A Tournament Sanction Request Form is included in this handbook. This should be filled out and sent to the Region Office as soon as possible, stating the desired tournament date. The tournament requests are taken on a first-come, first-serve basis but additional factors are considered before a specific division is assigned. You may contact the Region Office to find out if the date requested is available. If you send in your Tournament Sanction Request Form you will be contacted of your status as soon as possible. **Note:** We have eliminated “divisions” so teams will just be assigned to sites based on their rankings in the Tournament System. For this reason, we will not be able to tell you a “division” you are hosting. After each tournament entry deadline (2 weeks before the event), we will post the site assignments and TD’s will be able to confirm the age group and teams they are hosting. Please indicate how many courts you have available, what club/team you are affiliated with (or “any” if flexible), and the exact location of your tournament. Do not send any money with your Tournament Sanction Request Form. All requests received prior to November 1st will receive first priority. All Sanction Request forms should be received by the Region Office at least eight weeks prior to the scheduled tournament date. In the case of conflicting sanction requests, the tournament directors involved will be contacted and a compromise will be negotiated.

TOURNAMENT SANCTION REQUEST FORMS:

Tournament Sanction Request Forms may be obtained by contacting the Region Office. A copy of this form is also included in the back of this manual and it is available at the Region’s web site (<http://www.carolinaregionvb.org/forms/#tournament-directors>). This form must be completed and sent back to Region Office at least eight weeks prior to the tournament date providing complete details regarding facilities, location, format (including multi-site playoffs) and classification of teams. Approved formats are detailed later in this handbook. Upon receipt of this form, you may be contacted by the Region Office for evaluation of each facility as discussed later in this section. Tournament Directors anticipating any deviation from Tournament Guidelines must also file a request for waiver with the **REGION OFFICE**.

SANCTION AGREEMENT:

If a Sanction Request is received at least eight weeks in advance of the tournament date and a sanction is later granted for that tournament, then the Region will guarantee to the Tournament Director:

- (1) that all efforts will be made to use the Tournament Director’s facilities to their maximum;
- (2) that by the Monday after the tournament’s entry deadline (TWO weeks before the tournament), the Carolina Region will guarantee the number of courts to be used for the tournament, and;
- (3) that the Tournament Director will receive payment for at least four (4) teams per guaranteed court (on average for the entire tournament including Saturday-Sunday tournaments).

No guarantees will be given for sanction requests submitted within eight weeks of the tournament. The above policy may be amended upon mutual agreement by the Carolina Region and the independent Tournament Director.

Please keep your signed Tournament Sanction Agreement Form at the Tournament Director’s table for possible review by players and team personnel.

SANCTION FEES:

The Carolina Region Office will receive all tournament entry fees from teams wishing to enter a tournament (except Quest/City of Oaks/Queen City/MAPL/Asheville Junior Hi Neighbor or other special one or two-day sanctioned Events that may be approved after the official Regular season schedule is set). Once all tournament reporting requirements have been met as outlined in the POST TOURNAMENT DUTIES, the Carolina Region Office will mail the tournament director their share of the entry fees **LESS** the Region Expenses below:

If request received by December 1:

1. \$10.00 per team administrative fee
2. \$45.00 per team for Officials
3. \$5.00 per team for a certified Trainer
4. \$15.00 sanction fee
5. \$1.00 for each team over ten teams

If request received after December 1, but eight weeks in advance of tournament:

1. \$15.00 per team administrative fee
2. \$45.00 per team for Officials
3. \$5.00 per team for a certified Trainer
4. \$15.00 sanction fee
5. \$1.00 for each team over ten teams.

Tournament Directors will get the \$5.00 per team withheld for certified trainers with **written** proof of the presence of a trainer the entire day of the tournament. A Red Cross CPR/First Aid certification is the minimum requirement to qualify for the Trainer's fee (see page 6 for more information).

A \$100.00 sanction penalty may also be deducted if the tournament reporting requirements are not met.

Due to unforeseen tournament entry withdrawals, the balance of the entry fees forwarded could be adjusted as follows: If a team withdraws from the tournament prior to the day of the tournament and the Carolina Region replaces that team, the Tournament Director will receive the entry for the replacement team only. If a team withdraws after the Region Office sends the established pools to the Tournament Director, then the Tournament Director and the Carolina Region will split the entry fee less the appropriate sanction fees. If a team does not show the day of the tournament, then the Tournament Director is awarded the team entry fee.

FACILITY EVALUATION PROCESS:

To ensure a safe and adequate environment for competition, Region Staff (or their approved designee) will evaluate every playing site that may be utilized for all tournaments. A list of all sites must be submitted to the Region Office at least eight weeks prior to the tournament for evaluation. The condition of equipment, court clearances, and court obstructions will be evaluated to set ground rules during the visit. You will be notified immediately if a site is considered unsuitable. If the size of a tournament is reduced due to unsuitable sites, then some divisions may be awarded to another facility. See the enclosed Tournament Evaluation Form to review the issues that will be addressed during the evaluation (The form is for your information only. Do not fill out or return. This form must be completed by a Region Board member or staff).

Before the tournament, it is the Tournament Director's responsibility to examine the facility (including floors/tape damage, equipment, hallways, parking lots, etc.) for damage in existence **BEFORE** a sanctioned volleyball event. Any prior damage should be brought to the facility owner/director's attention and documented in writing to protect the tournament director and the Region from damages claims that were not associated with the sanctioned volleyball event.

NOTIFICATION OF ACCEPTANCE (REJECTION):

The Tournament Director will be notified of a rejection of the Tournament Sanction Request by email, or phone as soon as possible. However, under our current Site Assignment process, Tournament Sanctions cannot be approved or rejected until after the tournament entry deadline for a specific tournament date. Once we know how many total entries we have for the tournament at the deadline, we will know how many courts/sites we will need to accommodate those teams. If accepted, the tournament will be included on the tournament schedule and a Tournament Sanction Agreement may be emailed to the Tournament Director for review to complete the Sanctioning process. A Tournament Packet which will include the following will be posted to web site or emailed from the office at the following timelines (tournament entry deadline is two weeks before the tournament date):

1. Current Tournament Schedule (posted online)
2. Current Region Team Standings (posted online)
3. List of teams in the tournament in their assigned pools (posted to two weeks before)
4. List of ineligible teams and players unable to play due to Regional sanctions (if applicable)
5. Official Carolina Region team rosters (emailed 2-3 days before tournament)

The Region Office will announce all information needed (directions, pools, etc.) to those teams entered in your tournament on the Tournament System or by email, if necessary. The following forms are included with this Handbook for your convenience:

1. Official Tournament Entry Form (teams will have their own copies)
2. Facility Evaluation Form (for review only. Do not fill out or return to Region)
3. Score sheets and Lineup Sheet (**NOTE:** use 2018 forms. Please copy and use these!)
4. Blank team roster (suitable for copying if needed)
5. Insurance Forms (have copies available at each site)
6. Official Results Report Form (As last resort – we use a spreadsheet now for results)
7. Official's Pay Report (to verify the adult officials at your tournament)
8. Regional Policy Violation Form
9. Various Playing Format Guidelines

EXCEPTIONS:

Once a Tournament Sanction Form has been approved and the tournament is placed on the schedule, there cannot be any exceptions to format, number of teams per court, or awards offered without the approval of Region Staff. Tournament Sanction Forms should reflect what is happening in the tournament. Changes can only be made before the tournament with approval from Carolina Region staff. In the interest of creating opportunities for play, the Region staff is authorized to waive the sanction and tournament entry deadlines as needed.

WAIVERS:

Waivers or exceptions to normal Carolina Region Guidelines may be requested by the Tournament Director at the time of the Tournament Sanction Form or at any point thereafter. Requests for waivers should be made to the Region Office. Examples of waivers include, but are not limited to, the following:

1. Deadline for requesting tournament sanctions eight weeks in advance
2. Amount of team entry fees because of special circumstances
3. Any variation to standard pool playing format
4. Double/single elimination playing format
5. Multi-site playoff format
6. Starting play at time other than 9:00 am
7. Non-wood/non-abrasive playing surfaces

TOURNAMENT ENTRY CLARIFICATION

A sanction issued to conduct a tournament is strictly for the age group(s) for which it is issued and covers the conditions outlined in the application and the sanction. Based on the availability of facilities, the Region will attempt to sanction a tournament to accommodate all the teams that enter by the entry deadline. Divisions will be split geographically into East and West realms with the approximate North/South dividing line going through Greensboro (Greensboro will be in the East).

ENTRY FEES:

The Carolina Region limits regular season one-day tournament entry fees to \$175.00. The Carolina Region may sanction other one- or two-day events that appear on our Schedule (they will be marked/indicated as “special” events). These special events will set their own entry fees and collect entries directly per their own policies and procedures. The 2018 Regional Championships entry fee for all age groups and divisions will be \$200.

ACCEPTING ENTRIES:

All regular season and Regional Championship tournament entries should be received by the Carolina Region Office at least TWO weeks prior to the tournament scheduled date (See above about Special Event tournament entries). Entries will be accepted based on the date received in the office within the guidelines for order of acceptance detailed below. If a team is closed out of the previous tournament, the team will be guaranteed a spot in the next possible tournament on the schedule if its’ next entry is valid and arrives before the next tournament’s deadline. If there is an opening, teams may be allowed to enter after the registration deadline with a \$25.00 surcharge. If several entries are received on the same day and cause the team quota established for the tournament to be exceeded, entries will be accepted by random choice. Rejected tournament entry fees can be applied to the next tournament. **No entries will be accepted without properly completed Carolina Region entry form and fee.**

ORDER OF ACCEPTANCE (valid and on time):

1. Carolina Region Junior Girls teams bumped from previous tournament in same division
2. Carolina Region Junior Girls teams entered within the division
3. Carolina Region Junior Boys’ u14 teams (in appropriate age/skill division)
4. Out-of-Region Junior teams within the division
5. Junior out-of-division teams if approved by the Region Office

LATE ENTRIES ORDER OF ACCEPTANCE (as received with \$25.00 surcharge):

1. Carolina Region Junior teams within the division
2. Out-of-Region Junior teams within the division
3. Junior out-of-division teams if approved by the Region

REFUNDS:

The Carolina Region Office must be notified immediately of any teams withdrawing from the tournament. Failure to notify the Region Office or Tournament Director of a withdrawal will result in a \$50 or higher fine. Teams that have been accepted into a tournament shall receive a full refund if they cancel at least two weeks prior to the tournament date. Teams withdrawing 1 to 2 weeks before the tournament shall forfeit all entry fees unless the Region Office is able to replace the team in the tournament. If a replacement is found, only 50% of the entry fee will be refunded. The entry fee will not be refunded for withdrawals within seven days of the tournament playing date, for whatever reason. Teams may petition the Board at any time for refunds.

STATUS OF ENTRY:

Teams that send entries in for specific tournaments shall assume they are in the tournament unless they hear otherwise. If a team is not accepted in any tournament entered, the team representative will be notified immediately by email or phone. Teams should also check their acceptance into tournaments on the Region Web page at our Tournament System site (<http://points.carolinaregionvb.org/>). Site Assignments and Pool information will be placed on the Tournament System after the entry deadline closes prior results are uploaded.

TOURNAMENT INCLEMENT WEATHER POLICY:

This policy outlines the rights and responsibilities for the Region, individuals, teams, and Tournament Directors involved with sanctioned tournaments when weather conditions become a concern. **All of the above listed entities must realize that they bear a monetary risk of hosting and/or entering tournaments during the winter months.**

In the event of inclement weather, each individual and team must make the decision whether or not to attend a tournament. This decision must be made regardless of the decisions of other local teams. Should inclement weather cause a team to decide not to attend a tournament, the team captain or other team representative must notify the Tournament Director and the Region Office immediately. Failure to notify may cause the team to be sanctioned in accordance with the tournament entry/withdrawal policy. If a team has decided to attend but is concerned of the status of the tournament, a team representative should see the Region's Tournament System page with that specific tournament's information first, as we will always keep that up-to-date. If tournaments are cancelled, we will also update our phone answering machine if possible. However, generally speaking, the Region will make every effort to hold a tournament. The Region will almost NEVER cancel a tournament based on "predicted" weather. For bad weather that strikes one to two days before the tournament, the **tournament WILL BE HELD** unless teams are otherwise notified (cancelled tournament information will be on web page and answering machine [after 5 pm please] and an attempt will be made to notify all teams. Please check these sources before contacting the Region Office. If you must contact the Office, please have only the club/team rep contact the office so duplicate inquiries from the same club/team can be avoided). For inclement weather the day of the tournament, it is unlikely that a tournament director could contact all teams beforehand, so the tournament will be held for all teams that are able to make it (unless severe weather conditions restrict tournament director from facilities).

The Tournament Director is responsible to provide a safe playing environment. If local conditions warrant canceling the tournament or changing a playing site, the Tournament Director must consult with the Region Office immediately. The Region reserves the right to cancel a tournament after consultation with the Tournament Director. The President, Board Rep of the affected division (adult or junior), or Region Staff (in that order) will be charged with deciding whether to cancel a tournament on behalf of the Region. Once a decision has been made, the Tournament Director should also call each team representative notifying of the cancellation or site change. The Tournament Director may also enlist a team representative to help call other teams from the same area.

If at all possible, the Region Office will record a message on the answering machine about the tournament cancellation or site change and update the Tournament System as quickly as possible after consultation with the Tournament Director (of course power outages, bad traveling conditions, or current staff travel plans may affect staff's opportunities to update the answering machine and/or website). If a team does not attend a tournament due to inclement weather but notifies either the Tournament Director or the Region Office, the Region Board of Directors will automatically decide if the team's entry fee will be allocated to another tournament or if the fee will be forfeited based on each team's unique situation. If the team does not notify the Tournament Director or Region Office of their withdrawal from the tournament, then they must submit a written petition to the Board to try to recover their entry fee. If a tournament is canceled by the Region, each team's entry fee will be allocated to the next tournament the team wishes to enter. Teams still must submit a tournament entry by the appropriate deadline for the tournament they wish to use their credit. If a tournament is canceled, the Tournament Director may request reimbursement from the Region for any documented expenses not to exceed 75% of the amount they would have received. Realizing that the director may have already received an advance from the Region, a reimbursement to the Region may be necessary from the director.

TOURNAMENT ADMINISTRATION

SITE MANAGER:

Tournaments are required to have a non-playing Site Manager whose sole responsibility it is to keep the tournament on schedule and accurately record the results for each facility. Tournament Directors and Site Managers (can be same as Tournament Director) must be Carolina Region members and background screened (insurance requirement).

COURT MANAGER:

A playing or non-playing Court Manager is recommended for each court whose sole responsibility is to keep the court on schedule.

FACILITY ADMISSIONS:

It is against Carolina Region policy to charge admission to Carolina Region sanctioned one-day tournaments. Waivers for extenuating circumstances may be requested on the Sanction Agreement but require prior approval before an admission fee can be charged. Tournament Directors should also make all efforts to provide a welcoming environment for all attendees. If appropriate seating is not available for spectators with verified disabilities, then tournament directors are required to allow those participants to bring their own seating into the facility with them.

AWARDS:

The Tournament Director is required as a minimum to supply awards for the first and second place team. The awards must be individual awards for the first-place team, and it is highly recommended that individual awards be provided for the second-place team in multi-court tournaments. The awards for Junior competitions may **only** include plaques, trophies, medals, etc. There can be no awards which have any intrinsic value such as t-shirts, socks, bags, water bottles, shorts, etc. This is a NC High School Athletic Association (NCHSAA) requirement to maintain scholastic eligibility. If there is any question whether an award is suitable, contact the Region Office or NCHSAA (919.240.7401).

REFEREES:

The Officials Program Director (or their designee) will assign all adult referees for Junior tournaments (as available). Efforts will be made to staff the younger age groups first. The Tournament Director should meet with the Head Referee before the Coaches' Meeting to coordinate schedules and activities. All Junior teams must provide a certified first referee, second referee, scorer, Libero Tracker, and line judges for all pool play matches. **For the 2018 season:** Adult Professional Officials will work as R1 for all 12's and 13's tournaments for all matches. With the approval of the head coach and supervising official, a certified player referee may work the second set as R1 during pool play at 12's and 13's tournaments. The Professional Referee should work any third set tie-breaker sets. **NOTE:** Each Junior team must also have an Adult on their roster that has been certified as an official. The certified Adult may not officiate for the team but is to physically supervise their team while in the vicinity of the score table at all times during their team's officiating assignments to assist the paid official. Incomplete work teams (including the certified adult that is not present near the score table) may be penalized one point per-minute that they are incomplete to a maximum of 25 points off their next match. The paid official shall monitor the work team and assess the penalty points as needed. Where available, paid adult officials will work all play-off matches (including matches/sets to break ties).

TRAINERS:

The Tournament Director is required to provide a non-participant trainer at each site. Five dollars from each entry fee is designated for this purpose. Contact local colleges and high schools for candidates. The five dollars per team will be withheld until written proof of the presence of a trainer and a copy of the trainer's current certification (only need to submit once per season) is forwarded to the Office. A Red Cross CPR/First Aid certification is the minimum requirement to qualify for the Trainer's fee. Trainers are required to be non-participating, i.e. a coach of a participating team cannot be the tournament's trainer. Tournament Directors should make it clear to the trainers that they are being hired as independent contractors by the Tournament Director (not the Region) for the tournament. In addition, it is highly recommended that Tournament Directors post throughout the facility the phone number and location of the closest EMT/Ambulance service. If a defibrillator is on site, signs should direct participants to its location and use.

EQUIPMENT/SUPPLIES CHECKLIST:

1. Awards for 1st place and 2nd place winners
2. One Tournament Director's table
3. Master pool play and playoff poster including officiating assignments
4. Marking pens to be used to record results on pool play and playoff posters
5. Current USAV rule book and current TD Handbook for the Tournament Director's table
6. Several trash cans strategically located
7. Suitable bins for recyclable trash
8. Posters indicating location of eating area
9. First aid kit (including ice)
10. Miscellaneous-Masking tape, measuring tape for checking net height, tape and staples, paper clips, and boxes to keep completed score sheets and team rosters in order
11. Forms: Insurance forms

PER COURT SUPPLIES

12. Two standards, net, two antennas, one referee's stand
13. Padding for standards, ref stand, exposed cables, or other hard surfaces
14. One Scorer's table and two chairs
15. One new or nearly new USAV approved game ball (see TD section at web site for list)
16. Officiating supplies:
 - a. USAV score sheets and lineup sheets (Use updated 2018 sheets and be sure to include third/fifth set Score sheets if applicable)
 - b. Pencils and Black/blue pen (score sheets use pencils now)
 - c. Visible scoreboard
 - d. Coin for coin toss
 - e. Small pool play schedule taped to each scorekeeping table showing match numbers, teams playing and officiating assignments

REGION EQUIPMENT & SUPPLIES:

The Carolina Region has purchased for the use by its members the following equipment:

1. Two (2) pairs of net antennae
2. Four (4) flip score boards

The Tournament Director should submit to the Carolina Region Office all equipment and supply requests in writing at least two weeks before the tournament. The Tournament Director will be responsible for pick-up/delivery and all stolen or damaged equipment.

FLOOR TAPE – Some facilities are having problems with temporary floor tape that is put down for tournaments. USA Volleyball recommends Tournament Directors use Shurtape floor tape #724 which has a quick release adhesive designed to minimize, if not eliminate, damage to floors. You can place orders for this tape by calling Harrison Brothers, Inc at 877-863-6150. If you use any other type of tape, you will be subject to a \$5000 deductible on any claims made for damage caused by other types of tape. Please see the Floor Tape memo in back of this handbook for more options and information.

RECYCLABLE RECEPTACLES:

Tournament Directors need to be aware of, and prepared for, the tremendous volume of trash that will accumulate during a day of play. Everything from drink cans, bottles, and newspapers to discarded ankle tape will be left strewn about the gyms. Providing receptacles for this trash will greatly aid in your clean-up efforts. We urge tournament directors to install well-marked "Glass" and Aluminum Cans" bins (at the very least) in each gym. Local recycling centers should be contacted for suitable bins. If given the opportunity, people are very willing to place their recyclable trash in the appropriate bins.

ROSTER CHECK:

Once a tournament has been filled, the Carolina Region Office will supply the Tournament Director with valid rosters to verify that all teams accepted into the tournament have been properly registered. These rosters should be distributed at the Coaches' Meeting, verified/signed by the Coach, and displayed at the Scorer's Table during the tournament. **It is the responsibility of the Tournament Director (as well as site/court managers) to insure that only eligible players compete.** Only those players listed on the rosters received from the office (or phoned/emailed to Tournament Director by Office) are eligible to play, unless the team is a member of a club and they have a completed Club Movement Form from the club to attach to the roster. ALL Junior Clubs may utilize the Club Player Movement policy but may only borrow players from within their own club. All Boys teams in the Carolina Region are considered part of the same Club and may borrow players under the Club Player Movement Policy from any other Boys team in the Region. When there is no official roster form available for a team (rare), court managers should verify eligibility by checking USAV membership cards (individuals can print from the system this year) and photo IDs. In the event of any further problems involving team rosters or any other eligibility questions, the Executive Director may be reached on his cell phone. A message can be left if no one answers. The Executive Director will get back with you as soon as possible, but be aware that he may be involved with a junior tournament elsewhere or traveling. All efforts will be made to return calls as soon as possible. In the event the Executive Director cannot be reached in a timely manner, the TD will make the final decision based on the policies written in this TD Handbook.

SEEDING AND ARRANGING POOLS:

Once a tournament has been assigned, the Carolina Region will then determine how teams will be divided between pools and the seeding of teams within those pools. The Team Standings will be utilized again this season for juniors for the sole purpose of seeding tournaments and arranging pools. Generally, the seeded teams in pools will be placed in the following pool placements: (1) 4-team pool – all teams seeded in spots 1-4. (2) 3-team pool – all teams seeded 1-3. At some tournaments, a 5-team stand-alone tournament may be required. The 5-team tournament format will be a full, round-robin play with the top two seeded teams in the #2 and #4 spot in the pool listings. The Tournament Director/Site Manager is required to abide by the pool seeds and placements as sent through the Region Office.

COACHES' MEETING:

The Tournament Director/Site Manager must conduct a Coaches' Meeting thirty minutes prior to the start of play. Team Representatives from every team should be present. **AGAIN FOR 2018:** Each team must have a rep at this meeting (coach, player, parent, coach from another team in SAME club, etc. are all OK). If a team is not represented and does not make an effort to notify the Tournament Director why they are late (tournament directors are requested to provide a cell phone number or gym phone number this season for this purpose. Numbers will be added to schedule), but later shows (use normal procedure – page 11 – before dropping from tournament), then the Tournament Director has the option of forfeiting that team's first game of the day. During the Coaches' Meeting:

1. All teams should update and sign rosters prior to the first match of the day. Players listed who are not in attendance should be crossed out. New players (that are authorized by Region Office) not listed on the roster should be added, their registration numbers listed, and their membership cards checked. Uniform numbers for each player listed must be provided by each team representative. **Tournament Directors are responsible for verifying the accuracy of rosters.**
2. The Region has instituted a check out policy – all teams must check out of the tournament with the Tournament Director before leaving. This should insure that teams don't leave without fulfilling their officiating duties. Teams that leave without checking out may be subject to sanctions and should be reported to the Region with the Regional Policy Violation Form.
3. Lunch break (if applicable) should be established.
4. Policies pertaining to the host facility such as food, drink, etc. should be discussed. Remind the Captain's to RESPECT the facility and property (no writing on score tables, don't ball handle in halls, common areas, etc).
5. Recognize available Referee Raters (if available).
6. Identify Trainer, location of emergency equipment (defibrillators) and emergency numbers.
7. Sanction waivers granted should be discussed.
8. Ground rules should be reviewed.
9. Inform all Team Reps that intentional forfeits except by injury may be treated as a Code of Conduct violation by the Region and offending teams may be subject to sanction.
10. Review the Purple Card and Participant/Spectator Behavior Policies with the Coaches. Ask that they make sure all their fans understand these policies before play begins.
11. Semi-finals and finals officiating duties should be established. Notify teams that leaving without fulfilling an officiating duty is an automatic \$50 fine and leaving after being specifically told by the Tournament Director their team is officiating will be reported to the Region as a Code of Conduct violation which carries additional penalties which may include suspension of the team from future competitions.
12. Pool play format, playoff format, and officiating assignment should be discussed. See page 13 for updated playoff discussion.
13. Designate a protest committee which shall consist of the Tournament Director and two other persons, preferably regional officers or officials. If Region Staff are on site, they should be included among any protest situations.

STARTING ON TIME/WARM UPS:

All tournament play will begin at 9:00 am with the Coaches' Meeting taking place at 8:30 am. Timed warmups for the first match should begin at 8:50 am, so play begins at 9:00 am. Playing teams will be allowed ten minutes of warm-up for their first match of the day (two minutes warm-up on court, 4 minutes on court for each team). After every team has played at least one match, the warm-up will be eight minutes long (4-4 with serving within the team's time on court). **There will be no Shared Hitting for warm-ups. Playoff Warm-ups (4-team pool tournaments):** For a team's first match of the playoffs, the warm-ups will be ten minutes (2-4-4). Subsequent rounds of playoffs will be 4-4. Tournaments will conclude at a reasonable hour when excessive delays between matches and/or games are eliminated.

TOURNAMENT VENDOR POLICY:

Vendors are strictly prohibited from displaying and/or selling their merchandise at sanctioned tournaments without the expressed consent of the Carolina Region. Vendors that are not associated with the facility or tournament host must purchase a Vendor's license in order to sell food or merchandise at Region sanctioned events. The vendor fee for tournament hosts only has been eliminated! The Tournament Sanction Agreement will have an area for the Tournament Director to fill out indicating what will be sold at the tournament (food, drinks, t-shirts, etc.). Vending licenses for outside vendors will still be \$5 per court (maximum of \$20) per tournament or a season license may be purchased for \$100. Direct all vendors to the Region Office to purchase their license. The regular season license excludes the Regional Championships, which must be negotiated separately with the Region. Season vendor license holders would still have to contact and negotiate with individual Tournament Directors for the right to set up at any sanctioned tournament. The Region should always be notified when vendors are selling at tournaments (even if it's an approved vendor).

COURT USAGE:

Tournament Directors are prohibited from allowing outside groups to use courts/space (even if not in use by the tournament) in the same gym space as a sanctioned tournament without the expressed written consent of Region Staff. Two or more separate gyms at the same campus/facility would not be governed by this policy.

REPORTING ACCIDENTS:

Each Tournament Director should have two types of report forms, a USAV Incident Report form and a Medical Claim form. Copies are included. It is important that any injuries or accidents that occur during a sanctioned event or during travel to or from a sanctioned event be documented on the Incident Report form. The insurance company uses the data collected from forms submitted from across the country to document what types of injuries and accidents are occurring at tournaments and to set insurance rates for USA Volleyball. Please fill out the form completely and accurately giving as much detail to the explanation of the incident as possible (i.e. "sprained ankle" doesn't tell much about how the incident occurred). The form should be filled out by the Tournament Director, Club Director, Coach, or an attending USA Volleyball representative (Carolina Region Board member or staff). The original Incident Report form should immediately be sent directly to the Carolina Region Office. The Medical Claim Form should be given to the family of the injured participant. That form cannot be sent in until after treatment and primary insurance has handled all their claims.

FORMS/MATERIALS:

All the forms and materials you should need for hosting a successful volleyball event follow in the pages to come. We have created a section of our web site devoted just for Tournament Directors. If you lose any of these forms, you can download replacement forms at this section. You will need to download Adobe Acrobat Reader (free download from adobe.com) to view and print these documents. We hope you will find this section useful. Please let the Region Office know if there are forms you would like added to the section. The Tournament Director Section can be found at: <http://www.carolinaregionvb.org/td-information-resources/>

ALCOHOL POLICY/PARTICIPANT/SPECTATOR/PURPLE CARD BEHAVIOR POLICIES:

The sale and/or consumption of alcoholic beverages is prohibited at all Carolina Region events unless specifically permitted by the facility and a Tournament Sanction exception is granted. Most facilities used by the Region do not permit the consumption of alcoholic beverages on site. An individual in violation of this rule is considered in violation of the Code of Conduct and is subject to a fine and/or suspension. Tournament Directors have the right to immediately remove an individual(s) from the tournament for violating this policy and the incident should be reported in detail on the Region Violation Form.

Similarly, the Carolina Region has implemented a Participant/Spectator Behavior Policy to be in effect at all sanctioned events. The full policy is included at the back of this Handbook. Please be sure to review the policy completely and be prepared to enforce it. All incidents should be reported to the Region Office within 48 hours of the event on the included Report form (please distribute additional report forms to any witnesses also).

New in 2018, the Carolina Region has also implemented a Purple Card Sanction Policy. This policy gives our Professional Referees more tools to control inappropriate spectator behavior as well. The full policy can be found in the forms section at the end of this book. Tournament Directors should familiarize themselves with this policy and discuss with their professional officials how to use both the Purple Card and Participant/Spectator Behavior Polices to control spectator behavior. Hopefully, the use of purple cards will help prevent TD's from having to enforce the removal of attendees from the facility. Tournament Directors have the responsibility to provide a safe and fun environment for all participants, so please help us keep our events enjoyable for all.

INTENTIONAL FORFEITS:

A few teams in the past that qualify for playoffs early in Pool Play have voluntarily forfeited their last match of pool play to "rest up" for the playoffs. By forfeiting pool play matches, these teams are taking a playing opportunity away from another team that has paid their entry fee in the expectation of playing volleyball. An important objective for the Region in sponsoring volleyball competition is for teams to have fun and enjoy the sport of volleyball. Intentional forfeits in pool play cause at least one team to lose a playing opportunity, and thus, reduces their enjoyment of the event. For that reason, the Carolina Region Board of Directors has decided that intentional forfeits in pool play other than due to injury (in which case they probably should not be playing in playoffs as they did not have a valid sub) may be treated as a Code of Conduct Violation. Specifically, this is "conduct which is inappropriate as determined by comparison to normally accepted behavior". If this situation arises in your tournament, inform the Captain again (should inform at Captain's meeting also) that the Carolina Region may treat intentional forfeits as a Code of Conduct violation with penalties ranging from \$50 fines to suspension of memberships. If the team still elects to forfeit even if they later make the playoffs, let them play. After the tournament, please fill out a Region Violation Form completely with all the details and send to the Region Office. The Region will handle it from there. Hopefully this situation will not occur and everyone will enjoy the sport for the right reasons.

OFFICIATING ASSIGNMENT AND TOURNAMENT FORMAT CLARIFICATIONS:

A working schedule, including playoff games, should be posted prior to the first match so that teams will be properly informed as to their respective responsibilities. The Carolina Region has adopted standard pool play schedules for our one-day tournaments that tournament directors must follow (schedules found in forms section of this Handbook and are programmed automatically in the tournament spreadsheet). Carolina Region sanctioned multi-day tournaments may utilize different pool play schedules based on the number of teams entered and their published guidelines but all two-day events must guarantee teams five matches and three-day tournaments must guarantee seven matches. Teams finishing in **LAST** place in pool play competition will be responsible for officiating the first level of playoff competition. The losing teams of the playoff matches will share responsibility for officiating the next level of competition. Factors that should be considered in deciding which team officiates would include distance to travel and which semifinal match is completed first. The Tournament Director will have final authority in this area and should establish this in the Coaches' Meeting. Any teams not fulfilling these assignments will be subject to Regional sanctions. **The paid adult officials should be**

working as First referee for all playoff matches (including to break ties at end of pool play!).

EMERGENCY SITUATIONS:

Before the day of the tournament, when a team drops out of the tournament, the Region will 1) replace the team dropping out with a team from the waiting list or 2) change to another tournament format if pools or seeding cannot be redrawn or 3) play three-out-of-five game matches or double round-robin in the pool which is short one team (if that pool contains less than four teams and remaining teams still want to play).

The day of the tournament, when a team does not have a representative at the Coaches' Meeting and has not contacted the Tournament Director, pools should be adjusted (switch late team with another team not scheduled to play first) to meet approved formats in respect to number of teams per pool, playing format, and seeding. If the team arrives before the start of play for the second match, pools and formats will be readjusted to accommodate the late arriving team (NOTE: TD may forfeit one set for the late arriving team if they did not notify of their status – see page “Coaches Meeting” on page 8). Once the second match begins, no further adjustments will be made. Teams delayed past the start of the second match will not be permitted to play. Entry fees for teams in these circumstances will not be refunded. Teams delayed by extenuating circumstances may appeal the forfeiture of fees in writing to the Region Office.

In the event a team withdraws from a tournament once it has begun, all games won by team are to be counted. All remaining games will be forfeited 25-0.

APPROVED PLAYING FORMATS:

The following formats are approved for the indicated pool or tournament size:

- Tournaments that have all FOUR-team pools will be played as we have in the past: round-robin pool play, two of three set matches to 25 in pool play starting at ZERO (deciding game to 15, switch at 8, coin flip before set); and top two to playoffs.
- If there is a THREE-team pool at a tournament site with other 4-team pools, the 3-team pool will play a double round-robin schedule to keep it on the same time schedule as the 4-team pools.
- FIVE-team tournaments (may occur at last site assigned after entry deadline) will play a full, round-robin schedule. Matches will be two sets ONLY (no tie-breaker sets) to 25 starting at 0-0. The top two teams by set record will advance to the Finals at the end of the day.
- Tournaments that have SIX teams only will have two THREE-team pools scheduled. They will play a round-robin schedule. All teams will then be seeded into a 6-team playoff.

Tournament Directors will be required to have a laptop or desktop on site that can run an Excel (latest version preferred) spreadsheet! The spreadsheet will be set up so you can enter in the teams in their spot, then enter in the winner of the match and it will automatically tell you who plays the following matches.

In the event teams withdraw from the tournament on the day of the tournament, then the Tournament Director will be able to easily switch to the format with the new number of teams in attendance at the tournament. If the number of teams becomes evenly divisible by 4, then they would switch to the standard 4-team pool tournament.

OFFICIATING POOL PLAY AND PLAYOFFS:

All teams scheduled to officiate must be ready to do so. **Once officials have completed their certification, only those individuals listed as certified on the roster should be refereeing or keeping score for their team!** Teams discovered in violation of not using certified referees, second referees, or scorekeepers at sanctioned adult events will be placed on probation for the first offense, be fined \$50 for a second offense, and not permitted to participate in sanctioned events after the third offense. Tournament Director/Site Managers should be active throughout the day of the tournament insuring that officiating teams are ready to carry out their responsibilities. Teams which leave after pool play has been completed without fulfilling their officiating assignments shall be reported to the Region Office. These teams will be subject to a \$50.00 fine for regular season tournaments and a \$100 fine if they leave during a Regional Championship Event. A second occurrence during the season will result in review of their eligibility by the Competition Committee, in addition to the fine. Teams leaving after specifically being told they must officiate should be reported to the Carolina Region as a Code of Conduct Violation. These teams will be subject to further sanctions including suspension.

RULES MODIFICATIONS (for in-region tournaments only):

Serving Rule for 12 and under tournaments: (a) For the first regular season tournament of the sanctioned season, all 12's divisions will establish service lines 6 feet (2 meters) and 3 feet 1 meter inside of the normal service line. Players will be allowed the OPTION to serve from the 6-foot line on their first serve during each term of service. If the team wins the point, they must move back to the 3-foot line. If they win that point, they must serve from normal service line for the remainder of that term of service. (b) Beginning with the second tournaments of the sanctioned season and continuing to the end of the regular season, the TOP 12's SITE (top 8 or 12-teams from the rankings that were assigned out that weekend to DIVISION 1) will play using the normal service line in the USAV Rule book; the other 12's sites will play using the modified service lines described above in (a). (c) For all Regional Championship Events and National bid tournaments, all 12's divisions will play using the normal service line in the USAV Rule book.

DETERMINATION OF PLAYOFF TEAMS:

NOTE: There are differences between determining playoff teams depending on how many teams are in the pool and/or tournament. Be sure you are referring to correct pool/tournament size when reading the descriptions!

At the completion of pool play, the Tournament Director should determine all the playoff teams and officiating teams using the following criteria. All coaches should be brought together for a brief meeting to outline the playoff schedule and policies so all teams are notified.

In four-team pools (and three-team pools when playing with another pool(s) that has 4-teams in it), the top TWO teams with the best MATCH won-loss record (by Winning Percentage) will advance to the playoffs.

In five team TOURNAMENTS, the top TWO teams with the best SET won-loss record (by Winning Percentage) will advance to the playoffs.

In six-team TOURNAMENTS, all six teams will advance to the playoffs after the single, round-robin pool play.

Teams shall not be eliminated from playoff competition on the basis of sets/points won and lost (unless 2 teams in same pool tie with the SAME MATCH WINNING PERCENTAGE and they played a match in pool play –see #2 a. below). If there are more teams tied by winning percentage for the playoffs than there are positions, the tied teams must compete for the position(s) in further direct competition.

Tournament Directors should determine playoff teams as follows:

1. If two teams are tied in pool play by match winning percentage (or SET percentage for 5-team tournaments) for first or second place, they shall not compete in a playoff game to determine position; rather, position assignment shall be determined by the head to head results of the match between the tied teams during the pool play. For 5-team tournaments, seeding is not needed as those two teams will be in Finals regardless.
2. If two or more teams are tied for the LAST playoff position, the minimum number of one 15-point rally games (no cap, switch at 8) shall be played. For example:
 - a. If **Two** teams tie with the same match winning percentage for second place in one pool: Results of their play during pool play will be the tie-breaker. No playoff set needed. For 5-team tournaments (only), if two teams tie for second place in pool based on their set win percentage, then the tie would be broken: (a) first by the head to head results IF one team beat the other team in both sets of their match during pool play;(b) if they split during pool play, then they will play ONE 15-point rally game to break the tie (no cap, switch at 8).
 - b. If **Three** teams tie with the same match winning percentage (or set percentage for 5-team tournaments) for second place in one pool - superior team which is judged by (1) Head-to-Head, (2) Set Win Percentage (sets won divided by total games played), or (3) Point Differential (Total points scored minus total points given up during all pool play matches) shall be the bye team and officiate the first set and play the winner of the set between the two remaining teams: two 15-point sets total. **NEW for 2018:** For tournaments with only two pools, in a three-way tie for second place scenario, if either tie-breaker set has not begun and the other pool has completed play, the last place team in that pool shall be allowed to leave. The third and fourth place teams in the pool involved with the tie-breaker sets will provide the work teams for the semi-finals.
 - c. If **Four** teams tie with the same match winning percentage for second place in one pool (or set percentage for 5-team tournaments): Seed the four teams by (1) Head-to-Head, (2) Set Win Percentage, or (3) Point Differential. Team 1 plays Team 4 (team 2 refs), and Team 2 plays Team 3 (winner match 1 refs), and the two winning teams play for the last playoff spot (loser match 2 refs): three 15-point sets total.
3. If three teams tie with the same match winning percentage for the two playoff positions (or set percentage in 5-team tournaments), the team with the superior record as determined by (1) Head-to-Head, (2) Set Win Percentage, or (3) Point Differential shall be awarded first place and the other two teams will play one 15-point set for the remaining playoff position. If no team has a superior record as judged by the three above procedures, the flip of the coin shall determine the officiating team and all teams must play for position as follows: Team 2 vs. team 3. The winner is awarded one playoff berth. The loser plays team 1 to determine the remaining playoff berth: Two 15-point sets total.
4. If four teams are tied with the same match winning percentage for first place in a pool (or set percentage in 5-team tournaments), two 15-point sets will be played. Teams will be seeded by (1) Head-to-Head, (2) Set Win Percentage, or (3) Point Differential with Seed 1 playing Seed 4 (seed 2 refs) and Seed 2 playing Seed 3 (winner match 1 refs). The winners are tied for first place in the pool and advance to the playoffs as described above.
5. **NOTE:** Sets played to break ties in pool play DO NOT count as part of the official set record when reporting results to the Region on the Tournament Result spreadsheet/form! Type in their final pool position in the pool rankings column provided and then in email you can report the results of any tie-breaking sets used to advance teams to playoffs. We will be working on the spreadsheets to possibly include tie-breaker sets/matches in the future.

After pool positions have been established for playoffs, the Tournament Director will seed the teams as follows:

1. All first-place pool teams will be seeded higher than any second-place team regardless of pool play records.
2. Teams are seeded into their initial pools based on the Carolina Region Rankings. The Carolina Region has established that the highest INITIAL seed in the tournament will go into Pool 1, the second highest seed will be in Pool 2 and the third highest seed will be in Pool 3 (if there are 3 pools). The POOLS will maintain their overall seeding spot in the event there are TWO or MORE UNDEFEATED teams advancing to the Playoffs. Thus, an undefeated team from Pool 1 will be seeded into the Playoffs HIGHER than an undefeated team in Pool 2 and an undefeated team in Pool 2 will be seeded higher than an undefeated team from Pool 3 (if applicable). Undefeated is defined as no match OR set losses (so a 3-0 match and 6-1 set record is NOT undefeated for these seeding purposes).
3. If first place teams have a loss during pool play, the first-place pool teams will be seeded by: (a) match win percentage, or (b) set win percentage (number of set wins divided by number of sets), and (c) then by Total Pool Point Differential (total points won minus total points given up in pool). The Tournament Director should rearrange, where possible, the second-place seeds so teams from the same pool will not meet until the championship match.
4. For six-team tournaments, all six teams will advance to the playoffs. The teams will be seeded into the playoffs per above: (a) the two first place teams in each pool get the top 2 seeds. The other four teams are seeded based on their set win percentage, overall point differential, and TD may adjust so teams from same pool don't play each other in first round.

OFFICIATING THE PLAYOFFS (4-team pool formats only):

1. Sets played to decide which team will go the playoffs shall be officiated by the team finishing first in the pool (first official will be an adult official assigned to the tournament). In the case of three-way ties, the team awarded the bye on the basis outlined above officiates the first playoff game; the loser of the first playoff game will officiate the second playoff game.
2. First round playoff matches will be officiated by the LAST place teams (unless it's a 6-team playoff). For tournaments with only two pools, in a three-way tie for **second** place scenario, if either tie-breaker set has not begun and the other pool has completed play, the last place team in that pool shall be allowed to leave. The third and fourth place teams in the pool involved with the tie-breaker sets will provide the work teams for the semi-finals.
3. If a second round is necessary to obtain a finalist, the first round losing team shall officiate the second round.
4. The finals shall be officiated by one of the losing teams of the semifinals. Factors that should be considered in deciding which team officiates should include distance to travel and which semifinal match is completed first (these factors should be discussed at the Coaches Meeting before the Playoffs begin). The decision of the TD is final.

APPROVED PLAYOFF FORMATS:

1. Tournament Directors should discuss the Playoff format at the Coaches' Meeting and again before the Playoffs begin. If time will be a factor, the Tournament Director should notify the Coaches' at the morning meeting at what time pool play must be finished to have full match quarter-finals and/or semi-finals. All Finals must be 2-out-of-3 sets to 25 unless both Coaches agree before the Finals to alter the format. The Region recommends the following time guidelines: If semi-finals start by 6:30 pm then they should be 2-out-of-3 sets to 25. If they start after 6:30 pm, then semi-finals "can" be 2-out-of-3 to 25 starting at 5-5 (20 point games). If a specific facility cannot use the 6:30 pm guideline, then Coaches should be informed of an alternate time for full playoffs. If time is not a factor, then the playoff formats below should be followed.
2. For 6 and 8 team playoffs, all playoff matches through the semi-finals will be either 2 out of 3 sets to 25, or if time is a factor, one set to 25 (rally, switch at 13, no cap). **Every match in a specific round of the playoffs must be played with the same format** (i.e. one semi- can not play one set to 25 and the other semi- 2-out-of-3). The Finals will be 2-out-of-3 sets to 25 (3rd set to 15). This should be outlined at Coaches' Meeting.
3. For 2, 3, and 4 team playoffs, all playoff matches will be 2-out-of-3 sets to 25 (3rd set to 15). Semi-finals may be 1 set to 25 (rally, switch at 13, no cap) if time is a factor. **All semi-final matches must be played with the same format** (i.e. one semi- can not play one set to 25 and the other 2-out-of-3). The Finals must be 2-out-of-3 sets to 25 (3rd set to 15).

POST TOURNAMENT DUTIES

THE TOURNAMENT RESULTS:

The Tournament Director should email the completed spreadsheet of the tournament results to the Carolina Region Office within twenty-four hours after the tournament has been completed. Complete results are needed – pool play results with match/set records for each team and playoff results with scores!

The following Tournament Forms and Reports must be sent to the appropriate Carolina Region representative after completion of the tournament:

1. SCORE SHEETS: To be forwarded to the Carolina Region Office within TWO WEEKS of the end of the tournament. These can be mailed or scanned/mailed (do not fax please).
2. ROSTERS: Team rosters are to be submitted to the Carolina Region Office within TWO WEEKS of the end of the tournament. These can be mailed or scanned/mailed (no fax).
3. MATCH RESULTS: All tournament results which would enable the Region to tally points earned and to maintain current points standings for each division (i.e. show tie-breaking procedures, etc. for first-third place finishes in pool play) shall be forwarded to the Carolina Region Office within twenty-four hours after the tournament. **Please include the results (scores) of each match during the tournament (pool play and playoffs) on the Tournament Result Form. All results of matches between teams will be needed in order to calculate the Points Standings.** Generally, forwarding the Tournament Spreadsheet will handle this requirement, but if there are ties within the pool, they may need to be reported separately in an email (until we include this on the spreadsheet).
4. Any Incident Report Forms, Regional Violation Forms, or any other General Report forms concerning the operation of the tournament should be sent to the Region Office by Monday, noon following the tournament.

Failure to comply with reporting schedule as outlined above shall result in a \$100.00 sanction penalty.

REGIONAL POLICY VIOLATION FORM:

Should a team violate the policies of the Carolina Region, then the Regional Policy Violation Form should be submitted to the Region Office by Monday, noon after the tournament. Examples of typical Region violations in regard to tournament play are: use of ineligible player during tournament (not on roster, not registered; no club movement form submitted); failure to show on day of tournament and did not call to withdraw beforehand; failure to fulfill officiating duties; inappropriate behavior as outlined in Code of Conduct; intentional forfeits.

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