



# CAROLINA REGION JUNIOR TOURNAMENT DIRECTOR INFORMATIONAL WEBINAR



***USA***Volleyball





# TOURNAMENT DIRECTOR WEBINAR:

## Carolina Region STAFF:

- - Executive Director – Kevin Wendelboe
- - Tournament Administrator – Wade Brence
  - - Responsibilities
    - - Accepts Tournament Requests
    - - Assign tournament sites
    - - Send out rosters
    - - Receive/Enter Results
- - Contact Kevin on Tournament Days
  - Cell number on Roster Cover letter and in TD Handbook
  - Do not give Cell number to teams/coaches
- Officials Program Director – Callie Davis





# TOURNAMENT DIRECTOR WEBINAR:

- ▶ **No Changes to Tournament Processes this season:**
  - ▶ Assignment process stays the same with same timelines.
  - ▶ Spreadsheets will calculate playoff teams automatically.
  - ▶ Will continue to have one age group assigned to play on Sundays every tournament weekend to help with court needs.





# TOURNAMENT DIRECTOR WEBINAR:

- ▶ **Junior Tournament General Info:**
  - ▶ East and West geographic areas to cut down on team travel – imaginary North/South line through Greensboro is still the dividing line.
  - ▶ Teams will not be designated into Divisions to begin the season. Teams will simply be ranked from top to bottom in each age group by the Tournament System. Teams are assigned out to sites based on their ranking.
  - ▶ Tournament Entry deadline is TWO weeks before tournament this season (late entries less likely to be accepted – next slides for example)





# TOURNAMENT DIRECTOR WEBINAR:

- ▶ **Junior Tournament Assignment Process:**
  - ▶ After entry deadline (and results from the previous tournament are entered), teams will be assigned out to sites in 4-team pool increments only. Thus, most 2-court sites will get 8 teams and 3-court tournaments will get 12 teams.
  - ▶ Depending on total number of entries, last site(s) assigned may get a 3-team pool or we could have a 6-team tournament (on 2 courts).
  - ▶ Each site in an age group will be labeled as SITE 1, SITE 2, etc. Example:
    - ▶ 14 East – Site 1 (playing at Site Name)
    - ▶ 14 East – Site 2 (playing at Site Name)
    - ▶ 14 East – Site 3 (playing at Site Name)
- ▶ East/West Championships will still be labeled as Division 1, Division 2, etc.
- ▶ Site Assignment Example on next slide





17 WEST REALM - ALL TEAMS									
TEAM RANKINGS									
1 Team 1		SITE 1 (Division 1) - 3 courts				SITE 2-2 courts		SITE 3 - 2 courts	
2 Team 2		1 Team 1				1 Team 14		1 Team 24	
3 Team 3		2 Team 2				2 Team 15		2 Team 25	
4 Team 4		3 Team 3				3 Team 16		3 Team 26	
5 Team 5		4 Team 4				4 Team 17		4 Team 27	
6 Team 6		5 Team 5				5 Team 18		5 Team 29	
7 Team 7		6 Team 7				6 Team 19		6 Team 31	
8 Team 8		7 Team 8				7 Team 21		7 Team 32	
9 Team 9		8 Team 9				8 Team 23		8	
10 Team 10		9 Team 10							
11 Team 11		10 Team 11							
12 Team 12		11 Team 12							
13 Team 13		12 Team 13							
14 Team 14									
15 Team 15									
16 Team 16									
17 Team 17									
18 Team 18									
19 Team 19									
20 Team 20									
21 Team 21									
22 Team 22									
23 Team 23									
24 Team 24									
25 Team 25									
26 Team 26									
27 Team 27									
28 Team 28									
29 Team 29									
30 Team 30									
31 Team 31									
32 Team 32									
33 Team 33									
34 Team 34									
35 Team 35									





# TOURNAMENT DIRECTOR WEBINAR:

- ▶ **What it means for TD's-Pool sizes:**
  - ▶ 4-team pool formats at most tournaments (end time consistent and earlier)
  - ▶ 3-team pools at some sites (depends on total entries). Will play double-round robin (if combined with a 4-team pool).
  - ▶ If have a 5-team pool (it would be a stand-alone tournament)
    - Format same as previous seasons (will go over on future slide).
  - ▶ If have 6-team tournament –
    - Format same as previous seasons (will go over on future slide)



# TOURNAMENT DIRECTOR WEBINAR:

- ▶ **2024/2025 Regional Championship Events:**
  - ▶ Regional Championship Events:
    - ▶ Will have East/West Championships and Carolina Regional Championships on the SAME weekend this season!
    - ▶ Regional Championship Event Weekends will be March 22-23 & April 5-6, 2025.
    - ▶ From all teams that qualify and enter to compete in a Regional Championship Event, we will identify the top 4 teams in the East and top 4 teams in the West from EACH age group and enter them in the Regional Championships for that age group (same weekend). All other teams will play in their applicable East/West Championship (no change from previous seasons).
    - ▶ No tie-breaker matches this season (regular season or Regionals).
    - ▶ Carolina Region will provide awards again for East/West Championships and Regional Championships (shipped direct from our vendor to TD arriving Wed/Thurs/Friday before the Championships). No All-Tournament teams at East/West Regionals but there will be an MVP at each site this year. There will be an All-Region Team at the Regional Championships.
    - ▶ TD's should submit availability/interest to host on the Regional Championship Events weekends same as other tournaments and we will assign out same as other events after entry deadline.







# TOURNAMENT DIRECTOR WEBINAR:

## ▶ **Additional Information:**

- ▶ TD's cannot request a "division" now as we will not know where teams fall in rankings until after results are uploaded into the system. Each team's rankings will change each tournament.
- ▶ TD's can request to host a specific age group and we will accommodate if we can.
- ▶ TD's wanting or needing to host an affiliated "Club/Team" need to indicate this on the Request Form. We will work to assign those club teams to that site. The more flexible you can be with which club teams can be assigned to your site, the easier it will be for us to accommodate your requests.





# TOURNAMENT DIRECTOR WEBINAR:

- ▶ **Additional Information:**
  - ▶ Adding Sunday tournaments helps us be able to have enough sites on most weekends. We may need more courts on the Regionals Weekends (Saturdays).
  - ▶ Teams that do not show day of tournament – shift to 3 team pool format at most sites. Master spreadsheet is sent so you can use to make changes (Pay attention to how we seed tournaments – we have this as a tab in Master Tournament Spreadsheet and discuss it in TD Handbook). Will also do an example later in this presentation.





# TOURNAMENT DIRECTOR WEBINAR:

## ► Additional Information:

- We won't be able to post a "schedule" of tournaments early. Each site will have teams assigned after entry deadline passes (and results entered).
- We will provide a spreadsheet (latest version of Excel is optimal) for TD's to run the tournament. All TD's will need a desktop or laptop available on site to run the tournament.
- TD's will need to send in results as soon as you can after your tournament (especially the Sunday tournaments) so we can enter results and assign out the next tournament. **If you can send the night of the tournament that would be ideal but no later than 9 am on Monday after the tournament.**





# TOURNAMENT DIRECTOR WEBINAR:

## ▶ Additional Information:

### ▶ Checking Rosters:

- ▶ Wade will send rosters on Wednesday or Thursday before your event.
- ▶ We are able to send rosters through the Tournament System now. We can import roster information into system and then generate rosters for each site. Should cut down on errors of not receiving a roster for a team (since built manually in past the team names sometimes ran together, etc).
- ▶ But at least early in season, make sure rosters received match the teams listed in Tournament System as soon as you can. Contact Wade immediately if incorrect roster received so he can resend correct one. Once a few tournaments are completed, we'll be able to know that our import process is working properly and then shouldn't need to check to make sure they are accurate.
- ▶ Hand out rosters to coaches at Coaches Meeting. They need to check it over, add uniform numbers if needed, and cross off anyone not in attendance. They will sign and turn in to TD before their first match.
- ▶ Coed Rosters – For our one-day tournaments, up to two Boys are allowed to be on a Girls 12-and-under (or younger) roster to promote growth in the boys game.
- ▶ If teams write on the roster to add a player, that should always prompt TD to:
  - ▶ Check to see if Club Movement- they need to submit Completed Club Movement Form when moving players. TWO is the limit per tournament.
  - ▶ If they add a Coach from within the club, that does not count against the TWO limit. However, TD must confirm they are eligible to be added (have completed all requirements to be a coach – cleared Background Screen; IMPACT certification; and current SafeSport certification).
  - ▶ Use Eligibility Status feature on Tournament system to check status for any players or coaches added to the roster under Club Movement.



# TOURNAMENT DIRECTOR WEBINAR:

- ▶ **Additional Tournament Directors Info:**
  - ▶ Checking Rosters/Membership Status:
    - ▶ If there is a question about a Member's status (Coach or Player), then TD can check their online Member status instantly.
    - ▶ The MMS allows for Digital USAV cards. If member has saved to their Digital Wallet, then can show you a QR code to allow you to pull up on-demand status.





# TOURNAMENT DIRECTOR WEBINAR:

## ▶ SPECTATORS:

- ▶ If your facility has a limit for spectators at indoor events, please let us know so we can put this info in your Site Info description. If you are limiting spectators per team, etc. we will want to notify teams in advance so they are aware.
- ▶ TD's may charge maximum of \$5 per non-participant attendee that is 11 and older. Kids 10 and under, Officials, and all rostered individuals should not be charged an admission.
- ▶ If possible, providing contactless payment options may aid with safety. Let us know your spectator admission plans and we can update your site info on the tournament system so attendees can be aware of it before they arrive.





# TOURNAMENT DIRECTOR WEBINAR:

- ▶ **Using Trainers:**
  - ▶ The Carolina Region strongly encourages all Tournament sites to have a certified trainer on site during all matches to handle any injuries that may occur during the event.
  - ▶ USA Volleyball does want all trainers and event workers to be current members and take SafeSport since they will be in contact with junior members. Contact the Region office in advance of your tournament and we can provide a \$5 Event Worker membership option for trainers and event workers only to satisfy this requirement.
  - ▶ Again this season, we are including the \$5 fee collected from each tournament entry in all post-tournament checks automatically. Tournament hosts should use this portion of their received fees to provide a certified trainer.
  - ▶ The Tournament Director no longer needs to provide a copy of the Trainer's certification to the Region and the area to collect info about the trainer on the Officials Payment Form has been removed (as it is no longer required). Be sure you are using the current season's version of the Officials Payment Form!





# TOURNAMENT DIRECTOR WEBINAR:

- ▶ **Timeline - Pre-Tournament:**
  - ▶ Region staff will email a completed spreadsheet and rosters Wednesday or Thursday before your tournament. This may come in two separate emails this season: (A) Rosters and info from Tournament System; (b) Spreadsheet in a separate email. If we can program Tournament System to be able to add additional attachments then may come in one email – we'll see.
  - ▶ Go to our Tournament System ([tournaments.carolinaregionvb.org](http://tournaments.carolinaregionvb.org)) – Choose Juniors – then under tournament listings in menu, the date of your tournament.
  - ▶ Find your tournament in the listings and DOUBLE-CHECK that the spreadsheet matches the Tournament System and that you have rosters for all teams listed. Contact Wade if there is an error or missing a team roster. Please contact Wade by Friday noon so we have time to correct and get you new roster if needed (the earlier you can contact the better)!







# TOURNAMENT DIRECTOR WEBINAR:

## ► Timeline - Pre-Tournament:

- Confirm you have the facility reserved on date of tournament. Confirm when you can get in to set up courts/site.
- Make copies of current score sheets (regular and deciding sets) & libero tracker sheets. Make copies of lineup sheets. Make at least 12 of each per court.
- Have a copy of Officials Payment Sheet on site
- Have copies of Insurance Incident Report Form on site
- Provide USAV approved volleyballs (1 extra)
  - Linked from our TD Resources section - <https://www.carolinaregionvb.org/approved-volleyballs/>





# TOURNAMENT DIRECTOR WEBINAR:

## ► Pool Formats – Four-team Pools:

- Field sizes of 4-, 8-, or 12-teams most sites
- Use regular 4-team round-robin format as in past seasons. Top two to playoffs as in past. Last place teams in pool work playoffs (if applicable).

### FOUR TEAM POOL

<u>Play</u>	<u>Ref</u>
-------------	------------

1-3	2
-----	---

2-4	1
-----	---

1-4	3
-----	---

30 minute lunch break

2-3	1
-----	---

3-4	2
-----	---

1-2	4
-----	---





# TOURNAMENT DIRECTOR WEBINAR:

- Seeding Pools – this is included in tab on our master spreadsheet

4-Team Trn		8-team Trn			12-Team Trn		
Pool 1		Pool 1	Pool 2		Pool 1	Pool 2	Pool 3
Team 1		Team 1	Team 2		Team 1	Team 2	Team 3
Team 2		Team 4	Team 3		Team 6	Team 5	Team 4
Team 3		Team 5	Team 6		Team 7	Team 8	Team 9
Team 4		Team 8	Team 7		Team 12	Team 11	Team 10





# TOURNAMENT DIRECTOR WEBINAR:

- Pool Formats - 3-team Pool (if paired with 4-team pool):

PLAY	WORK
1-3	2
2-3	1
1-2	3
30 min lunch break	
1-3	2
2-3	1
1-2	3





# TOURNAMENT DIRECTOR WEBINAR:

- Pool Formats - 5-teams – Stand alone tournament ONLY

Play	Ref
1-2	3
3-4	5
1-5	4
2-3	1
4-5	2
1-3	4
2-5	3
1-4	2
3-5	1
2-4	5

Play ONLY TWO sets to 25. Will look at SET record to advance to FINALS. Top two to FINALS. Last place team in pool is the Officiating team for Finals.





# TOURNAMENT DIRECTOR WEBINAR:

- ▶ Pool Formats - 6-team Tournament – Stand alone ONLY
- ▶ Two Pools of 3 – Each pool follows 3-team pool format

PLAY	WORK
1-3	2
2-3	1
1-2	3

- ▶ After Pool play, spreadsheet will seed all 6 teams into Playoffs. Seeds will be based on match record, set record, and then point differential. They will play the normal 6-team playoff format (2 byes, then quarter, semis, finals)





# TOURNAMENT DIRECTOR WEBINAR:

## Tie-Breaker Reminder (For All Tournaments):

- ▶ There will not be any tie-breaker matches needed for regular season or Regional Championship tournaments this season.
- ▶ All finishes will be based on Match record, set record, and point differential. If there is a tie to advance, the result of the head-to-head matchup will break the tie.

## Seeding Playoffs:

- ▶ If first place teams have a loss during pool play, the first-place pool teams will be seeded by: (a) set win percentage (number of set wins divided by number of sets), and (b) then by Total Pool Point Differential (total points won minus total points given up in pool). The spreadsheet will handle this all automatically.
- ▶ All first-place teams in pools will be seeded higher than 2<sup>nd</sup> place finishers regardless of record.





# TOURNAMENT DIRECTOR WEBINAR:

## ► Seeding Playoffs:

- The Carolina Region has established that the highest INITIAL seed in the tournament will go into Pool 1 and the second highest seed will be in Pool 2 (3<sup>rd</sup> highest in Pool 3 in 3-court sites). 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 in Pool 2 higher than Pool 3). The spreadsheet will handle this automatically. See next slide for example/review.







# TOURNAMENT DIRECTOR WEBINAR:

Seed Placement in 4-team Pools (will use current Rankings to seed):

POOL Rank  
(Seeding  
playoffs)  
1      2

POOL Rank  
(Seeding Playoffs)  
1      2      3

4-Team Trn		8-team Trn			12-Team Trn		
Pool 1		Pool 1	Pool 2		Pool 1	Pool 2	Pool 3
Team 1		Team 1	Team 2		Team 1	Team 2	Team 3
Team 2		Team 4	Team 3		Team 6	Team 5	Team 4
Team 3		Team 5	Team 6		Team 7	Team 8	Team 9
Team 4		Team 8	Team 7		Team 12	Team 11	Team 10





# TOURNAMENT DIRECTOR WEBINAR:

- ▶ **Officiating Playoffs:**
- ▶ 6-team Playoff
  - ▶ Professional officials should be on stand for all playoff matches
  - ▶ Seeds 1 and 2 will have byes in Quarter and will be work teams.
  - ▶ Losing Quarter final teams will work semis.
  - ▶ FINALS – TD decides – closest team or if one semi goes 3 and other 2, can release the earlier finishing team. TD's should inform all teams that make the playoffs about these policies before playoffs begin. Inform them that they should not leave until cleared by TD so you can make sure all assignments are covered!





# TOURNAMENT DIRECTOR WEBINAR:

- ▶ **Officiating Pool & Playoffs:**
- ▶ 4-team Playoff
  - ▶ Professional officials should be on stand for all matches
  - ▶ Last place finisher in each pool will provide work team for the Semi-finals.
  - ▶ FINALS – TD decides – closest team or if one semi goes 3 and other 2, can release the earlier finishing team. TD's should inform all teams that make the playoffs about these policies before playoffs begin. Inform them that they should not leave until cleared by TD so you can make sure all assignments are covered!





# TOURNAMENT DIRECTOR WEBINAR:

- ▶ **Post-Tournament – Spreadsheet:**
  - ▶ Most Common errors
    - ▶ Forget to put match score of finals in spreadsheet
    - ▶ Incorrect scores for the sets (wrong team winning)
    - ▶ Put a space bar or other symbol in a set field when nothing needed
    - ▶ If have to adjust teams in pool
      - TD doesn't put exact team name as seen in Tournament System (we need them to match so results upload knows which team it is)





# TOURNAMENT DIRECTOR WEBINAR:

- ▶ **Post-Tournament:**
  - ▶ Email completed spreadsheet as soon as possible but no later than Monday 9 am to [trnadmin@carolinaregionvb.org](mailto:trnadmin@carolinaregionvb.org)
  - ▶ That will be your Results "form". No need to fill out any other Results form.
  - ▶ Still need to mail in score sheets, rosters, and Officials Payment Sheet (\*if can fax/scan this we can pay officials quicker) to office within 2 weeks of the tournament. You can scan all sheets and email (do not need to mail if send that way). We would prefer to NOT receive a fax of all scoresheets/rosters as that will go through our fax paper/ink very fast!
  - ▶ Other reports/info to send (but not as common) – are the Region Violation Form, Incident Reports, and any reports about our Professional Officials.





# TOURNAMENT DIRECTOR WEBINAR:

- ▶ **Post-Tournament – Payment Process:**
  - ▶ Payments are not processed until we have results, Officials Pay Report, Scoresheets, and Rosters from the tournament (due within 2 weeks of event)
  - ▶ We have the ability to pay Tournament Directors through an online ACH payment.
  - ▶ Our Tournament System now does the following:
    - ▶ Automatic financial statement generated and emailed to TD when we process the ACH payment (or check).
    - ▶ Electronic payment to TD so goes into your account quicker!
    - ▶ Our Direct Pay form is available from our TD Forms section. If you were paid this way in a previous season and your account details have not changed, you do not need to send us another form. Just confirm with us you want to be paid through Direct Pay.
    - ▶ The ACH payments seemed to work very well last four years with a lot of positive feedback. If you still need a check sent, we will still process that way.





# TOURNAMENT DIRECTOR WEBINAR:

## ► Excel Spreadsheet Tournament Management Example

The screenshot shows an Excel spreadsheet with the following content:

**Tournament Directors Start Here:**

This is what you need to do to set up your Tournament (if we have not sent a pre-filled sheet already or Teams drop before the tournament):

- 1 Find the sheet in this workbook with the number of teams and courts that you are hosting.
- 2 **Right** click on the sheet name at the bottom of the page (4 Team, 8 team, 12 Team, etc.)
- 3 Click on the "Move or Copy" choice in the popup box
- 4 In the drop down list at the top of the popup box under "Move selected sheets To book:" choose **(new book)** then check the box "**Create a copy**" then hit **OK**
- 5 Save the new workbook under a new name (Preferred name for sending to Region - DateageRealmSite# - i.e. Jan415EastSite3)
- 6 Copy the team names from the Points System into the their assigned Pool in the order listed on the Points System for your site.  
**Please use the Exact teamnames listed - do not shorten. We are able to batch upload the results so must match the teams exactly.**  
You can drag columns to make them wider if team names can't be read.
- 7 If the courts you are using are different than 1, 2, or 3, you can change the court numbers you are using (found at bottom left under Courts in Use).
- 8 Fill in the Event Name/Location/Date (i.e. 15 East Site 3, Site (Facility Name) and 1/4/20)
- 9 **Save** the sheet
- 10 You are ready to go, just fill in the match scores as they end. The sheet is configured to print a large sheet with all information  
TD's can also select sections of the spreadsheet to set a Print Area and print just the sections you want to display/post.
- 11 Save the sheet after every match entry to protect yourself.  
You should post an updated copy after each round, with scores and teams advanced to their next assignment(s).
- 12 When the last round is finished, note the time in the box provided, save the sheet and email to the office ([trmadmin@carolinaregionvb.org](mailto:trmadmin@carolinaregionvb.org))  
Thanks for hosting!

**Special note for 4, 8, or 12 team tournaments:**  
You **may** have to do some extra work. See the 4-Team Pool Instructions Tab and the sheets themselves, they should lead you through the process of posting pool winners, breaking ties, etc. Read through this before the tournament and if you have questions, contact the office.

The spreadsheet has a ribbon with tabs: Instructions, General Info, 4-Team Pool Instructions, 3 Team, 4 Team, 5 Team, 6 Team, 7 Team, 8 Team, 9 Team, 10 Team, 11 Team, 12 Team. The status bar at the bottom shows 'Ready' and 'Accessibility: Investigate'.



# TOURNAMENT DIRECTOR WEBINAR:

## ► Behavior

- We now have two ways to handle inappropriate behavior at Tournaments
  - Participant/Spectator Behavior Policy
    - <http://www.carolinaregionvb.org/wp-content/uploads/2017/08/participantspectatorbehaviorpolicy.pdf>
    - Tournament Director oversees the implementation of this. Issues warnings and can expel attendee from the facility (trespassing). Submit report form in TD Handbook if use this.
  - Purple Card Policy
    - <http://www.carolinaregionvb.org/wp-content/uploads/2017/09/CR-Purple-Card-Sanction-Policy.pdf>
    - Professional Officials oversees implementation of this. For spectators only. Can issue warnings and penalize the team the spectator is affiliated with on the scoresheet (point awarded).
    - Good Idea to familiarize yourself with both policies.
    - Region sent out Behavior banners to TD's/Facilities in previous seasons for posting/hanging during sanctioned events. If you are new and need a banner, contact Wade or Kevin (we only have a limited quantity left)







# TOURNAMENT DIRECTOR WEBINAR:

- ▶ **TD Handbook:**
  - ▶ If you have already sent in a request form, you will receive a TD Handbook that has all our policies and procedures in hosting a tournament.
  - ▶ It has all the forms you need (scoresheets, etc). Use current season versions!
    - ▶ Replacement forms available at our Forms section of website
      - ▶ <http://www.carolinaregionvb.org/forms/#tournament-directors>
  - ▶ Info on providing awards (top 2 teams – individual) is included in Handbook.
    - ▶ Region usually orders eleven (11) 1st Place and eleven (11) 2nd Place medals





- ▶ Questions

- ▶ Send us an email at:

- ▶ [tnadmin@carolinaregionvb.org](mailto:tnadmin@carolinaregionvb.org)

- ▶ [office@carolinaregionvb.org](mailto:office@carolinaregionvb.org)

## SUMMARY

Thank you for all you do to support  
Carolina Region Volleyball! Have  
a GREAT SEASON!

