

TOURNAMENT DIRECTORS' MANUAL  
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# Gateway Region USA Volleyball Tournament Director's Manual

Tournaments are defined as competition between teams from more than two clubs

## 1. Introduction

USA Volleyball tournaments are conducted in the Gateway Region under the "Guidelines for Conducting USA Volleyball or RVA Sanctioned Tournaments" as described in the Annual Official Volleyball Reference Guide of USA Volleyball. This manual contains additional information on conducting tournaments. All Tournament Directors and participants must be registered members of the Gateway Region and must follow the guidelines described in the USAV Rule Book, Gateway Region Player's Handbook and this manual. All deviations from these guidelines must be approved in advance by the Regional Commissioner, Regional Tournament Coordinator or the Associate Commissioner before a tournament may be sanctioned.

## 2. Organizing a Tournament

A successful tournament is the result of the Tournament Director and the teams that play in the tournament working together. Listed in this section are the basic requirements that a Tournament Director must provide for the teams that participate in the tournament.

### Tournament Site

When trying to determine whether a facility would be suitable for a tournament, the Tournament Director should check for the following criteria:

1. Court: The playing surface should be flat, smooth and free of obstructions. It is recommended that there be an area free of obstacles surrounding and adjacent to the court that is a minimum of 6'6" in width. All lines must be 2" in width.
2. Standards and Nets: Check the standards to ensure that they are safe. The standards, supporting cables and referee's stand **must be padded**.
3. Adequate Parking: Adequate parking should be available for the expected number of teams.
4. Adequate Seating for Spectators: Adequate seating is especially important for junior tournaments because parents often accompany the players.
5. Restrooms and Shower Facilities: Restrooms should be available at all of the playing sites and shower facilities should be available at a minimum of one of the playing sites.
6. Facility policies: Facilities have policies regarding **rental fees**, food/drink, coolers, etc. **Abide by facility policies and notify participants where appropriate**; the Tournament Director is responsible to ensure that everyone follows facility policies. Some facilities require a Certificate of Insurance. The current Certificate of Insurance Request Form is located on the Publications page of our web page, [www.gatewayvb.org](http://www.gatewayvb.org). **Members/clubs who have sanctioned activities through the Gateway Region where USAV insurance is provided must be in good standing in the region. Good standing may be revoked if facility requirements are violated or outstanding fees are due for facility usage. If a member's/club's good standing is revoked, they may forfeit the privilege of sanctioning activities in the region for the remainder of the season or for the following season.**

Note: For your protection, it is advisable to get a confirmation letter of contract from your gym facility after your tournament date is finalized.

## Sanction Process (How to get a tournament on the Gateway Tournament Schedule)

Contact the Gateway Region Office to determine an available date / level. (The number of tournaments sanctioned on a particular weekend is based on a percentage of teams registered in that level from the prior season.) Next, send a completed Tournament Sanction Form (included in Appendix or on the web page), the sanction fee of \$5/team (\$10/team for multi-weekend events) and the results deposit fee of \$100 to the Gateway Region Office. Please send separate checks for the sanction fee and results deposit fee. Checks should be made out to the "Gateway Region USAV". If you are running more than one tournament, the sanction fees may be totaled but the \$100 results deposits must be submitted individually in order to ensure that the results and tournament entry forms (rosters) are submitted within one week of the tournament date. No dates will be guaranteed until the sanction fee and the Tournament Sanction Form have been received and the sanction has been granted. Your tournament will then be posted on the Gateway Region web page. Follow the guidelines in this manual which is posted on the Gateway website; a copy can be mailed to you at your request.

No adult tournament and limited junior tournament sanctions will be allowed on the weekends of the Junior Regional Championships. Tournaments will be designated as Gold/Silver or Bronze/Copper, opposite the designation for Regionals. Tournaments may be sanctioned OUTSIDE of St Louis City and County, St Charles County and Jefferson County in MO and OUTSIDE of St. Clair, Monroe and Madison Counties in IL. Sanctions will be accepted in the areas listed above only when sufficient courts are secured for the Regional Championships.

No tournament advertising is allowed until the sanction has been granted in writing.

**There are unique requirements for Adult Rec level events. Refer to the Extraordinary Events section for all details.**

Violation of the above regulations may result in refusal of tournament sanctions for that Tournament Director and/or organization for one full year from the date of the infraction.

### Tournament Entry Fees / Maximum Team per Court / Cancellation Policy

For **both adult and junior** tournaments, the Gateway Region has set a limit of 4 teams per court with a maximum \$100 per team entry fee for a sanctioned one day tournament. **Refer to the Extraordinary Events section for specific requirements for an Adult Rec level tournament. Sanction exceptions for a 5 team per court format with a maximum \$80 per team entry fee must be requested on the Tournament Sanction Form. In unusual circumstances, a waiver may be granted.**

There will be no admission fee charged at any Gateway Region sanctioned event unless a sanction exception has been obtained by the Commissioner.

If a Tournament Director is owed tournament entry fees by a Gateway registered club/team/individual (or person acting in this capacity) and the region office can confirm the debt owed, the entity owing the debt is not in good standing and ineligible to participate in USAV sanctioned events until the debt is paid. This does not include a situation where the Tournament Director has failed to collect entry fees prior to the team's participation.

Tournament Directors may apply for a sanction exception (e.g. higher entry fee, standard format deviations, etc). In cases where a higher entry fee is requested, justification for such an increase must be shown (e.g. paid officials, etc.). Exception requests must be noted on the sanction form. If a sanction exception is granted, you must inform teams, upon receipt of entry or before, of the deviations from the standard guidelines so the team can decide if they wish to enter the tournament.

If a team withdraws from a tournament and a replacement team cannot be found, the Tournament Director may elect to keep that team's entry fee. Teams withdrawing from a tournament for any reason may not participate in another Gateway Region tournament on that same weekend.

Tournament Directors may keep 25% of a team's entry fee if a team chooses not to participate in a tournament due to dangerous travel conditions caused by bad weather. The team rep should notify the tournament director as soon as the decision is made not to attend the event. Any disputes related to this issue will be resolved by the Gateway Region Executive Board.

If a Tournament Director cancels an event for any reason, a team's total entry fee must be refunded. In a situation where the region office can confirm that the Tournament Director owes tournament fees to a club/team, then the Tournament Director is not in good standing and ineligible to participate in or host USAV sanctioned events until fees are paid.

After the tournament has been sanctioned, if a Tournament Director loses the courts, he/she has 2 weeks to find replacement courts. If courts have not been found within the 2 week period, the sanction will be withdrawn and the tournament will be canceled. Any tournament entries and fees must be returned to teams entered.

### **Minimum Number of Sets / Matches**

Teams must be guaranteed a minimum of eight sets. Sets will all be played utilizing rally score. Rally score sets may be 19 or 25 point sets or any combination of the two with a minimum two-point advantage (no scoring cap). 19-point sets should begin at 0. Deciding sets will be won by the team that first scores 15 points with a minimum two-point advantage (no scoring cap).

### **Awards**

Awards **must** be given the day of the tournament. Tournament Directors of **adult** tournaments should be prepared to award top placing teams with the following minimum awards:

0 to 10 teams Team & individual awards for 1st place. Team and/or individual awards for 2<sup>nd</sup> place.

11 to 20 teams Team award for 1st place. Individual awards for 1st and 2nd place.

21 or more teams Team awards for 1st, 2nd and 3rd place. Individual awards for 1st and 2nd place.

Tournament Directors of **junior** tournaments should be prepared to award top placing teams with the following minimum awards:

0 to 20 teams Individual **medals** for the 1<sup>st</sup> and 2<sup>nd</sup> place teams.

21 or more teams Individual **medals** for the 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> place teams.

Tournament Directors of junior tournaments must be prepared to present 10 individual **medals** per team. **Medals** must be given to all rostered players on the placing team, up to 10 total. Additional awards may be given as desired. Tournament Directors of adult tournaments must be prepared to award up to 10 prizes per team OR prizes for the number of players participating up to 10. The following are general guidelines and minimal standards for tournaments. Acceptable individual awards for adult tournaments are items such as t-shirts, hats, sweatshirts, etc., with t-shirts being the most common. Team awards are generally plaques or trophies. The cost of such prizes may be offset by sponsorship.

A good rule of thumb on cost is that 10 individual awards plus a team award should be approximately equal to 1 entry fee, e.g.:

	10 t-shirts @ \$8.00	\$80.00
+	1 team award	+ \$20.00
	1 team entry fee	\$100.00

For junior tournaments awards must be **medals** (generally on neck ribbons with engraving on the back).

Any deviation from the above must be stated on the application for sanction form.

There are special requirements for awards presented at junior tournaments. See Section 7 for details. Please note that the restrictions concerning awards for junior players apply even in adult tournaments. It does not matter whether the junior player is participating with a junior or adult team; the restrictions still apply. Also, any player with collegiate eligibility left should not participate in tournaments where the awards are monetary (cash). Just participating in such a tournament, even if no award is won or the award is not accepted, is enough to jeopardize a player's eligibility.

### Format

The tournament format should be round robin pool play followed by single elimination playoffs. Deviations from this format should be noted on the Gateway Region Tournament Sanction Form and are subject to approval by the Region Tournament Coordinator. Sample pool play schedules and brackets are included in the appendix or available on the website.

Number of teams per pool advancing to the playoffs: For five team pools, it is highly recommended that three teams advance to the playoffs. This prevents a team that has already been eliminated from the tournament from having to stay to officiate. (Teams not participating in playoffs will not be required to perform any officiating duties in playoffs.) Indicate on your Sanction Form how many teams out of each pool will advance to the playoffs.

Pool play and playoff sets may be 19 points (start at 0) with the rally scoring system if time is a consideration; however, deciding sets must be 15 point rally score sets - no cap (switching sides at 8 points). The abbreviated format (19 point sets) may only be used in the championship match if both teams agree.

**FINALS SHOULD NOT BE SCHEDULED TO START LATER THAN 9:00 P.M.**

### Rules of the Game - Significant changes for 2012

The Officials' Page on the Gateway website or the current rule book lists rule changes for this season.

### Exceptions

There may be instances where these requirements or any others listed cannot be met due to constraints on the facilities, financial considerations, etc. When these instances occur, they must be noted on the Sanction Form and are subject to approval. Tournament Directors must also inform teams, upon receipt of entry or before, of the deviations from these requirements and guidelines so the team can reasonably decide whether or not they wish to enter the tournament. Exceptions may include, but are not limited to, **5 team pools**, invitational format, higher entry fees due to paid officials, etc. The sanction form also includes a section where the tournament director must indicate if they are giving silver division awards (in addition to the required gold awards) if their planned format includes silver division playoffs.

Half-day events are allowed, but they must be applied for as a half-day event on the sanction form. In sanctioning tournaments, preference will be given to full day events. A half-day event sanction may not be granted until it is certain that no full day events are being planned for that date. For half-day events each team should be guaranteed a minimum of six sets. Tournament fees should be adjusted downward with fewer sets being guaranteed.

## Team Entries

1. As soon as your tournament is sanctioned, it will appear on the Gateway Region web site. You may wish to send specific information and a Tournament Entry Form to team reps. (A Webpoint roster can be accepted as an entry form; the Webpoint roster is preferred since membership numbers are included on the roster). A list of team reps can be found on the website. Include the necessary information such as who to make check payable to, the date entries close, any sanction exceptions and where to mail entry and entry fee. All entries received on or before the deadline date (listed on the Tournament Sanction Form) must be considered for acceptance into the tournament as described in the next paragraph.
2. As soon as possible, begin accepting entries. In deciding which of the entries to accept from those received before the entry deadline, the ONLY criteria a Tournament Director may use are: if team/individuals are registered, timeliness of the entry, regional affiliation, and registered level of play (this includes both adult and junior levels). Exceptions to these acceptance criteria must be approved in advance by the Tournament Coordinator. Although registered level of play can be used to accept or reject teams, teams can not be "bumped" from the tournament by another team of the appropriate tournament level less than two weeks prior to the tournament date.

Teams should be notified, as soon as possible, whether or not they have been accepted into the tournament. Tournament entry checks may not be cashed until a team has been accepted into the tournament. Also, teams should be notified if they have been put on a wait list. Teams on a waiting list must be notified prior to placing them into the tournament and they must be given the option to decline the spot.

3. When the tournament is filled or approximately two weeks prior to the tournament date, Tournament Directors should set up pools. (See "SEEDING AND SETTING UP POOLS"). Teams should be notified of pool play and referee schedules as soon as possible. **It is recommended that schedules be sent no later than the Monday before the tournament.** Examples of pool play schedules are posted on the Gateway website and are also included in the Appendix. When all entries and fees have been received contact the Gateway Office so your tournament can be marked "full" on the schedule.
4. At least one week prior to the tournament date, Tournament Directors should verify that all players and teams are registered members of USA Volleyball, each team has met their certification requirements, and verify the team's current skill level (adults only) or age level (junior 15s or older only, may participate in adult level tournaments). This may be done by contacting the Gateway Region Office. Any non-registered team or individual may not participate in the tournament.
  - **For Adult Friendship Season Tournaments (September, October and November) individuals may register at the tournament. Whenever possible the region will send a representative to help collect forms and fees.**
  - **For Adult Regular Season Tournaments, players who register on site are required to pay an additional \$10 penalty fee. (The \$10 penalty fee is waived for December only Regular Season Tournaments).**

- **Adult college teams or adult teams residing outside the Gateway Region may participate in Regular Season Gateway Tournaments provided all individuals register using the "one-day adult membership" option. It is the responsibility of the Tournament Director to collect Individual Membership Forms and fees for all individuals prior to participating.**
- **Refer to the Extraordinary Events Section for specific registration requirements for Adult Rec level events.**

Any team that cannot provide the required officials or has not paid the appropriate fees may not participate in the tournament. If a replacement team is not found, the Tournament Director may keep that team's entry fee.

### 3. Tournament Setup

#### Tournament Site Equipment

There are a few equipment matters to check on when planning your tournament. Many times the equipment needed is available but you simply need to ask the right people ahead of time to be sure that it's there when you need it. See the Tournament Day Checklist in the Appendix for a complete list. Several key items of equipment include:

- ◆ *Referee's Stands:* Be sure these are available and padded. If padding is needed, towels or tumbling mats can be used to pad the stands.
- ◆ *Scorekeeper's table and 4 chairs*
- ◆ *Team Benches*
- ◆ *Antennas*
- ◆ *Visual Scoreboards:* If none are available you can use two spiral notebooks and draw large numbers on the pages with a magic marker.
- ◆ *Center line and Serving Area:* If the center line is larger or smaller than two inches, check to see if you can tape a two inch line to properly mark the center line under the net. Also, if there is not enough room to serve (6'6") check to see if a serving line may be taped. In the 12 and under divisions and below a serving line should be taped 6'6" from the end line. There will be exceptions such as the Gold/Silver division of the Gateway Regional Championships and 12s Gold/Silver Seeding Tournaments, where no step-in will be allowed. You need to check with your tournament facility as to which type of tape is suitable for the playing surface. In an effort to eliminate insurance claims due to floor damage, USAV urges tournament directors to use only paper tape with the safe release adhesive on wood floors. Recommended for use on wood floors are: Shurtape #724 Paper Taper (previously Permacel) and Pro Masking Tape (Specialties Painter's Grade Masking Tape); both tape options are available through Harrison Brothers at 877-863-6150, [www.buytape.com](http://www.buytape.com). Also acceptable is 3M Painter's Masking Tape with Safe Release Adhesive.
- ◆ *Net height :*

Men's Division	7' 11 5/8"	Women's Division	7' 4 1/8"
55 year+ Men's	7' 9 5/8"	45 year+ Women's	7' 2 1/8"
Boy's 15s-18s	7' 11 5/8"	Girl's 15s-18s	7' 4 1/8"
Boy's 13s-14s	7' 4 1/8"	Girl's 13s-14s	7' 4 1/8"
Boy's 11s-12s	7'	Girl's 11s-12s	7'
10s / 8s programs	6' 6"		

## Seeding and Setting Up Pools

Teams should be seeded with respect to their expected playing strength. Prior tournament results and Junior Rankings posted on the Gateway web site may be utilized to aid the Tournament Director in judging the relationships of the teams. The Regional Office, Commissioner, and Regional Tournament Coordinator are available to assist in this process.

The objective of seeding is to ensure that the more skilled teams will not eliminate each other early in the tournament. Ideally, the four top teams will face each other in the semifinals and the top two teams will appear in the finals. The fairest and most effective method of seeding will result in the stronger teams being spread out over the entire tournament field.

Several examples are:

8 teams POOL A: (Teams 1,3,5,7) POOL B: (Teams 2,4,6,8)

12 teams POOL A; (Teams 1,6,7,12) POOL B: (Teams 2,5,8,11) POOL C: (Teams 3,4,9,10)

When arranging teams in a pool, you should consider at least four things:

1. Do the teams that have the farthest to travel have the latest possible start?
2. Do the higher seeds in each pool play each other late in the day so that the outcome of the pool is not decided the first thing in the morning?
3. Is the first match played on each court being officiated by a team that will start the match on time and do a good officiating job so that the tournament will get off to a good start?
4. When you have two teams from the same club in different pools – do not assign the same # in pool so that the teams may watch each other play.

## Round Robin Pool Play Schedules & Playoff Brackets

Suggested round robin pool play schedules and playoff brackets are posted on the website and can be found in Appendix A. Note that top seeds do not meet until near the end of pool play.

## Warm Up Procedure for Tournaments

For adult events the suggested warm-up time is 5 minutes between games. The warm-up protocol for junior events is 4 minutes for the serving team, 4 minutes for the receiving team. An additional 2 minutes of shared ball handling can be added prior to the 4 and 4 if it is a team's first match of the day. It is recommended that the officiating team issue a 1 minute warning during the 4 minutes to allow the team time to serve. When one team has exclusive use of the court, the other team must either be at its team bench or out of the playing area. Warming up with balls at the team bench or in the spectator walkways is not permitted.

## Officiating Policies (See specific adult / junior team policies on the following page)

Each participating team is required to have a minimum of one 1<sup>st</sup> Referee, one 2<sup>nd</sup> Referee, one Scorekeeper (recommended to have an assistant scorekeeper to track the libero and aid with the visual score) and two Line Judges. A maximum of four people are allowed at the scorekeeping table: scorer, flipper, libero tracker and a coach who is supervising.

If teams do not have certified officials for matches they are assigned to officiate, they must pay a fee of **\$60** per official needed. This fee is non-refundable, made payable to the Tournament Director, who will then ensure there are capable / certified officials to officiate at that time. Adult officials who work junior events must be background screened. It is recommended that each replacement official receive **\$20** per match. This fee does not "buy" the rest of the officiating team. The team that is scheduled to officiate at that time must continue to supply the other support officials: line judges, visual score operator, etc.

Teams that arrive late for officiating duties will be charged a **\$100** fine, payable to the Tournament Director to pay the replacement officials (1<sup>st</sup> Referee, 2<sup>nd</sup> Referee and Scorekeeper paid **\$20** each, the visual scorekeeper, each linejudge, and the Tournament Director paid **\$10** each). In addition, the team will be penalized one point per minute late in the next set up to a maximum of one set.

Teams that do not stay for officiating assignments will be fined **\$150** payable to the Gateway Region to, in part, pay the replacement officials (1<sup>st</sup> Referee, 2<sup>nd</sup> Referee and Scorekeeper paid **\$20** each, each linejudge and the visual scorekeeper paid **\$10** each, Tournament Director paid **\$20** and **\$40** to the Gateway Region).

Teams with outstanding fines may not participate in any sanctioned USAV event until all debts are paid.

Teams not participating in playoffs can not be required to perform any officiating duties in playoffs; this includes both adult and junior tournaments. It is the responsibility of the individual teams to check the standings for playoff berths and/or officiating duties.

Tournament Directors may designate that either the winning or losing team from a playoff match will officiate the next playoff match. An acceptable method would be the following: Teams losing in playoffs will be expected to stay and officiate the subsequent match on their court, with the exception of championship match responsibilities, which will be determined by a coin flip between the losing teams in semi-final matches unless one semi-final match finishes before the other reaches 10 points in the 2<sup>nd</sup> set, or if one semi-final match goes 2 sets and the other goes 3 sets. In these cases, the losing team from the shorter semi-final match will be allowed to leave. The method chosen must be announced before the tournament begins.

Teams that advance to playoffs and then cannot continue playing for any reason must still fulfill any officiating duty required of the losing team in bracket play.

In the event that a one set tiebreaker match(es) is needed to determine which team advances out of a pool into the playoffs, the playoff team with the lowest finish in the pool play will officiate the tiebreaker match, unless one of the tied teams is available.

If the Tournament Director intends to furnish paid referees, the amount of payment is \$20/automatic 2 sets, \$25/2 of 3 match, \$30/automatic 3 sets for Provisional I and higher, certified USAV referees. Contact Nicki Fisaga, [fisaga@gatewayvb.org](mailto:fisaga@gatewayvb.org), at the Gateway Office for a current / approved referee list.

### **Officiating Policies for Adult Teams**

- Adult teams must provide capable officials for all sanctioned adult tournaments (Friendship and Regular Season). Adult officiating requirements are posted on the Gateway website.
- Mentors/raters will attend adult tournaments to rate candidates and monitor officials' capability.

### **Officiating Policies for Junior Teams**

- Junior teams must complete an official's training process. Specifics are posted on the website.
- When players are officiating (at any age level), it is mandatory that the officiating team's coach or assistant coach be part of the officiating team or remain at or near the scorer's table throughout the entire officiating assignment. Coaches, parents and all others are not allowed to stand on/at the referee stand with the referee during junior events.
- A maximum of four people are allowed at the scorekeeping table: scorer, flipper, libero tracker and coach or assistant coach who is supervising.

- Members of the officiating team may not use any electronic devices (including, but not limited to cell phones and I-pods) during their officiating assignment, except for the purpose of timing warm-ups. Officiating members found using electronic devices during a match will be subject to a 5-point penalty assessed to the first set of their next match.
- A Junior Official's Mentoring Program has been implemented for the 11s and 12s Division. When available, the region will provide one mentor per each court to assist/critique the officiating throughout the pool play and then referee the playoffs. Adult mentors must be background screened. If no mentors are at a tournament, only adults or juniors, 15 years and older, are allowed to be the 1<sup>st</sup> referee; exceptions must be approved by the Tournament Director.
- If a junior player is refereeing a playoff match, the Tournament Director has the authority to replace that official if deemed necessary, unless the player is an adult certified referee.

### Match Schedule and Match Allowance Times

The following are realistic time allotments for matches and include a five-minute warm-up period between matches. At least five minutes extra time shall be allotted for the first match for each team, except in those facilities that provide an adequate warm up area not in conflict with the provided playing areas.

	<u>25 Point Rally</u>	<u>19 Point Rally</u>
Best 2 of 3	75 minutes	65 minutes
Two sets	60 minutes	45 minutes
One set	25 minutes	20 minutes

The best 2 of 3 sets match assumes that the 15 point (rally) format will be used in the deciding set of the match. Remember that all deciding sets are 15 point sets with no scoring cap.

## 4. Tournament Day Procedures

1. Courts should be numbered by the site director prior to the start of the event. Court numbers will not be changed unless extenuating circumstances make the change necessary. If the court lines need to be taped, this should be finished well before the tournament is scheduled to begin. Two Inch Court Tape should be used; athletic tape, duct tape, etc., is not acceptable. Note the specific approved tape options on page 7. Please check with the facility before taping lines.
2. Provide USA Volleyball score sheets, lineup forms, libero tracking sheets, and pens and pencils ready for each court. Generally it is advisable to have these prepared in advance and in a packet or binder for each court. Have extras of everything available.
3. Post a visible standings sheet at every playing site, which is updated after each match. This may be in the form of a grid/bracket or other easily understood format. Laminated boards with grease pencils have been used very successfully. A copy of a 4 and 5 team standings sheet is included in the Appendix or posted on the website.
4. Start the tournament on time with the equipment up and ready. Post schedules (with any changes noted) and all special rules of play in a visible location. Prepare team packets which include the above information and distribute to the teams as they check-in.

5. Hold a captains' meeting before the start of your tournament. The following information should be covered.
  - A. Review and update match schedules.
  - B. Go over any special ground rules.
  - C. Review any special facility rules.
  - D. Review playoff format, referee assignments, etc.
  - E. Set up protest guidelines, as per the USAV rulebook.
  - F. Roster changes - Rosters must be updated prior to start of play. Players cannot be added after the tournament has started, even in case of injuries.
  - G. Instruct participants, coaches and parents to help keep your facility clean. Suggestions include designating team areas and providing team trash bags. A *Parent Code of Conduct* (posted on the website and in the Appendix) defines the role of the parents and is available to post at your site.

You must notify teams, at the captains meeting, prior to play, of any of the above changes. DO NOT spring any special surprises on teams half way through the tournament.

6. You must have a site manager for each playing site used for the tournament. You should also have a court manager for each court in use. The court manager should ensure that play is proceeding in a proper manner for the assigned court and that scores get posted on the standings sheet. The site manager is responsible for ensuring that the site is running smoothly and must be accessible at all times throughout the tournament. It is strongly suggested that the site manager and/or court managers be non-players.
7. Have an appointed committee to handle protests and unusual circumstances. See the section on Head Referee and Referee Protest Committee (pg. 13).
8. Provide trash containers and encourage participants to keep the facility clean.

### **Determining Playoff Teams**

The position of teams at the end of pool play is determined by sets won/loss. If teams are tied based on their total sets won/loss record, a tie breaking procedure listed in the Rule Book (Method One) will be used to determine the position of these teams within the pool so that they can be properly seeded into the playoffs. Note: The tie break procedure for national level junior competition defined in the Rule Book, may be used in events where the format is match play or an automatic 3 sets in pool play.

1. Teams shall not be eliminated from the tournament on the basis of a point system or any other non-competition system. If teams are tied for the final position to remain in the tournament, tiebreak sets must be played. However, tiebreak sets are not required if all teams advance to any level playoff bracket (this includes, gold, silver, bronze, etc).
2. To break ties between teams at the end of pool play, the following system, hereinafter referred to as the "Ranking System", will be used. See following sections for instructions on how to apply the Ranking System. Teams qualifying for the playoffs, but tied for position only, shall not compete in a tiebreaker set to determine position; rather, position assignment shall be determined by the Ranking System.

**Priority 1-A:** Results of sets in matches between the tied teams on won/loss record.  
*If still tied, then . . .*

**Priority 1-B:** Results of sets in matches between the tied teams on the point spread.  
*If still tied, then . . .*

**Priority 2:** Comparison of the point spread based on total round robin play.  
*If still tied, then . . .*

**Priority 3:** Flip of a coin.

Point spread shall be determined by subtracting the points lost from the points won. The priorities are applied in order to all teams simultaneously (i.e., in a three-way tie DO NOT compare team A to team B, then team B to team C and then team C to team A). If you reach the point where some but not all of the tied teams can be ranked, DO NOT separate those teams out and back up and use Priority 1-A again. Continue onto subsequent priorities until all ties are broken.

If there are three or more teams tied for 2 playoff positions, order rank the teams on the aforementioned Ranking System. The top ranking team will receive the 1<sup>st</sup> playoff position. The next section explains how to break the remaining ties.

If there are two or more teams tied for the final playoff position, the following procedures will be used to determine the final playoff team. All of these 1-set tiebreaker matches will be 15-point rally score with no cap, switching sides of court at 8 points, unless specified in advance by the tournament director to be played to 25 points, switching sides at 13 points.

1. TWO TEAMS TIED: One set. Officiating team will be the lowest ranking team *already qualifying for playoffs* from that pool.
2. THREE TEAMS TIED:
  - a. Order rank the teams 1st, 2nd and 3rd based on the aforementioned Ranking System.
  - b. 2nd plays 3rd in one set. 1st place team to officiate.
  - c. Winning team plays 1st in one set. Loser of 2.b. to officiate.
3. FOUR TEAMS TIED:
  - a. Order rank tied teams 1st, 2nd, 3rd and 4th based on the aforementioned Ranking System.
  - b. 1st plays 4th with 2nd and 3rd splitting officiating.
  - c. 2nd plays 3rd with the loser of 3.b. to officiate.
  - d. Winners of 3.b. and 3.c. play each other with the loser of 3.c. to officiate.

## **Deciding Sets**

Deciding sets are the third set in a best two of three match and the fifth set in a best three of five match. All deciding sets will be 15-point rally scored sets with NO cap (must win by 2). Teams must switch sides of the court when either team reaches 8 points.

## **Head Referee and Referees Protest Committee**

To settle any protests that might arise, the Tournament Director should select, in advance, a Protest Committee comprised of the senior referees (based on referee level and seniority) who are present at the tournament. A "Head Referee" should be chosen as the head of this committee. There should be three referees on the committee. The composition of the committee will change as the tournament progresses and referees come and go. If a protest is filed and one or more of the referees on the Protest Committee are affiliated with any of the teams involved in the protest, these referees should be replaced on the committee when it considers this protest.

## Extraordinary Events

### 1. Uniform Violations:

A \$10 fine will be assessed to each person who does not have a legal uniform; this includes non-contrasting Libero uniforms. Refer to specific uniform requirements in the official USAV rule book noting the following exceptions:

- ❖ The former jersey number requirements are allowed in Gateway this season without penalty.
- ❖ For National Championship events, all players (including the Libero) are required to wear the same jersey number throughout the entire event. This is not required for Gateway sanctioned events (excluding Gold/Silver Junior Regionals). This policy allows a team to use one Libero jersey for multiple players.

The fine should be made payable to the Gateway Region and given to the Tournament Director for any and all team members who are not in legal uniforms. This fee is nonrefundable even if the uniform violation is corrected. Once this fine has been paid, the player may continue to use the illegal uniform for the remainder of the tournament. Tournament Directors should submit any uniform violation fees with other required paperwork, noting the name of the team and individuals, to the Gateway Office,

### 2. Altering Tournament Format:

The Tournament Director has the authority to make schedule allowances for teams arriving late. Also, if time becomes a factor, the Tournament Director may change the format so long as no team is thereby unfairly disadvantaged. Consideration should be given to the number of matches scheduled for each team, the entry fee assessed and the travel time of the teams. In bracket play, if two teams are scheduled to share officiating duties, the Tournament Director has the authority to release one of the teams if wait time is a factor. The remaining team must provide the complete officiating crew (see option p. 9)

### 3. Tournament Director Authority Regarding Behavioral Issues and Facility Regulation Violations:

Tournament Directors should publicize, in advance, regulations and restrictions specific to their facility. Vandalism in any facility used in a sanctioned Gateway event will not be tolerated and penalties to responsible individuals will be imposed.

Tournament Directors may issue penalties for behavioral problems of players, coaches, parents or spectators. Parents are responsible for the supervision of their non-playing children. In addition, Tournament Directors may issue penalties for individuals in violation of facility policies such as, but not limited to:

- Entering restricted areas
- Food and/or coolers in restricted areas
- Alcohol and/or tobacco violations

Possible penalties a Tournament Director may impose to a team or teams in violation:

- Loss of points / sets in the team's next match
- Individual or team expulsion from the tournament and/or facility
- Financial penalty if the violation is discovered after completion of the event

Tournament Directors should report such events to the Region Office as soon as possible.

Facilities are to be kept clean. It is the responsibility of participants, junior coaches and parents to pick up trash and keep all areas litter free.

#### 4. Playing with 5

For adult men's, adult women's, junior boy's and junior girl's competition, a team may start any set with 5 players and a ghost player, regardless of reason. The 6<sup>th</sup> player can substitute in for the ghost player at any time during the set. An automatic loss of service is charged to a team and a point is awarded to the opponent at the ghost player's term of service. On the scoresheet this is indicated by recording the exit score in the appropriate service round box beneath the ghost server's player number. The service round number is not checked.

The court position vacated by the ghost player is a back row position. When a team of 7 with a Libero is reduced to 6, for any reason, the Libero will become a regular player for the remainder of that set. The player who left the set may return in any subsequent set but not in the same set.

For coed competition only, the ghost player must rotate all positions.

#### 5. Exhibition play:

A team that does not have 6 players to begin or complete a tournament may elect to play their matches as exhibition only. These matches may be played with less than 6 players or the team may pick up another USAV registered member from any other team. Such an exhibition team will forfeit all matches in pool play and may not advance to playoffs. Other teams may choose to accept the forfeit and not play the exhibition sets. The ratings of any player added may not cause the team rating to be higher than the tournament level being played.

#### 6. The Libero is allowed to serve in Gateway sanctioned tournaments (excluding Gold/Silver designated events).

#### 7. Adult Rec level for men and women:

- a. **15s and older age divisions are eligible.**
- b. **4 teams per court format**
- c. **\$125 per team maximum entry fee; \$100 to the Tournament Director, \$25 to the Gateway Office**
- d. **Rec Team Roster / Membership Form must be completed. Everyone (even current members) must sign the team form.**
- e. **Tournament must be sanctioned, no sanction fee and no results required.**
- f. **The Tournament Director must submit the Rec Team Roster / Membership Form and \$25 to the GW office within one week of the tournament.**
- g. **Teams must provide capable officials; region will send an adult mentor.**
- h. **No uniforms, unlimited subs, flip score only**

## 5. Post Tournament Duties and Procedures

All Tournament Directors must return the following items to the Gateway Region Office within ONE week of the tournament. When received, the \$100 results deposit check will be shredded.

- ✓ Completed Tournament Results Form \*
- ✓ ALL Tournament Rosters (Gateway Region Tournament Entry Form)

\* The Publications page of our website, [www.gatewayvb.org](http://www.gatewayvb.org), contains the results form, formatted in excel. Completing the tournament results form and emailing to [mayer@gatewayvb.org](mailto:mayer@gatewayvb.org) is the preferred method to submit your results. Rosters can be scanned and emailed or faxed to 314-849-7865.

(Scoresheets should be returned at the discretion of the Tournament Director, primarily if there are concerns relating to the quality of the officiating.)

After one week your deposit check will be cashed, however you must still report your tournament results. Failure to do so may result in probation and possible loss of future tournament dates.

## 6. Tournament Director's Failure to Comply

Teams are encouraged to report any deviations from the standard tournament policies to the Gateway Office. Failure to comply with current USA Volleyball rules and guidelines, current regional guidelines and procedures may result in an investigation of the situation and refusal of further tournament sanctions by the Region. It is the Region's desire to present high-quality competition for the members.

## 7. Junior Tournaments

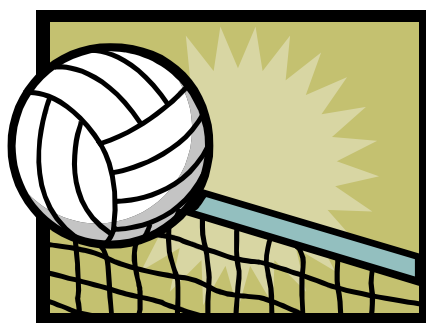
USA VOLLEYBALL GATEWAY REGION JUNIOR'S PROGRAM *MISSION STATEMENT*: Coaches, Parents, Players, and Officials strive to promote a wholesome environment so players can develop: Skills, Teamwork, Self-confidence, Positive Attitude, Competitive Spirit, Responsibility and Sportsmanship.

THERE ARE SPECIAL REQUIREMENTS THAT MUST BE ADHERED TO IN JUNIOR TOURNAMENTS.

Missouri and Illinois State High School Rules restrict what may be presented as awards at athletic events. Juniors may accept awards such as T-shirts, articles of clothing, food, etc., up to a maximum value of \$25. Monetary awards are still prohibited, however. If you have any questions about the suitability of a possible award, please contact the Gateway Region Juniors' Coordinator.

Failure to abide by these award rules jeopardizes players' high school eligibility and will not be tolerated by the region. At the moment, this rule is from the Missouri State HSAA.

- A "Volleylite" type ball must be used for all 12 and under divisions and below
- 6'6" step in will be used for 12 and younger age groups for regular season tournaments and the bronze/copper division of Regionals (the exception is gold/silver division of Regionals & gold/silver 12s Seeding Tournaments)
- Boy's Participation in Girl's Tournaments:
  - B-12 may participate in G-12, G-13, G-14/B-12 tournaments.
  - B-14 may participate in *designated* G-14, G-15, G-16/B-14 tournaments.
  - B-12 tournaments may accept G-12.
  - B-14 tournaments may accept G-14, G-15, G-16.
- Developmental boy's teams may play in a lower age group provided they have applied for and received a team waiver from the Gateway Region.



Abbreviated format for 10s:

- Any combination of boys/girls,
- Volleylite type ball,
- 6'6" net height
- Matching numbered jerseys recommended
- ½ day tournament format – no playoffs
- Free and unlimited substitutions (no need to record subs)
- Teams must supply junior or adult capable officials
  - Any individual acting as 1<sup>st</sup> or 2<sup>nd</sup> referee must be registered
- Emphasize participation and de-emphasize winning
  - Sets scored but wins/losses should not be tracked
  - Prizes for all participants (certificates, candy, small gifts)
- Emphasis on “3-hits”
- Allow 2<sup>nd</sup> service attempt for player initiated serves if 1<sup>st</sup> attempt misses
- Tournaments may be run with coach initiated serves
- \$60 maximum entry fee (if higher – include on sanction form for approval)
- No sanction fee charged
- 10" step in court to serve
- After a maximum of 3 completed serves per service rotation, a team will sideout (no point awarded)

## 8. Tournament Cancellation or Changes

If, due to unforeseen circumstances, it becomes necessary to cancel a planned tournament, the Tournament Director should contact the Gateway Office. \$10 of the sanction fee will be retained as a processing fee and the \$100 results deposit will be shredded. If a tournament director cancels an event for any reason, a team's total entry fee must be refunded. In a situation where the region office can confirm that the tournament director owes tournament fees to a club/team, then the tournament director is not in good standing and ineligible to participate in USAV sanctioned events until fees are paid.

Sometimes changes are made in tournament plans, and the upcoming tournament no longer matches what was approved on the tournament sanction form. In this case the Tournament Director should contact the Gateway Office immediately.

## 9. Pre-season Tournaments - Adults

**(The Adult Rec level program requirements vary and are located in the Extraordinary Events section on p. 14.)**

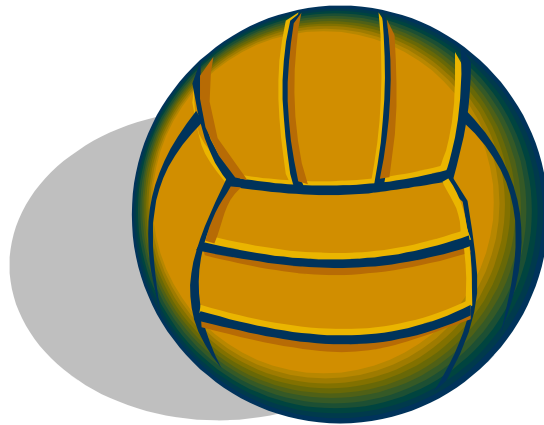
A player's registration expires on October 31st. As an example, a player who participated during the **2011** season would be registered until **October 31, 2011**. If the player participates in a USA Volleyball tournament in **November or December of 2011**, the player must register for the **2012** season to be eligible for that tournament. **Registration begins on September 1.**

Tournaments in September through November are Friendship Tournaments. To participate in these tournaments, players, coaches and officials must be currently registered members of USA Volleyball. A \$10 One-Day Adult membership option will be offered during the Friendship Season (the One-Day membership option is extended through Martin Luther King weekend for college students). A player may register multiple times at the **\$10** one-day rate through **November 30**. However, on or after **December 1**, the full **\$45** membership fee must still be paid. (None of the \$10

**one-day** fees, if paid, will be applied toward the full rate of **\$45**.) All of the normal rules and policies governing these friendship tournaments are in force with the following three exceptions:

1. A \$10 One-Day Membership option is offered.
2. Players on a team do not have to have identical uniforms as long as there is a clearly visible unique number on each player's shirt.
3. A player does not have to be affiliated with a team to participate in pre-season tournaments. Teams do not have to be registered with USA Volleyball, but all individuals participating must be current registered members of USA Volleyball.

Just as in regular season tournaments, each team entered must submit a team roster prior to the start of play. Players may be listed on only one roster. It is the Tournament Director's responsibility to ensure that all participants are registered USA Volleyball members. Any player participating without being registered must pay a penalty fee of \$35 in addition to the regular membership fee of **\$45** and will be subject to disciplinary actions that may include suspension from play for up to one year.



# Appendix

- ◇ Round Robin Pool Play Schedules
- ◇ Playoff Brackets
- ◇ 16 Team Double Elimination Playoff Bracket
- ◇ Tournament Day Check List
- ◇ Parent Code of Conduct

Miscellaneous forms that can be photocopied. These forms include:

## NECESSARY FORMS

- ◇ Tournament Sanction Form
- ◇ Tournament Entry Form
- ◇ Tournament Results Forms (2 Sided form)  
The Publications page of our web site, [www.gatewayvb.org](http://www.gatewayvb.org), contains the Tournament Results Form, formatted in excel. Completing the appropriate form and emailing to [mayer@gatewayvb.org](mailto:mayer@gatewayvb.org) is the preferred method to submit tournament results.
- ◇ Libero Tracking Sheet
- ◇ Lineup Sheets
- ◇ Scoresheets

## OPTIONAL FORMS

- ◇ Blank pool play forms for 4 and 5 team pools
- ◇ Pool play result forms
- ◇ Scorekeeper and referee rating forms
  
- ◇ Certificate of Insurance Request Form – current copy on Gateway web page
- ◇ Incident Report – current copy on Gateway web page
- ◇ Claim Form – current copy on Gateway web page

## Round Robin Pool Play Schedules

Suggested round robin tournament pool play. Note: The first two numbers indicate the playing teams, while the number in parentheses denotes the officiating team.

### Adult & Junior Tournaments

#### 4 TEAM POOL

1. 1 - 3 (2)
2. 2 - 4 (1)
3. 1 - 4 (3)
4. 2 - 3 (1)
5. 3 - 4 (2)
6. 2 - 1 (4)

### Format Exception Option

#### 5 TEAM POOL

1. 1 - 3 (2)
2. 2 - 5 (4)
3. 3 - 4 (1)
4. 1 - 5 (3)
5. 2 - 4 (1)
6. 3 - 5 (4)
7. 1 - 4 (2)
8. 3 - 2 (5)
9. 5 - 4 (3)
10. 1 - 2 (5)

### Format Exception Option

#### 6 TEAM POOL - 2 COURTS

- | Court 1                   | Court 2      |
|---------------------------|--------------|
| 1. 4 - 6 (1)              | 1. 3 - 5 (2) |
| 2. 1 - 6 (4)              | 2. 2 - 5 (3) |
| 3. 1 - 4 (6)              | 3. 2 - 3 (5) |
| 4. 4 - 5 (1)              | 4. 3 - 6 (2) |
| 5. 1 - 5 (3)              | 5. 2 - 6 (4) |
| Lunch Break (30 min) Opt. |              |
| 6. 1 - 3 (5)              | 6. 2 - 4 (6) |
| 7. 3 - 4 (1)              | 7. 5 - 6 (2) |
| 8. 1 - 2 (3)              |              |

### Format Exception Option

#### 7 TEAM POOL - 2 COURTS

- | Court 1                   | Court 2       |
|---------------------------|---------------|
| 1. 6 - 7 (2)              | 1. 4 - 5 (3)  |
| 2. 1 - 3 (5)              | 2. 2 - 6 (7)  |
| 3. 5 - 2 (6)              | 3. 4 - 7 (1)  |
| 4. 1 - 5 (7)              | 4. 3 - 4 (2)  |
| 5. 1 - 6 (4)              | 5. 2 - 3 (5)  |
| Lunch Break (30 min) Opt. |               |
| 6. 4 - 6 (3)              | 6. 2 - 7 (1)  |
| 7. 5 - 7 (3)              | 7. 1 - 4 (6)  |
| 8. 1 - 2 (7)              | 8. 5 - 3 (4)  |
| 9. 3 - 6 (1)              | 9. 2 - 4 (5)  |
| 10. 1 - 7 (2)             | 10. 5 - 6 (4) |
| 11. 3 - 7 (6)             |               |

When arranging teams in a pool, you should consider at least four things:

1. Do the teams that have the farthest to travel have the latest possible start?
2. Do the higher seeds in each pool play each other late in the day so that the outcome of the pool is not decided the first thing in the morning?
3. Is the first match played on each court being officiated by a team that will start the match on time and do a good officiating job so that the tournament will get off to a good start?
4. When you have two teams from the same club in different pools – do not assign the same # in pool so that the teams may watch each other play.

## Appendix B Playoff Brackets

Shown on the next two pages are sample sets of playoff brackets. There is an 8-Team and a 16-Team single elimination bracket. A double elimination bracket is also provided, but only for general information. Due to the extra matches required and the huge disparity in the number of matches played between winning and losing teams, double elimination competition is discouraged and requires prior approval by the Regional Tournament Coordinator before it can be used.

To use the single elimination brackets, simply rank the playoff teams and place them in the bracket. If you do not have enough teams to fill the bracket, just leave the bottom most seeded positions empty and award byes where needed.

The tricky part is in seeding the playoff teams. An example will be given for teams advancing out of three pools into the playoffs.

### Method 1:

Take the first place team out of each pool and make them the 1st through 3rd seeds. To figure out which seed each of the three teams is, compare the three teams using the Ranking System described on pages 10 and 11.

Take the second place team out of each pool and compare them and place them as 4th through 6th seeds with the following exception; switch the position of the second place teams if needed, to ensure that the second place team out of a pool cannot meet the first place team out of that pool before the final match. Make as few switches as possible to achieve this.

Take the third place team (if three teams out of each pool are advancing to the playoffs) out of each pool and after comparison of the third place teams and place them as the 7th through 9th seeds. Switch teams as needed so that no third place team will meet another team out of its own pool before the semi-final matches. Note that the third place teams are often placed solely based on avoidance of pool conflicts.

### Method 2:

The 'Snake'. If you have an odd number of pools, rank the pools by comparing the first place teams out of each pool. The best first place team is considered to have been in the best or highest seeded pool. Assume that our three pools are ranked A (highest), B and C (lowest) and that A-1 is the first place finisher in pool A, C-2 is the second place finisher in pool C, etc., then the playoff positions are awarded as follows:

A-1 = 1st	B-1 = 2nd	C-1 = 3rd
A-2 = 6th	B-2 = 5th	C-2 = 4th
A-3 = 7th	B-3 = 8th	C-3 = 9th

### Method 3:

Preassign the positions using the scheme presented in Method 1. Since teams from different pools cannot be compared against each other, the avoidance of pool conflict becomes the sole determining factor of where to position the teams.

## Tournament Day Check List (or Just What Did I Forget to Bring????)

List of things to remember to bring to the tournament:

Air pump & needle	
Announcements (team pkt inf for scorer's table)	Paper Towels
Antennas	Pressure Gauge
Awards/Trophies (team & individual)	Pens
Bags for ice	Pencils
Bags for garbage	Publications:
Bucket, sponge, soap for clean-up	Referee's Guide
Cards (Red & Yellow)	Tournament Director's Guide
First Aid Kit / Blood Clean-Up Kit	USA Volleyball Rulebook
Folders for:	Schedules (for scorer's table)
Court results (match results)	Scoresheets (2 per court per match)
Scoresheets (scorer's table)	Scoresheets (deciding game)
Team Rosters	Scoreboards (visible)
Food (for Tournament Director)	Staplers and staples
Forms:	Tape - athletic
Officials Rating Sheets	Tape – 2" Court
Tournament Evaluation Forms	Tape – Masking (for postings)
Ice (for injuries)	Tape Measure to ensure net height
Libero Tracking Sheets	Team Packets
Lineup sheets (2 per court per match)	Timers (warm-ups)
Markers	Tool box, hardware and rope for nets
Poster Board:	Trash bags
Pool Results	Volleyballs (court balls)
Playoff Brackets	Whistles

Some of the items listed may not be needed depending on the equipment already at your site, clean-up arrangements made with the facility, etc.

Remember that if your team is playing in the tournament, you will need to also bring all of your normal tournament supplies (i.e. uniforms, volleyballs, shoes, etc.)