

ARTICLE I – HOSTING A TOURNAMENT

- A) **Any individual, club or organization may host** a sanctioned tournament as long as policies and procedures are abided by.
- B) **Select site(s) and date(s)** as early as possible. The master adult six player indoor tournament calendar is assembled in early September and will be published in October. The junior six player calendar will be published as tournament sanction forms are submitted and processed. Both will be published on the Iowa Region's web site.
- C) **Complete sanction application in full.** The Application for Sanctioning a Tournament is located on the Forms page of the website www.iavbreg.org.
- D) **Send completed sanction application to the Iowa Region Office.**
Mail to: USA Volleyball—Iowa Region Fax to: 515-727-1861
4600 Park Ave. Suite 201 Email to: colleen@iavbreg.org
Des Moines, IA 50321-1237
- E) **Receiving Manual.** Upon receipt of your completed application you will receive sanctioning approval by email. The tournament manual is available in full on the Iowa Region website.
- F) **Tournament Sanction Fee is \$10** per Junior team for regular tournaments and for Leagues. This sanction fee is included in the team entry fee.
- 1) **Tournament sanction fees will be automatically sent to the Iowa Region office through the online tournament registration system.** If a club is running a tournament, their own teams will not have to register online for the tournament, and sanction fees for those teams (as well as any other team that does not register for the tournament using the online system), must be paid directly to the Iowa Region.
 - 2) **Adult tournaments** do not pay sanction fees. Adult tournaments will not be using the online tournament registration system.
 - 3) **Make checks payable to: USA Volleyball - Iowa Region.**
- G) **Online Tournament Registration System.** After the tournament calendar is released and teams register for tournaments, each Tournament Director may access information about the tournaments they are running through the online registration system, including how many teams are registered, which teams are signed up, team contact information, and number of openings. Tournament entry fees (minus the sanction fees) will be paid in bulk to Tournament Directors by the online system twice a month.

ARTICLE II – ENTRIES, SCHEDULES, OFFICIATING

- A) **Posting your event.**
- 1) When your event is sanctioned by the Region Office it will be posted on the Tournament Calendar on www.iowaregionvolleyball.com.
 - 2) If an event is not filled prior to the event, notify the Region Office to send an email to all team reps that you still need teams. The Iowa Region sends out daily emails to club directors about tournament openings and new tournaments.
- B) **Entering Junior and Adult tournaments.** Only the Roster from the Online Membership System is acceptable as the official tournament roster. Official rosters must be turned in to the tournament director one (1) week before the tournament, or turned in at the tournament if updated.
- 1) All junior tournaments will be posted on the online tournament registration system. Teams **MUST** use the online system unless a club is entering their own teams into a tournament they are running.
 - a) The Junior Tournament calendar will be posted as tournament forms are received in the Iowa Region office.
 - b) Junior Teams may start entering tournaments on the first Saturday in December, or any time after a tournament is sanctioned (after the opening date) and it has appeared on the tournament calendar.
 - c) Adult teams may accept entries at any time after the event is listed on the tournament calendar.
 - 2) **Teams need to send a roster generated by Webpoint (the online Membership Registration System) to the Tournament Director one (1) week before the event. DO NOT** accept club typed rosters, as you can not verify USAV membership and the USAV insurance will not be in effect for events with unregistered members. Updated rosters may be turned in at the tournament.
 - 3) Teams entering tournaments through the online registration system will immediately receive a confirmation number, and later an email confirmation that they have been accepted into the tournament. Tournaments that do not have openings will not be able to accept entries.

- 4) **Invite Only Tournaments.** Tournaments designated as “Invite Only” tournaments can be entered through the online registration system using a web link that will be distributed by the tournament director.
- 5) **Entry fee.** The general entry fee charged is that amount that has been established and published for the year on the Fee Schedule (\$85 for 2011/12). Entry fees exceeding the established fee require approval by the Region Office. Two day events must submit a budget and entry fee request to the Region Office for approval.
- 6) **Teams withdrawing.** If a team wishes to withdraw from a tournament, they must notify the Tournament Director and the Iowa Region as soon as possible. Entry fees do not have to be refunded unless another team is found by the withdrawing team or the Tournament Director has found a team to replace the team withdrawing. The transaction fee charged to enter a tournament through the online system is non-refundable. If the entry fee is refunded, the Iowa Region will refund the \$10 sanction fee, and the Tournament Director will refund the remaining part of the entry fee. If a Tournament Director cancels a tournament within two (2) weeks of the scheduled date, the Iowa Region suggests that the tournament director include the processing fee in the refund amount.
- 7) **Teams from a lower division** are allowed to play in a higher grade/age group.
 - a) **Girl’s Junior teams are allowed to play in an adult tournament** if two (2) weeks before the event there are still openings.
 - b) **Boy’s Junior teams are allowed to enter men’s tournaments as a regular entry.**
 - c) **Boy’s 14u/8th grade and younger teams may enter girl’s junior tournaments as a regular team.**
 - d) **Adult & Junior Teams from a higher division are not allowed to play down** a division regardless of deadlines or tournament openings.

C) Rosters and playing schedules.

- 1) **All players and teams entering a tournament must be registered with USA Volleyball and coaches (and any other adult on the official roster) must have background screening results before the team can play.** This ensures that the Iowa Region’s insurance coverage is extended to all players at a tournament. In addition, all coaches must have IMPACT training.
 - a) Players and Coaches can only be added to the Official roster if they have fulfilled all the necessary requirements.
 - b) The Official roster can also be used to verify grade waived players, and referee/scorekeeping status.
- 2) **Tournament Schedules** should be sent (emailed) to the **Iowa Region Office** and to **participating teams** at least ten (10) days before the tournament. Tournament format, tie-breaking procedures, and site-specific rules (ie: No Coolers) should also be included.
- 3) Schedules, maps, and tournament play information may be posted on a website for easy access by teams and parents. Website information should be sent to team reps and to the Iowa Region.

D) Required Officiating Duties. Every Junior team is expected to provide officiating personnel each time their team is assigned to officiate. These **officials must be registered members** who are players or non-players. Referee and Scorekeeping status of participants is indicated on the team’s Official roster.

- 1) **Each officiating team must provide:**
 - a) Referees (First & Second)
 - b) Scorekeeper
 - c) Assistant Scorekeeper to track the Libero and flip score
 - d) Two line judges
- 2) **Junior Teams must have at least 1 certified adult referee.** It is **mandatory to have an adult official as the first referee on all playoff matches, UNLESS** both teams agree to have a junior referee. In pool play matches teams may have a junior as first referee, but an adult must either be the second referee or be behind the first referee with a whistle (taking an active part in the match).
- 3) Failure to provide a registered first and second referee and scorekeeper for the team’s officiating duties shall result in a certified individual being secured by the Tournament Director and/or Officials Chairs to fulfill the team’s officiating duties. The charges follow:
 - a) **No first or second referee:** \$30/referee payable to: USA Volleyball-Iowa Region.
 - b) **No scorekeeper:** \$30 payable to: USA Volleyball-Iowa Region.